Student Rights & Freedoms

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for the truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable aspects of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

Their responsibility to serve and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students freedom to learn.

The University is also committed to a policy of affirmative action that assures equal opportunity to all students and therefore does not discriminate on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status or sexual orientation. Students who have AIDS or a positive HIV antibody test will not be discriminated against with regard to admission to the University or in their participation in student life programs and activities. Such students are encouraged to notify the campus nurse of their condition so they can receive appropriate information and assistance in a confidential manner.

II. In the Classroom

Students are expected to adhere to the standards and requirements delineated by the faculty person of record. Students are entitled to fair and civil treatment.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

III. Student Affairs

A. Student Organizations

Students bring to the campus a variety of interests previously acquired and will develop many new interests as members of the campus community. They should be free to organize and join associations to promote their common interests.

Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they do not have the authority to control the policy of such organizations. Student organizations are required to submit a statement of purpose, constitution and a proposed list of officers and members to the Division of Student Affairs and go through an approval process and an organization training session in order to become eligible for University registration.

Campus organizations, including those affiliated with an extramural organization, should be open to all
students without respect to race, creed or national origin.

B. Freedom of Inquiry and Expression
Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Expressions may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. They should be free to support causes by lawful and orderly means that do not disrupt the regular and essential operation of the institution and that do not interfere with the rights of others. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or organizations speak only for themselves.

Students should be allowed to invite and to hear any person of their own choosing subject to routine procedures provided for off-campus speakers. These procedures should be designed only to assure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safety of individuals, the University and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device for censorship of ideas. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government
As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient governing freedom and sufficient financial autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.

D. Student Publications
Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to the students, the University must provide sufficient editorial freedom and sufficient financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications or the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary:

The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial and news coverage.

Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

All University-published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body as a whole.

E. Access and Accommodations
Students with documented disabilities are considered and admitted in the same manner as all other students. Students with disabilities may request physical or academic accommodations, which will be considered on a case-by-case basis. To receive accommodations, students must complete an intake form, provide documentation that is appropriate and
current, and have a collaborative interview with a staff member in Disability Services. Some accommodations require significant pre-planning, so students should begin the intake process well in advance of the start of their first academic semester.

Documentation: Current documentation from a qualified physician or other licensed professional in a field related to the disability is required. Since each disability is unique, guidelines for what constitutes appropriate documentation for a particular disability are available. At a minimum, the documentation must address: verification of the disability, substantial functional limitations noted as a result of the disability, and recommendations for possible accommodations. Additional documentation to support a disability may be required.

For the collaborative interview, students should be prepared to discuss the impact of their disability in the academic environment, their history of accommodations and the accommodations being requested. This information, together with the results of the documentation review, will help determine reasonable accommodations. When decisions are made regarding accommodations, accommodation letters are prepared for students to provide to their instructors. Students must request accommodation letters for each successive semester. For more information contact Disability Services at 503-5199.

IV. Non-Discrimination Statement

The University of South Carolina Upstate is committed to a policy of affirmative action/equal opportunity and nondiscrimination on the basis of race, gender, age, color, religion, national origin, disability, veteran status and sexual orientation. This commitment applies to all academic and non-academic personnel matters and to educational access for all persons including employees, prospective employees, students, prospective students and other persons utilizing the University's programs and facilities.

A. Discriminatory Harassment

Policy EOP 1.03

Harassment based upon race, color, religion, sex, national origin, age, disability, veteran status and sexual orientation is a form of discrimination in violation of federal and state law and University of South Carolina system policies. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, gender, age, disability or veteran status that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. The University is committed to maintaining a harassment and discrimination-free environment for all faculty, staff and students and will not condone behavior between or among members of the campus community which creates an unacceptable educational or working environment.

B. Sexual Harassment Policy EOP 1.02

Sexual harassment subverts the mission of the University by threatening the careers, educational experiences, and well-being of all members of this community. It undermines the University's deep commitment to the primacy of a reward system based purely on merit, intellectual excellence, and job performance. The University, however, is also committed to freedom of speech and to the liberty of academics to teach, publish, and profess matters that others may find offensive. The purpose of this policy is to define "sexual harassment" in both the University employment and academic contexts, to provide procedures for investigation of sexual harassment claims, and to ensure that violations are fully remedied, while also protecting the constitutional and academic rights of every member of this community.

Definition of Sexual Harassment

Sexual harassment of employees or students at the University is defined as unwelcome sexual advance, requests for sexual favors, verbal or other expressive behaviors or physical conduct commonly understood to be of a sexual nature. Sexual harassment includes, but is not limited to, the following:

- Threats to make adverse employment or academic decision if another person refuses to engage in sexual activities.
- Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
- Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
- Unwelcome and unnecessary touching or suggestive physical contact or threats to engage in such conduct.
- Indecent exposure.
- Invasion of sexual privacy.
• Sexual advances, requests for sexual favors, sexual comments and/or questions, and other sexually-oriented conduct that is directed against a specific individual and persists despite its rejection.
• Conduct not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of the complainant’s employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant’s gender.

Prohibited Conduct
• A member of the University community shall not engage in the sexual harassment of another member of the University community.
• A member of the University community shall not encourage, condone, or fail to take reasonable steps within the person’s power to stop the sexual harassment of another member of the University community, regardless of whether the harassment is by another member of the University community or by persons doing business with the University.
• A member of the University community shall not retaliate, or attempt to cause retaliation against any person who reasonably protests against sexual harassment practices within the University or becomes involved in any capacity in the procedures established in this Sexual Harassment Policy.
• However, discipline may be imposed on a member of the University community who abuses the procedures established in this Sexual Harassment Policy: (1) by making claims of sexual harassment knowing them to be false or in reckless disregard of their truth or falsity, or (2) by making claims involving conduct that this person knows or has reason to know are not prohibited by this policy.
• A member of the University community shall not refuse to cooperate in the investigation of a sexual harassment complaint, but may assert whatever testimonial and evidentiary privileges available to that person by law.

Sanctions
Persons who violate the University of South Carolina System Non-Discrimination and Equal Opportunity Policies are subject to appropriate discipline by the University. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for the most serious violations may be termination from employment (and revocation of tenure) if the violator is an employee or permanent expulsion if the violator is a student. They may also be subject to civil damages or criminal penalties. Violations of this policy by students, including graduate assistants, will be governed by the following disciplinary procedures:
1st Offense: probation, community service, corrective action and in severe cases, suspension.
2nd Offense: suspension for not less than one semester.
3rd Offense: expulsion

Enforcement Procedures
Sources of advice and assistance with the procedures of the Non-Discrimination and Equal Opportunity Policies are available to all members of the University community. They include: the dean of students (students); director of equal opportunity programs (any member of the University community) and the director of human resources (employees).
• Dean of Students, Campus Life Center, Rm 303, 503-5387
• Equal Opportunity Programs, Administration Bldg., Rm 310
• Human Resources, Administration Bldg., Rm. 322
The Office of Equal Opportunity Programs can also provide training in the prevention, education, and the law relating to sexual harassment.

V. Policy on Sexual Assault

A. Introduction
The University of South Carolina Upstate is an academic community preserved through mutual respect and trust of the individuals who learn, teach and work within it. Chief among the University’s goals is a commitment to educating men and women to become responsible citizens. In this regard, the University is dedicated to maintaining a campus environment that actively discourages and condemns violence of any kind. Therefore, the University does not tolerate or ignore acts of sexual violence. A student charged with sexual assault on or off campus can be prosecuted under criminal statutes and disciplined under the University’s Code of Student Conduct. Campus disciplinary procedures may proceed with or without prosecution by local, state or federal authorities. Disciplinary action will follow current University policy outlined in the Code of Student Conduct. An alleged victim of sexual assault may elect to have a representative from the women’s center or counseling center serve as an advocate in the disciplinary proceedings. These acts are defined in the following ways:
Stalking
Definition: a pattern of conduct that is intended to cause or does cause a person to fear: (1) Death or death of others important to that person; (2) Assault or assault of others important to that person; (3) Bodily injury or bodily injury of others important to that person; (4) Sexual assault or sexual assault of others important to that person; (5) Involuntary restraint or involuntary restraint of others important to that person; (6) Damage to property or damage to property of others important to that person; (7) Confinement or confinement of others important to that person; (8) Threats of harassment via electronic devices (e.g. e-mail, phone, fax). The relationship between the perpetrator and the victim may be a current or former partner or spouse, dating relationship, acquaintance, or stranger.

Non-Consensual Sexual Contact
Definition: occurs when there is coerced, manipulated or unwanted touching, directly or through clothing, of an intimate part of a person (i.e., the genital area, groin, inner thigh, anus, buttocks, mouth or breasts) that occurs against one’s will, or without one’s consent, including when one is unconscious, intoxicated or otherwise unable to give consent.

Non-Consensual Sexual Assault
Definition: occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part. This includes, but is not limited to penetration of a bodily opening without consent through use of coercion or manipulation.

Forced Sexual Assault
Definition: occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was or should have been aware. Providing or making available to a victim, and/or using any substance (e.g., alcohol, GHB, Rohypnol, etc.) will be considered by the Administrative Hearing Officer, Honor Council, or pre-hearing Officer when determining responsibility and appropriate sanction. Use of these substances in violating this policy may constitute “Forced Sexual Assault” and result in expulsion from the University. In addition, the use of those substances by an alleged assailant may constitute violation of other University policies, and the student may be charged with these violations as well (e.g., Drugs, Harm to Persons, Disorderly Conduct, Disruptive Activity, Alcohol, etc).

The use of alcohol and other drugs by either party, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this offense or diminish the seriousness of the offense.

Consent is defined as follows:
- Both individuals are physically free and capable to act.
- Both individuals are willing and clear about their intent to engage in sexual activities.
- Silence may not in and of itself constitute consent.
- Past consent of sexual activities does not imply ongoing future consent.

B. Medical Attention
Whatever one does following sexual assault, it is essential that medical attention be sought immediately to protect against internal injury or disease and to assist with later prosecution. A victim should observe the following recommendations:
- Don’t take a shower.
- Don’t wash any body part.
- Don’t douche.
- Don’t brush teeth.
- Don’t drink liquids.
- Don’t change clothes.
- Don’t change sheets.
- Don’t urinate.
- Don’t smoke or eat if there’s been oral sexual contact.
- Don’t place any changed clothes in a plastic bag.

C. Counseling
Counseling can be critical to regaining one’s emotional balance following a sexual assault. There are trained professionals ready to assist you or refer you to other competent professionals. All assistance is free and strictly confidential as it is for other offices such as the University Police Department and the Office of Student Affairs. Counseling Services is located in CLC Suite 224 and can be contacted at 844-503-5195.

D. Reporting to the University Police or Local Police
If an assault occurs on University property, it should be reported to the campus police by calling 503-5289 or 503-5911 or by using a campus emergency phone. Assaults that occur off campus should be reported to the local police (911). These numbers can be used 24 hours a day, seven days a week.
E. Reporting

The University encourages students to report all incidents of sexual assault to the University Police, to a counselor in Counseling Services, or to the Dean of Students: 503-5289, 503-5195, 503-5381 or 503-9196 (evenings). The adverse emotional impact following sexual assault can be severe. The long term effects of the trauma of sexual violence can have serious and lasting psychological consequences. The University recognizes the importance of competent, comprehensive, sensitive professional help. Do not hesitate to contact any one of the offices listed as soon as possible to report any incidence of sexual violence:

- Counseling Services is an on-campus resource that provides free counseling visits to students. The phone number is 503-5195.
- University Police will provide on-going assistance in pursuing criminal prosecution. The phone number is 503-5911. They can also put a victim/survivor in touch with other local Victim/Witness Services.
- University Housing is available to assist a victim with housing needs, such as relocation. They can be reached at 503-5422.

Time is absolutely critical when reporting a sexual assault. The sooner an assault is reported the easier it is to collect valuable evidence.

VI. Student Grievance Procedures

A. Policy for Academic Grievances

Each school has developed its own policy for academic grievances. Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the dean of the school. An appeal to the executive vice chancellor for academic affairs is the next step if the problem is still unresolved. Academic grievances include, but are not limited to, grading, acceptance into programs, academic policies, and transfer credits.

B. Policy for Non-Academic Grievances

A grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, and discrimination based on disability, as they relate to non-academic areas of the University. The grievance procedure shall not be used for appeals of disciplinary decisions, residency classification decisions, traffic appeals decisions or any other type decision where a clearly defined appeals process has already been established. Non-Academic grievances related to the University’s non-discrimination and equal opportunity policies should be reported to the dean of students, and to the director of equal opportunity programs.

The procedure is as follows:

The initial phase of the student grievance procedure requires an oral discussion between the student and the immediate supervisor of the person(s) alleged to have caused the grievance. If the student wishes to file an official grievance, a grievance form may be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The form should be filed with the person’s immediate supervisor within five (5) working days of the initial discussion referred to above. The supervisor shall immediately investigate the incident and render a decision. If the student feels the grievance is resolved, the process is complete. If the grievance is unresolved, the student may bring the matter before the dean of students by presenting a written statement within ten (10) working days of the supervisor’s decision. The Dean of Students will investigate and render a decision within 10 working days.

C. Policy for Disability-Related Grievances

Any university student who believes s/he has been subjected to discrimination on the basis of disability, or has been denied access or accommodation required by law may invoke a grievance procedure and may expect an expedient and equitable resolution. The grievance should be addressed to the ADA Coordinator.

- The grievance should be filed within 30 calendar days of the date of the alleged discrimination.
- The grievance must include contact information for the student and a thorough description of the complaint. The student may submit supporting evidence, such as documentation from appropriate medical professionals, documents exchanged between the student and the university, witness testimony, etc.
- The ADA Coordinator will review the submitted grievance and may conduct informational interviews with the student and/or other campus personnel.
• The ADA Coordinator will submit a written
determination to include a review of the grievance,
a statement of the validity of disability discrimina-
tion, and a proposed resolution, if appropriate,
within 30 calendar days of receipt of the grievance.
• The ADA Coordinator will file the determination
with the university and provide a copy to the
student, and will maintain the files and records
relating to the grievance for a minimum of three
years.
• If the grievance is against the ADA Coordinator,
the grievance should be submitted to the
Coordinator's supervisor (the Dean of Students),
or the Director of the Equal Opportunity office.

Although students are encouraged to attempt resolu-
tion of grievances pertaining to disabilities by using
the above campus process, they have the right to
file a grievance directly with the US Department of
Education, Office for Civil Rights (OCR), Region IV
office: 404-562-7886

D. USC Upstate English Fluency
Grievance Policy
Students who feel that they are unable to understand
the spoken and/or written English of an instructor at
USC Upstate shall schedule a meeting with the dean
of the respective school and make their concerns
known. The dean will conduct an investigation and
report to the complaining student his/her findings
within 10 working days of the complaint. In the event
student charges are substantiated, the dean and the
senior vice chancellor for academic affairs will take
immediate action to rectify the problem. Such action
may take the form of replacement of the instructor
immediately, intensive remediation of the problem
or any other solution that protects the due process
rights of faculty and students.

E. Parking Appeals
An appeal should be filed only if the person feels he
or she was given a citation (1) through error, or (2)
without just cause.

Appeal forms can be accessed at the following:
www.uscupstate.edu/parkingappeal, or can be
picked up in the University Police Department within
72 hours or three weekdays following the issuance
of a citation. The appeal is automatically forfeited if
it is filed after 72 hours of the date when the citation
was issued.

The University Parking Appeals Committee, appoint-
ed by the Dean of Students, consists of (1) one
faculty member; (2) one staff member, (3) president
of the student government or his/her appointee. The
committee will review each appeal and render a
decision within 30 days of the appeal.

VII. Code of
Student Behavior

A. Philosophy
The University of South Carolina Upstate is an
academic community preserved through mutual
respect and trust of the individuals who learn, teach
and work within it. Students as well as all parties at
the University must be protected through fair and
orderly processes. These are best safeguarded when
each person within the University community acts in
an orderly and responsible manner. All students and
guests are equally entitled to the protection embodied
in this document and are expected to meet the
standards set forth herein.

Specifically, the University of South Carolina Upstate
has adopted the Carolinian Creed as developed
by the University of South Carolina. Thus, the
community of scholars at USC Upstate is dedicated
to personal and academic excellence. Choosing to
join the community obligates each member to a code
of civilized behavior.

As a Carolinian...I will practice personal and
academic integrity. A commitment to this ideal is
inconsistent with cheating in classes, in games, or in
sports, it should eliminate the practice of plagiarism or
borrowing another student's homework, lying, deceit,
excuse making, and infidelity or disloyalty in personal
relationships. I will respect the dignity of all persons.
A commitment to this ideal is inconsistent with all forms
of theft, vandalism, arson, misappropriation, malicious
damage to, and desecration or destruction of property.
Respect for another's personal rights is inconsistent
with any behavior which violates a person's right
to move about freely, express themselves appropriately
and to enjoy privacy. I will discourage bigotry,
striving to learn from differences in people, ideas and
opinions. A commitment to this ideal pledges affirma-
tive support for equal rights and opportunities for all
students regardless of their age, sex, race, religion,
disability, international/ethnic heritage, socioeconomic
status, political, social or other affiliation or disaffili-
ation, or affectional preference. I will demonstrate
concern for others, their feelings and their need for
conditions which support their work and development.
A commitment to this ideal is a pledge to be
compassionate and considerate, to avoid behaviors which are insensitive, inhospitable or insightful, or which unjustly or arbitrarily inhibit another's ability to feel safe or welcomed in their pursuit of appropriate academic goals. Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and respect all USC Upstate community members deserve. This last clause reminds community members that they are not only obligated to avoid these behaviors, but that they also have an affirmative obligation to confront and challenge and respond to or report the behaviors whenever or wherever they are encountered.

B. Application
This document governs the conduct of all students and student organizations. This document may apply to student behavior both on and off the University’s campus. Violators are subject to local, state and federal laws, as well as the provisions listed herein. Campus hearings may proceed prior to off campus criminal hearings. The decision regarding when a campus hearing is scheduled is determined by the dean of students with the best interest of the University community in mind.

C. Mental Health Disturbances
Instances of student behavior that may be the result of a mental health disturbance require specific consideration and action. The dean of students, in consultation with the Behavioral Intervention Team (BIT), chief of University Police, the chancellor and others deemed appropriate will assess and treat as unique each student's behavior and determine if administrative action is warranted. The University may take the following actions in response to instances of student behavior where there is a reason to believe the conduct is the result of a mental disturbance or the behavior poses a threat of physical harm to the individual or others: counseling, referral for evaluation, remediation, therapeutic treatment, disciplinary action, voluntary or involuntary withdrawal, or other action deemed appropriate. Please reference the website for more information about BIT.

D. Rights and Prohibited Conduct
Nothing herein is intended or shall be construed to limit or restrict the student's freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of an institution of higher education; and to this end, peaceful, reasonable, orderly demonstrations in approved areas shall not be subject to interference by members of the University community. However, those involved in demonstrations may not engage in conduct that violates the rights of other members of the University community. These rules should not be construed as to restrain controversy or dissent, or to prevent, discourage, or limit communication among faculty, students, staff and administrators. The purpose of these rules is to prevent the abuse of rights of others and to maintain public order conducive to a learning environment. In this regard, it shall be the responsibility of every student to obey the Code of Student Conduct, which includes the Code of Academic Integrity and the Code of Campus Behavior. USC Upstate students who are appointed or elected to positions in University recognized student organizations or who are awarded financial assistantships or scholarships are required to be in good academic and disciplinary standing. Good academic standing is defined as having a 2.0 or greater cumulative grade point average. Good disciplinary standing is defined as not being on university or conduct probation at the time of service. This document is reviewed by the executive vice chancellor for academic affairs, the vice chancellor for student and diversity affairs, the faculty senate and is approved by the chancellor of the University.

E. Student Arrest Policy
Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the dean of students of such matters within five working days.

I. Student Conduct for the Classroom
USC Upstate supports the principle of freedom of expression for both instructors and students. University policies on appropriate behavior in the classroom cannot be used to punish reasonable classroom dissent. The lawful expression of a disagreement with the instructor or other students is not in itself inappropriate/disruptive behavior. Maintenance of these rights requires classroom conditions which do not impede their exercise. Classroom behavior that seriously interferes with either 1) the instructor's ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated. The community of scholars at the University of South Carolina Upstate is dedicated to personal and academic excellence. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Faculty members and students at USC Upstate are expected
to exercise their freedoms with a sense of responsibility and sensitivity to the educational interest of others. Faculty and students conduct themselves in a civil, cooperative, orderly, and purposeful manner in all educational settings. Faculty members have authority to set reasonable standards of conduct for classrooms, laboratories, the Library, internships, field placements, and campus wide activities. Please review the following general guidelines and act accordingly.

A Member of the USC Upstate Community of Scholars:
Displays personal and academic integrity.
You are honest, truthful, and trustworthy. You do not lie, cheat, or steal. You do not present others' work as your own or collaborate with others without acknowledgment or permission from the faculty member.

Accepts responsibility for actions.
You do not blame others for academic consequences resulting from your own decisions and behavior. You follow established policies and procedures in the USC Upstate Catalog, the USC Upstate Student Handbook, and course syllabi.

Respects the rights and dignity of all persons.
You are courteous and respect the rights and property of others. You do not harass, demean, ridicule, abuse, threaten, or discriminate against others.

Maintains a learning-focused attitude.
You are engaged in the classroom and other learning environments, both on and off campus. You are on time, prepared, and alert. You participate until the faculty member in charge dismisses the class.

Refrains from conduct that adversely affects others.
Your conduct is appropriate for learning. You do not enter class late or leave early without permission of the faculty member. You follow the instructions of the faculty member regarding talking or using electronic devices in class. You do not use threatening, demeaning, or inflammatory language.

Follows specific requirements of faculty members.
You meet the behavioral and academic expectations of your instructors, recognizing that these standards will often vary.

Defining Disruptive Behavior.
The phrase "classroom disruption" means the behavior a reasonable person views as substantially or repeatedly interfering with the conduct of a class. Since faculty members are ultimately responsible for management of the classroom environment, they possess clear authority to establish reasonable classroom behavioral standards. Exactly which behaviors are "disruptive" may depend upon the size, nature, and format of the class, as well as upon the particular sensitivities of faculty members and/or students.

Procedures For Resolving Disruptive Classroom Conduct. If a student's behavior is disruptive to the faculty member, to another student, or to the class as a whole, the faculty member may direct the student to leave the classroom for the remainder of that class period. The faculty member is the sole judge of when a student's behavior warrants such a dismissal. If the disruptive behavior continues when the student returns to class, the faculty member reports the behavior to the dean of students, who holds a hearing. If the hearing does not result in a resolution, the Honor Council is convened to decide whether the student remains enrolled in the class. Complete description of the Honor Council is found in section V of this code.

II. The Code of Academic Integrity
Under the Code of Academic Integrity, students are on their honor not to cheat, lie or steal, and if they witness another student doing so, it is their responsibility to report the individual and the circumstances to the instructor or the dean of students.

A. Bribery
The offering, giving, receiving or soliciting of anything of value to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.

B. Cheating
Examples include:
- Any conduct during a program, course, quiz or examination that involves the unauthorized use of written or oral information, or information obtained by any other means of communication.
- The buying, selling, sharing of questions or theft of any examination or quiz prior to its administration.
- The unauthorized use of any electronic or mechanical device during any program, course, quiz or examination or in connection with laboratory reports or other materials related to academic performance.
- The unauthorized use of notes, laboratory reports, term reports, theses and written materials in whole or part.
• The unauthorized collaboration on any test, assignment or project.

C. Lying
Lying is the deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or in whole, for the purpose of avoiding or postponing the completion of any assignment, duties, test or examination in a course, internship or program.

D. Plagiarism
Plagiarism, or literary theft, in any writing assignment: using others' words or ideas without consistent, correctly formatted acknowledgement. This includes sources the student knows personally (friends, other students, relatives, etc.) as well as all text, Internet, and other sources. Students are required to properly acknowledge sources as follows: students may not present as their own ideas, opinions, images, figures, languages or concepts of another, including those of other students. Students must acknowledge all sources such as magazines, journals, Internet sites, records, tapes, films and interviews. Papers and other materials bought from "term paper writing services," if submitted as the work of anyone except the writing service, constitute a violation of the principles of this document. Further, violation of any of the following standards may be cause for disciplinary action. The common specific uses of source material are:

Direct Quotation: Word-for-word copying of a source. Direct quotation must be accurate, must not misrepresent the source in any way and must be properly acknowledged.

Paraphrase:
A recasting into one's own words material from a source, generally condensing the source. A direct quotation with only a word or two changed, added or omitted should not be passed off as a paraphrase. A paraphrase restates the source but does not misrepresent it and must be properly acknowledged.

Use of ideas:
The use of an idea from a source must be properly acknowledged, even when one's application of that idea varies from the source.

Use of figures, tables, charts, statistics, images, photographs and other similar sources:
These items must be fully acknowledged, and any changes must be clearly indicated. If a student has received any kind of help (except that permitted by an instructor) in the preparation of a project, that help must be fully acknowledged.

Sanctions of Academic Integrity violations include, but are not limited to:
• expulsion;
• indefinite suspension;
• definite suspension;
• reprimand;
• "X" assigned for the final grade;
• "F" assigned for the course;
• "0" assigned for the assignment, test or paper;
• additional assignments from the professor;
• completion of plagiarism workshop and
• community service.

The sanctions provided for in this section are intended to be disciplinary, and nothing in these procedures, including the imposition of any sanction, shall be interpreted to limit the academic authority of an instructor to determine an appropriate grade for a student who has violated the Rule. If an instructor determines that, because of academic dishonesty, a student's performance in an academic program merits a grade reduction or a failing grade, the instructor's authority to award such an appropriate grade is not limited by the imposition of any sanction under this Section.

Infractions of the Code of Academic Integrity may result in removal from academic programs by the authority of the specific academic dean. Students removed by the academic dean for academic integrity violations have the same rights outlined in the USC Upstate Code of Student Behavior regarding notice and an opportunity to be heard before the honor council.

III. The USC Upstate Code of Student Behavior
It shall be the responsibility of all students and student organizations to abide by the Code of Student Behavior. All nonacademic conduct that infringes on the rights or welfare of others is thus embodied in the Code of Student Behavior.

Violations of this Code are handled in the same manner as violations of the Academic Code. This does not preclude from criminal and civil charges being filed as well. Sanctions listed are guidelines, other sanctions may be applied as deemed appropriate by the Hearing Officer. Violations include but are not limited to.
1. Abuse of the University judicial system, including, but not limited to:
   - Failure to obey summons of a judicial body or University official.
   - Falsification, distortion or misrepresentation of information before a judicial proceeding.
   - Harassment (verbal or physical) and/or intimidation of a member of judicial body prior to or during the course of the judicial proceeding.
   - Failure to comply with sanctions imposed under the Code of Student Conduct.
   - Influencing or attempting to influence another person to commit an abuse of the judicial system or Code of Student Conduct.

Listing of Possible Sanctions:
1st Offense: suspension, probation
2nd Offense: suspension
3rd Offense: expulsion

2. Alcohol Policy:
Unauthorized possession, distribution or consumption of alcohol. Violating any other provision of the Student Code of Conduct while under the influence of alcohol is a violation of this Alcohol Policy. Such conduct includes, but is not limited to, public intoxication, providing alcohol to underage persons, etc. (Refer to the Alcohol and Drug Policy on page 142).

3. Compliance with General Laws:
Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

Listing of Possible Sanctions:
1st Offense: warning, reprimand, probationary status, community service
2nd Offense: suspension
3rd Offense: expulsion

4. Disruptive Activity:
Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the University is prohibited. Forms of expression that disrupt or materially interfere with such activities and operations or invades the rights of persons is also prohibited.

Listing of Possible Sanctions:
1st Offense: reprimand, probation, suspension for a blatant offense
2nd Offense: suspension
3rd Offense: expulsion

5. Drug Policies:
The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy (Refer to the Alcohol and Drug Policy on page 140). The possession of drug paraphernalia is also prohibited (i.e., pipes, bongs, etc.)

6. Failure to Comply with Official Requests:
Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request. (Note to resident students: The defintion of University officials in this regulation includes Housing staff).

Listing of Possible Sanctions:
1st Offense: reprimand, restriction of privileges, probation
2nd Offense: community service, probation
3rd Offense: suspension, expulsion

7. Forgery, falsification, alteration, or knowingly furnishing false information to the University or its officials.

Listing of Possible Sanctions:
1st Offense: grade change, cancel any benefit resulting from illicit activity, probation
2nd Offense: suspension
3rd offense: expulsion

8. Harassment:
Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person. Such conduct includes, but is not limited to action(s) or statement(s) that threaten harm or intimidate a person, or any other form of unwanted contact.

Listing of Possible Sanctions:
1st Offense: probation, community service, corrective action and in severe cases suspension
2nd Offense: suspension
3rd Offense: expulsion
9. Harm to Persons:
Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons.
Listing of Possible Sanctions:
1st Offense: suspension, probation
2nd Offense: expulsion

10. Hazing:
deemed as any act that endangers the mental or physical health or safety of a student, faculty member or other University official. This includes the removal of public or private property for the purpose of initiation, admission into, affiliation with or as a continued membership in a group or organization.
Listing of Possible Sanctions:
1st Offense: probation, community service
2nd Offense: suspension
3rd Offense: expulsion

11. Misuse of Keys:
No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated. (Note to resident students: Loaning a room/apartment key to a person not assigned to that residence may be considered a violation of this regulation.)
Listing of Possible Sanctions:
1st Offense: reprimand, restriction of privileges
2nd Offense: community service, probation
3rd Offense: suspension for not less than one semester

12. Parking/Traffic Violations:
Refer to Parking Brochure or Web site for fines and penalties. www.usc.upstate.edu/police

13. Sexual Assault:
Refer to Policy on Sexual Assault for Definitions
Non-Consensual Sexual Assault
Listing of Possible Sanctions:
1st Offense: probation, suspension, or expulsion; participation in sexual assault training program
2nd Offense: expulsion

14. Forced Sexual Assault:
Listing of Possible Sanctions:
1st Offense: suspension of not less than one semester
2nd Offense: expulsion

15. Sexual Misconduct or Non-Consensual Sexual Contact:
Refer to Policy on Sexual Assault for Definition
Listing of Possible Sanctions:
1st Offense: probation, suspension, or expulsion; participation in sexual assault training program
2nd Offense: expulsion

16. Tobacco Use:
USC Upstate is a tobacco-free campus. Tobacco use is prohibited in all USC Upstate owned or leased buildings (including in all offices, classrooms, laboratories, meeting rooms, residence halls, restrooms, lobbies, lounges, cafes, hallways, stairwells, elevators, etc.), building entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances; buildings on land for use by the University; all University vehicles; sidewalks; parking lots; athletic venues; common areas; and any and all land for use by the University, including campus “green spaces.” This includes the areas of USC Upstate in Greenville, and any other current or future USC Upstate owned or leased properties. (Refer to the USC Upstate Tobacco-Free Campus Policy on page 148.)

17. Stalking:
Defined as a pattern of conduct that is intended to cause or does cause a person to fear. See Sexual Assault policy for full definition.
Listing of Possible Sanctions:
1st Offense: warning, reprimand, probation, corrective action and in severe cases, suspension
2nd Offense: suspension for up to one calendar year
3rd Offense: expulsion

18. Theft of any kind:
Including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USC property, without the owner's permission is also prohibited.
Listing of Possible Sanctions:
1st Offense: community service
2nd Offense: suspension for not less than one semester
3rd Offense: expulsion

19. Theft or abuse of computer time:
including, but not limited to:
• Unauthorized entry into a file to use, read or change the contents or for any other purpose
• Unauthorized transfer of a file
• Unauthorized use of another individual’s identification and passwords
• Use of computing facilities to interfere with the work of another student, faculty member or University official
• Use of computing facilities to send an obscene or abusive message
• Use of computing facilities to interfere with normal operation of the University computing system

Listing of Possible Sanctions:
1st Offense: probation, community service, restriction of privileges or in severe cases, suspension
2nd Offense: suspension for not less than one semester
3rd Offense: expulsion

20. Unauthorized Entry, Presence/Use or abuse of University facilities:
Unauthorized entry into, presence in, or use of University facilities equipment or property which has not been reserved or accessed through appropriate University officials is prohibited.

Listing of Possible Sanctions:
1st Offense: reprimand, restriction of privileges, probation, suspension
2nd Offense: community service, probation, suspension

21. Use of personal portable sound amplification equipment (i.e. radio, TV, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the University.

Listing of Possible Sanctions:
1st Offense: probation, community service
2nd Offense: suspension
3rd Offense: expulsion

22. Violations of local, state or federal law:
Violators may face prosecution off campus as well as disciplinary action on campus.

Listing of Possible Sanctions:
1st Offense: probation, community service, suspension
2nd Offense: community service, suspension
3rd Offense: expulsion

23. Weapons:
The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to dangerous chemicals, dirks, sling shots, metal knuckles, razors, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited.

Listing of Possible Sanctions:
1st Offense: suspension, confiscation of weapon(s) and/or materials
2nd Offense: expulsion

IV. Resolution of Alleged Infractions
A. Informal Administrative Hearing
Upon receiving an alleged violation of the Code of Student Conduct, the dean of students or designee will investigate the report. The dean of students or designee will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The Honor Council (see below for composition and procedures) is given the charge to handle academic honor code or student behavior code violations. The Student Honor Council (see below for composition and procedures) is given the charge to handle campus discipline code violations. Students with alleged campus discipline code violations may choose between which council will hear their case. The Honor Council does not have the role to examine severity of sanction appeals from the decisions of the dean of students or faculty member; those concerns will be forwarded to the Appeals Council. Should further action be necessary, the charged student will receive written notification of a hearing before the Council within a reasonable period of time. The charge letter will include a statement of the charges and the time and place of the hearing. If the accused accepts responsibility in writing prior to appearing before a Council hearing, a sanction determined by the dean of students, or faculty member if an academic violation, will be imposed. If a student fails to respond to a charge letter within the time specified in a certified letter, he or she forfeits his or her rights and may have a sanction imposed by the dean of students. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing.

B. Mediation
An agreement to participate in a mediation process. Resolution through mediation requires a voluntary agreement from both parties to participate in a mediation process. This option is reserved for situations where all of the immediate parties in the
incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the dean of students or designee. Code of Academic Integrity charges will not be handled through mediation. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges as well as additional disciplinary action.

C. The Honor Council Procedures
During an Honor Council hearing, the faculty chairperson will bring the council to order and present the alleged violation brought against the student. The student has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. Council members and the student shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the Honor Council shall deliberate without the accused student being present. The Honor Council shall also determine the sanction that will be imposed if the student is found responsible for Code of Campus Behavior violations. Faculty members will determine the sanction assigned for any Academic Code of Integrity violations that occur in their classes. The dean of students will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Cases that result in suspension or expulsion will be retained indefinitely. Appropriate University officials may be notified of actions taken by the Honor Council on the basis of their need to know. Records will be made available to the Honor Council for specific cases where a student is found responsible, and has a record of any prior violations of the Code of Student Conduct. Any prior violations of the Student Conduct Code will be taken into account in determining the sanction or sanctions for a subsequent violation(s) of the Code. The hearing authority shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student, student organization or University is shown to have resulted. Ad hoc honor councils may be created when extenuating circumstances (e.g., summer break, University holidays, final exams, etc.) preclude an honor council or an appeal council from obtaining the usual quorum (two students, three faculty) for hearing a case. The dean of students or designee will serve as the administrator of this council.

Composition and Jurisdiction of the Honor Council
The Honor Council normally consists of two students and three faculty voting members. Participants for each council are selected by the dean of students from a pool of students and faculty. The dean of students is authorized to assign non academic integrity cases to a Student Honor Council that operates under the same guidelines as a council in which faculty participates. The faculty pool consists of two faculty appointed by each academic division or department from each of the following disciplines: business, education, nursing, library and the College of Arts and Sciences. The student pool consists of two students appointed by each academic division or department from each of the following colleges: business, education, nursing and the College of Arts and Sciences. Students serving on the Honor Council must have completed 30 hours at USC Upstate and maintain a 2.25 GPA and must be in good behavioral standing at the University. Members of the Honor Council are selected each fall to serve during the fall, spring and summer of the following year. With the voluntary, informed and written consent of the University’s representative and charged parties, the above provisions related to council composition, chairmanship and quorum may be waived in order to expedite the scheduling and completion of hearing procedures. The dean of students or designee acts as a nonvoting administrator of the council, and will appoint a faculty chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

D. The Student Honor Council
During a Student Honor Council hearing, the hearing chair will bring the hearing to order and present the charges brought against the student. The student has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. Student Honor Council members and the student shall be free to ask questions during the hearing. Following the presentation and hearing of
all information pertaining to a particular violation, the Student Honor Council shall deliberate without the accused student being present. The Student Honor Council shall also determine the sanction that will be imposed as outlined in the Code of Conduct if the student is found responsible. The dean of students will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Cases that result in suspension or expulsion will be retained indefinitely. Appropriate University officials may be notified of actions taken by the Student Honor Council on the basis of their need to know. Records will be made available to the Student Honor Council for specific cases where a student is found responsible, and has a record of any prior violations of the Code of Student Conduct. Any prior violations of the Code of Student Conduct will be taken into account in determining the sanction or sanctions for a subsequent violation(s) of the Code. The focus of inquiry in disciplinary proceedings shall be the responsibility of the accused party. The hearing authority shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student, student organization or University is shown to have resulted. Ad hoc student honor councils may be created when extenuating circumstances (e.g. summer break, University holidays, final exams, etc.) preclude an honor council or an appeal council from obtaining the usual quorum (five students) for hearing a case. The dean of students will serve as the non-voting chair of this ad hoc board.

Composition and Jurisdiction of the Student Honor Council
The Student Honor Council normally consists of six students, one of whom is the student honor juror. Participants for each court are selected by the dean of students from a pool of students. The pool consists of students appointed annually through academic deans, department and division chairs. Students serving on the Student Honor Council must have completed 30 hours at USC Upstate and maintain a 2.25 GPA and must be in good behavioral standing at the University. Members of the Student Honor Council are selected each fall to serve during the fall, spring, and summer of the following year. With the voluntary, informed and written consent of the University's representative and charged parties, the above provisions related to board composition, chairmanship and quorum may be waived in order to expedite the scheduling and completion of hearing procedures. The dean of students acts as non-voting administrator of the council, and appoints a chief student juror to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code of Student Conduct shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

V. The Rights of the Charged Student
The following rights are guaranteed to persons involved in the University judicial system.

- The right of the Charged Student to a clear, simple written notice of actions alleged as violations of the Code of Student Conduct. This notice should also include a brief statement of the nature of the evidence and possible sanctions.
- The right to be presumed innocent until guilt has been determined.
- The right of the charged student and the accuser to present information and respond to any information presented. This does not include cross-examination of either witnesses or the Honor Court members and does not grant the charged student the right to present during testimony.
- The right to a fair hearing.
- The right, if the student desires, to have an advisor present to advise and serve in a consultative role to the student, although they may not actively participate in the hearing. The charged student must give prior notice to the dean of students when the student wishes to have an advisor present at the scheduled hearing. The notice must be given to the dean of students at least 48 hours before the hearing date.
- The right of the charged student and accuser to present witnesses and other substantive evidence.
- The right of the charged student to appeal an Honor Council decision.
- A charged student forfeits these rights if the student refuses to appear for a hearing or fails to respond in a timely manner to a hearing notice. A hearing may be held in the student's absence.
VI. Resolutions of the Council
When an accused student is found not responsible, all records of the hearing proceedings, except one, shall be destroyed immediately. The one shall be kept on file as a reference to the hearing procedure, and will be kept confidential by the dean of students. In matters pertaining to academic coursework, a student should receive the earned grade when it is determined that the student is not responsible for the alleged violation.

A. Official Reprimand
An official reprimand from the dean of students will serve as an official notice of censure cautioning a student against specific behavior. An official reprimand shall carry no further restrictions.

B. Practical Penalty
The student may be assigned a penalty, fine or task commensurate with the offense. Penalties may include, but are not limited to the following:
- Damage to or littering of University-owned property shall subject the violator to the responsibility for full restitution or restoration of any damaged property or item.
- A recommendation may be made to the instructor that a failing grade be assigned for a specific project or requirement. Other sanctions may include revision of an assignment or additional work.
- A student or student organization may also be prohibited from participation in some or all extracurricular activities and may not use certain University facilities or property as determined by the court.

C. Definite Probation
Definite probation shall be for one, two or three semesters. A student or student organization placed on probation may be prohibited from participation in some or all extracurricular activities and may not use certain University facilities or property as determined by the court. The individual will not be eligible to hold an elective office of any campus organization while on probation. He or she will also lose eligibility to assume any position supported by a University stipend.

D. Indefinite Probation
Indefinite probation shall require that the student organization serve a probationary period of at least one academic year and submit a written petition to the dean of students requesting reinstatement in good standing. This petition should contain evidence during the probationary period of good citizenship such as recommendations from faculty, staff and other credible references. During the probationary period the student or student organization may be prohibited from participating in some or all extracurricular activities and may not use certain University facilities or property as determined by the court.

E. Definite and Indefinite Suspension
Under definite, there shall be a specific time limit of either one or two semesters in which the student may not enroll at the University, participate in activities designated for University students, or use certain University facilities or property. A student organization under suspension may not function as a USC Upstate organization. A student or student organization placed under the indefinite suspension must formally petition the chancellor to gain reinstatement to the University. A student who has been suspended indefinitely may not petition to be reenrolled in the University until at least one calendar year has expired from the effective date of the suspension.

F. Expulsion
Dismissal from the University without the ability to be considered for readmittance.

VII. Appeals
Any student or student organization found guilty by a faculty member or either Council may submit a written request for a review hearing with the Appeals Council on the grounds of (1) insufficient evidence, (2) severity of penalty, (3) denial of basic rights guaranteed by the Code of Student Conduct, or (4) new information not available at the time of the original hearing. An appeal request must be filed with the dean of students within five working days from the receipt of a written notification of a hearing decision. The Appeals Council may request from the dean of students any written statements, testimony information or evidence pertaining to the original hearing, the charges, or the penalty imposed against the accused. When an appeal is filed the original sanction imposed by the Council is delayed until the appeal is resolved. Following receipt of the appeal request, the student or student organization will be notified if an appeal hearing is required. If so, the date, time and location will be included in the letter for notification. If a new hearing is not required, a decision regarding the appeal will be made based on a review of statements, testimony information and evidence presented at the original hearing.
The chair of the Appeals Council will render a decision that may:
- affirm the original decision, which shall be effective as of the date specified
- affirm the original decision and reduce the penalty, which shall be effective as of the date specified
- dismiss the original decision
- specify other appropriate action as deemed necessary. In extraordinary circumstances, the Appeals Council may direct a new hearing. All deadlines expressed in any section are subject to change if exigent circumstances exist. The dean of students shall send written notification of the decision regarding the appeal to the appealing party within 15 University business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original Hearing Board. The decision of the Appeals Council in all appellate matters is the final decision for the University.

Composition of the Appeals Council
The Appeals Council normally consists of one academic dean, and two faculty members as voting members. The dean of students serves as administrator of the appeals council as a non-voting member. The faculty and academic dean are given a one-year appointment by the senior vice chancellor for academic affairs. Members of the Appeals Council are selected each fall to serve during the fall, spring and summer of the following year.

IX. Alcohol and Drug Policy

I. Introduction
This policy governs the distribution, serving, possession, and consumption of substances, which includes alcoholic beverages and illegal drugs, at the University of South Carolina Upstate.

This policy is established to:
- Respect the academic environment without unnecessarily restricting the exercise of legal privileges;
- Protect the welfare of individuals accessing the USC Upstate campus;
- Respect the low risk use of alcohol;
- Respect zero tolerance of illegal drug use.
- Students, faculty, staff and guests are required to comply with and abide by the contents of this policy.

II. South Carolina Law
All state laws related to alcohol and illegal drugs are in effect on the USC Upstate campus. All students, faculty, staff and guests are required to comply. All students, faculty, staff and guests are viewed by USC Upstate as individually responsible and legally accountable for their actions regarding alcohol and illegal drugs. The specific laws cited in the list below are pertinent to this policy. All South Carolina laws, whether or not they are cited in this policy, are applicable. It is against South Carolina law to:
- Purchase, possess or consume any alcoholic beverage if you are under the age of 21;
- Provide any alcoholic beverage to a person under the age of 21 by transfer, gift or sale;
- Misrepresent your age for the purpose of procuring alcoholic beverages;
- Drive under the influence;
- Have a blood level of 0.02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance);
- Have an open container of alcoholic beverage in a moving vehicle;
- Be intoxicated in public;
- Manufacture, distribute, possess or use illegal drugs;
- Possess or use drug paraphernalia.

III. Definitions
Alcoholic Beverage - any spirituous malt (for example: Smirnoff Ice, Schlitz Malt Liquor, wine coolers), vinous, fermented, brewed (whether lager or rice beer) or other liquors or any compound or mixture thereof by whatever name called or known which contains alcohol and is used as a beverage.
Common Source Container - any keg, pony keg, trashcan, bathtub, large container of beverage (i.e. box of wine), or other similar devices used for storing or mixing a quantity of beverage from which a quantity of beverage is distributed to, or consumed by, more than one individual.
Drug Paraphernalia - items such as roach clips, bongs, water pipes, cocaine spoons, etc.
Distilled/Spirituous Liquor - for example: whiskey, rum, brandy, gin and all other distilled liquor and mixtures of cordials, liqueur and premixed cocktails, in closed containers for beverage use regardless of their dilution.
Illegal Drugs - for the purposes of this policy includes illegal drugs including (but not limited to) marijuana, cocaine, heroin, MDMA (ecstasy), and LSD. Any prescription drug for which the user does not have a valid prescription is also included.
Mixed Beverage - a drink composed in whole or in part of distilled liquor and served in a quantity less than the quantity contained in a closed package

IV. Statement of Policy
This policy is subject to change at any time to comply with new local, state or federal laws, or to changes in the USC Upstate policy or Code of Conduct. It is established for all USC Upstate students and includes behavior not only on University property, but also at any University sponsored event or travel opportunity. This policy will be reviewed annually.

A. General Provisions Regarding the Distribution, Consumption and Possession of Alcohol in Accordance with Local, State, and Federal Laws:
- The use of alcoholic beverages on campus or at college-sponsored functions is permitted only by those of legal age as specified with South Carolina law.
- There shall be no alcoholic beverages or empty alcohol containers in the Magnolia/Palmetto House or other residence areas designated by Student Affairs as “dry” even if residents or guests are at least 21 years of age. Alcohol is permitted in the Palmetto Villas, however it must be limited to one six pack of beer or one bottle of wine (not to exceed 750 ml) for only persons who are at least 21 years of age. No distilled/spiritsuous liquor is allowed.
- Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of 21 is prohibited.
- The use of alcoholic beverages, drugs, or drug paraphernalia as a prize in a contest, drawing, lottery, etc. is prohibited.
- Consumption of alcoholic beverages must be secondary to the intended purpose of any event on the USC Upstate campus (i.e., awards dinner, wedding reception, dance, etc.).
- Requests to serve and consume alcoholic beverages on the USC Upstate campus must be submitted at least two weeks in advance to the appropriate approval authorities:
  - The Risk Manager and the Chief of Police act on behalf of the University in the consideration of faculty, staff and off-campus organizations/groups who request to serve and consume alcoholic beverages;
  - The Chancellor grants final approval on all requests to serve distilled liquor;
  - All requests will be considered on an individual basis;
  - USC Upstate reserves the right to deny any request.
- An approved third party vendor must be contracted with to serve alcoholic beverages at any event on-campus where alcoholic beverages are to be served. (Exceptions may be approved by the Chief of Police.)
- A University Police officer(s) is required at all events that are open to the general public where alcoholic beverages are to be served. (Exceptions may be approved by the Chief of Police.)
- State-appropriated funds cannot be used for the purchase of alcoholic beverages.
- USC Upstate does not sanction a student organization or club providing off-campus events where alcoholic beverages are to be served, authorize the use of the USC Upstate name for advertising or promoting an off-campus event where alcoholic beverages are to be served or authorize the use of the USC Upstate name to enter into agreements, contracts or as leverage to gain goods or services.
- At no time are kegs or any other common source containers of alcohol allowed on the campus unless approved by the authorities listed in section 6 above for a formalized function.
- At any event where alcohol is being served, all attendees shall be required to have a valid picture identification card with their birth date listed in order to obtain an alcoholic beverage. Attendees at least 21 years of age who present a valid picture identification card will be given a wristband. Only those with a wristband will be served alcohol. Serving of alcohol is limited to two drinks per person.
- Advertisements, posters, or invitations intended for campus/public viewing may not mention or depict alcohol or other drugs or use terms referring to alcohol or other drugs unless being used for educational and/or prevention programs or services and approved by the Dean of Students.
- Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of everyone in attendance.
- If the event is being sponsored by a student organization, the organization's advisor (or his/her designee) must be present at the event.
- Drinking contests or games are prohibited on the USC Upstate campus.
- Anyone who appears on campus and is obviously impaired as a result of being under
the influence of any substance may be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.

- Property damage as a result of alcohol or other drug use will not be tolerated and the individual(s) responsible for the damage will be subject to any and all sanctions designated by this policy as well as any other applicable policies and in accordance with the Student Code of Conduct.

**B. General Provisions Regarding the Possession and Distribution of Illegal Drugs**

- Possession, sale, or use of narcotic, mind-altering, and/ or other illicit drugs, except for one's own valid prescription by a licensed physician or provider, is prohibited and will be handled in accordance with local, state, and federal laws.
- Possession or use of prescription drugs prescribed to another individual is prohibited.
- The re-sale of one's own valid prescription is prohibited.
- Possession of illegal drugs with the intent to sell or distribute will be handled in accordance with local, state, and federal laws.
- Anyone who appears on campus and is obviously impaired as a result of being under the influence of any substance will be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.
- USC Upstate will cooperate with all law enforcement agencies in the enforcement of any and all local, state, and federal laws on campus.

**A. Sanctions for Violations of the General Provisions of the Alcohol Policy**

Students who fail to complete their sanctions will be documented as not in good standing resulting in loss of privileges and/or status with the university and may be prevented from registering for classes and/or be placed on probation. Students who fail to complete their sanctions and who are transferring or graduating from the university may have grades withheld or other appropriate documentation on their transcripts. Conviction of an alcohol violation may result in the loss of financial aid and/or the ability to register for classes or on-campus housing, as well as any appropriate sanctions from local, state, and federal law enforcement agencies.

**First Offense**

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student's permanent disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student must have an assessment with the Coordinator of Alcohol and Drug Education Programs (or his/her designee) at least one week prior to the educational workshop and a follow-up session with the same counselor no more than two weeks after the educational workshop. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the Coordinator (or his/her designee) determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees for the services in order to remain in good standing with the university.
- The student must attend an educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student's responsibility.
- The student must complete at least 15 approved community service hours. Community service hours may be approved by the Dean of Students and/or Director of Housing and Residential Life.
Second Offense

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student’s permanent disciplinary record.
- A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
- The student may be removed from university housing (to be determined by the Dean of Students and the Director of Housing and Residential Life).
- The student must have an assessment with the Coordinator of Alcohol and Drug Education Programs (or his/her designee) at least one week prior to the educational workshop and a follow-up session with the same counselor no more than two weeks after the educational workshop. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees for the services in order to remain in good standing with the university.
- The student must attend an educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student’s responsibility.
- The student must complete at least 30 approved community services hours. Community service hours may be approved by the Dean of Students and/or Director of Housing and Residential Life.
- The student must have an assessment with the Coordinator of Alcohol and Drug Education Programs (or his/her designee) and a follow-up session with the same counselor. The student is responsible for scheduling an appointment for the initial assessment within ten (10) days after receiving the violation and sanctions.
- The student must have an assessment at the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency and must comply with any treatment or classes that are indicated as well as any associated costs or fees for these services.
- The student must complete at least 50 approved community services hours. Community service hours may be approved by the Dean of Students and/or Director of Housing and Residential Life.

B. Sanctions for Organizations or Groups in Violation of the Provisions of the Alcohol and Drug Policy

Organizations or groups who are found to be in violation of the provisions of this policy will incur sanctions including but not limited to the following, in addition to any sanctions imposed upon individual students in participation:
- Community Service Hours
- Educational workshop(s)
- Loss of use of university facilities
- Suspension of university recognition or charters

USC Upstate reserves the right to suspend the activities of any organization or to deny the ability of individuals to sponsor events when said organization or sponsoring individual has been charged with a violation. In addition to the sanctions listed above, student organizations in violation of the alcohol policy may also be responsible for educational outreach assessments as described in Section IV.


Students who fail to complete their sanctions will be documented as not in good standing resulting in loss of privileges and/or status with the university and may be prevented from registering for classes and/or be placed on probation. Students who fail to complete their sanctions and who are transferring or graduating from the university may have grades withheld or other appropriate documentation on their transcripts. Conviction of a drug charge or violation may result in the loss of financial aid and/or the ability to register for classes or on campus housing as well as any
appropriate sanctions from local, state, and federal law enforcement agencies.

First Offense
- A letter will be issued to the student with a description of the violation and all sanctions and deadlines for completion. This letter will become part of the student's permanent disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student will be removed from housing if he/she is an on-campus resident.
- The student must have an assessment with the Coordinator of Alcohol and Drug Education Programs (or his/her designee) and a follow-up session with the same counselor. If the Coordinator (or his/her designee) determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- When deemed necessary by the Coordinator (or his/her designee), the student must have an assessment at the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency and must comply with any treatment or classes that are indicated as well as any associated costs or fees for these services.
- The student may be required to undergo random drug testing and will be responsible for any costs or fees associated with the testing in order to remain enrolled at the university.
- If the violation is for more than simple possession of an illegal drug, the student may be suspended or expelled.

Second Offense
- A letter will be issued to the student with a description of the violation and all sanctions and deadlines for completion. This letter will become part of the student's permanent disciplinary record.
- A copy of the letter will be mailed to the student's parent(s) or legal guardian(s).
- The student must have an assessment with the Coordinator of Alcohol and Drug Education Programs (or his/her designee). The student is responsible for scheduling this appointment within ten (10) days after receiving the violation and sanctions.
- The student will be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) for any and all services and will be responsible for any costs or fees associated with these services.
- The student will be suspended from the University.
- If the violation is for more than simple possession of an illegal drug, the student may be expelled.

VI. Educational Outreach Assessments
- In addition to the sanctions listed in the above specific sections, students may be responsible for educational outreach assessments according to the guidelines described below.
- Educational outreach assessments will be used to help fund alcohol and other drug educational programs and substance-free events for the campus.
- If the educational outreach assessment is not paid to the appropriate office within ten (10) business days of receiving the violation and sanctions, the student will be deemed noncompliant and will be subject to further sanctions, similar to those of a subsequent offense.
- Students who violate the general provisions of the alcohol policy aside from those that threaten the health and safety of others or cause damage to personal or university property may incur educational outreach assessments according to the following guidelines:
  - 1st Offense: $50
  - 2nd Offense: $100
  - 3rd Offense: $200
- Students who violate the general provisions of the alcohol and drug policy that include behaviors that threaten the health or safety of others and/or cause damage to personal or university property may incur educational outreach assessments according to the following guidelines:
  - 1st Offense: $100
  - 2nd Offense: $200
  - 3rd Offense: $300
- Student organizations or groups that violate the general provisions of the alcohol and drug policy may incur educational outreach assessments according to the following guidelines:
  - 1st Offense: $50
  - 2nd Offense: $100
  - 3rd Offense: $200
- Students who violate the general provisions of the illegal drug policy by possessing drug parapher-
nalia but have no other evidence related to drug use or distribution may incur educational outreach assessments according to the following guidelines:

1st Offense: $50
2nd Offense: $100

- Students who violate the general provisions of the illegal drug policy by possessing (without intent to distribute) a Schedule III-IV controlled substance (including but not limited to marijuana, steroids, prescription drugs for which the person in possession does not have a valid prescription) may incur educational outreach assessments according to the following guidelines:

1st Offense: $100
2nd Offense: $250

- Students who violate the general provisions of the illegal drug policy by possessing (without intent to distribute) a Schedule I-II controlled substance (including but not limited to heroin, LSD, opium, cocaine, amphetamine, methamphetamine, ecstasy) may incur educational outreach assessments according to the following guidelines:

1st Offense: $200
2nd Offense: $300

- Students who violate the general provisions of the illegal drug policy by possessing any controlled substance with the intent to distribute and/or trafficking may incur educational outreach assessments according to the following guidelines:

1st Offense: $500

No Second Offense educational outreach assessments are necessary as a first offense of this nature warrants immediate suspension or expulsion.

Resources

USC Upstate recognizes alcohol and/or drug dependence as treatable illnesses. Students, faculty and staff are encouraged to seek assistance for alcohol and/or drug problems before there is an incident that would cause the University to impose sanctions. The following resource information is provided for students, faculty and staff:

Local County Alcohol and Drug Abuse Programs (out-patient drug and alcohol counseling and prevention services):
- Spartanburg Alcohol and Drug Abuse Commission: 582-7568
- Phoenix Center Greenville: 467-3790

Local Support Groups:
- Al-Anon and ACOA: 585-1930
- Alcoholics Anonymous: 585-1930
- Narcotics Anonymous: 1-800-828-5689

Toll-free Resources:
- Alcohol and Drug Abuse 24-hour Helpline: 1-800-234-0420
- Cocaine Hotline: 1-800-COCAINELINE
- Drugstore Clearinghouse: 1-800-942-3425

Treatment Facilities
(in-patient drug and alcohol treatment):
- AddLife Addiction Services (Greenville): 852-8520
- Center for Behavioral Health (Green): 235-2335
- Haven for Hope (Spartanburg): 472-9083

USC Upstate Resources:
- Alcohol and Drug Education Programs: 503-5536
- Counseling Services: 503-5195
- Dean of Students: 503-5105
- Health Services: 503-5191
- Online Alcohol Screening

Policy Specifications
- Student/Student Employee sanctions
- Student Code of Conduct
- University Housing
- Student Organizations
- Special Events

For more information please visit the USC Upstate Alcohol & Drug Education Programs Web site at: www.uscupstate.edu/studentaffairs.

X. Employment

Student Employment

Employment, including on-campus student employment, is governed by the University of South Carolina policies, South Carolina state laws and United States of America federal laws. On-campus employment processes and procedures have been developed with compliance to the aforementioned policies and laws.

Dispute Resolution Policy for Student Employees

Student employees are expected to discuss concerns about their work conditions and/or work expectations first with their immediate supervisor. The supervisor should respond within seven business days. If no response or if conversation does not produce a mutually agreed resolution to the concerns, student employees may then discuss those concerns with the next-level supervisor whose decision on the matter is final, and will be delivered within seven business days.
Tobacco-Free Campus Policy

The University of South Carolina Upstate is dedicated to providing a safe, healthful, comfortable, and productive learning, living, and working environment for students, faculty, staff, and visitors. According to the World Health Organization (WHO), direct smoking is currently responsible for approximately 3.5 million deaths worldwide each year. The Environmental Protection Agency (EPA) reports that environmental tobacco smoke (ETS) is responsible for an estimated 53,000 deaths per year in nonsmokers. In addition, the 1986 US Surgeon General's Report entitled, The Health Consequences of Involuntary Smoking, concluded the following: "Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure of the nonsmoker to ETS. In addition to causing direct health and environmental hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance. In light of this information, and as part of a global wellness initiative for the University, USC Upstate became completely tobacco-free November 20, 2008 with the provisions listed below. For the purposes of this policy, tobacco is defined as any product made of tobacco including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, and any and all chewing tobacco products. Smoking is defined as burning any type of the above-listed tobacco products. This policy is in effect 24 hours a day, seven days per week. Effective August 1, 2011, violations of the tobacco free policy will be enforced by issuance of citations in the following amounts:

1st Offense: $25
2nd Offense: $50
3rd Offense: $75 (and all subsequent offenses)

1. Tobacco use is prohibited in all USC Upstate owned or leased buildings (including in all offices, classrooms, laboratories, meeting rooms, residence halls休息室, lobbies, lounges, cafeterias, hallways, stairwells, elevators etc.), building entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances; buildings on land for use by the University; all University vehicles; sidewalks; parking lots; athletic venues; common areas; and any and all land for use by the University, including campus "green spaces".

2. This includes the areas of USC Upstate in Greenville, The George and any other current or future USC Upstate owned or leased properties.

3. The sale of tobacco products is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased properties.

4. The free distribution of any tobacco product is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased properties, including to or by any clubs or organizations.

5. USC Upstate campus organizations are prohibited from accepting money or gifts from tobacco companies, or from distributing free, reduced-price, or fully priced tobacco products (including all items containing tobacco as well as promotional products such as t-shirts, hats, etc.)

6. All tobacco advertising, including flyers, posters, electronic media, University newspapers and other publications etc., is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased properties, as supported by the University posting policy.

7. All advertisements for recruitment of students and employment of faculty and staff will denote that "USC Upstate is a tobacco-free campus".

8. "Tobacco-free" and "No-Smoking" signs will be posted throughout campus and in any and other current or future USC Upstate owned or leased properties and all ash trays and "butt containers" will be removed.

9. USC Upstate will provide tobacco cessation programs and will offer resources for any student or employee who is interested in discontinuing tobacco use.

Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to comply with the policy, but also to encourage others to comply. All USC Upstate constituents need to be active in helping create a healthy campus by encouraging compliance from any individual or group who violates the policy.

- The Chancellor, Vice Chancellors, Deans, Department Heads, and other Supervisors will communicate this policy to all faculty and staff members of their respective areas of responsibility. Violations of this policy by faculty or staff will be the re-
sponsibility of that individual's supervisor.

- The Office of Housing and Residential Life will inform all residential students of the policy in writing and otherwise and will implement appropriate sanctions via the campus judicial process for violations of this policy inside and immediately around the residence hall areas.
- The Athletic Director will be responsible for student-athlete violations of this policy.
- The Dean of Students will be responsible for student violations of this policy in all other areas of the University community.
- The Office of Special Events will be responsible for enforcing this policy by any visitors utilizing campus facilities for special events.
- Complaints or disputes regarding violations of this policy should be brought to the attention of the University employee who has immediate responsibility for the workplace, event, or residence, or to his/her supervisor. If satisfactory resolution is not reached, the Chancellor should be consulted.

Emergency Notification Information

USC Upstate students can register for the Campus Emergency Notification System through VIP. The Emergency Notification System will provide students with critical information when unexpected circumstances arise that pose a threat of imminent danger. USC Upstate will also use other communication tools during emergency situations including broadcast email messages, paging to campus telephone extensions, electronic signage, a coordinated use of public media outlets, and a 24-hour recorded Emergency Hotline, (864) 533-5500. Through VIP students are asked to provide a cell phone number, email address and work/alternate phone number in order to receive the alerts in the event of an emergency.

Inclement Weather Policy

Inclement weather occasionally affects the Upstate area, which makes attending class difficult. Visit www.uscupstate.edu/weather for important information.

Procedures:
In case of inclement weather, decisions about canceling or delaying classes at the University of South Carolina Upstate will usually be made by 6:00 a.m. Unless changes are posted by the following means, assume that classes will meet as scheduled. Definitions/Closing Messages are as follows:

Classes Canceled: Students do not report for class with an indication for day and/or evening classes. Faculty, staff and students working or attending classes at the University Center of Greenville will follow the same schedule as the USC Upstate campus. Employees are expected to report to work but may take annual leave, elect to take the day without pay, or make-up the time missed within a specified time frame to be established by Human Resources in conjunction with Payroll.

Classes Delayed: Student report to class at time indicated. Employees report to work for normal business hours.

USC Upstate Closed: Classes are canceled for students and employees do not report to work. Either the Chancellor has closed the University or the Governor has closed state offices.

Communication Methods:
The USC Upstate Web site: The Winter Weather Information icon will be displayed when USC Upstate experiences a delay/closing. Click on the icon to get full details of schedule changes. In times of bad weather when the University will remain on regular schedule, the Classes on Schedule icon will appear on the Web site.

Switchboard: A recorded message will be on the main switchboard (503-5000), although on such days it may be difficult to reach.


Other Info:
Library Schedule: The hours of operation for the Library will be posted on the USC Upstate homepage, library webpage and the central switchboard voicemail.

Building Access: The doors closest to Highway 176 (the front of campus) on each building are usually the first cleared of snow and ice. Watch for signs directing you toward the safest entrance.