

ANDERSON COLLEGE

STUDENT HANDBOOK

2003-2004

This handbook does not constitute a contract between a student and Anderson College either expressed or implied; and Anderson College reserves the right at any time to change, delete, or add to any of the content at its sole discretion (2002-2003).

INTRODUCTION

The Student Services area at Anderson College produces the Student Handbook to provide valuable information regarding policies and procedures, key dates, important contact people and resources, and additional materials of benefit to Anderson College students. Please review this book carefully, for all policies and procedures are binding for students who attend Anderson College.

The College provides a comprehensive program of student services. All activities and programs are designed to help students to have positive and rewarding personal growth experiences while at Anderson College. The areas within Student Services include the following: Academic Services, Campus Ministries, Career Services, Counseling, Health Services, Intramurals, Orientation, Residence Life, Student Activities, and Student Government.

As a whole, Student Services are concerned with programs outside the classroom. Working together, Anderson College's faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally, and spiritually.

STATEMENT OF PURPOSE

Nature, Scope, and Affiliation

Anderson College, a private, coeducational, four-year, Christian liberal arts institution affiliated with the South Carolina Baptist Convention, offers degree programs at the undergraduate level.

Purpose

The purpose of Anderson College is to provide, within a Christian community, a quality liberal arts education for a diverse student body that will prepare graduates for both a livelihood and a rewarding life. In its effort to fulfill this purpose, the College is committed to the following values and goals:

Value: Christian Community

Goals:

1. To be a community of teachers and learners that actively affirms and proclaims the teachings of Jesus Christ as the ultimate guide for living.
2. To maintain a Christian environment by creating a community characterized by respect, responsibility, discipline, service, and grace.
3. To assist students in developing an understanding of ethics and Christian values and truths and of the ways in which this understanding applies to all human activity-- public, private, individual, and corporate.

Value: Quality Liberal Arts Education

Goals:

4. To provide a broad liberal arts education as a means of fostering a pursuit of a life of purpose and freedom, truth and wisdom, tolerance for different ideas, and a spirit of generosity toward others.
5. To assist students in acquiring an understanding of the various modes of inquiry and expression in the broad areas of knowledge and experience--humanities, social sciences, mathematics, natural sciences, history, religion, and fine arts.
6. To provide opportunities for students to achieve competence in the skills of oral and written communication, mathematics, critical thinking, problem solving, and the use of computer technology.
7. To recruit qualified Christian faculty and staff committed to the challenge of integrating faith and discipline and to meeting the individual and collective needs of students, support their personal and professional growth, and reward excellence in performance and service.

Value: Diverse Student Body

Goals:

8. To recruit students who are supportive of the mission of the College as a Christian liberal arts college and who can benefit from the academic programs and student services offered.
9. To recruit a student body broadly representative of the cultural and ethnic diversity that characterizes the society in which graduates will live and work.
10. To recruit students who are well prepared academically and socially but also to provide opportunities for a limited number of students who may be under-prepared for college but demonstrate some promise for success.
11. To offer programs appropriate for resident students, commuting students, traditional college age students, and adult students.

Value: Preparation for a Livelihood

Goals:

12. To offer an academically challenging education in a variety of professional and pre-professional areas based upon the intellectual breadth offered by a liberal arts education.
13. To stress the relevance of liberal learning as well as professional knowledge to successful performance in a variety of careers and to the solution of contemporary problems.
14. To provide career education as both a curricular and a student service.

Value: Preparation for a Rewarding Life

Goals:

15. To emphasize the rewards of a life characterized by balance, discipline, service to others, and Christian discipleship.
16. To provide each member of the College community opportunities for intellectual, physical, social, moral and spiritual growth.

GUIDING PRINCIPLES

The basis of all interaction at Anderson College is the expectation that students, faculty, and staff will behave in accordance with the values of a Christian academic community. Anderson College's ideals are the ideals of Christian people. Each student is responsible for his or her actions, not only to self and to God, but also to the college and to fellow students.

Choosing to join this college community obligates each person to a code of behavior, which is published in the College *Catalog* and *Student Handbook*. This code is guided by the Christian principles of love of God, neighbor, and self. Therefore, as a student in the Anderson College community, I agree to practice

Respect for Others. I will act in a manner that is respectful of the rights and privileges of others. Every member of the college community regardless of race, sex, age, disability, or religion has the right to grow and learn in an atmosphere of respect and support.

Respect for Property. I will act in a way that respects personal, college, and community property. Actions and behavior must not be wasteful or destructive to individuals, property, or the natural environment.

Respect for Truth. I will be truthful in all areas of my life. Truth forbids lying, cheating, stealing, and plagiarism. This principle requires high standards of integrity and moral obligation that all students are expected to exemplify in relation to roommates, friends, students, peers, and family.

Respect for Rules, Regulations, and Law. I will abide by and support the rules and regulations of the Anderson College Code of Conduct and abide by all federal, state, and local laws and ordinances.

Respect for Academic Integrity. I will do my own course work, in preparation for all assignments and in the classroom. This will enable each student to expand boundaries of knowledge, skill, understanding, appreciation, and sensitivity to the world of ideas and values.



Nurturing and Supporting a Christian Environment

In addition, by joining the Anderson College community, students commit themselves to nurture and support a Christian environment at all times. As a result, dress, language, and behavior should reflect this commitment in the classroom, inside campus facilities, and on college grounds.

WELCOME FROM STUDENT GOVERNMENT PRESIDENT

Dear Students,

On behalf of the Student Government Association, welcome to Anderson College! I hope that your summer provided you with relaxation and enjoyable memories that will provide you with the motivation to begin a new year completely rejuvenated. Your time at Anderson College will provide you with many experiences that will help you to grow as a person, spiritually and intellectually.

Student Government Association is one of the most valuable lifelines for this campus. You may not know it, but you are a part of the Student Government Association (see Constitution, Article 3). I challenge you to get to know your class representatives and voice your opinions, ideas, or concerns to them. Your input is valuable not only for your personal experience, but for those who may follow in the years to come.

I cannot wait to see what the upcoming year has in store for each of us. It is my prayer that this year will be one of the most successful years ever. God has instilled within us many innate abilities which make each of us unique as individuals. I encourage you to use your talents to create a positive impact on this campus, one that will leave a long-lasting impression for years to come.

Enjoy your experience at Anderson College. Always remember to smile! (It's contagious!) You are blessed as a person and be sure to share your blessings with others. I wish the best for this year. Thank you so much for allowing me the privilege to serve as this year's Student Body President.

Sincerely,

**Jessica Jackson
Student Body President**

CLASS ATTENDANCE REGULATIONS

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance. It is the student's responsibility to be informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve him or her from this responsibility.

Absence from more than three (3) times the number of scheduled class sessions per week, whether excused or unexcused as judged by the instructor, is excessive, and the student will receive a grade of *F* unless the student requests a withdrawal or an incomplete, according to the policies stated in the catalog and the *Student Handbook*.

The individual instructor may choose to require higher standards than those described above. Each instructor's attendance policy will be published at the beginning of each semester as a part of the course syllabus. It is of particular importance that students become aware of scheduled college events that will require class absence and plan accordingly.

The College issues an official leave of absence to students who represent the College in college-sponsored activities, which make it necessary for them to be absent from class. Sponsors of such activities must have prior administrative approval for each anticipated absence of students. The leave of absence does not permit a student to miss more classes than are allowed by the attendance policies of the institution and the instructor. It merely allows him or her to make up the work missed. When an instructor deems an absence to be excused, the student must, within 3 days of his/her return to class, make arrangements with the instructor to make up the work missed.

If a student thinks that the faculty member's attendance record is in error or if there are extenuating circumstances that warrant a reconsideration of the instructor's decision, then an appeal may be made. The student should first discuss the matter with the instructor in question. If the issue is not resolved, the next level of appeal is the division head and then the Academic Dean, the Judicial Board, and finally, the Anderson College Supreme Court. The student should continue to attend class and complete assignments until the appeal process has been resolved.

Withdrawal From Courses

Students at Anderson College will be permitted to withdraw from no more than 15 semester hours of course work from the date of their admission to the College through the date of their graduation. This regulation applies to the summer sessions as well as the regular semesters.

Transfer students will be permitted to withdraw from the following number of semester hours of course work at Anderson College depending on the number of hours that are transferred in:

| Hours transferred | Maximum number of hours from which students may withdraw |
|-------------------|---|
| 0-29 | 15 |
| 30-59 | 12 |
| 60-89 | 9 |
| 90 or above | 6 |

If a student withdraws from one or more courses during the first two weeks of the semester but does not withdraw officially from the College, those courses will not count in the number of withdrawals permitted and will not appear on the student's record for the semester.

Students who officially withdraw from a course on or before the date that mid-term grades are due, will receive a grade of *W*. This date is published in the College catalog. It is the student's responsibility to submit a course withdrawal form, signed by his or her advisor and by the instructor, to the Registrar's Office by the deadline for withdrawing from courses. If a student withdraws from a course after the deadline, the grade of *F* will be recorded for the course unless the student can prove highly extenuating circumstances causing the late withdrawal. In such a case, the instructor may give approval for the student to receive the grade of *W*.

If a student exceeds the number of absences permitted in a course before the deadline for withdrawing from courses, the instructor will notify the Registrar's Office that the student is to be withdrawn from the course and given a grade of *W*. This grade will count toward the maximum number of withdrawals the student is allowed. If a student exceeds the number of absences allowed in a course after the deadline for withdrawing from courses, he or she will be withdrawn from the course by the professor and a grade of *F* will be recorded for the course.

There is no refund of tuition from full-time or part time resident students who withdraw from one or more courses anytime during the semester. Part-time non-resident students enrolled in the fall or spring semester are eligible to receive partial refund of tuition if they officially withdraw from one or more courses before the deadline specified in the Financial Information section of this catalog.

CANCELED CLASSES

Classes are seldom canceled because of inclement weather. However, if you have questions about this matter, please listen to WRIX, WMYI radio or WYFF or WSPA TV. You may also receive weather information regarding school closings at the following web address: www.weatherclosings.com. If bad weather keeps you from attending class when classes have not been canceled, you must take the initiative in contacting your instructor about missed class time and missed assignments.

INFORMATION CONTACT LIST FOR RESOURCES

| | |
|---|---|
| Absences: Class | Individual Instructor |
| Academic Honors | Academic Dean |
| Assignment of Academic Advisor | Academic Services Office |
| Athletics | Athletic Director |
| Automobile Registration | Security Office |
| Campus News | Student Services Office |
| Career Concerns | Career Planning/Placement Office, Academic Advisor |
| Check Cashing | Business Office |
| College Vehicles | Security |
| Course Selection | Academic Advisor |
| Residence Hall Repairs | RA or Residence Life Office |
| Holidays, Class Schedules, College Calendar of Events | Academic Dean's Office |
| Housing Requests | Residence Life Office |
| ID Cards | Campus Safety Office |
| Illness | Health/Security Center |
| Intramurals | Intramural Director |
| Lost and Found | Security Office |
| Newspaper (Echoes) | Journalism Department |
| Parking Decals | Campus Safety |
| Personal Problems | Counselor, RA, RHS |
| Probation/Suspension | Associate Academic Dean |
| Room Change or Room Keys | Residence Life Office |
| Roommate Problem | RA, RHS, or Residence Life Director |
| Stamps | Post Office |
| Student Activities | Student Activities Office |
| Student Bank | Business Office |
| Student Work | Financial Aid Office |
| Summer School and Night Classes | Registrar's Office |
| Thefts | Campus Safety office |
| To Drop a Course | Registrar's Office for Form, then Advisor and Faculty Member |
| Traffic Tickets: Inquiry | Campus Safety Office |
| Payment | Business Office |
| Transcript of Record or Credits | Registrar's Office |
| Transferring to Another College | Advisor |
| Vehicle Registration | Campus Safety Office |
| Visitor Registration | Residence Life |
| Withdrawing from College | Academic Services Center or Student Services Office |

ACADEMIC SERVICES CENTER

The Academic Services Center at Anderson College functions as an enhancement to the academic courses and is intended to facilitate students' development of skills essential to academic success. The services of the Center are available at no additional cost to all Anderson College students.

The Academic Services Center conducts two major programs, the Tutorial Program and the College Opportunity Program. The Tutorial Program provides assistance to students who may need help in understanding a subject or in completing a particular assignment. Tutoring is provided by both faculty and students, and is available in most subjects; but special assistance is available through the Writing Laboratory and the Mathematics Laboratory, which are staffed by faculty specialists in composition and in mathematics. Tutoring is available during the afternoons and evenings four days a week.

The College Opportunity Program consists of courses, tutoring, advising, and counseling designed especially for students whose placement test scores and/or high school records indicate a need for special assistance in reading, writing, or mathematics. The faculty, administration, and staff of Anderson College believe that competence in these skill areas is essential for success in college as well as in one's future career and personal life.

COUNSELING

Counseling is a process of assessing both academic and personal growth, discovering potential, dealing with adjustment problems, and developing plans that will create a more satisfying lifestyle. A variety of counseling services are available to all students. There is no charge for most services, and the highest ethical standards are maintained.

Personal Counseling

Individual, confidential personal counseling is available to students. This type of counseling is useful for those who are having significant problems with adjusting to life changes. It may also be appropriate for those who are having significant distress over interpersonal relationships or personal emotions and feelings. Counseling services are for short-term problems. Those individuals who require long-term assistance will be referred to off-campus professionals.

Academic Counseling

Academic guidance and support is available to all students through the Academic Services and Adult Education offices. Students receive individualized assistance in developing methods of effective study and managing time. Workshops are also provided regularly for a variety of study skills.

Career/Educational Planning

The Career Services Center provides assistance to students by helping them relate their career goals to their educational plans. The staff seeks to meet students at their individual level of need in developing a self-directed career search. This may begin through experiences, and it may expand throughout a student's college years to resume development, graduate school planning, work experiences, and development of interviewing skills. Assistance may also include advising students who need to transfer to other colleges or universities in order to take advantage of academic programs not offered by Anderson College. For graduate study, this office can provide information regarding admission/appropriate admissions tests.

Support for Students with Disabilities

Academic accommodations and counseling for disabled students are provided by the Academic Services Center. Students with disabilities who need special academic support for courses are requested to contact the Director of Academic Services for assistance.

Learning Disabilities

If a student with a verifiable learning disability wishes to receive special considerations or assistance and has not already provided documentation to the Admissions Office, he or she must provide a valid assessment report to the Academic Services Center. Documentation should be no more than three years old. While the College does not offer any academic programs or courses designed especially for learning disabled students, services may be provided, which include extended testing time and note-taking assistance. Accommodations may be made through contacting the Director of Academic Services.

HEALTH SERVICES

On-campus health care is provided. All students, residential and commuting, may receive services at the Health Center provided that they have on file at the College a medical history and a physical examination form. Services offered at the Health Center include the following: (1) RN services 20 hours a week, (2) nurse practitioner services and consultation, (3) physical examination, (4) acute sick care, (5) limited laboratory services, (6) minor procedures when NP available, (7) referral to physician care if needed, (8) health literature, (9) health courses for Master the Art of Living series, and (10) Health Fair for education, screening, and counseling. (Daily hours will be posted for taking care of student health needs.)

Freshmen Programs and Community Service

The office of Freshmen Programs and Community Service, located in Watkins Room 102, is responsible for coordinating the ACTS (Anderson College Transforming Students) Program and all community service projects available through the College. In addition to providing additional support to students, this office also seeks to further the College's basic mission of service to others.

The ACTS Program is a comprehensive support program for freshmen. This program provides opportunities for academic enhancement, social development and spiritual enrichment. In addition, ACTS provides a personal support system through peer mentors and academic advisors to help students make a successful transition from high school to college.

Through coordination of community service projects, the Office of Freshmen Programs and Community Service provides an opportunity for students to meet not only some of their basic college requirements but also to give them an opportunity to experience first hand the rewards of giving back to the community in a variety of mutually beneficial ways.

RESIDENCE LIFE

Residence life at Anderson College offers students an opportunity to grow and develop through living and learning with others. The residence hall is more than just a dormitory or place to live; it is an environment for individual growth through community living.

The Residence Life staff strives to provide comfortable, safe, attractive, and functional residence halls and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship. Anderson College has both professional staff and student resident assistants living on campus to meet the needs of students as they strive to make the residence hall experience a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities, which enhance student development.

In order to ensure a smooth operation of the residence halls, policies designed to facilitate community living have been developed. These guidelines, which are part of college policy, are found in the Residence Life Handbook, which is called *Community*.

All residence halls and apartments are closed to students during the Christmas holidays. Although personal belongings may remain in rooms during this period (unless a room change has been requested), students must vacate the area within 24 hours after their last exam for the fall semester has been taken. Residence halls and apartments will not re-open until the day the Orientation for new students (for the spring semester) is scheduled.

Residence halls and apartments remain open during all other holidays and during Fall Break and Spring Break.

RESIDENCE POLICY

Believing that students benefit in personal growth and educational opportunity from residential living, Anderson College requires all freshman and sophomore students to live in campus housing. Students who meet one of the following criteria may elect to live off campus prior to their junior year.

1. Married.
2. Live locally with a parent, brother, sister, or other close relative.
3. Are 21 years of age prior to the beginning of the semester.
4. Have lived in campus housing for four semesters (excluding summer school) without attaining junior academic status.
5. Have special permission from the Dean of Student Services to live off campus.

Freshman and sophomore students who wish to live off campus and do not meet one of the first four criteria must complete a request form in the Student Services Office. Students will be notified of the action of the Dean concerning whether or not permission to live off campus is granted. Students living off campus illegally will be billed for a residence hall room and the 21-meal plan.

Currently, we do not have housing for married students.

ASSIGNMENT OF RESIDENCE HALL ROOMS

Rooms in college housing are assigned to students through the Residence Life Office. Although consideration may be given to student requests for particular rooms and/or residence facilities, the College makes the ultimate decision for room assignments. Factors such as academic performance, disciplinary record, and/or financial record may play a role in dorm assignments. Students are not guaranteed the same room every year and individuals may be moved during the year if it is deemed in the best interests of the College.

STUDENT ACTIVITIES

Because all of a student's time is not spent in classes and studying, Anderson College offers a variety of extracurricular activities that provide opportunities for intellectual, physical, and social growth. With the help of student leaders, the Student Activities Director coordinates campus activities that are designed for wholesome recreation and personal development. Some of the events planned are movies, dances, tournaments, short courses, travel, and leadership training.

MASTER THE ART OF LIVING

Anderson College students are required to attend 12 Master the Art of Living events during each semester they are registered as full-time students. Six of the 12 events attended must be chapel (community worship) services. Six of the 12 events must focus on Personal Enrichment, College Survival, or Career Preparation. (Please note that all freshmen students must complete requirements for the ACTS program.)

Full-time students will automatically be enrolled in Master the Art of Living during registration each semester. In order to graduate from Anderson College, a student must have earned Master Living credit (attend the minimum number of events) during each semester of full time enrollment. Attendance is recorded at each Master Living event and student records are maintained in the Registrar's office.

Adult Learners (age 25 and older) are exempt from program requirements. Other full-time students who have extraordinary responsibilities, that prevent them from completing the Master Living requirements may apply for an exemption. Contact Susan Wooten, Associate Academic Dean, before the end of the third week of the semester.

MASTER THE ART OF LIVING . . . ONLY AT ANDERSON COLLEGE!

WHO: Master Living events and workshops are planned for part-time, as well as full-time students, and all students are encouraged to take advantage of these opportunities for learning and growth. Full-time students are required to attend a minimum number of events each semester.

WHAT: Master the Art of Living is a unique Anderson College program which includes a wide range of learning experiences such as workshops, short courses, lectures, plays and musical events, as well as our weekly community worship (chapel).

WHEN & WHERE: Students receive a schedule of Master Living events at the beginning of each semester. Weekly programs and events are also listed in Campus News and are posted on campus bulletin boards.

WHY: Master the Art of Living is based on our philosophy that it takes more than a degree to survive and prosper in today's world. Master the Art of Living has been created to provide opportunities for students to acquire additional knowledge and a variety of skills often needed for personal and professional success.

HOW CAN I FIND OUT MORE? Information and program schedules are available from the Academic Services Center, room 102A, Watkins Teaching Center, Ext. 2107.

ATHLETICS

Students may participate in a wide range of intercollegiate sports while enrolled at Anderson College. Women may participate in cross-country, track, soccer, basketball, golf, volleyball, tennis, and fast-pitch softball. Men's teams compete in cross-country, track, soccer, wrestling, basketball, baseball, golf and tennis. Anderson College is a member of the National Collegiate Athletic Association (NCAA) - Division II and also a member of the Carolinas-Virginia Athletic Conference. The Equestrian Club is also a part of the athletic program.

INTRAMURAL SPORTS

Anderson College has many intramural sports activities available to all students. Opportunities include basketball, billiards, flag football, golf, miniature golf, racquetball, sand-court volleyball, softball, and tennis. Students are encouraged to participate in the many teams that are organized to provide fun, healthy, and spirited competition.

RELIGIOUS LIFE

Because Anderson College is a Christian institution affiliated with the South Carolina Baptist Convention, religious activities are an important facet of campus life. Religious activities are varied; and all students, regardless of denomination, can find means of expressing their Christian faith at Anderson College. The primary component of religious life at Anderson College is the weekly chapel service. On Tuesday mornings at 9:30 students, faculty, and staff gather in Henderson Auditorium for a time of praise, worship, celebration, and education. Chapel services are designed to assist students in understanding something of the experience of worship, which is the dynamic for religious living, and to provide instruction and inspiration through programs on a variety of themes. Those who sincerely participate may come to appreciate the wide-range of concerns of the Christian faith in intellectual, social, political, and artistic ideas and issues involved in everyday experience. Chapel attendance is an integral part of the Master the Art of Living program at Anderson College.

The Campus Ministries program is an umbrella for Christian activities at Anderson College. The CM provides a network of support, social activities, service events, leadership opportunities, and other programs designed to foster Christian outreach and spiritual growth. Within CM are three distinct and complementary ministries: Baptist Collegiate Ministries, Church and College Relations, and Ministry Activities. These ministries provide the following:

Large Group Bible Studies, Residence Hall Bible Studies, Small Group Bible Studies, Fellowships, Concerts, Excursions, Retreats, Praise Teams (music groups, ensembles, opportunities to lead in music or to sing solos, duets, etc), Drama Groups (Son Catchers and Journey Team), community outreach (nursing home ministries, children's ministry, youth ministry, Habitat for Humanity, tutoring, recreation, and many other opportunities for service), state conventions, regional gatherings, and mission trips.

The goal of Campus Ministries is to present the good news of Jesus Christ in words and actions that are meaningful and relevant to today's college student. The desire is to change the image of the Christian life to one of excitement, challenge and adventure... not something for when I get older. The purpose of CM is to empower and encourage young people to reach all the potential God has placed in them and to live with faith in Christ, moral conviction, integrity, honesty and genuine love and concern for their fellow students and their community.

CM seeks to bring balance to the college experience by pulling together the emotional, physical, mental and spiritual aspects of life. CM offers opportunities for worship, ministry, discipleship, fellowship and evangelism on the college campus and through local churches.

Weekly Schedule: *

Monday - 8:48 p.m. in Merritt Theater-----FCA
Tuesdays - 9:30 a.m. in Henderson Auditorium-----Chapel
Tuesdays - 8:30 p.m. in Sullivan-----Reformed University Fellowship
Tuesdays - 9:30 p.m. in Sullivan-----Christian Fellowship
Wednesdays - 10:00 p.m. in Sullivan -----Late Night Bible Study
Wednesdays-----Local Church Activities
Thursdays - 6:38 p.m. in Sullivan-----the connection (Campus Worship Celebration-BCM)
Sundays - 8:00 p.m. in Sullivan Building-----NAC
Dorm Bible Studies and Small Groups meet at various times and in different locations throughout the week. Call the CM office at 231-2077 for times and locations.

CHANGE OF ADDRESS

Students must inform the Student Services' Office and Registrar's Office of any changes in home address.

DRESS/LANGUAGE/BEHAVIOR

By joining the Anderson College community, students commit themselves to nurture and support a Christian environment at all times. As a result, dress, language, and behavior should reflect this commitment both in the classroom and inside and outside campus facilities and on college grounds. Specifically, Anderson College students should conform to the following guidelines:

*Men are expected to wear shirts on campus, except in their residence halls.

Students eating the noon meal on Sunday should wear Sunday dress. While students are given some latitude in determining appropriate Sunday dress, tee-shirts, tank tops, sweat-suits, shorts, muscle shirts, hats, caps, and flip flops are not acceptable as Sunday dress. Barefeet are not permitted in classroom, the dining room, offices, or the Administration Building.

*Dress, which advertises alcoholic beverages or which contain offensive language, is prohibited.

*Dress, language, and behavior (at all times) should meet the standards of modesty.

* We ask all faculty, staff, and students to dress in a manner appropriate for the Christian environment we seek to build here at the College. As a result, we ask that males not wear sleeve-less muscle shirts/t-shirts to classes/cafeteria/chapel, etc. We ask that individuals wear belts to keep trousers pulled up appropriately. We ask females not to wear tube blouses or blouses that show the midriff or have plunging necklines. Females are not to wear micro-mini shirts/ shorts. All students should avoid wearing shirts that advertise alcohol, drugs, or have provocative language or profanity. Caps/hats should not be worn in chapel.

Students are reminded that appropriate dress, behavior, and language contribute to a good academic environment.

Written messages on apparel which are contrary to the policies and standards of Anderson College or those containing vulgarity are not acceptable. In addition, sexual familiarity in public places is not appropriate.

FOOD SERVICE

Martin Dining Room

Anderson College contracts food service with **ARAMARK** management firm. All resident students must choose one of the college meal plans. Commuting students may eat in the dining room by paying for each meal or using the Debit Account.

Martin Dining Room Hours

Monday Through Friday

7:30 - 9:30 Hot Breakfast
9:30 -10:00 Continental Breakfast
MWF - 11:00 - 1:40 Lunch
TTH - 11:00-2:00 Lunch
4:45 - 6:30 Dinner
5:00 - 6:00 Friday Dinner

Saturday and Sunday

9:00 - 10:00 Breakfast
12:00 - 1:00 Lunch
11:30 – 1:00 Sunday Buffet
5:00 - 6:00 Dinner

Canteen Hours

Monday-Friday: Morning.....8:00 - 3:30 pm
Evening.....5:00 - 10:00 pm
Sunday.....6:00 - 10:00 pm
Saturday.....Closed

Dining Room Regulations

No food may be carried from the dining room.

South Carolina Health law requires shoes in public eating-places.

At the Sunday noon meal, the dining room dress code requires Sunday dress (shorts, tank tops, caps are not deemed appropriate).

All students must show I.D. cards to enter the dining room.

CANTEEN

The Canteen is located in the Student Center and is operated by ARAMARK Food Service. Here you can grab a quick snack between classes or "hang out" with friends. Inside the Student Center, you can utilize the study table and dining tables, or enjoy the spacious outdoor deck overlooking the tennis courts.

The menu features hamburgers, Itza "solo" pizzas, nachos, and salads. Also, look for weekly specials!

LIBRARY REGULATIONS

1. The library hours are as follows:

Monday -- Thursday: 8:00 a.m. - 11:00 p.m.

Friday: 8:00 a.m.- 5:00 p.m.

Saturday: 11:00 a.m.- 4:00 p.m.

Sunday: 3:00 p.m. - 11:00 p.m.

The library is closed during all college holidays.

2. The library open to all members of the college community. Students are asked to identify themselves by use of their identification cards when checking out books.

3. Books, except reference and reserve books, may be checked out for approximately three weeks and may be renewed provided no one has requested that particular book.

4. Reference books may not be taken from the library. Reserve books vary in terms of how long and in what manner they may be checked out.

5. A fine of 10¢ per day is charged for an overdue book.
6. Magazines and newspapers will be used in the library only.
7. Each borrower is held responsible for books checked out in his or her name. Overdue books must be returned and fines paid in full each semester. Failure to do so will result in loss of borrowing privileges.

LOST AND FOUND

Articles lost or found should be reported or brought to the Campus Safety Office. Items not claimed after six months are donated to local charities.

POST OFFICE

The campus post office is located in the Student Center building. The post office is open Monday through Friday from 8:30 a.m.– 4:30 p.m. The campus post office is not equipped to handle the mailing of large packages. Packages may be sent at the local post office, which is about one mile from campus. All resident students are furnished a mailbox with a key. A student's college address will be provided prior to arrival on campus. The cost for replacing a lost key is \$15.00 during the year. Failure to return the key to the post office when moving off campus, at the end of the school term, or at time of withdrawal will result in a nonrefundable fine of \$35.

CAMPUS SAFETY

The primary purpose of the Campus Safety department is to protect the property and lives of the faculty, staff, students and guests of Anderson College. The department is also responsible for enforcement of parking regulations.

The security officers are employees of Anderson College. They are certified by the state of South Carolina and have the same arrest power of a deputy sheriff. One or more members of the department are on duty 24 hours a day during the time school is in session.

The officers are available any time after dark to transport students from their cars to their campus housing or from one building to another on campus. Officers will assist students with dead batteries and in making arrangements to call a locksmith if needed. Students are encouraged to provide the Security Department with an extra set of car keys. In compliance with the Federal Crime Awareness and Security Act of 1990, Anderson College prepares an annual report setting forth campus security policies and campus crime statistics. This report, which also contains safety and security tips, is furnished to all current students and employees and to any applicant for enrollment or employment upon request.

TOBACCO PRODUCTS

The use of tobacco products is prohibited in all campus buildings, including all residence halls. Violators of this policy are subject to disciplinary action.

SOLICITATION

The College does not encourage or permit solicitation on the campus by individuals or organizations seeking donations or selling items for off campus groups and fundraisers. College-sponsored organizations must obtain permission from the Director of Student Activities for fundraising projects to be held on campus.

STUDENT BANK

Resident students may deposit money in a student bank in the Business Office and draw it out as needed. The College encourages students to open checking accounts at local banks and use their services for cashing checks. ATM is available at Security Office.

STUDENT HEALTH INSURANCE

All full-time students are eligible to purchase health insurance. The policy is a group accident and sickness policy that covers the student for 12 months. All international students must carry health insurance. Information on student health insurance is available in the office of Student Services. (The College does not offer student insurance nor endorse any particular insurance company.)

CAMPUS ORGANIZATIONS

Opportunities for service and fellowship are offered by membership in the following organizations and groups: AC Ambassadors, AC Chapter – American Choral Directors Association, AC Columns, AC Democrats, AC Echoes, AC Education Club, AC Ensemble, AC Fellowship of Scientists, Freshman Honor Society, American Society of Interior Design Student Chapter, Baptist Campus Ministries, Campus Activities Board, Charismatic Christian Fellowship, Collegiate Business Forum, Collegiate Music Educators National Conference, College Republicans, Computer Information Systems Club, Dead Poet's Society, Equestrian Club, Fellowship of Christian Athletes, Gamma Beta Phi, Habitat for Humanity, History Club, International Club, Lion's Club, Minorities Involved in Change, National Art Education Association Student Chapter, Pep Club, Psychology Club, Reformed University Fellowship, Residence Hall Association, Spanish Club, Student Alumni Council, Student Government Association, Wall Street Club, and Young Life.

In addition, all Anderson College students have the opportunity to participate in the various music ensembles on campus. These musical groups include the Anderson College Choir, the Anderson College Wind Ensemble, the AC Ensemble, Radiance, the Anderson Symphony Orchestra, the Iris T. Walker Memorial Handbell Choir, and various choral and instrumental chamber ensembles. Check with the secretary of the Fine Arts Division for information on membership in these organizations.

STUDENT PUBLICATIONS

Student publications include *Ivy Leaves*, a literary journal published once a year and *AC Echoes*, a student news and literary magazine published each month. *Ivy Leaves*, which is sponsored by the faculty in English, solicits short stories, poetry, drama, and art from students. Major staff positions for *AC Echoes* are filled in the spring of each year. However, staff positions are always open for students who wish to serve on the publication staff. Anderson College provides student publications and a television production studio. All of these student media are designed primarily to be direct extensions of the classroom experience, supervised by faculty members and budgeted as part of the academic program.

INTRAMURALS

Intramurals offer a student an opportunity to compete athletically as an individual or team against other Anderson College students. Competition is generally offered in softball, basketball, volleyball, tennis, and flag football.

CHEERLEADERS

Cheerleaders have the responsibility for supporting the men and women's athletic teams. Cheerleaders are divided into two squads in order to share responsibility for cheering at home and selected away games.

FREE PLAY OPPORTUNITIES

Athletic and recreational facilities are available for student use when not scheduled for intercollegiate practice or games. These facilities include eight tennis courts (four lighted), the athletic field, and the sand volleyball courts. Whyte gymnasium is used primarily for free play services and the intramural program. The weight room is located in the balcony of Abney Gym. Students must present their Anderson College I.D. cards upon entering facilities and checking out equipment.

The tennis courts are not available after 11:00 p.m. daily and not before noon on Sunday. The Whyte gym is locked at 10:00 p.m. daily. The grassy areas around and including the athletic fields are not to be used for golf practice.

Statement of Compliance with the Family Rights & Privacy Act of 1974

Anderson College maintains the following types of records on students:

1. Student academic records are maintained in the Registrar's Office. These records are never destroyed.
2. Admissions records are maintained after admission in the Admissions Office two years beyond the date of termination.
3. Advising records are maintained in the Academic Services Center four years beyond the date of termination.
4. Alumni records are maintained by the Vice President of Institutional Advancement.
5. Counseling records are maintained in the Counseling Office.
6. Financial records are maintained in the Business Office.
7. Financial Aid records are maintained by the Director of Financial Aid and are kept a minimum of five years after the student last received financial aid.
8. Medical records are maintained by the Health Services Office.
9. Social and disciplinary records are maintained by the Student Services Office and are kept three years beyond the date of the student's termination of enrollment.

The student may review all of these records, except personal counseling records, medical records, and Financial Aid records. In some instances a written request may be required, but in no instance will the college wait longer than 45 days to provide access to the record. The student may be charged a minimum of ten cents per sheet for photocopies of his records. The custodians of the records, as listed above, may all be reached by mail at Anderson College, Anderson, S.C. 29621.

If there is disagreement between the student and the custodian of the records that cannot be resolved in informal discussion, a hearing will be scheduled within forty-five days of the student's request. A person who is appointed by the Chairperson of the college faculty and approved by the student will conduct the hearing. At the hearing the student may be assisted by a person of the student's choice and at the student's expense. The student will be notified in writing of the outcome of the hearing.

If, after a formal hearing, the student feels that his record is inaccurate or misleading, he will be given the privilege of making a written comment on the record setting forth his reasons for disagreeing with the college. The student's comment will then become a part of the record.

The college will not issue personally identifiable records, including transcripts, without the student's express written consent except: (a) Anderson College officials will have access to the records; (b) parents of dependent children will have access to grade reports if the Registrar is given written permission by the student; (c) records may be released in connection with a student's application for or receipt of financial aid; (d) certain state and federal officials have legal access to the records.

Directory information is considered to be public information and may be released by the college without written consent unless the college is instructed to withhold such information from the public. Items of directory information are name, address,

telephone listing, parents' names, date of birth, denomination, field of study, participation in officially recognized activities and sports, weight and height of varsity athletes, dates of attendance, degrees and awards received if a candidate for graduation, receipt of any honors, and previous educational institutions attended. Any student who does not want this information released by the college must communicate this in writing to the registrar by the end of the first week of classes each semester.

STUDENT GOVERNMENT ASSOCIATION

Anderson College is dedicated to student leadership and development. Students are given opportunities to declare themselves as candidates for elected positions, while the President of the Student Government Association makes appointments to committees. Every student who wishes to become involved in campus life is able to find a place to serve.

You need to know your campus leaders. All of them have learned a great deal about Anderson College from first hand experience. They can help you find your "place" and places for service. Look them up, talk with them, ask questions; they can and will help you!

GOALS AND OBJECTIVES OF SGA

Goal: To foster student interests and activities, to aid in administering regulations, and to transact business pertaining to the student body.

Objectives:

- I. To organize an effective Executive, Legislative, and Judicial Branch of student governance.
- II. To create permanent or ad hoc committees to pursue and/or carry out student interests or projects.
- III. To implement avenues of effectively communicating to the Administration of Anderson College student concerns and information.
- IV. To implement avenues of effectively communicating to the students of Anderson College student concerns and information.
- V. To assist in preparing a budget for the Student Government Association and a social activities' budget.
- VI. To communicate by action that the Student Government Association is an effective and viable organization.
- VII. To assist in training and developing student leaders.

CONSTITUTION/BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF ANDERSON COLLEGE

The Administration of Anderson College, believing that the welfare of the college will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct, individually and as a group, has entrusted to them a share in matters pertaining to student conduct, loyalty and honor.

The whole scheme of successful student government is based upon the idea of serious individual responsibility. Since the standards of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest standard of conduct, loyalty and honor in all phases of college life.

Article I - Name

Section 1.

The name of the organization shall be the Student Government Association of Anderson College.

Article II - Purpose

Section 1.

The purpose of the Association shall be to foster student interests, concerns, and activities, to encourage high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

Section 2.

The Association shall communicate concerns to and from the administration of the College.

Section 3.

The Association shall communicate concerns to and from the student body.

Article III - Membership

Section 1.

Every student enrolled in Anderson College automatically becomes a member of the Student Government Association.

Article IV - Powers

Section 1.

Powers of the student body rest within the student senate. The powers vested in the Student Government Association constitute a privilege granted by the administration. Three branches shall govern the student body: Executive, Legislative and Judicial.

Article V - Supremacy

Section 1.

The Student Government Association shall try to achieve representation of all students at Anderson College.

Section 2.

The President of the college and the Board of Trustees have final authority in all matters regarding Anderson College.

Article VI - Executive Branch

Section 1.

The Executive Branch shall consist of the President, Vice President, Secretary, Class Presidents and the Campus Activities Board Chairman.

Section 2.

The President, Vice President, and Secretary shall be elected by student body members. The Executive Branch shall meet at the request of the SGA President or SGA Advisor.

- a. A student may nominate himself/herself or be nominated by a fellow student.
- b. All nominees who are willing to participate will be placed on a ballot to select the person for each position.
- c. All nominees must have at 2.7 GPA and be free of academic and disciplinary charges.

- d. Campaign regulations will be given out and discussed at the mandatory campaign meeting held prior to the election. All candidates must attend the mandatory meeting. Failure to attend the mandatory meeting will automatically eliminate the candidate's name from the ballot.
- e. All candidates must receive one over half the votes cast to win the election.

Section 3.

Duties of the President

- a. Shall call and preside over meetings of the student body.
- b. Shall act as the representative of the student body.
- c. Shall meet with the Administrative team and the Trustees of the college as invited.
- d. Shall appoint student government committees with the approval of the student senate and advisor.
- e. Shall have veto power over Senate action.
- f. Shall appoint Attorney General and Assistant Attorney General as needed with Senate, advisor, and Dean of Student Services' approval.
- g. Shall appoint Chairmen of SGA committees.
- h. Shall serve as ex-officio member of all committees related to SGA and CAB.
- i. Shall appoint students to serve on the college governance committees with advisor approval.
- j. Shall assist with Open House programs.
- k. Shall assist with Orientation programs.
- l. Must be a senior.
- m. Shall serve only one term.
- n. Be available for other duties/events as requested.
- o. Shall perform the duties of the Vice President in his/her absence.

Section 4.

Duties of the Vice President

- a. Shall perform the duties of the President in his/her absence or at the request of the President.
- b. Shall serve as President of the senate.
- c. Shall serve as advisor of the freshman class until officers are elected.
- d. Shall become President if that office is vacated.
- e. Shall chair Family Day Planning Committee and will work with the Dean of Student Services with this activity.
- f. Shall be trained in Parliamentary Procedure.
- g. Must be at least a junior.
- h. Shall serve only one term.

Section 5.

Duties of the Secretary

- a. Shall carry on correspondence for the Student Government Association.
- b. Shall keep minutes of the Senate and Student Government Association meetings.
- c. Shall serve as Chairman of the Elections Committee.
- d. Shall report issues of concern to the faculty and staff.
- e. Shall keep attendance records.
- f. Must be at least a sophomore.
- g. Shall serve only one term.

Section 6.

President's Advisory Cabinet

- a. Shall serve in an advisory capacity to the President of the Student Government Association.
- b. Shall consist of the Vice President, Class Presidents, Campus Activities Board Chairman, and SGA Committee Chairman as called upon and president or representative from other chartered campus organizations.
- c. Shall meet at the request of the SGA President. Absences may be excused at the President's discretion.

Article VII - Legislative Branch

Section 1.

Powers of the student body rest within the Student Senate.

Section 2.

Composition of the Student Senate:

- a. Vice President of SGA will preside over the Senate and vote only in the case of a tie.
- b. Class Presidents, Campus Activities Board Chairmen and other committee chairmen shall serve as representatives of the respective areas/branches.
- c. There will be no more than six and no less than four Senators elected from each class. All Senators are required to attend all Senate meetings. They are allowed two unexcused absences per semester. Only the SGA secretary and advisor may approve absences. (Excused absences include academic conflicts, athletic events for team players and cheerleaders, and family crises).
- d. A chaplain will be appointed from within the Student Government Association by the SGA president and advisor. He/she will hold devotionals and prayers at meetings of the Student Senate and other SGA related functions.
- e. One advisory member shall sit without vote (faculty or staff approved by the Student Senate and college with the qualifications of a parliamentarian).

Section 3.

Qualifications for election to the Student Senate

- a. All candidates must not be under any disciplinary probation, or other charges, depending on their severity by the college.
- b. All candidates must have at least a 2.7 GPA.
- c. All representatives must maintain a 2.7 GPA and attend all called and special meetings. If a Senator does not maintain a 2.7 GPA or exceeds the absence policy and/or is put on social probation, and/or other charges, depending on the severity, then he/she will be dismissed from his/her position and a new Senator will be appointed by the SGA President, Class President and advisor. Grades will be checked at the end of each semester and attendance will be checked bi-monthly.

Section 4.

Powers and Duties of Student Senate

- a. Ratify all committee appointments of the Presidents.
- b. Pursue recommendations from students of Anderson College.
- c. Act on all petitions from the Student Body.

- d. Serve on committees as deemed necessary by the Legislative Branch, SGA President and Advisor.
- e. Override the presidential veto by 2/3 vote of the entire Senate.
- f. The Senate shall meet twice a month with the exception of December and May.
- g. Two thirds of the Student Senate shall constitute a quorum to have a meeting (excluding academic excuses) and vote on issues that would necessitate such acts.
- h. If a vacancy arises, the manner in which it will be filled shall be left to the discretion of the advisor and Executive Branch with Senate approval.
- i. The Senate has the power to impeach the SGA President and any other SGA officer or elected member of SGA, as described in Article 14 by a 3/4 majority vote of the entire Student Senate, majority vote of the Student Services Team, with approval by the President of the College.
- j. The Senate shall meet for special called sessions with advance notice of 24 hours.
- k. The Senate shall recommend constitutional amendments.
- l. The Senate shall vote on all charters for campus organizations.

Section 5.

Election

Rising upper-classmen of the Senate shall be elected during the spring semester and shall serve from the date of their installation until their successors are installed the following year. Freshmen officers shall be elected in early September, and shall follow the same procedure as upper-classmen.

Section 6.

Student Senate shall follow parliamentary procedure, which will be enforced by the Vice President of the Student Government and President of the Student Senate.

Section 7.

Legislative Procedure

- a. Proposals or petitions from the student body go to the Student Senate.
- b. Proposals from the Student Senate shall follow the routing as indicated on the proposal form. Proposals will always go to the College President for final acceptance or rejection.
- c. If the President of SGA rejects a proposal, it can be overridden by a 2/3 vote of the entire Senate. The proposal is then sent to the SGA advisor and then to the Dean of Student Services.
- d. A proposal, that is approved by the SGA president goes to the SGA advisor and then to the Dean of Student Services.
- e. The Dean of Student Services either rejects or accepts the proposals from the Student Senate.
- f. Proposals are then forwarded to affected areas of campus based upon content, for acceptance or rejection.
- g. Proposals are then forwarded to the College President for final approval. Rejected proposals are returned to the Student Senate. Accepted proposals become effective at the College President's discretion and are returned to the Director of Student Activities for distribution and implementation.

Artide VIII - Judicial

Section 1.

The Judicial Board or the Dean of Student Services will adjudicate disciplinary proceedings brought against a student for violation of the Student Code of Conduct.

Section 2.

The judicial advisor (the Dean of Student Services) shall determine the number of persons needed for each judicial body. Half of the student members of the Judicial Board shall be appointed by the President of SGA with Senate and advisor approval, and half of the student members shall be appointed by the Dean of Student Services. Faculty and/or staff shall be appointed by the Dean of Student Services. Appointments to the AC Supreme Court follow the above guidelines.

Section 3.

The Dean of Student Services or his appointee shall serve as the presiding officer of judicial proceedings. The presiding officer shall be without vote.

Section 4.

The proceedings will be tape-recorded and the recording will be kept until time for an appeal of the decision has passed. The tape is property of the College and cannot be released to anyone except the appeal officer.

Section 5.

Any student charged with a violation shall have a hearing and sentencing either by the Judicial Board or the Dean of Student Services.

Section 6.

The Dean of Student Services or his appointee may refer a "no violation" plea to the Judicial Board even though the student may have requested the hearing and sentencing by the Dean of Student Services.

Section 7.

Any behavior problem that arises that is not listed in any Anderson College publication shall be handled by the Dean of Student Services or his appointee.

Section 8.

At least 3 students and 2 faculty/staff shall be present for the Judicial Board to have a quorum.

Section 9.

Any member of the Judicial Board may be excused by the presiding officer if the member feels he/she would be prejudiced concerning the case.

Section 10.

In the event the Judicial Board does not have enough members to meet because of excuses for feeling prejudiced toward a case, the Dean of Student Services and the President of SGA shall appoint the appropriate trained students to meet the requirements for a quorum. If a quorum cannot be seated, the student whose case is being heard may have the choice of continuing without a quorum or waiting for another hearing to be scheduled.

Section 11.

A decision by the Judicial Board may be appealed to the Anderson College Supreme Court. Decisions by the Supreme Court are final. No further appeals are available.

Section 12.

An appointment for an appeal shall be made with three (3) school days of the initial sentencing. A request for an appeal shall be made in the office of the Dean of Student Services.

Section 13.

The grounds for appeal shall be:

1. Procedural rights violated.
2. Sentencing too severe.

Section 14.

The Anderson College Supreme Court may decide to

1. Uphold the decision.
2. Request a meeting to discuss a lessening of the sentence.
3. Leave the Final decision to the Dean of Student Services.
4. Reverse the decision of the Judicial Board.
5. Add to the sentence.

Section 15.

The Dean of Student Services has the right of appeal if he feels the sentence has been too light or procedures have been violated.

Section 16.

The Dean of Student Services or his appointee shall adjudicate cases of participation in prohibited behavior during summer.

Section 17.

The students serving on the Judicial Board and Supreme Court shall be appointed by the President of SGA and Dean of Student Services, and they shall serve for the duration of the year.

Article IX - Class Officers

Section 1.

Class presidents and senators shall be elected by their respective classes.

- a. A student may nominate himself/herself or be nominated by a fellow student.
- b. All nominees must have a 2.7 GPA and be free from any disciplinary or academic probation.
- c. Upper-class elections shall be held in the spring of each year.
- d. Freshman elections shall be held in September of each year.

Section 2.

Duties of the Class Presidents

- a. To preside over class meetings.
- b. To serve on the Executive Branch.

- c. To serve as a member of the Student Senate.
- d. to be in charge of planning class-oriented projects.
- e. Meet with class senators at least once a month.
- f. Hold class meetings at least once a semester.
- g. To assist with other SGA related projects throughout the year.
- h. To plan, coordinate and participate in at least one community service activity/project each semester.

Section 3.

Duties of the Class Senators

- a. To attend all scheduled class and Senate meetings.
- b. To serve as a member of the Student Senate.
- c. To work on class oriented projects.
- d. Meet with class president at least once a month.
- e. To attend all scheduled class officer meetings.
- f. To assist with other SGA related projects throughout the year.
- g. To participate and assist in planning at least one community service activity/project each semester.

Article X- Election

Section 1.

All Student Government elections shall be administered by the Elections Board. Printed election guidelines shall be set by the Election Board and SGA Advisor. Changes in guidelines shall be done with Senate approval. Refer to Article VI, Section 2. d. for other election information.

Article XI - Installation

Section 1.

Student Government Association officers shall be installed in the spring at a Senate meeting after elections. The outgoing President shall administer the oath to the new President and the new President shall in turn administer the oath to the new officers.

Article XII - Vacancies

Section 1.

The manner in which vacancies shall be filled shall be left to the discretion of the SGA Advisor and the SGA President with Senate approval. Vacancies shall be filled within 30 days unless the vacancy occurs less than 30 days before elections or appointments for the academic year. Members have the duty of fulfilling the responsibilities of their position until the date of last day of the school year or graduation whichever may apply.

Article XIII - Relegation

Section 1.

If any member of the Executive, Legislative, Judicial or the Campus Activities Board or other SGA Committees of the Student Government Association is found conducting himself/herself in a way that would cause defamation to the Student Government Association and/or Anderson College, and/or charged and found in violation of the Student's Code of Conduct, on or off campus, he/she may be released from their position with the Student Government Association, with the decision coming from the SGA Advisor and the Executive Branch.

Article XIV - Impeachment

Section 1.

Any Student Government officer shall be subject to impeachment. He/She may be impeached for a failure to fulfill his/her office or flagrant and willful violation of the Constitution.

Procedure:

1. Charges of impeachment will be sent to Student Senate for review.
2. After a hearing by the Senate and 3/4-majority vote of the entire Senate in favor of impeachment, the recommendation is sent to the Dean of Student Services.
3. If the majority of the senate, advisor and Dean of Student Services recommend impeachment, the matter will then be sent to the President of the College for final approval.

Article XV - Amendments

Section 1.

Recommended changes in the Constitution come through the Senate, SGA Advisor and the Dean of Student Services.

1. Changes will be voted upon by the Student Senate with a 2/3-majority vote to pass.
2. Changes will then be sent to the SGA Advisor and Dean of Student Services for approval.

Section 2.

After review by the SGA Advisor and Dean of Student Services, if necessary, changes will be sent to the President of the College who can either

1. Accept the changes as presented or
2. Recommend the changes be presented to the student body for a vote.

Section 3.

If the changes are presented the student body, a secret ballot shall be the mode of voting.

Section 4.

A public notice of the proposed amendment(s) shall be posted at least five days prior to voting.

Section 5.

Ten percent of the student body must vote with 2/3 majority to pass.

Article XVI - Changes in Guidelines

Section 1.

The Student Senate may make changes provided the changes are in agreement with a majority of the organizations affected.

Section 2.

Should disagreement arise between the Student Senate and the organization to be affected, the issue shall be resolved by the SGA Advisor and the Dean of Student Services.

Article XVII - Attendance

Section 1.

Members of the Student Government Association Student Senate shall attend one-third of all organizational sponsored activities per semester. Two unexcused absences are allowed for the meetings per semester. This includes the SGA Retreat, which counts as two unexcused absences, senate meetings, which count as one-absence and office hours count as 1/2 an absence.

Section 2.

Executive Branch and Campus Activities Board must attend the spring semester Leadership Planning/Training Retreat held in May as well as the SGA retreat held annually in September.

Section 3.

All Student Senate members must attend the SGA Retreat in September.

Section 4.

Members of the Student Senate must have office hours weekly in the Student Activities Office or equivalent.

Article XVIII - Chartered Campus Organizations

Section 1.

Chartered Campus Organizations must submit at the beginning of each year to the Student Activities Office a membership roster, copy of organization constitution, officer listing, advisor name and other information as requested.

Section 2.

Chartered Campus Organizations must comply with guidelines stated in the Organization Advisor/Officer handbook in order to remain in good standing with the college and to receive funding from the Student Activities Office. Organizations that are found out of compliance with the guidelines will have their charters revoked and funding will cease.

Section 3.

1. All student leaders in Chartered Campus Organizations must maintain at least 2.7 GPA and have no disciplinary charges against them in order to serve as an officer in an Anderson College chartered organization.

2. To be eligible for election as an officer in any Anderson College chartered organization, students must have earned a minimum GPA of 2.7 and have no disciplinary charges against them.
3. To continue in an elected position, students must maintain a GPA of 2.7 and receive no disciplinary charges against them. Students who fail to meet either of these standards will lose their leadership position and leadership scholarship, if applicable, at the point in time where the failure occurs.

Section 4.

1. The organization advisor shall be responsible for checking grades with the Registrar at the end of each semester.
2. The organization advisor is responsible for terminating student leaders who fail to comply with established standards and informing the Director of Student Activities of these actions.

Section 5.

Officers removed from office due to failure to comply with standards shall be replaced according to the procedure stated in the individual organization constitution. If replacement of officers is not addressed in the organization constitution, replacement of officers shall be left to the advisor of that organization.

OTHER STUDENT GOVERNMENT ASSOCIATION COMMITTEES
Commuter Student Committee

Purpose:

The purpose of the committee is to give the commuter students a representative voice in student life and Student Government Association at Anderson College.

Function:

1. Encourage and plan commuting student involvement in student life.
2. Encourage commuting students to become active participants in Student Government offices and elections.
3. Make recommendations and/or proposals to the student senate regarding concerns of commuters.
4. Have at least two meetings of commuting students per semester.
5. Sponsor a fellowship/get acquainted time for commuters at the beginning of each semester.
6. Make recommendations to the SGA President for potential leaders within the commuting student population.

Membership:

1. Chairman
 - a. The SGA President and advisor shall appoint the chairman of the Commuting Student Committee. The student senate shall approve the chairman.

Duties:

1. The Chairman of the committee shall:
 - a. Call meeting of the committee.
 - b. Preside over meetings.
 - c. Appoint committees within the committee.

- d. Serve as the official representative of the commuting students.
 - e. Represent the committee at Senate meetings.
2. The chairman shall be a rising upperclassman and will take office at the same time as other SGA officers.
3. Other members:
 - a. The chairman of the commuting student committee, after consultation with the SGA President, shall appoint 3 additional students to serve on the committee. Committee members must have approval of the Student Senate.
 - b. The 2 upperclassmen will be appointed in the spring of the current year. They will serve until the SGA installation of the following year.
 - c. The freshmen representative shall be appointed by mid September of their freshman year and will serve until the SGA installation of the same year.

Food Service Committee

Purpose:

To meet with the Manager of the Food Service provider and Vice President of Administration for sharing ideas, clarification of situation and recommending special events programs. The Chairman is appointed by the SGA president and advisor.

Student Membership:

The President of SGA and chairman of the committee shall appoint 3 students to serve on the committee. One committee member will be chosen from the freshman class by mid September. The students will be appointed, with Senate approval, in September of each academic year and shall serve the duration of that school year.

Other Membership:

Vice President of Administration, Manager and Assistant Manager of Food Service provider.

Meetings:

Meetings shall be held at least once a month and shall be called by the Chairman.

Function:

1. Encourage student involvement in evaluation of food service.
2. Help set up and organize participation in events related to the food service and cafeteria.
3. Make recommendations and/or proposals to the Student Senate regarding concerns of students related to food service.
4. Report results of surveys to the Student Senate and student body.

Duties:

1. Chairman
 - a. The Chairman of the committee shall:
 1. Call meetings of the committee.
 2. Preside over meetings.
 3. Appoint committees within the committee.
 4. Serve as an official representative of the student body as related to food service needs.

5. Represent the committee at Senate meetings.
- b. The Chairman shall be a rising upperclassman and will take office at the same time as other SGA officers.

Safety and Security Committee

Purpose:

To meet with the Director of Security and/or other Security office representative to voice concerns of the student body in the areas of safety, security and parking as well as to hear appeals to traffic violations.

Student Membership:

The SGA President and chairman of the committee shall appoint 3 students to serve on the committee. One committee member will be chosen from the freshman class by mid September. The students will be appointed, with Senate approval, in September of each academic year and shall serve the duration of that school year.

Other Membership:

Director of Security and/or his/her appointee.

Meetings:

Meetings shall be held at least once a month and shall be called by the chairman.

Duties:

1. Chairman
 - a. The Chairman of the committee shall:
 1. Call meetings of the committee.
 2. Preside over meetings.
 3. Appoint committees within the committee.
 4. Serve as an official representative of the student body as related to safety and security needs.
 5. Represent the committee at Senate meetings.
 - b. The Chairman shall be a rising upperclassman and will take office at the same time as other SGA officers.

Communications Committee

Purpose:

To communicate to the student body through posters, newsletter, etc., the upcoming events and work of the Student Government Association.

Function:

1. To pick up and distribute the *Campus News* each Monday.
2. To post minutes from Senate meetings on campus by the Monday after the Senate meeting has occurred.
3. To announce election dates, times and poll locations.
4. To prepare posters and other publicity methods for all Student Government Association sponsored events.

5. Inform *AC Echoes* of scheduled Senate meetings.
6. Act as liaison between the *AC Echoes* and the Student Government Association.

Membership:

1. Chairman
 - a. The SGA President shall appoint a Press Secretary with senate and advisor approval.
 - b. The Chairman of the committee shall:
 1. It would be preferable that the chairman serve on the staff of *AC Echoes* and would write articles related to SGA for the *AC Echoes*.
 2. Call meetings of the committee.
 3. Preside over meetings.
 4. Be in charge of gathering information to be communicated to the campus.
 5. Represent the committee at Senate meetings.

Other members:

1. The chairman of the communications committee, after consultation with the SGA President, shall appoint 3 students to serve on the communications committee. One committee member will be chosen from the freshman class. All committee members must have approval of the Student Senate.
2. Committee will serve until SGA installation of the same year.

Elections Board

Purpose:

The elections board shall be in charge of all elections held by the Student Government Association.

Function:

1. Hold elections for President, Vice President, Secretary and Class officers.
2. Hold elections for Second Mile Award.
3. Hold elections for Homecoming Court.
4. Shall be responsible for voting in ratification of Constitution or referendum on Constitutional changes.
5. Shall set up and maintain balloting stations - one outside of the dining hall and one outside of the commuter lounge.
6. Shall count ballots in all elections except when their name (committee members and chairman) appears on the ballot.
7. Meet with candidates to explain election/campaign guidelines and procedures.
8. Determine manner in which candidates shall be presented to the student body.
9. Shall call all candidates after ballots have been counted with election results.

Membership:

1. Chairman
 - a. The Secretary of the Student Government Association shall be the chairman of the Elections Board.
 - b. The chairman shall assume office upon Student Government installation.

2. Other members:
 - a. The SGA President and chairman shall appoint two representatives from each class to serve on the Elections Board. These members shall be either outgoing senior members of SGA or members not otherwise affiliated with SGA.
 - b. Members shall begin their term in the spring with the exception of freshmen who will begin in mid-September.
 - c. Members shall serve through the entire academic year.
 - c. If additional members are necessary in order to hold an election and count ballots, the SGA president, committee chairman and advisor will appoint temporary members not affiliated with the Student Government Association to serve on the committee.

Election Board Guidelines

The guidelines set below are suggested as election procedures:

1. Balloting stations on campus will be determined by the Elections Committee and announced in advance in the *Campus News* and other methods of promotion.
2. Volunteers will be used to supervise the ballot boxes in addition to the Election Board Chairman if their name does not appear on the ballot.
3. The time of balloting will be designated by the Elections Board.
4. Identification card must be shown to receive a ballot and be eligible to vote in the election.
5. Each student must cast his/her own ballot.
6. No campaigning will be allowed in the voting area.
7. Provisions for an absentee ballot can be made with the chairman with advisor approval. Provisions must be made 48 hours prior to the established election date.
8. Ballots will be counted by the chairman of the Election Board, committee members, and SGA advisor. Members whose names appear on ballots will not be allowed to work balloting stations or count ballots. The SGA advisor will appoint students to count ballots in the case of a committee member being on the ballot.

CAMPAIGN GUIDELINES:

- Candidates running for SGA President, Vice President and Secretary positions (opposition or not) are allowed to give a campaign speech (limit 2 minutes).

-Duties and responsibilities of each available SGA and CAB position are listed in the SGA Constitution of the Student Handbook.

-All candidates must have a 2.7 GPA at the time of the election in order for their name to appear on the ballot. Grades will be checked prior to the names being printed on the ballots.

-All candidates must have at least a 2.7 GPA at the end of the school year in order to remain in an elected/ appointed/ interviewed position. If the candidate does not have the required GPA, they will not be allowed to serve in that position and will be replaced at the discretion of the Student Government Association Advisor and SGA president.

- All candidates must be present at all mandatory candidates' meetings prior to the election in

order to remain eligible for the election. See attached for location and time of meetings.

-Presidential candidates (SGA President, SGA Vice President and Secretary) must have their speech reviewed and approved by the Director of Student Activities no later than noon on the Friday before the election.

- Etiquette and common courtesies are required in campaign material (printed and verbal promotions).

- Printed information is printed at the expense of candidate - not by campus offices, clubs or organizations, regardless of organization or advisor approval. No organizational endorsements allowed.

- The following may not be used in promotional materials: Vulgar gestures and/or profanity and/or use of alcohol/drug and/or any other non -acceptable materials.

- Failure to be present at the mandatory campaign meeting will result in the your name being omitted from the ballot.

- Posters/publicity must be approved by the Director of Student Activities or Secretary in Student Activities Office before it is posted. Approval must be stamped on all campaign publicity.

- Publicity can only be posted in following areas of campus:

1 on Student Center door

1 on Bulletin Board along sidewalk to Business Office

1 on Bulletin Board outside of cafeteria

2 at back entrance of Watkins (inside & outside bulletin boards only)

Residence Hall room doors and windows with resident approval only

No sidewalk chalk

- Size limits for publicity: 12" x 14" (no larger)

- Publicity should be posted with either tacks, staples or masking tape rolled and placed on the back. If tape is found on the front of campaign publicity, it will be taken down immediately.

- If candidates are found tampering with publicity belonging to another candidate, you will be disqualified on the spot. No questions asked.

- Materials must be taken down/removed by 7:00 pm on election day. If materials are not taken down, candidate will automatically be disqualified from the election.

- Candidates are not allowed to loiter near poll area.

- SGA president must classify as a senior, SGA vice president must be classified as a junior and SGA Secretary must be classified as at least a sophomore by August 1st of the upcoming year. Candidates must also meet the stated GPR of 2.7 by August 1 in order to qualify to serve in their elected position.

- Each student must cast her/his own ballot after presenting current Anderson College I.D.
- Presidential positions must win by one (1) over 1/2 the total number of votes cast.
- In the event of a run-off election, it will be held on the Thursday following the first election date.
- Voting will take place outside the cafeteria and the commuter lounge during the lunch and dinner hours on election day. There will be a separate election box for each class.
- No audio campaigning will be allowed on the day of the election.
- Incorrect ballots will not be counted. Write in ballots not allowed.
- Provision for absentee ballots can be made if done in advance of the election date (three days before the election).
- Results will be posted on the bulletin boards by noon on the day following the election and will be printed in the *Campus News* the Monday following the election.
- Students serving in elected, appointed and interviewed positions with the Student Government Association and Campus Activities Board must have a 2.7 cumulative GPA and cannot have any disciplinary charges brought against them (depending upon severity). The 2.7 GPA is a minimum.
- SGA and CAB leaders are expected to be role models in their behavior, attitude and academically.
- SGA and CAB leaders are expected to attend 1/2 of all SGA/CAB sponsored events on campus each semester.
- SGA Executive Branch members are required to attend a mandatory Leadership and Planning retreat at the end of the school year (May after exams) and the Fall retreat in September.
- Student's elected/appointed/interview to the positions available with the Student Government Association and Campus Activities Board are strongly encouraged and requested not to serve on other SGA committee as to not over extend themselves in one organization. Also, it will allow other students to become involved in SGA so that the entire organization is made up of a variety of students to foster students' needs and interests in a broader sense of direction and leadership.
- The Student Government Association President, Vice President, Secretary and CAB Committee chairmen are strongly encouraged not to hold another major leadership position on campus, i.e. President of another student organization.
- The Executive Branch officers (SGA President, Vice-President, Secretary, Class Presidents and CAB chairman) must be enrolled as a full-time student - 12 hours per semester.

- The Advisor of the Student Government Association is Kelly Bell, Director of Student Activities. Student Government Association leaders can expect to work very closely with the advisor.

Campus Activities Board

Purpose:

To plan, organize and implement a program of social activities for the student body at Anderson College.

Function:

1. Keep abreast of student social needs through program evaluations and one on one surveys with the student body.
2. Plan programs to meet social needs of the student body.
3. Offer a variety of program so that needs of smaller groups won't go unheeded.
4. Work within budgetary allotment for the year.
5. Determine if, when and how much to charge students for social activities.
6. Give adequate publicity to social events.
7. Organize effectively to see that every detail of the activity is student led.

Membership:

Membership to the Campus Activities Board shall be granted only to those students who have completed an application, interviewed and meet the approval of the SGA President, Vice President, Campus Activities Board Chairman and SGA advisor. There are four committees that have available membership:

Dance, Film, Special Events and Publicity.

I. Chairman

1. SGA President and advisor will interview interested candidates for the position of Campus Activities Board Chairman.
2. SGA President, CAB Chairman and advisor will interview interested candidates for the positions of chairman for each committee.
3. The CAB Chairman shall be responsible for the following:
 - a. Call all meetings of the Campus Activities Board.
 - b. Be responsible for information passed from advisor and committee chairman and vice versa.
 - c. Temporarily fill in for a committee chairman in the event of absence or vacancy.
 - d. Attend as many CAB events as possible.
 - e. Take roll at all CAB meetings.
 - f. Preside over all meetings.
 - g. Serve on the Executive Branch of the Student Senate.
 - h. Represent the student body at all Student Senate meetings.
 - i. Appoint committees within the Campus Activities Board.
4. Committee Chairmen shall be responsible for the following:
 - a. Call meetings of their committee.
 - b. Be responsible for all aspects of their individual committee events.
 - c. Preside over their committee meetings.

- d. Survey the student body to find out what activities students are interested in.
- e. Have students complete program evaluation after each event.
- f. Attend CAB and Senate meetings.
- g. Chairman shall be upperclassmen who will begin duties in April of each year.
- h. Serve as a representative on the Student Senate.
- i. Other duties as described in individual committee job description given out in April of each year.

STUDENT RIGHTS, RESPONSIBILITIES AND EXPECTATIONS

The person-centered philosophy, which is the heart of the educational mission of Anderson College, affects the lives of all persons who are part of this community. This philosophy is based on the assumption that faculty, staff, and students who work and live here recognize the worth and dignity of all people and the special contributions they make to the college, to society, and to the Christian community.

These statements of Student Rights, Responsibilities and Expectations seek to balance the policies that are necessary in an educational community with each individual's right to personal freedom and the opportunity to reach his or her maximum potential. Authentic community life and achievement of agreed-upon purposes within an institution necessitate that there be external and internal restraints. Our community life both enhances and restricts our personal and collective freedom, so there needs to be an element of self-discipline on the part of all of us--faculty, students and administration.

As a community of Christian higher education, biblical principles dictate a higher order of community life. A Christian community has to do with being related to one another and being dependent on one another. Discipline is the responsibility of all the members of the community. Where one is responsible, a concern for the individual and the common good of the community will develop.

Anderson College expects its students to be honest, to respect the property and rights of others, and to obey city, state and federal laws. In addition, students are expected to live within the regulations of Anderson College. A majority of students live within these expectations. Nonetheless, all students have the right to know behavior, which is prohibited.

In the spring of 1975 the Student Senate, Student Affairs Committee, and the President of the College joined together in establishing a prohibited code of conduct for Anderson College students. Reasonable people who established the code felt that the prohibitions were not unreasonable for Anderson College students. The Code was updated and revised in 1992, 1995, 1997, 1998, 2000, and again 2003, but remains essentially the same in principle as the 1975 document. A student who finds the code unreasonable will probably not be happy at Anderson College. Students should note that they are not immune from the legal or judicial process and that the college disciplinary proceedings do not replace state or federal law.

STUDENT RIGHT OF APPEAL - ACADEMICS

If a student feels that she or he has been treated unfairly, capriciously, or arbitrarily in any academic decision affecting her or him, she or he may appeal the decision. Appeals must be initiated within one month of the date of the decision, or the action, being appealed. The student should first appeal the decision in writing with the person who made it, presenting her or his views on the issue. If the matter is not resolved, the student may appeal to the next highest authority. In matters related to course grades, the line of appeal is the instructor in the course, the division head, and ends with the Vice President for Academic Affairs, and finally the President. With regards to appeals related to academic policies, other than those of instructors in individual courses, these begin with the Associate Academic Dean. (Please note that academic dishonesty is treated as a disciplinary code violation and follows the disciplinary appeals' process.) Each person to whom an appeal is made has 5 working days in which to make a decision and to communicate the decision to the student.

If the alleged violation occurs during the final examination period of a semester, the the Associate Academic Dean or the Dean of Academic Affairs will authorize the of an "I" grade to show incomplete work. The grade will remain until the alleged violation is adjudicated.

Students should understand that mere unhappiness with a decision that affects them adversely is not grounds for appeal. In order for an appeal to have merit, there must be some substantive evidence that the student has been treated inappropriately with regard to the administration of the College's policies or that the instructor has violated the course syllabus policies. The student should distinguish between substantive evidence and mere allegations, which are not sufficient grounds for appeal. The burden of proof falls on the student; it will be assumed that the instructor has treated the student fairly unless the evidence produced by the student proves otherwise. The student should also be aware that making a false statement during an appeals' process is an act of Academic Dishonesty, which may be handled according to the Academic Dishonesty procedures outlined in this Handbook.

STUDENT RIGHT OF APPEAL - NON-ACADEMICS

In a matter or concern outside of academic decisions, the student will follow a similar appeal process. The student will notify the person who made the decision in writing regarding her or his views on the issue. If the matter were not resolved, the student would appeal to the next highest authority. The order of appeal may vary according to the individual faculty or staff member who makes the decision that is being appealed. As a result, students may consult the Student Services Office for help in determining the appropriate line of appeal for matters or concerns outside of academic decisions and the appropriate actions to take. All policies and procedures applicable to the appeal process regarding academic decisions also apply to appeals made for non-academic decisions.

Disciplinary Procedures

Section 1.

Any person who is affiliated with Anderson College either as an administrator, a faculty, staff member, or student shall report any participation in the prohibited behavior code. All reports should be made to the Dean of Student Services.

Section 2.

Once it is established that there is enough evidence to bring charges against a student, the accused student may request to meet with the Dean of Student Services in person and in private to discuss the specific charge, the nature of the evidence, and student rights.

Section 3.

At the disciplinary hearing, which is a closed hearing, the defendant will be given an opportunity to question the nature of the evidence and witnesses. The Judicial Board members may question the defendant and witnesses. After all parties are satisfied that evidence has been properly presented and witnesses properly heard, the defendant and witnesses would be dismissed during deliberation.

Section 4.

The Judicial Board will decide by secret ballot and a simple majority vote as to whether the defendant is guilty or innocent. If a student is guilty, the Judicial Board will decide by simple majority vote the sanction to be imposed.

Section 5.

Normally, the decision will be announced to the defendant on the same day of the hearing. The Judicial Board may have up to 48 hours before rendering a decision. The Dean of Student Services or his appointee will inform the defendant in person of the decision of the Judicial Board. The Dean of Student Services or his appointee will implement the disciplinary penalty.

Section 6.

When a student has a disciplinary hearing by the Dean of Student Services or his appointee, less formal procedures will be followed.

STUDENT JUDICIAL RIGHTS

Anderson College is committed to guaranteeing procedural fairness to any student charged with a violation of the Code of Behavior. The essence of procedural fairness includes ensuring that a student charged with misconduct be informed of the nature of the charges and be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision. The

following list enumerates the specific judicial rights of students charged with violations of the Code of Behavior.

1. Right to a hearing.
2. Right to be informed in writing of all charges at least three (3) days before any hearing may proceed.
3. Right to waive the three-day notice of charges.
4. Right to remain silent. If a student chooses not to testify, a decision will be made on available evidence.
5. Right to be assisted by an advisor of the student's choice. The advisor must be a member of the Anderson College community (student, faculty, or staff).
6. Right to be assumed innocent until found guilty. The burden of proof rests on the person(s) bringing the charges.
7. Right to testify, to present evidence and witnesses, to hear/question adverse witnesses.
8. Right to be present at the hearing except during the deliberation.
9. Right to appeal the decision to Judicial Board and/or Supreme Court.

DISCIPLINARY CODE

Article I: Definitions

1. The Term College means Anderson College.
2. The term "student" includes all persons taking courses at the College, both full-time and-part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students.
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College Community" includes any person who is a student, faculty member, College official or any other person employed by the College.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "judicial body" means any person or persons authorized by the Dean of Student Services to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means a College official authorized on a case-by-case basis by the Dean of Student Services in her/his absence to impose sanctions upon students found to have violated the Student Code. The Dean of Student Services

may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of judicial body. Nothing shall prevent the Dean of Student Services from authorizing the same judicial advisor to impose sanctions in all cases.

10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Dean of Student Services is that person designated by the College President to be responsible for the administration of the Student Code.
13. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the *Student Handbook*, Residence Life Handbook (*Community*), and the College Catalog.

Article II: Judicial Authority

1. The Dean of Student Services shall determine the number of persons needed for each judicial body organized on campus. Half of the student members shall be appointed by the President of the SGA with Senate approval and half the student members shall be appointed by the Dean of Student Services. Faculty members shall be appointed by the Dean of Student Services.
2. The Dean of Student Services shall determine which judicial body shall be authorized to hear each case.
3. The Dean of Student Services shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearing, which are not inconsistent with provisions of the Student Code.
4. Decisions made by a judicial body and/or the Dean of Student Services shall be final, pending the normal appeal process.
5. A mediator may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Article III: Prohibited Behavior

A. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College Community and/or the pursuit of its objectives. See Article III, Section C. for jurisdiction in violations of the law off-campus.

B: Conduct---Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any College official, faculty member, office, or anyone representing the college in an official capacity.

- b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c. Tampering with the election of any College-recognized student organization.
- A. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, rape, and/or other conduct which threatens or endangers the health or safety of any person on campus or in off campus events in which Anderson College is officially involved.
 3. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, or possession of stolen property (including unauthorized use of telephone access codes).
 4. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
 5. Failure to comply with directions of College officials or security officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 6. Unauthorized possession, duplication or use of keys or key cards to any College premises or unauthorized entry to or use of College premises.
 7. Violation of published College policies, rules or regulations.
 8. Violation of federal, state or local law on College premises or at College sponsored or supervised activities. These laws include, but are not limited to those dealing with gambling and arson.
 9. Use, manufacture, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
 10. Use, possession or distribution of alcoholic beverages or containers on College premises (inside a vehicle is also a violation), at college sponsored functions, at functions where Anderson College is officially represented; or public intoxication. (Note explanation of "Violation by Implied Consent" on page 39 of this *Handbook*.)
 11. Setting off a false fire alarm or tampering with the fire safety equipment, failing to vacate a building when a fire alarm is sounded, or discharging a fire extinguisher without justifiable cause.

12. Possession of firearms, fireworks, explosives or other dangerous weapons within or upon the grounds, buildings or any other facilities of the College, or inside a vehicle. This policy shall not apply to any police officers or other peace officers while on duty authorized by the College. (A dangerous weapon means any object or substance designed to inflict a wound, cause injury or incapacitate. Weapons may include, but are not limited to BB guns, slingshots, martial arts devises, brass knuckles, bowie knives, daggers or similar knives or switchblades. A harmless instrument designed to look like a firearm, explosive or dangerous weapon that is used by a person to cause fear in or assault another person is expressly included within the meaning of a firearm, explosive or dangerous weapon. Weapons, e.g., for sporting purposes must be stored with Anderson College Security.)
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
15. Written messages on wearing apparel, as well as music, which are contrary to the policies and standards of Anderson College or those containing vulgarity are not acceptable.
16. Conduct or language which is disorderly, obscene, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
17. Knowingly and willfully abusing a position of trust.
18. Being in or having someone of the opposite sex in a residence hall in areas other than lounges except during approved visitation hours or on the first or last day of the semester when helping move into or out of the residence hall.
19. Entering into an illicit sexual relationship with a person of the opposite or same sex.
20. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.

21. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
22. Smoking Violation.

C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. "no contest" or "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pending of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

- The College reserves the right to penalize students for code violations that occur off-campus. Failure of students to report immediately such violations to the Dean of Student Services may result in additional penalties.

Article IV: Student Discipline Policy

Anderson College requires all students to conduct themselves in a manner that reflects favorably upon the people, values and traditions associated with the College. As a member of Anderson College, a student must demonstrate moral/ethical behavior consistent with the standards of the College.

If a disciplinary violation should occur, a student will face disciplinary action. Specifically, students are subject to the student regulations and penalties as stated in the *Student Handbook*. We expect all students to adhere to high standards of personal conduct both on and off campus. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the *Student Handbook*, students (where applicable) may be suspended from club, organization, extra curricular activities, athletics, performance groups, and internships (including student teaching) for any of the following:

- Violation of NCAA or CVAC rules.
- Arrest for any crime other than a minor traffic offense.
- Possession of any illegal drug or illegal sale of any prescription drug.
- Illegal possession or consumption of alcohol, beer or wine.
- Fighting with, threatening the safety of, or harassing any individual.
- Stealing money or property from the lawful owner.
- Destruction of College property.
- Unauthorized entry into any College building.
- Acts of moral misconduct.
- Any interference with the normal operations of the College or any disruption or conduct that interferes with the rights and opportunities of those who attend the College.
- Any conduct that reflects unfavorably upon Anderson College and/or the Anderson College Athletic Department.

The suspension imposed may range anywhere from one day to one or more semesters depending upon the severity of the misconduct and the surrounding circumstances. The suspension imposed may also be an indefinite suspension pending the outcome of some future event.

The cancellation or non-renewal of a student's grant-in-aid for any act of misconduct will be done in accordance with Anderson College, NCAA and CVAC rules and may lead to reduction or elimination of institutional aid of any type.

In addition to any discipline that may be imposed under this policy, the unauthorized possession of any steroid, the possession of any illegal drug and the illegal

possession of alcohol, beer or wine (including public intoxication of driving under the influence of alcohol) by a student will be treated as though the student had a positive test result under the College's Drug Education Program.

- Consumption of any illegal drug or unauthorized consumption of any steroid will be handled in accordance with the College Drug Education Program.

Student Arrest

When a student is arrested, whether on or off campus, the College may bring charges if the student's behavior is also a violation of a student regulation. After reviewing the available information about the case and discussing the situation with the student, the Dean of Student Services shall make a decision regarding whether the College will bring disciplinary charges against the student immediately or wait for the outcome of the trial prior to deciding if the College disciplining charges are appropriate.

If arrested and charged with a criminal violation, a student must follow these steps listed below:

- 1) Report violation to the office of Student Services; athletes must also report violation to the Athletic Director.
- 2) Undergo a review by the Disciplinary Committee made up of the Dean of Student Services, the Athletic Director, and additional faculty or staff member.
- 3) Adhere to the decision of the Disciplinary Committee.

Article V: Judicial Policies

A. Charges and Hearings

1. Any member of the College community may submit facts relating to possible violations against any student for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Services responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event, or the discovery of the event, takes place, preferably within 72 hours unless additional time is needed to obtain additional facts or information.
2. The Dean of Student Services may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of Student Services. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Dean of Student Services may refer matter to the Judicial Board for review.
3. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified of a disciplinary charge. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Services. The student will receive in writing a summation of the outcome of a disciplinary hearing.

4. Persons charged with violations of the Disciplinary Code are expected to participate fully in the College's disciplinary procedures. A student is to respond within 24 hours after charges have been delivered. If a charged party does not respond within 5 days from the date charges have been delivered, he or she forfeits a choice of hearing options. Should this happen, a hearing is scheduled, the charged party is notified of the hearing date, time and location, and the procedures are completed with or without the benefits of the charged party's participation.
5. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or the Dean of Student Services.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused have the right to be assisted by any advisor from within the college community. The complainant and/or the accused is/are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by judicial body.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code, which the student is charged with violating.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
6. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
7. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning --- A notice in writing to the student that the student is violating or has violated institutional regulations.

- b. Probation --- A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges --- Denial of specified privileges for a designated period of time.
 - d. Fines --- Previously established and published fines may be imposed.
 - e. Restitution --- Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions --- Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Dean of Student Services).
 - g. Residence Hall Suspension --- Separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall Expulsion --- Permanent separation of the student from the residence halls.
 - i. College Suspension for a Definite Period --- Separation of the student from the College for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
 - j. College Suspension for an Indefinite Period --- Termination of student status for an unspecified period of time. The student is able to apply for formal readmission to the College no sooner than one year from the time of suspension.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than residence hall expulsion, College suspension or College expulsion, upon application to the Dean of Student Services. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or college expulsion shall be expunged from the student's confidential record 5 years after the student completes his or her studies at Anderson College.
 4. The following sanctions may be imposed upon groups, clubs, teams, or other campus organizations:
 - a. Those sanctions listed above in Section B 1, a through e.
 - b. Deactivation: Loss of all privileges, including College recognition, for a specified period.

5. In each case in which a judicial body determines that a student has violated Prohibited Behavior, the sanction(s) shall be determined and imposed by the judicial body. Following the hearing, the Dean of Student Services shall notify the accused in writing of the judicial body's determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the President of the College may impose a College or residence-hall suspension prior to the hearing before a judicial body. The hearing should be scheduled as soon as possible to make a determination on the case.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the President may determine to be appropriate.

D. Appeals

1. A decision or a sanction imposed by the Dean of Student Services may be appealed by the accused students or complainants to the Judicial Board within three (3) school days of the decision. A decision reached by the Judicial board may be appealed to the Supreme Court within three (3) days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Student Services. Grounds for an appeal shall be:

- a. Procedural rights violated, or
- b. Sanction too severe.

– Please note that if a decision is made by the Dean of Student Services first and then is appealed to the Judicial Board, once a decision is made by the Judicial Board, that decision is final. If a decision is heard by the Judicial Board and they are the first to hear the case and render a decision, then the Judicial Board's decision may be appealed to the Supreme Court who will render a live review and decision in the appeal process.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.

- d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
- 3. As a result of the appeal, the Judicial Board or Supreme Court may:
 - a. Uphold the decision of the original judicial body,
 - b. Reverse the decision of the original judicial body,
 - c. Add to or lessen the sanction, or
 - d. Leave the final decision to the Dean of Student Services.
- 4. The Dean of Student Services has the right to appeal a decision if the sanction is deemed inappropriate or that procedures have been violated.

E. Presidential Right of Dismissal

The President of the College is authorized by the Board of Trustees to request the withdrawal of any student whose presence in the College, for reasons of health, conduct, or scholarship, does not meet with the approval of the administration, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution.

Article VI: Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Services.
- B. The Student Code shall be reviewed annually under the direction of the Dean of Student Services. More frequent review may be conducted if deemed necessary by the Dean of Student Services.

Article VII: Enactment

The Disciplinary Code as printed was approved by the Student Development Division (now Student Services Division) and the President of the College in May, 1992. It was approved by the Student Government Association in April of 1993; some revisions were made in the spring of 1995 and the spring of 1997 and 1998.

The entire College staff is charged with the responsibility for maintaining order and discipline on campus. The Student Services staff is responsible for handling disciplinary procedures as they relate to the Code of Behavior. The staff attempts to make discipline redemptive, fair and consistent. Fundamental fairness is observed when alleged violations are reported. Judicial procedures are found in the judicial section of the SGA Constitution.

While the specific intent to commit an act is an important consideration in determining guilt or innocence and appropriate sanctions, students are responsible even when their actions are due to negligence.

The College reserves the right to pursue disciplinary action if a student violates the prohibited behavior code and withdraws from the College before administrative action is final.

Violation Through Implied Consent

All students in a room may be held responsible for behavior or objects in that room, even if they are not participating in the behavior or in possession of the items and regardless of how long they have been in the room. Examples include, but limited to, alcohol/drugs in room or visitation violation (continued on next page.)

If a student enters a room where a violation of policy is occurring, or a violation is initiated in a room that he or she is in, he or she should immediately leave. Otherwise, by choosing to remain in the room, he or she assumes responsibility for all behavior and items in that room, regardless of his or her participation. If the student is the resident of that room, or owner of the vehicle or space, he or she will be held responsible regardless of his/her presence. Please note that expenses incurred for a room (phone/internet/other) are the responsibility of the boarder(s) in that room. Where no one can be identified as responsible for expenses, all boarders of that room must share in payment.

Automatic Minimum Sanctions

Disciplinary records are maintained for students on a continual basis. Violations of the discipline code are cumulative and are carried over from year to year. A student's complete discipline record will be considered when deciding sanctions.

- **Setting a fire on campus.**
Sanction: Suspension from the College. A fine will be assessed to cover repairs and damages caused by the fire.
- **Tampering with fire safety equipment, discharging a fire extinguisher or pulling a fire alarm without justifiable cause.**
Sanction: First offense: \$200 fine, suspension from the residence halls.
Sanction: Second offense: Suspension from the College.
- **Damaging property (malicious) of the College, staff or students.**
Sanction: Suspension from the residence halls. A fine will be assessed to cover repairs and damaged property.
- **Unauthorized use of telephone access codes/computers.**
Sanction: First offense: \$150 fine per person, probation, notification of parents, payment of any expenses incurred.
Sanction: Second offense: Notification of police, suspension from the College, payment of all expenses incurred.

- **Possessing and/or consuming alcoholic beverages on campus (regardless of age) or possessing empty alcoholic beverage containers or being under the influence of alcoholic beverages.**

Sanction: First offense: \$325 fine, probation, notification of parents, required sessions with Counseling (\$25 fee for counseling materials), no access to campus housing during summer school.

Sanction: Second offense: Suspension from the residence halls, required session with Counseling; attend ADAC education program. (\$25 fee for counseling materials)

Sanction: Third Offense - Suspension from the College.

- **Simple possession of (or participating in the use of) illegal drugs, possession of drug paraphernalia, or simple possession of controlled substances without a prescription from a practicing physician.**

Sanction: First offense: Notification of local law enforcement, suspension from the College.

- **Being in or having someone of the opposite sex in the residence halls/apartments.**

Sanction: First Offense: \$150 fine per person, notification of parents, probation.

Sanction: Second Offense: Suspension from the residence halls.

Sanction: Third offense: Suspension from the College.

- **Failing to vacate a building during a fire alarm.** (The term "vacate" is considered to mean moving outside the building, not relocating to a lobby or colonnade. Students must remain outside the building until notified by a college official that they may reenter the building.)

Sanction: First offense: \$50 fine; Second offense: \$100 and disciplinary probation/notification of parents; Third offense; suspension from the residence hall.

- **Possession of a firearm.**

Sanction: First offense: Suspension from the College.

Possession of BB/pellet pistols or similar guns.

Sanction: First offense: \$100 fine, disciplinary probation, and notification of parents; Second offense: \$300 fine and suspension from residence halls; Third offense: suspension from the College.

* Chapel violation / MAL II Violation: A student who seeks to receive credit for either MAL I or II events without staying for the entire event will face disciplinary sanctions:

Sanction: First Offense: \$25 fine; disciplinary warning

Sanction: Second Offense: \$100 fine; disciplinary probation, notification of parents

Sanction: Third Offense: Suspension

- **Simple possession of or setting off fireworks on the campus.**
 Sanction: First Offense: \$200 fine plus cost for any damages/rewards, probation, and notification of parents.
 Sanction: Second Offense: Suspension from the residence halls.
 Sanction: Third Offense: Suspension from the College.

- **Obscene/vulgar language or obscene/vulgar lyrics on recorded materials.**
 Sanction: First Offense: \$100 fine, disciplinary probation, notification of parents.
 Sanction: Second Offense: Suspension from the residence halls.
 Sanction: Third Offense: Suspension from the College.

- **Possession of pornographic literature, advertisements for alcoholic beverages/illegal drugs/drug paraphernalia, posters depicting nude or partially nude females or males, or immoral materials. (Immoral materials include but or not limited to pornographic, lewd, vulgar, or provocative material in any form -posters, magazines, t-shirts, video tapes, internet, etc.)**
 Sanction: First offense: \$100 fine, disciplinary probation, notification of parents.
 Sanction: Second offense: Suspension from the residence halls.
 Sanction: Third offense: Suspension from the College.

- **Theft.**
 Sanction: First Offense: \$150 fine, disciplinary probation, notification of parents.
 Sanction: Second Offense: Suspension from the College.

- **Use of tobacco products in campus buildings, including residence halls and apartments.**
 Sanction: First offense: \$25 fine, disciplinary warning.
 Sanction: Second offense: \$100 fine, disciplinary probation, notification of parents. Sanction: Third offense: Suspension from residence halls/apartments.

- **Possession or use of incense, candles, scented candles, etc.**
 Sanction: First offense: Disciplinary warning.
 Sanction: Second offense: \$50 fine, disciplinary warning, notification of parents.
 Sanction: Third offense: Disciplinary probation, notification of parents.
 Sanction: Fourth offense: Suspension from residence halls□

- *Health and Safety Inspection Violations□
 Sanction: First Offense: Disciplinary Warning□
 Sanction: Second Offense: \$50 fine□
 Sanction: Third Offense: \$100 fine□
 Sanction: Fourth Offense: \$150 fine and disciplinary probation□
 Sanction: Fifth Offense: Suspension of RSVP privileges for the current semester and subsequent semester.□

- *Littering on Campus Property□
 Sanction: First Offense: Disciplinary Warning□
 Sanction: Second Offense: \$50 fine□
 Sanction: Third Offense: \$100 fine and disciplinary probation, notification of parents

*** Students who fail to comply with disciplinary sanctions will be subject to added sanctions, including suspension from the residence halls/apartments.**

*** A violation of the disciplinary code may lead to sanctions regarding participation in extracurricular activities.**

Off-Campus Conduct- Students are expected to comply with the policies concerning alcoholic beverages and illegal drugs, as well as all other disciplinary code policies both on and off campus. Students are also required to notify the Dean of Student Services if they become involved in an incident off-campus during which a report is filled with local or state law enforcement officials. Failure to report such incidents may result in additional disciplinary action including but not limited to suspension from the residence halls or the College.

Illegal Drugs - Being in a room where there is reason to believe that drug use is occurring may result in urine analysis samples being requested of all occupants in the room. Refusal to supply a urine sample will be considered a positive urine analysis for drugs.

Information regarding Prohibited Behaviors- The College reserves the right to share information regarding a student's involvement in disciplinary code violations inter-departmentally. If a student becomes involved in prohibitive activities, information of the incident and decisions made regarding the incident may be shared with various offices including but not limited to Residence Life, Security, Athletics, and Admissions.

Overnight Guests in the Residence Halls- Overnight guests of the same sex are allowed in the residence halls and apartments on Friday and Saturday evenings only. Guests must be registered in the Residence Life Office where a Visitor's Pass may be issued. Resident students wishing to obtain a Visitor's Pass must make such a request in writing on the Thursday or Friday before the weekend of the intended visit. Resident Hall Supervisors on duty on the weekends are also authorized to issue a Visitor's Pass.

Failure to obtain a Visitors Pass for a visitor of the same sex may result in a fine of \$20 per night being issued to the Anderson College student who violates this policy. A second violation of this policy may result in the visitor being placed on Trespass Notice, which will prevent any future visits to the College campus. (Visitation violations that involved someone of the opposite sex and who is not a student at Anderson College will result in a Trespass Notice being issued to the visitor when the first incident occurs.)

Lawton Sidewalks and Balconies - Visitation- The sidewalks in the interior courtyard, as well as balconies, of Lawton Dormitory are open to female visitors during the same times the lobbies are open. Females are not allowed in these areas when the lobbies are closed. The hours are as follows: 10 a.m. until midnight Sunday through Thursday and 10:00 a.m. until 1:00 a.m. Friday and Saturday evenings.

Minimum Class Load- All resident students are required to maintain a minimum of 12-semester hour's load each semester. Permission to remain in the residence halls with less than 12 semester hours must be granted in advance by the Director of Residence Life.

Failure to request authorization in advance to remain in the residence halls/apartments and take less than 12 semester hours during any semester may result in one of the following:

Immediate suspension from the residence halls.

Suspension from the residence halls the following semester.

Suspension from the residence halls during all summer sessions.

ENTERING ROOMS

Although the College will make reasonable effort to respect the privacy of a student's room, Anderson College maintains the right of entry into a student's room for reasons of emergency, maintenance, order, concern for a student's safety. Maintenance and safety inspections will be performed by authorized college personnel only. Illegal items in plain view may be confiscated. (See Search and Seizure Policy below.)

Entering Rooms by College Officials (Search and Seizure Policy)

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life.
2. A search of a student's room may be made by officials of Anderson College with a written search warrant from the Dean of Student Services or the Director of Residence Life. Residence Hall Supervisors may sign search warrants provided the search is not to be done in their own residence life complex.
3. The search must be made by two or more College officials or by one College official with a witness, who is not an occupant, present at all times.
4. An itemized list of all objects seized during the execution of the search warrant will be prepared at the conclusion of the search and signed by all officials and witnesses. A copy of the signed list will be left with any occupant of the room, or in the event no occupant is present during the search, the copy will be left in the room. In the event nothing is seized during the search a copy of a signed statement attesting to that fact will be left with any occupant or in the unoccupied room. Any occupant present during the search will be asked to sign the list or statement, not as an admission of guilt, but to attest to what is being seized.

5. In the event that disciplinary charges are brought against a student as a result of the search and subsequent seizure, the student will be given a hearing as outlined under the Judicial Procedures in this *Student Handbook*.
6. In emergency situations when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself, or destruction of contraband, college officials may enter a room without a search warrant and search as necessary.
7. If items not allowed on the Anderson College campus are in plain view to a college official, a search warrant from Anderson College is not necessary. Items in "plain view" constitute reasonable cause to suspect other items not allowed on the campus may be in the immediate area, and the official may make a search of the area without further authorization.

Note: Any time it is necessary for local law enforcement personnel to search a student's room, a college security officer and/or college official will be present.

POSSESSION OF FIREARMS AND OTHER WEAPONS AT ANDERSON COLLEGE

All students should be aware that South Carolina law declares it is a misdemeanor for any person to carry or have in their possession a firearm of any kind at a private or public school, college or university. The law applies to all buildings and residence halls at Anderson College and all adjacent areas, including the campus and parking lots. The maximum penalty is \$5000.00 fine or five years in prison.

Anderson College is concerned about the danger of firearms being on our campus. Possible violations will be reported to the Anderson Police for investigation and prosecution.

In the event you desire to keep a firearm or other type of weapon for hunting or sporting purposes while attending Anderson College, you must contact the Security Office to make arrangements for storage. Under no circumstances may you take a firearm or other weapons described in the Student Handbook to your room or leave it in a vehicle parked on campus.

Please contact the Security Office if you have any questions about bringing firearms or other weapons on campus.

THEFT

Anderson College does not assume any responsibility for theft of a student's personal belongings. If a theft does occur, students should report the theft to the Security Office. The College encourages students to keep a record of any article that has a serial number. In many instances a parent's homeowner's insurance will cover all or part of the replacement of stolen articles.

Thefts of items or cash valued at \$150 or more, considered grand larceny and a felony, are automatically reported to the local police for disposition in local courts.

CRIME/SEXUAL ASSAULT

Anderson College is in compliance with the Student-Right-to-Know and Campus Security Act. Statistics of crimes committed on campus are reported in the Security brochure published annually and made available to all students, faculty and staff. It is also available in the Admissions Office for prospective students at their request.

College personnel hold workshops throughout the year to educate students on procedures to use if any instance of crime is encountered on campus. Crime prevention programs are also emphasized throughout the year. The *Student Handbook* outlines procedures for dealing with the issues of rape, acquaintance rape, and other sex offenses, as well as other forms of harassment in the following section.

Policy Prohibiting Harassment and Violence

I. GENERAL STATEMENT OF POLICY

It is the policy of Anderson College to provide and maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The purpose of this policy is to assure that neither students, staff, nor faculty are subjected to religious, racial or sexual harassment and violence, to outline prevention programs and reporting procedures, and to delineate penalties for violations of the policy.

It shall be a violation of Anderson College's policies for any student, staff, or faculty of Anderson College to harass a student, member of the staff, or member of the faculty through conduct or communication of a sexual nature, or regarding religion or race as defined by this policy. It shall also be a violation of this policy for any student, member of the staff, or faculty member to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any student, member of the staff, or faculty member. Anderson College will investigate all complaints, either formal or informal, verbal or written, and take appropriate action or discipline against any person who is found to have violated this policy.

II. DEFINITIONS

A. Sexual Harassment: Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- (vi) the behavior or words directed at an individual because of gender.

B. Racial Harassment: Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment: Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.

[Nothing herein is intended nor shall it affect the employment criteria, employment at-will status or the Code of Student Conduct as set forth and established by Anderson College.]

- D. Sexual Violence: Definition. Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

- E. Racial Violence: Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

- F. Religious Violence: Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

- G. Assault: Definition. Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

- A. Students. Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or religion by a

faculty member, member of the staff, student, or other school personnel, or who has knowledge of or has observed such behavior, is to immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be a teacher, head of the division for whom the teacher reports, or the Associate Vice President and Dean of Student Services.

- B. Member of the Staff, or Faculty Member. Any member of the staff, or faculty member who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or religion by a student, faculty member, member of the staff, or other school personnel, or who has knowledge of or has observed such behavior, is to immediately report the alleged acts to an appropriate individual who, depending on the circumstances, may be his or her immediate supervisor, the chief administrator in his or her division, or the Associate Vice President and Dean of Student Services.
- C. Grievance Coordinator. Anderson College designates the Associate Vice President and Dean of Student Services (hereinafter "Dean of Student Services") as the Human Rights Officer with responsibility to identify, prevent and remedy harassment. The Dean of Student Services is located in the Merritt Administration Building, telephone number 231-2075, office hours 8:30 a.m. - 4:30 p.m. The Dean of Student Services shall:
- receive reports or complaints of sexual harassment, and harassment based on race, color, national origin, or religion;
 - oversee the investigative process;
 - be responsible for assessing the training needs of the College's staff and students in connection with the dissemination, comprehension, and compliance with this policy;
 - arrange for necessary training required for compliance with this policy; and
 - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal education opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.
 - determine whether, based on the circumstances, appropriate law enforcement is to be contacted.
- D. Reporting Form. Anderson College encourages the reporting party or complainant to use the report form available from the Dean of Student Services; however, oral reports shall be considered complaints as well. Use of formal

reporting forms is not required.

- E. Receipt of Report. Upon receipt of a report, if not reported to the Dean of Student Services, the Dean of Student Services must be immediately notified without screening or investigating the report. If an oral report is made, a written statement of the facts alleged shall be completed as soon as possible--within 24 hours--by the person receiving the report. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the individual.
- F. Time Limit. A grievance must be filed within forty-five (45) days of the occurrence of the alleged harassment or violence.
- G. A copy of this policy shall appear in the Student Handbook, Personnel Handbook, and shall be made available upon request of parents, students, and other interested parties.
- H. Anderson College will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with Anderson College's legal obligation to investigate, to take appropriate action, and to conform to any discovery or disclaimer obligations.

IV. INVESTIGATION

- A. Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, or religion, the Dean of Student Services shall immediately undertake or authorize an investigation. That investigation may be conducted by the Dean of Student Services, or by a third party designated by the Dean, and shall begin within five (5) days of receiving the complaint.
- B. Process.
 - 1. Informal Procedure. It may be possible to resolve a complaint through a voluntary conversation between the complaining student or employee and the alleged harasser which is facilitated by a school employee or by a designated harassment complaint official. If the complaining student or alleged harasser is a student under the age of 18, the harassment complaint official should notify the student's parent(s)/guardian(s) if, after initial consultation with the student it is determined to be in the best interest of the student. Parent(s)/guardian(s) of students over the age of 18 will not be contacted unless written authorization by the student is given. If the complaining student or employee and the alleged harasser feel that a resolution has been achieved, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported, in writing, to the President of Anderson College.

2. Formal Procedure. The grievant or Dean of Student Services shall fill out a formal harassment complaint form based on the written or verbal allegations of the complaining student or employee. This complaint form shall be kept in a centralized and secure location.
 - a. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior.
 - b. If a student under the age of 18 is involved, his or her parent(s)/guardian(s) shall be notified, unless after consultation with the student it is determined not to be in the best interest of the student. Parent(s)/guardian(s) of students over the age of 18 will not be contacted unless written authorization is given by the student.
 - c. An investigation shall be completed by the harassment complaint official within fourteen (14) calendar days from the date of receiving the complaint or report.
- C. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In determining whether the alleged conduct constitutes a violation of this policy, Anderson College may consider the surrounding circumstances, the nature of the behavior, past incidents, or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. Anderson College may take immediate steps, at its discretion, to protect the complainant, students, staff or faculty members pending completion of an investigation of alleged religious, racial, or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable, but within fourteen (14) days of receiving the complaint. The Dean of Student Services shall make a written report to the President of Anderson College upon completion of the investigation. If the complaint involves the President of Anderson College, the report may be filed directly with the Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be in violation of this policy.
- F. Any time limits set by this procedure may be extended by mutual written consent of the complainant, respondent, and President of Anderson College.

V. ACTION

- A. The results of Anderson College's investigation of each complaint filed under these procedures will be reported in writing within five (5) days to the complainant and other parties by Anderson College in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
- B. Upon receipt of a report from the Dean of Student Services that a violation has occurred, Anderson College will take prompt and appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, awareness training, counseling, parent-teacher conferences, termination, or discharge.
- C. In determining what is an appropriate response to a finding that harassment in violation to this policy has occurred, Anderson College shall consider:
- what response is most likely to end any ongoing harassment;
 - whether a particular response is likely to deter similar future conduct by the harasser or others;
 - the amount and kind of harm suffered by the victim of the harassment;
 - the identity of the party who engaged in the harassing conduct;
 - whether the harassment was engaged in by school personnel, and if so, Anderson College will also consider how it can best remediate the effects of the harassment.
- D. If the results of Anderson College's investigation and evaluation of a complaint of harassment results in conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal the determination, in writing within five (5) days of receiving the decision, as follows:
1. The complainant shall file a formal appeal with the Dean of Student Services. The Dean of Student Services will officially acknowledge receipt of the complaint and will inform the respondent.
 2. The Dean of Student Services will then set a date for a hearing. Those present will include:
 - (i) The complainant;
 - (ii) The respondent;
 - (iii) The Hearing Board; and

- (iv) The Dean of Student Services, who will act as moderator.

The Hearing Board shall be similar to that of a jury. The Board shall consist of six (6) members, composed as follows:

- If the complainant is an employee of Anderson College, the Board shall consist of three (3) faculty members (appointed by the faculty chairperson) and three (3) members of the administrative staff (appointed by the President).
- If the complainant is a student, the Board shall consist of two (2) faculty members (appointed by the faculty chairperson), two (2) members of the administrative staff (appointed by the President), and two (2) students (appointed by the President of the Student Government Association).

The responsibilities of the Hearing Officers and the Hearing Board will be to render a judgment on the validity of the complaint.

- (3) The complainant and the respondent will represent themselves at this hearing. The hearing will provide ample time to consider the positions of both the complainant and the respondent. The Hearing Board will issue a written report within five (5) days. Copies of the report shall be provided to both the complainant and the respondent.
- (4) Either party may appeal the decision of the Hearing Board to the President of Anderson College in writing within five (5) days after receipt of the Hearing Board's decision.
- (5) The Dean of Student Services will arrange for a hearing before the President of Anderson College. Those present will include the complainant, the respondent, the President, and the Dean of Student Services. The complainant and the respondent will represent themselves at the hearing. The decision of the President will be final and will be binding on the parties. The President will report his decision in writing within five (5) days of the hearing and copies will be provided to both parties and to the Executive Committee of the Board of Trustees.
- E. If the results of Anderson College's investigation and evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, that individual may appeal this determination in writing within five (5) days of receiving the decision using the same process as set forth above in Paragraph D of this section.

- F. Copies of all complaints of harassment and the investigation conducted pursuant to them shall be maintained for a minimum period of two (2) years in the office of the Dean of Student Services.
- G. Any time limits set by this procedure may be extended by mutual written consent of the complainant, respondent and President of Anderson College.

VI. REPRISAL

Anderson College will discipline or take appropriate action against any student, member of the staff, or faculty member who retaliates against any person who reports an incident of alleged sexual, racial, ethnic, or religion related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

FORMS OF ACADEMIC DISHONESTY

A. Plagiarism

Plagiarism is the presentation of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data belonging to or produced by others, the source of that information must be acknowledged through complete, accurate, and specific footnote or "in-text" references, and, if verbatim statements are included, through quotation marks as well. **By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.** A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness:

1. Whenever one quotes another person's actual words;
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

B. Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated
2. Listing sources in a bibliography not used in the academic exercise, unless directed by the instructor to list references consulted even if not cited
3. Inventing data or source information for research or other academic exercise.

4. Submitting as one's own any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another, including purchased term papers.
5. Taking a test for someone else or permitting someone else to take a test in one's place.

C. Cheating

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test, e.g., notes, formula lists, notes written on the student's clothing, etc.

D. Academic Misconduct

Academic misconduct is the intentional violation of College policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test or other restricted educational materials.

Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the College which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.

Academic honesty is the individual responsibility of each student. Students should report violations of the Anderson College Policy on Academic Honesty and Dishonesty either to the instructor of the course affected or to the Dean of Student Services.

II Procedure

Individual faculty members have the responsibility for determining the action, within the guidelines provided below, to be taken in cases of academic dishonesty relating to their courses. **Acts of academic dishonesty are never to be ignored or overlooked for any reason.** However, once detected by the faculty member, extenuating circumstances relating to an act of academic dishonesty may be communicated to the Dean of Student Services.

- A. When, in the opinion of an instructor, a student has committed an act of academic dishonesty, the following procedure must be followed:
1. The instructor will inform the student in private, if possible, of the nature of the charge of alleged academic dishonesty (it is at this point that the student may respond verbally to the instructor's charge). The instructor will simultaneously request in writing that the Dean of Student Services verify the alleged incident's being a first offense. (Note: This contact with the Dean of Student Services is not intended to circumvent the levels of the process of appeal; rather, it is to ensure the tracking and record keeping related to repeat offenses of academic dishonesty.)
 2. When the incident has been verified as a first offense, the instructor will notify the student in writing of the charge of academic dishonesty and the action or penalty imposed by the instructor.
 3. When a student is accused of academic dishonesty, the faculty member must be prepared to provide evidence and/or support for the accusation upon which the decision rests.
 4. A student may appeal the decision/penalty if he or she feels there are extenuating circumstances that warrant a reconsideration of the decision or action or if the student feels he or she has been treated unfairly or arbitrarily. All appeals by students must be initiated within 5 working days after being notified in writing by the instructor of the alleged violation (see #2 above).
 5. All appeals must be presented IN WRITING by the student in the order listed.
 - a. instructor
 - b. Division Head (unless this is also the instructor)
 - c. Dean of Student Services
 - d. Judicial Board

At each stage of appeal, the person to whom the appeal is presented will respond to it in writing within 5 working days after receiving the appeal, with copies submitted to the student and the other individuals who have dealt with or will deal with the case in question.

Please note that disciplinary proceedings in the above chain of appeals are to review only guilt/innocence for violation of the disciplinary code. Any appeal of a grade assigned after a student is found guilty of academic dishonesty would follow the academic appeal process.

6. If the alleged violation occurs during the final examination period of a semester, the Dean of Student Services will authorize the assignment of an "I" grade to show incomplete work. The grade will remain until the alleged violation is adjudicated.

When a student has been accused of an act of academic dishonesty, the student is required to participate in the entire process of adjudication and may not withdraw from the course in which the alleged violation occurred in hopes of avoiding possible repercussions of the alleged violation.

III. Penalties

- A. A student guilty of the first offense of academic dishonesty will receive as maximum penalty a grade of "F" for the course. Lesser penalties will be left to the discretion of the instructor. Allowing a student accused of a violation to withdraw from or drop the course is not an appropriate action.
- B. A student guilty of the second offense of academic dishonesty will receive a grade of "F" for the course, may be suspended for a period of one semester (to be enforced during the next semester), and may be permanently dismissed from Anderson College.

IV. Confidentiality

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, any information related to an alleged violation of the College's Policy on Academic Honesty and Dishonesty, must be treated as strictly confidential by members of the faculty/administrative staff.

PARENTAL NOTIFICATION

If a student is involved in serious academic, financial, or social difficulty, parents more than likely will be notified. Any time a student is guilty of illegal activity on campus, placed on disciplinary probation, requested to withdraw, or suspended from the College or residence halls, parents or guardians of dependent students are automatically notified.

DISCIPLINARY PROBATION

Students on disciplinary probation risk suspension from Anderson College if there is additional participation in prohibited behavior while on probation; in addition, disciplinary probation may affect a student's transfer to another institution, status in a campus club, organization, or on an athletic team, and future financial, citizenship, and scholastic recognition.

A student's disciplinary probation status is not public information. Upon the request of an organization's advisor or coach, the disciplinary status of a student will be provided by the Student Services Office, provided the student is officially associated with the organization or team of the person making the request. Results of discipline proceedings involving students are made available to the directors of Security and Residence Life. Anderson College reserves the right to notify parents or guardians of dependent students of violations of the discipline code, placement of the student on probation, and/or suspension from the residence halls or the college.

DISCIPLINARY FINES

A student who participates in prohibited behavior may have several sanctions imposed. One of the sanctions may be a monetary fine. As is the case in City, State and Federal Courts, fines are imposed to serve as a deterrent and a reminder that regulations have been violated by the individual.

Fines that are assessed to students are payable to Anderson College and should be paid in the Student Services Office. Fines that are not paid at the end of the semester may be considered delinquent and for resident students may prevent the student from gaining access to his/her room at the beginning of the following semester.

DUI POLICY

Of all the fatal accidents on South Carolina's roads, at least two-thirds of these involve a driver or a pedestrian who has been drinking. During the hours between 7:00 p.m. and 3 a.m., one of four drivers on the state's highways has been drinking. One out of ten has a blood alcohol content level high enough for him to be charged with driving under the influence.

In the face of these startling statistics, South Carolina has mounted an extensive campaign aimed at reducing the rate of increase of DUI accidents. These efforts have resulted in expanded and stiffer laws, penalties and fines, implementation of an "Open Container Law," and in May 1984 the Governor of South Carolina signed a bill raising the alcohol beverage drinking age. In South Carolina, the legal age to drink alcoholic beverages is 21 years old.

Anderson College is supportive of state efforts to reduce the number of highway deaths and accidents related to alcohol use. A student guilty of DUI will be required to come to a conference with the Dean of Student Services to discuss ways for improved behavior. Disciplinary action on the part of the College may be taken. Should the student receive another DUI charge, more drastic action will be taken which may result in suspension from Anderson College.

MENTAL HEALTH REFERRAL POLICY

Should the Dean of Student Services or the Counselor determine that, in his best judgment, there is the reasonable possibility that a student is a threat to self, to others, or to the good order of the academic community, the Dean of Student Services, in consultation with the Counselor, will recommend a psychiatric/psychological evaluation by an appropriate mental health professional for the purpose of determining the student's ability to function safely in the academic environment.

If the student refuses to be evaluated by an appropriate mental health professional, the student will be immediately placed on interim medical suspension from the College. Interim medical suspension will be continued until the student consents and is evaluated or until a disciplinary hearing, following the regular college procedures, is held.

If it is the determination of the appropriate mental health professional that the student is not medically or behaviorally able to function in the college environment and if the required time for treatment will interfere with the student's academic work, the Counselor will initiate a withdrawal for medical reasons from the College. A student who is withdrawn under these circumstances and who at a later date desires readmission will be required to provide a written opinion from the professional from whom treatment was received substantiating the ability of the student to perform consistently with the regulations of the College.

Should the time of treatment be such that it does not interfere with a normal academic workload, the student will be able to return to the College provided the treating mental health professional recommends return and is willing to establish consultative contact with the Counselor at the College. Students who continue at the College under these circumstances will be expected to conduct themselves consistent with the standards of the College. When the appropriate mental health professional determines that no threat to self, to others, or to the good order of the academic community exists, the student will be able to continue at the College provided the behavior is consistent with the standards of the College. Should the student's behavior become disruptive to the residential living environment, the College, using regular disciplinary procedures, may refuse the student on-campus housing.

If it is deemed necessary to refer a student for evaluation, the Dean of Student Services will contact the parents or guardians for the purpose of enlisting assistance.

Information on Use/Abuse of Alcohol, Tobacco, And Controlled Substances

Effects of Alcohol

Surveys of college students indicate that the drug of choice is alcohol. Student problems associated with alcohol use are many and have an adverse effect on the educational process. These problems include physical injuries, loss of personal relationships, unwanted/regretted sex, vandalism, poor grades, alcoholism and disciplinary problems.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. (Taken from: Federal Register, Vol. 55, No. 159, Thursday, August 16, 1990: " Rules and Regulations.")

Effects of Tobacco Products

Tobacco products are harmful to individuals, when smoked, inhaled or used orally. Tobacco contains over 4,000 different gases, particles and compounds including tar, nicotine and carbon monoxide. Tobacco smoke "tar" is composed of several thousand chemicals that can damage lung tissue and cause several diseases.

Nicotine is found only in tobacco. It acts as a mild stimulant to the central nervous system and is what causes the addiction to tobacco products. Carbon monoxide, which makes up about 4 percent of tobacco smoke, impairs the oxygen-carrying capacity of the blood to the body's tissues, literally driving the oxygen out of the red blood cells. At the same time nicotine is causing the heart to work harder, it is depriving the heart of the extra oxygen it needs. Carbon monoxide also promotes cholesterol deposits in arteries, impairs vision and judgment, and reduces attentiveness to sound.

Smoking is the single largest preventable cause of premature death and disability in the United States and is related to 390,000 deaths each year. Statistics indicate that smokers die younger than nonsmokers. Smoking is one of the major risk factors in heart attacks. The use of tobacco has been implicated in cancers of the mouth, larynx, pharynx, esophagus, pancreas, cervix, uterus and bladder. Smoking accounts for approximately 30 percent of all cancer deaths, as a major cause of heart disease, and is linked to colds, gastric ulcers, chronic bronchitis, and emphysema. The American Cancer Society estimates that smoking cigarettes account for 85 percent of lung cancer cases among males and 75 percent among females.

The effects of other drugs on the body are discussed on the chart on the following page.

Information About the South Carolina Law Regarding Alcohol

It is Illegal:

- To purchase or possess beer or wine if you are under the age of 21.
Penalty: A fine of not less than \$25 nor more than \$100.
- To purchase or possess liquor if you are under the age of 21.
Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.
To lie or give false information concerning age in order to purchase beer or wine.
Penalty: A fine of not less than \$50 nor more than \$100 or imprisonment for not more than 30 days.
- To lie or give false information concerning age in order to obtain liquor.
Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not more than 30 days.

- To possess an altered or invalid driver's license or personal identification card.
Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To lend a driver's license or personal identification card to any other person.
Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To give false information on an application to obtain a driver's license or personal identification card.
Penalty: 1st offense: A fine of not more than \$200 or imprisonment for not more than 30 days. 2nd or subsequent offenses: A fine of not more than \$500 or imprisonment for not more than six months.
- To alter a driver's license.
Penalty: A fine of not more than \$2500 or imprisonment for not more than six months or both.
- To sell or issue a false driver's license.
Penalty: A fine of up to \$2500 or imprisonment for not more than six months, or both.
- To use someone else's driver's license or identification card.
Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To use an altered driver's license or identification card containing false information.
Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To give beer, wine or liquor to anyone who is under the age of 21. This law includes serving anyone in your home except your child or spouse.
Penalty: A fine of not more than \$200 or imprisonment for not more than 30 days.
- To sell beer, wine or liquor to anyone under age of 21.
Penalty: A fine of not less than \$100 nor more than \$200 or imprisonment for not less than 30 days nor more than 60 days, or both.
- To have an open container of beer or wine in a moving vehicle of any kind, except the trunk or luggage compartment.
Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed mini-bottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering.
Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days.
- Display conduct- To be grossly intoxicated on any highway or at any public place or public gathering.
Penalty: A fine of not more than \$100 or imprisonment for not more than 30 days
- To be driving under the influence (DUI) of alcohol or other drugs. With a Blood alcohol content (BAC) level of 0.10% or more, it may be that the person was under the influence of alcohol. With a BAC less than 0.10% the BAC may be considered with other evidence and the person may be charged with DUI.
Penalty: 1st offense: A fine of \$200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for 6 months. 2nd offense: A fine of not less than \$2000 nor more than \$5000 and imprisonment for not less than 48 hours nor more than 1 year; driver's license is suspended for 1 year. 3rd offense: A fine of not less than \$3500 nor more than \$6000 and imprisonment for not less than 60 days nor more than 3 years; driver's license is suspended for 2 years. 4th or subsequent offenses: Imprisonment for not less than 1 year nor more than 5 years; driver's license is suspended for 3 years for a 4th offense and is permanently revoked for a 5th offense; if the offender is the owner of the vehicle or a resident of the household of the owner of the vehicle, the vehicle shall be confiscated at the time of arrest.
- Felony driving under the influence - Driving under the influence which results in great bodily harm or death.
Penalty: For causing great bodily harm- A fine of not less than \$5000 nor more than \$10,000 and imprisonment for not less than 30 days nor more than 10 years; driver's license is suspended for period of imprisonment plus 3 years. For causing death - A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than 1 year nor more than 25 years; driver's license is suspended for period of imprisonment plus 3 years.

Information About South Carolina State Law Regarding Controlled Substances

A partial list of South Carolina controlled substance laws follows:

A. Marijuana, Hashish, Methaqualone, Amphetamines.

1. Possession of 1 ounce or less of marijuana or 10 grams or less of hashish. Penalty: 1st offense -not more than 30 days or not less than \$100 nor more than \$200. 2nd or subsequent offenses -not more than 1 year and/or \$200 to \$1,000.
2. Possession of Methaqualone, Amphetamines, or more than 1 ounce of marijuana, or more than 10 grams of Hashish. Penalty: 1st offense - not more than 6 months and/or not more than \$1,000. 2nd or subsequent offenses - not more than 1 year and/or not more than \$2,000.
3. Manufacture, distribution, or possession with intent to distribute. Penalty: 1st offense - not more than 5 years and/or not more than \$5,000. 2nd offense - not more than 10 years and/or not more than \$10,000. 3rd or subsequent offenses - not more than 5 years nor more 20 years and/or not more than \$20,000.

B. LSD, Heroin, Cocaine

1. Possession. Penalty: 1st offense - not more than 2 years and/or not more than \$5,000. 2nd offense - not more than 3 years and/or not more than \$5,000. 3rd or subsequent offenses - not more than 4 years and/or not more than \$10,000.
2. Manufacture, distribution or possession with intent to distribute. Penalty: 1st offense - not more than 15 years and/or not more than \$25,000. 2nd offense - not less than 5 years or more than 30 years and/or not more \$50,000. 3rd or subsequent offenses - not less than 15 years or more than 30 years and/or not more than \$50,000.

C. Ice, Crack, Crack Cocaine

1. Possession of less than 1 gram. Penalty: 1st offense - not less than 2 years or more than 5 years and not less than \$5,000. 2nd offense - not less than 4 years or more than 7 years and not less than \$10,000. 3rd or subsequent offenses - not less than 10 years nor more 15 years and not less than \$15,000.

For further information concerning controlled substances, please contact the Anderson College Security Department.

Resources and Student/Employee Assistance

Anderson College is a community and all members of the community are responsible for maintaining order, and discipline on the college campus. The Student Services Division serves the primary role of coordination and implementation of Anderson College's substance abuse policy. The division's position emphasizes the early identification and the intervention into substance use problems experienced by persons. Our personnel and institution's commitment is made manifest by the following services:

Information

The College Counselor provides current information on alcohol and other drugs, including topics of addiction, self-assessment and help, high-risk behaviors leading to and consequences of drug use, and drug facts.

The College Health Center provides current information on the use and abuse of alcohol, tobacco, and drugs. Programs are provided on topics of health care throughout the year. The nurse is available for consultation with any person.

This information is made available through brochures, journals, books, video, and cassette tapes, posters and newsletters to faculty/staff and students. High traffic areas of the campus will be provided with handout materials related to substance use and its consequences.

Education/Programming

Educational experiences are offered by key areas within the college. These experiences include

-Alcohol Awareness Week - one to two-week emphasis each semester with the focus on substance abuse. Offerings to general campus population and special groups.

-Presentation of videos, films, and invited speakers on issues of substance use and abuse. These will be provided each semester for students and periodically at faculty and staff meetings.

Counseling/Referral

Counselors have special training in addiction counseling. Other staff members of the college have also received special training and experience in addiction counseling and are available for programming, counseling, and referral.

Close affiliation with the Anderson/Oconee Alcohol and Drug Abuse Commission, where persons may be referred for assessment and/or treatment.

Agreement with the Vocational Rehabilitation of South Carolina Office to refer individuals for counseling and assistance.

Students referred to counseling due to drug/alcohol violations must pay a \$25 fee to cover counseling materials.

Phone Numbers: Jack Ellenburg, Counselor 231-2075
Anderson College Health Center 662-6063
Anderson College Security 231-2060
Anderson-Oconee Alcohol and Drug Abuse Commission 260-4168
S.C. Vocational Rehabilitation Office 224-6391

FIRE DRILL PROCEDURES

State and federal regulations require that a fire drill be held in all resident life dormitories on campus once each semester. This is done to familiarize new students with the alarm systems and means of evacuation during a fire. The Security Department will conduct these fire drills and be responsible for training of all Resident Hall Supervisors and Resident Assistant personnel. These drills will be conducted with the cooperation of the Resident Life Office. The President and his staff will be notified prior to a fire drill being conducted; also the residents of all dorms will be notified within thirty days of a fire drill. Notification will be in writing to the Resident Hall Supervisors and Resident Assistant staff. It will be their responsibility to inform the residents of their respective dorms.

Fire drills will be conducted following the procedure outlined below:

- (1) The Fire alarms will be sounded and time given for all persons in the building to evacuate the premises.

- (2) A Security Officer, accompanied by either an RHS or RA, will check each room to insure that all personnel have left the building. It is the policy of the Security Department to check all closets or anywhere that a person could hide to make certain that everyone is clear.
- (3) After all rooms have been checked, the ranking officer or designated person will give the all clear and persons will be allowed to re-enter the building and their dorm rooms.
- (4) All alarm systems will be reset and checked to make sure they are operating properly.

**ANDERSON COLLEGE
VEHICLE CODE
(ACVC)**

Anderson College owns and occupies 32 acres. The College's right to control traffic and parking on its campus is conferred by the *South Carolina Vehicle Code (SCVC)*. The **Security Department has the responsibility and authority to administer the traffic policy** of the College and to control traffic accordingly.

The operation of a bicycle, skateboard, or motorized vehicle on campus is a **privilege** granted by the College and is **not a right** of any employee, student, or visitor. *ACVC* rules and regulations are designed to aid the flow of traffic, provide the maximum parking possible, and to make the streets safe for vehicles, pedestrians, residents and children playing on campus.

SECTION 1. EFFECTIVE DATE

- A. The *ACVC* is effective as of June 1, 1996.
- B. This vehicle code is subject to changes at any time. Any change will be in effect the Monday following an announcement in the Chapel Announcements and/or the *Campus News*.

SECTION 2. STATEMENT OF POLICY

All individuals registering a vehicle with the Security Department, or operating a vehicle on College property, agree to:

- A. **Obey** all College Policies, Rules, and Regulations:
 1. **Obtain, read, and abide by** the College Vehicle Code.
 2. **Pay** all fees and fines assessed for violations of this code.
 3. **Protect and hold harmless** the College and its students, officers, and employees from all claims from injuries to any persons or damage to property by reason of operation of this vehicle or any vehicle on campus.
 4. **Maintain** licenses, registration, and Liability and Property Damage Insurance for vehicles as required by law.
 5. **Permit:** Issuance of a Permit is not a guarantee that a parking space will be available.
 6. **Campus** shall include the property of the College, areas where College events occur, and areas where students assemble or congregate.
- B. Permits shall not be issued without proof of:
 1. Valid Driver's License.
 2. Current DMV Vehicle Registration and license plate.
 3. Current Vehicle Insurance for each vehicle operating on College property.
- C. Any expenses incurred by this Department pertaining to vehicles on campus will be the responsibility of the Permit holder, registered owner, or violator with charges applied to that account.
- D. Anderson College neither warrants the safety of vehicles nor assumes the responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on College property.
- E. Parking, Policy, and Moving violations may be issued at the time of the infraction and posted on the vehicle, or mailed to the violator.

SECTION 3.
REGISTRATION, PERMITS & RESPONSIBILITIES

- A. **Vehicle Registration:** All vehicles must be registered with the Security Department within 24 hours of driving on campus. Failure to comply may result in a **50% late registration fee**.
 - 1. Vehicle Registration: Current student fees are \$30.00 per school year for vehicle permit. A second decal will cost an additional \$15.00.
 - 2. Responsible person: The individual registering the vehicle is held responsible for its operation on campus at all times, including payment of all fines.
- B. Unregistered/Abandoned Vehicles are subject to being towed away at owner's expense.
- C. Parking permits are not transferable from one vehicle to another vehicle without prior approval from the Security Department. Parking permits must be attached in a visible location on the rear bumper or rear window.
- D. Temporary-Visitors-Special Permits are available at no cost from the Security Department.
- E. Vehicle Storage on campus requires a Special Permit.
- F. Vehicle/Equipment/Maintenance: Vehicles operated on College property must comply with the State vehicle equipment regulations.
 - 1. Vehicle repairs or maintenance requires a Special Permit. These permits are issued for a specific period of time and repairs must be completed within the time specified.
 - 2. Unattended vehicles being repaired or requiring further maintenance which are left in an unsafe condition (up on jacks, etc.) are subject to immediate towing.
 - 3. Inoperative registered vehicles remaining inoperative for a period of 30 days are subject to being towed away at owner's expense.

SECTION 4.
ZONES, CURBS, PARKING, RESERVED AREAS

The Security Department and Physical Plant vehicles are exempt. All other vehicles are subject to being towed away at owner's expense. Designated parking stalls are the only authorized parking spaces.

No person shall stop, park, or leave standing any vehicle, unattended, in any of the following places, or conditions:

- A. Yellow Zones means no parking or stopping at anytime.
- B. Fire Lane/Hydrant: No parking or stopping at anytime (Tow Away Zones).
 - 1. Fire Hydrant: No parking within 18 feet of hydrant.
- C. Blue Zones (whether marked with a sign or not) are reserved for handicapped parking only, and require a handicap I.D. placard. User must be in possession of a DMV Placard.
- D. Designated Faculty/Staff parking (the yellow spaces): No student shall park in areas posted and reserved for Faculty/Staff. (7:30 a.m. – 4:30 p.m., Monday - Friday)
- E. Visitors Parking: No student, faculty, or staff member shall park in a parking area or space designated for Visitors. (8 a.m. - 4 p.m., Monday - Friday)
- F. Sidewalk, dirt, lawn, or Landscaped areas may not be used for parking, deliveries, loading, or unloading.
- G. Vehicles must park within a marked space and never occupy more than one space.
- H. Motorcycles, Mopeds, Scooters, and Bicycles must park in designated spaces assigned for those vehicles.
- I. Unattended Bicycles must be secured with a sturdy lock, or inside living quarters. No storage is permitted in stairwells, or hallways (immediate removal/loss of locking devices).

SECTION 5. REGULATIONS

- A. All provisions of the South Carolina Vehicle Code are applicable on College property, **except as modified by the ACVC.**
- B. Posted signs shall be obeyed at all times
- C. Traffic Control Signs shall not be evaded by driving to the right of the sign nor off the designated roadway.
- D. The speed limit on Campus is "No Faster Than it is Safe." It is never safe to travel faster than 15 MPH on campus.
- E. Pedestrians have the right of way over vehicles when crossing roadways, within marked crosswalks, unmarked crosswalks at road intersections, and within parking lots.
- F. Sidewalks/Pedestrian walkways: Motorized vehicles, skateboards, and bicycles are prohibited from operating upon sidewalks and pedestrian walkways.
- G. Parking lots must be entered and exited through designated areas. Vehicles shall not be driven across an unbroken white line marking parking lot or pedestrian walkway boundaries.
- H. Barriers, barricades, fences, or posts may be placed at any point necessary for safety, convenience, or traffic control. The removal or moving of such barriers, barrier-tape, barricades, fences, or posts, is forbidden without the permission of the Department.
- I. Vehicle Anti-Theft/Burglar Alarms must reset automatically within five (5) minutes of activation. Non-resetting vehicle alarms may result in immediate tow away.
 - 1. Campus Areas: Activated alarms that interfere with classes, office business, or Facility Use events, are subject to immediate tow away.
 - 2. Residential Areas: During the hours of darkness, a third resetting false alarm during the same night may result in the vehicle being towed away.
- J. Blocking Campus Access or roadways: Vehicles parked in front of a closed gate or obstructing traffic flow are subject to immediate tow away.
- K. Dumping or Littering: No person shall place, deposit, or dump any garbage, debris, materials, or hazardous materials upon the grounds of this campus, except in appropriate or designated receptacles.

SECTION 6. OFFENSES

- A. Any violation of rule, regulation, or policy of the *Anderson College Vehicle Code, Personnel Handbook, Student Handbook, or the College Catalog.*
- B. Any other applicable violation of regulations not listed above.

SECTION 7. FINES, FEES, AND PENALTIES

- A. Fines are assessed proportionate to the severity of the violation in accordance with the current fine schedule of the Annual (Campus Safety) Report, and as posted in the Campus Safety Department office.

List of frequent offenses

| | <u>Fines</u> |
|--|--------------|
| No Current Anderson College Parking Permit | \$55.00 |
| Improperly placed parking permits | \$30.00 |
| Parked in reserved parking space | \$45.00 |
| Traveling wrong way on one-way street | \$60.00 |
| Parking in fire lane or area not marked as a parking space | \$50.00 |

| | |
|---|---------|
| Improperly parked or Obstructing Traffic | \$45.00 |
| Parking in handicapped zone (Anderson City Police Department has the right to ticket) | \$50.00 |
| Reckless driving | \$60.00 |
| Parking a boat or trailers on campus without special permit | \$25.00 |

- B. Receipt of five Parking citations per semester will result in probation, additional citations will result in the suspension or loss of Anderson College driving and parking privileges.
- C. Payment of Traffic Fines must be paid within five (5) school days at the Business Office. Fines paid within these five (5) school days will be reduced by \$15.00. Fines not paid within these five days will be assessed with an additional \$10.00 administration fee to the original fine amount. Unpaid fines may prevent a student from being accepted for another semester or receiving a transcript of grades.

SECTION 8. APPEALS

- A. Citation Appeals must be made in writing to the Campus Safety Department within 24 hours of the violation. Appeal will only be granted under extenuating circumstances.
- B. Ignorance of regulations, lack of parking space, will not be considered as a defense for violations.
- C. A student may request to make the appeal in person before Security or may rely on the reasons the student lists on the appeal form. In the event a student, who requests to appear in person fails to appear after receiving notice of the hearing date, the committee will make a decision based on the information appearing on the written appeal form.
- D. To support your appeal, state all relevant facts and mitigating circumstances.

SECTION 9. TRAFFIC CONCERNS COMMITTEE

- A. The purpose of the committee is to hear student appeals to traffic violations. The committee will have final authority.
- B. The committee shall be composed of five students appointed by the President of SGA and approved by the Student Senate. The Director of Security shall serve as chairman of the committee without a vote.
- C. At least three students on the committee must be present to constitute a quorum.
- D. The decision of the committee will be sent to the student normally within one week after the appeal, stating:
 1. Granted (Violation dismissed, Fine reduced, No Fine - Warning).
 2. Denied (Fine Stands)

INDEX

| | |
|--|----|
| Abuse of Alcohol, Tobacco, Controlled Substances | 64 |
| Academic Calendar | 5 |
| Academic Services Center | 12 |
| Alma Mater | 76 |
| Anderson College Vehicle Code | 66 |
| Athletics | 15 |
| Automatic Minimum Sanctions | 51 |
| Campus Organizations | 20 |
| Cancelled Classes | 8 |
| Canteen Hours | 18 |
| Change of Address | 17 |
| Cheerleaders | 21 |
| Class Attendance | 7 |
| Confidentiality | 59 |
| Constitution/By-Laws of SGA | 23 |
| Counseling | 12 |
| Crime/Sexual Assault | 55 |
| Disciplinary Code | 42 |
| Dress/Public Behavior | 17 |
| DUI Policy | 61 |
| Entering Rooms | 54 |
| Family Rights and Privacy Act of 1974 | 21 |
| Final Exam Schedule | 9 |
| Fire Drill Procedures | 66 |
| Food Services | 17 |
| Forms of Academic Dishonesty | 57 |
| Free Play Opportunities | 21 |
| Guiding Principles | 2 |
| Goals of Student Government Association | 22 |
| Health Services | 13 |
| Information List for Resources | 11 |
| Intramurals | 21 |
| Intramural Sports | 16 |
| Judicial Policies | 47 |
| Library Regulations | 18 |
| Lost and Found | 19 |
| Master the Art of Living | 15 |
| Mental Health Referral Policy | 61 |
| Parental Notification | 60 |
| Penalties for Academic Dishonesty | 59 |
| Policies Governing Final Exams | 9 |
| Possession of Firearms/Weapons | 55 |
| Post Office | 19 |
| Procedures for Dealing with Sex Offenses | 56 |
| Religious Life | 16 |
| Residence Life | 13 |
| Residence Policy | 14 |
| SC Law Regarding Controlled Substances | 64 |
| Security and Safety | 19 |
| SGA Committees | 32 |
| Smoking/Tobacco Policies | 20 |
| Solicitation | 20 |
| Statement of College Purpose | 1 |
| Student Bank | 20 |

| | |
|---|----|
| Student Government Association | 22 |
| Student Health Insurance | 20 |
| Student Publications | 20 |
| Student Rights | 39 |
| Student Right of Appeal/Judicial Rights | 40 |
| Theft | 55 |
| Violation Through Implied Consent | 50 |
| Welcome from SGA President | 4 |
| Withdrawal from Courses | 7 |

ALMA MATER

*Dear to our hearts is our
Alma Mater
Loyal and true are we;
Truest devotion till life has ended,
Wholly we pledge to thee.*

*Tho' from thy halls far away
We wander
Thoughts back to thee will fly,
And tender mem'ries time
Cannot sever,
Love that will never die.*

*Heaven's choicest blessings
Ever attend thee.
Dear Alma Mater mine-
No shadows harm thee.
No fears alarm thee.
Always the sunshine thine.*

*And tho' we leave thee, we'll
Never grieve thee,
True to our Trust we'll be;
Our best endeavor, now and
Forever,
Always to honor thee.*

-Mrs. Charles Sullivan