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*Student and Diversity Affairs*

The co-curricular program at the University of South Carolina Upstate is committed to the total development of students as individuals. Comprehensive services and activities are provided to complement the students' academic experience. These activities are organized to promote the holistic development of university students. This includes the physical, social, cultural and personal development.

## *The Division of Student and Diversity Affairs*

The Student and Diversity Affairs division is an integral component of the University of South Carolina Upstate. Its programs and services are designed to support the overall mission of the University by enhancing the cognitive, moral, cultural, physical, social and emotional development of the institution's students.

The Student and Diversity Affairs division sponsors programs and services that are designed to:

- assist students in the successful transition to and from college;
- help students explore and clarify their values;
- encourage students to develop healthy relationships with others (i.e., parents, peers, faculty and staff);
- create opportunities for students to expand their aesthetic and cultural appreciation;
- teach students how to resolve individual and group conflicts;
- help students understand, respect and appreciate racial, ethnic, gender and other differences;
- provide opportunities for leadership development;
- implement programs that provide primary health care for students and encourage healthy living;
- provide opportunities for recreation and leisure-time activities;
- help retain students in school and promote their intellectual development and academic success;
- provide opportunities for students to develop and model responsible citizenship behavior;
- provide programs and services designed to help students develop realistic educational and career goals;
- promote the development of ethical and responsible conduct;
- facilitate personal and interpersonal development through an increased capacity to understand one's self and relate effectively to others; and
- establish activities and programs that encourage students to reason, organize, plan and execute complex tasks, set goals, solve problems, make decisions, analyze situations, and manage time and resources effectively.

The following offices and functions are included within the Student and Diversity Affairs division:

### **Student and Diversity Affairs**

#### **Administration**

- Assessment and Planning
- Division Administrative Compliance
- Equal Opportunity Compliance
- Overall Fiscal Management
- Performing Groups
- College Town Liaison
- Overall Supervision
- Undergraduate Assistantships
- Campus Diversity

#### **Equal Opportunity Programs**

- Compliance Issues
- Discrimination and Harassment Prevention and Resolution
- Employee Recruitment Procedures
- Equal Opportunity Education and Training

#### **Health Services**

- Education
- Health Screenings
- Primary Health Care
- Wellness Promotion

#### **Multicultural Student Services**

- Diversity Training
- Minority Student Programs

#### **Residential Life**

- Facility Management
- Living/Learning Program
- Resident Assistant Training
- Student Housing Administration

#### **Student Development**

- Personal and Career Counseling
- Psychoeducational Workshops
- Personality Testing
- MAT and Dantes Administration
- Advocacy for Non-traditional Student Services
- Services and Accommodations for Students with Disabilities
- Access and ADA Compliance Issues
- Alcohol and Drug Education Programs
- Counseling and Referral

#### **Student Life**

- Campus Activities
- Campus Recreation/Intramurals
- Community Service
- Multicultural Affairs
- Enrolled Student Publications
- Greek Life
- Student Organizations
- Leadership Development
- Orientation
- Discipline

#### **University Police**

- Crisis Management
- Parking Services
- Safety Programs
- Protective Services

## ***Equal Opportunity Programs***

In keeping with the educational mission of USC Upstate, the Office of Equal Opportunity Programs (EOP) works to ensure that applicants for employment, employees, and prospective and enrolled students of the University are protected against discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status and sexual orientation. All qualified individuals are provided with equal opportunity in both employment and academic instruction.

USC Upstate is committed to maintaining a harassment and discrimination-free environment for all members of the campus community. Thus, the EOP mission has four major components: compliance, education, intervention and outreach. Each of these is integral in helping sustain a climate of civility and mutual respect at USC Upstate.

## ***Health Services***

Health services provides students with individualized and quality health care, as well as information to help students stay healthy. These services include urgent care, a variety of vaccinations, minor laboratory tests, a self-care medication clinic, health education and promotion. Referrals are made to area physicians and specialists. Services for students are either at no cost or a minimal fee (lab tests, flu shots, CPR, etc.). Contact health services in the Health Services/University Police building or the student affairs office for further details.

## ***Residential Life***

USC Upstate currently offers traditional-style housing for freshman and apartment-style housing for upperclassman. Students residing on campus are required to purchase a meal plan. Early application for housing is recommended.

University Commons is an on-campus, apartment style residential complex that is operated and supervised by the University. It houses nearly 400 upperclassman in two-bedroom units that are furnished, air-conditioned, and has a kitchen with stove, refrigerator, dishwasher and disposal. All units are networked as part of the USC Upstate system. A recreation area with pool, laundry and basketball and volleyball courts are available.

Palmetto House, a \$15 million, 105,000 square foot residential facility for freshmen, opened in January 2004. The complex consists of single and double occupancy rooms, open areas, and three recreation rooms. Each hall features a private study area and laundry facilities. This coeducational facility has controlled access, full sprinkler system, Internet access, cable television, green space, and adjacent parking. Palmetto House is home to 348 students.

Student Development, a division of Student Affairs, is comprised of: Counseling Services, Office of Disability Services, Alcohol and Drug Education Programs and Non-Traditional Student Services. These offices and services are located on the first floor of the Campus Life Center. Student Development provides a wide range of support for the USC Upstate student community.

## ***Student Development***

### ***Counseling Services***

Confidential counseling services are provided free to USC Upstate students on matters of personal, educational and career concerns. The counseling staff includes three counselors with advanced degrees and training. Services offered include short-term, individual and group counseling, outreach programming, and assistance in career exploration and planning. Counseling Services also provides psycho-educational workshops on a variety of issues. Services are located in CLC 107 and are available on Monday from 8:30 a.m.-6:30 p.m., and Tuesday through Friday from 8:30 a.m.-5 p.m.

### ***Office of Disability Services***

The Office of Disability Services provides services to students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. The office works to provide equal access to University facilities and programs in order to meet individual needs. Possible accommodations include: alternative test administration, note-taking services, Books on Tape, scanned textbooks on CD, interpreting services, and priority registration. For information about services, please contact the office at 864-503-5123 or visit the Campus Life Center Room 107. Office hours are 8:30 a.m.-5:00 p.m., Monday-Friday.

### ***Alcohol and Drug Education Programs***

Alcohol and Drug Education Programs provide programs and activities that educate the campus community on issues surrounding alcohol and drug use and abuse. This is accomplished through a variety of means, such as classroom presentations, individual counseling, awareness activities and the educational program "Prime of Life." Additionally, the office provides counseling referral and resource information to students experiencing problems with alcohol and/or drugs. For information about these programs, please contact the office at 864-503-5195 or visit the Campus Life Center Room 107. Office hours are Monday through Friday from 8:30 a.m.-5 p.m.

### ***Non-Traditional Student Services***

Non-Traditional Student Services offers support to students who are in any of the following categories: twenty-five years of age or older, married and/or parents, veterans of the armed forces, working full-time and attending college, and college or university graduates returning to school. For information, contact a non-traditional student advocate. Advocates are located in the Campus Life Center Room 107, (864) 503-5195, and are available from 8:30 a.m.-5 p.m., Monday-Friday.

## ***Student Life***

Involvement in co-curricular and extracurricular activities is an important aspect of college life. The Office of Student Life in the Division of Student Affairs provides support for a wide variety of activities, clubs and organizations for the student body.

### ***Campus Activities Board***

The purpose of the Campus Activities Board is to promote entertainment, cultural development and social interaction among students, faculty and staff through a variety of events. These include dances, plays, concerts, comedians, parties, and recreational activities. In return for their hard work, CAB members are given opportunities to participate in retreats, conventions, and many leadership activities.

### ***Campus Recreation***

The Office of Campus Recreation and Intramurals offers events, leagues and tournaments in a variety of team and individual competitions. A weight room, auxiliary gymnasium and ropes course are among the recreational facilities on campus. Equipment may be checked out through the Office of Campus Recreation. All USC Upstate recreational events are co-ed. In addition to intramural events, the program includes extramural competition against other universities. The Ropes Adventure Course is available for on-campus and off-campus groups to facilitate teamwork, communication and critical thinking skills through high and low ropes initiatives.

### ***IMPACT Community Service Program***

The USC Upstate IMPACT Community Service program provides a means of uniting the campus and community by promoting good relations between students, faculty members and administrators from a variety of backgrounds. This monthly series provides community service activities for all students at a variety of service locations. IMPACT also sponsors a Freshman Day of Service which occurs before classes begin in August.

### ***Multicultural Affairs***

The Office of Multicultural Affairs offers a wide range of programs to promote appreciation and understanding of diverse cultures and people. The office maintains a mentoring program; facilitates cultural programs; and provides many other valuable opportunities and resources for students, faculty and staff.

### ***Campus Media***

*The Carolinian*, the weekly campus newspaper, is published by students. It contains information pertaining to student life, club news, sports news and features. *writersINC.* is an annual literary and art magazine, edited by students, that publishes the work of students, faculty members and others.

### ***Social Fraternities and Sororities***

USC Upstate has chapters of Alpha Kappa Alpha, Delta Sigma Theta, Delta Zeta, Kappa Alpha Psi, Kappa Sigma, Phi Mu, Sigma Alpha Epsilon, Sigma Gamma Rho, Zeta Phi Beta and Zeta Tau Alpha.

### ***Academic and Honorary Organizations***

A number of academic and honorary organizations are available for students to join. These include the Accounting Club, Alpha Mu Gamma, Chemistry Club,

Computer Science Club, Club Art and Design, Criminal Justice Club, Diversity in Business Students, French Club, Gamma Beta Phi, Health Professionals Club, History Club, IMS Student Association, International Club, Kappa Delta Pi, Literary Club, Marketing Club, Math Club, Pi Gamma Mu, Pi Sigma Alpha, Psychology Club, Science Club, Sigma Tau Delta, Sociology Club, Special Education Club, Student Nurses Association, Teachers Educating All Children (TEACH), University Business Society and Writers Inc.

### ***Special Interest Organizations***

Among the campus organizations geared toward special interests are the African American Association, Aliya Urban Hip Hop Dance Clique, American Humanics Student Association, Amnesty International, Asian Club, Baptist Collegiate Ministry, Campus Activities Board, Campus Crusade for Christ, Current Affairs and Political Science Club (CAPS), Equestrian Club, Fellowship of Christian Athletes in Action (FCAIA), Hispanic Awareness Association (HAA), IMPACT, Ladies of Service, Men's Service Club, Scuba and Snorkel Club, Students for the Ethical Treatment of Animals (SETA), Students Against a Violent Environment (SAVE), Student Government Association, Student Pagan Association, Upstate DeutchKlub, Upstate "W" Women's Group, Upstate College Democrats, Upstate College Republicans.

### ***Performance Groups***

The Shoestring Players, the USC Upstate theater group, stages several major productions each year in the USC Upstate Performing Arts Center.

The University has several musical groups—the University Singers, the USC Upstate Jazz Band and the Gordon-Colloms Gospel Choir—that perform in concert and for special events.

The USC Upstate Debate Team gives students the opportunity to improve their research, reasoning and communications skills by competing with each other and with teams from other colleges and universities.

The Mock Trial Team helps students develop skills in formulating and presenting legal theory and arguments as well as many other team work and professional skills.

The USC Upstate Cheerleaders promote school spirit and support for the athletic program by cheering at pep rallies, basketball games and other athletic events.

The USC Upstate Dance Team performs at various campus and off-campus events, representing the school and promoting school spirit.

The Model United Nations encourages a greater awareness of the role of the United Nations in the peaceful resolution of international conflicts. Students are given an opportunity to participate in Model U.N. programs and develop their skills in oral and written communication.

### ***Student Government Association***

The Student Government Association is the official elected body that represents all USC Upstate students. SGA officers work to conduct student functions and to maintain lines of communication among the faculty, the administration, and the student body. Students are ap-

pointed to various university committees upon the recommendations of the SGA. Student organizations are chartered upon its recommendations.

### ***University Police***

The University Police patrols the campus on foot and in marked vehicles around the clock. The department has 10 full-time uniformed patrol officers, all of whom are graduates of the South Carolina Criminal Justice Academy and commissioned as state constables with state-wide arrest authority. Emergency telephones, located throughout the campus on the outside of buildings, are activated by picking up the receiver or pushing the button on front of the callbox, which connects the caller with the University Police.

### ***Parking and Traffic Regulations***

All vehicles driven or parked on campus must be registered with the University Police. Parking permits must be clearly displayed at all times while the vehicle is on campus. Cars parked in restricted lots without the proper decal being displayed are subject to being towed. A schedule of fees for student parking permits is in the "Fees and Expenses" section of this catalog.

Parking regulations are strictly enforced, including a state-mandated \$100 fine for parking in a space reserved for the handicapped without a permit to do so. Unless otherwise posted, the campus speed limit is 25 miles per hour.

### ***Student Conduct Regulations***

The University of South Carolina Upstate is an academic community preserved through the mutual respect and trust of the individuals who learn, teach and work within it. Inherent in the Code of Student Conduct is the belief in each individual's honesty, self-discipline and sense of responsibility.

### ***The Academic Honor Code***

It shall be the responsibility of every student at USC Upstate to obey and to support the enforcement of the Academic Honor Code, which prohibits lying, cheating or stealing. For details of the honor code, procedures for handling complaints, and penalties for violations, consult the *USC Upstate Student Handbook*.

### ***The Campus Discipline Code***

It is also the responsibility of every student at USC Upstate to abide by the Campus Discipline Code, to conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the university community. All non-academic conduct that infringes upon the rights and welfare of others is thus embodied in the Campus Disciplinary Code. Violations are handled in the same manner as violations of the Academic Honor Code. Consult the *USC Upstate Student Handbook* for details.

## ***General Regulations***

### ***Alcohol Policy***

USC Upstate enforces a strong alcohol policy in order to respect the academic environment and protect the welfare of individuals accessing the campus. The University complies with the Drug-Free Schools and Communities Act Amendment of 1989 in establishing and enforcing alcohol and drug policy. Consult the USC Upstate Student Handbook for a current copy of the Alcohol Policy.

## ***For Your Information***

### **• 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 students his/her finding within ten working days of the complaint. In the event student charges are substantiated, the dean and the 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. Refer questions to the Academic Affairs Office.

### **• 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 handicaps, as they relate to nonacademic 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. The procedure is as follows:

The initial phase of the student grievance procedure requires an oral discussion between the student and the person(s) alleged to have caused the grievance. This discussion must take place within ten working days of the incident that constituted the grievance.

If the student wishes to file an official grievance, a grievance form must be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The form must be filed with the person's immediate supervisor within five 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 Grievance Committee by presenting a written statement within ten working days of the supervisor's decision.

The Vice Chancellor for Student Affairs and Diversity Affairs coordinates the grievance procedure for nonacademic areas and should be contacted for forms and assistance.

- **The Student Right-to-Know Act** requires higher education institutions that receive federal funds to report graduation rates for students who enter the institutions as first-time, full-time degree-seeking students. In the case of four-year institutions, the rate is based on the number of those students who graduate within six years of enrolling.

The graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis in the fall of 1996 is 36.1%.

The figure does not include students who transferred from other institutions and graduated from USC Upstate, or those who transferred from USC Upstate to other four-year institutions and graduated from them.

The graduation rate is also affected by students who change from full-time to part-time status, those who discontinue studies and later return, as well as those who drop out permanently.