

NEWBERRY COLLEGE



2017-2018 STUDENT HANDBOOK AND PLANNER

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THE STUDENT HANDBOOK

The Student Handbook provides information about aspects of college life for students and the College community. The content of this Student Handbook is subject to change as deemed appropriate by Newberry College in order to fulfill its role and mission. Any such changes may be implemented without prior notice or obligation and, unless specified otherwise, are effective immediately and will be posted in Wolf Den and/or on the Student Affairs website. This handbook is intended for informational purposes and does not expressly or implied, create any contractual rights between Newberry College and any student.

A MESSAGE FROM THE PRESIDENT

Welcome (back) to Newberry College. As a small residential college, Newberry is a student-centered, liberal arts, undergraduate institution that provides a wide variety of majors and a seamless integration of learning across liberal arts and professional disciplines. In a small college such as Newberry, with a low student-to-faculty ratio, students come to know their professors on a personal basis. Our faculty, coaches, staff, and administrators take great pride in guiding you through your intellectual and personal journey toward a successful and fulfilling career.

Newberry College not only provides an outstanding academic education but fosters the moral, ethical, and spiritual growth of its students as well. The Lutheran intellectual tradition of faith, reason, freedom, diversity and inclusivity is our foundation. Together we will discover innovative and creative ways to navigate through the uncertainty of uncharted waters.

These are your years; this is your college. There is always something to do! Become engaged and own your experience here at Newberry. You will be challenged to become a critical thinker. You will find not only knowledge, but purpose.

You are a member of the Newberry College family. Dream big and unleash the greatness within you. Have a great year!

Morrie Scherrens
President

"Life isn't about waiting for the storm to pass....it is about learning to dance in the rain."
~ Author Unknown



A MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

Dear Newberry Student:

Welcome home to Newberry College! We look forward to reconnecting and connecting with you! We also look forward to seeing you around campus and you are always welcome to come visit us in Derrick Hall.

As always, many great activities, major events, guest speakers, intramurals, and sporting events are planned for the year, and I encourage you to get involved! This is your college experience, so get out there, try new things, and meet new people. You'll be glad you did!

Please keep this handbook/planner in your room or your backpack for reference as needed. Please note the Student Code of Conduct, as well as several policies and procedures, were updated over the summer. It is your responsibility to be familiar with this information so please read it as soon as possible.

Finally, remember that the staff and faculty here at Newberry College are committed to your success! Please let us know how we can help you achieve your goals!

My best to you,
Dr. Sandra Rouse
Dean of Students



IMPORTANT CONTACT INFORMATION

Academic Affairs	Holland Hall	803-321-5110
Athletics Office	O.L. Casey Center	803-321-5166
Billing Office	Holland Hall	803-321-5116
Bookstore	Kaufmann Hall	803-321-5144
Campus Pastor	Holland Hall	803-947-2052
Campus Technology	Wright Hall	803-321-5646
Center for Student Success	Wessels Library	803-321-5165
Counseling Services	Health and Counseling Center	803-321-5373
Dean of Student Affairs	Derrick Hall	803-321-5146
Financial Aid	Welcome Center	803-321-5128
Health Services	Health and Counseling Center	803-321-5373
Library Resources	Wessels Library	803-321-5229
Mail Center	Wright Hall	803-321-5150
Registrar's Office	Holland Hall	803-321-5124
Residence Life Main Office	Derrick Hall	803-321-5623
Security 24/7	Brokaw Hall	803-940-0672
Security	Brokaw Hall	803-321-5602
Student Engagement	Derrick Hall	803-321-5501
Tutoring and Writing Center	Wessels Library	803-321-5229

COMPLIANCE & ACCREDITATION

Newberry College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, national origin, sex, religion, age, gender, veteran status, genetic characteristic, and disability in employment or the provision of services.

Newberry College is in compliance with Title IX of the Higher Education Act of 2008; Title VI and Title VII of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act, as amended; the Student Right-to-Know and Campus Security Act of 1990.

Newberry College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) to award Bachelor's Degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 or online at <http://www.sacscoc.org> for questions about the accreditation of Newberry College.

Newberry College also holds current accreditation from the Collegiate Nursing Education (CCNE) to award a bachelor of science in nursing; the National Association of Schools of Music (NASM); the Council for the Accreditation of Teacher Preparation (CAEP) (formerly NCATE), which is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

Accreditation compliance reports and letters of notification of accreditation status are on file in the Office of Institutional Effectiveness.

Newberry College is also a member of the Council of Independent Colleges; the American Association of Colleges for Teacher Education; the Lutheran Educational Conference of North America; the South Carolina Association of Colleges and Universities; the South Carolina Independent Colleges and Universities; and the National Collegiate Athletic Association (Division II).

For information about accreditation, please see: <https://www.newberry.edu/accreditation>.

MATRICULATION PLEDGE

"In good faith Newberry College provides me with the services of its Faculty and the use of its physical facilities and will confer a degree upon the satisfactory completion of minimum requirements. In turn, I agree, upon my admission to Newberry College, to abide by the rules and regulations announced by the College and I acknowledge myself subject to the authority and discipline of the College. I recognize a contractual relationship between the College and myself."

NEWBERRIAN CREED

As a student at Newberry College, I accept the obligations of citizenship, which include an ethical code of behavior, exemplified by the Christian mission of Newberry College.

As a Newberrian I will honor the code of honesty in my academic and social life. I will respect the rights of every other member of this community as a person and creature of God. I will actively support the rights of others as a keystone to ensuring the integrity of Newberry College as a place of free and open inquiry."

My signature of affirmation on this statement of citizenship means I will live and work within the Christian environment of Newberry College and will actively build this community to serve future generations. I will discourage behavior which threatens the freedom and respect of fellow citizens. And with all other citizens I vow to uphold the principles of citizenship and the heritage of Newberry College set forth here.

ALMA MATER

Though small nor rich in worldly goods,
Our Alma Mater dear,
We bless thy name, fresh crowned with fame,
In every passing year.
Oh, Newberry, we pledge to thee
Our hearts and hands this day;
Our love, our faith, our loyalty,
Hail Scarlet and the Gray.
Our love, our faith, our loyalty,
Hail Scarlet and the Gray.

When years have passed and college days
Become but memories,
Though far or near, we'll all hold dear
Thy name, thy victories.
Where'er we go, come weal or woe,
For thee we'll work and pray.
Thy loyal ones; we'll ever hail
The Scarlet and the Gray.
Thy loyal ones; we'll ever hail
The Scarlet and the Gray.

NEWBERRY COLLEGE FIGHT SONG

I'm Newberry Born,
I'm Newberry Bred,
And When I Die,
I'll Be Newberry Dead.
So Rah, Rah Newberry – Berry,
Rah Rah Newberry – Berry
Rah Newberry Rah.

STUDENT SERVICES


2017-2018

HEALTH AND COUNSELING SERVICES

Health and Counseling Services at Newberry College contributes to the physical, academic, emotional, and social development of students by providing quality health care for students who are physically ill, experiencing emotional or behavioral problems, and health education to promote healthy behaviors for all students. The office operates with a commitment to confidentiality, ethical behavior, health, and mental healthcare practices that reflect current research, professional standards and adherence to the SC state code of law.

Located behind the Science and Math building, the office is staffed with a Certified Medical Assistant and a Licensed Counselor. Physician services are contracted with Compass Family Medicine for expanded services and allergy injections. For emergency or after hours care, services are available through the Newberry County Memorial Hospital Emergency Room and Doctor's Care.

Forms and Insurance

Each new student is required to complete a medical history form, submit a record of immunization that includes the Meningitis vaccine, a Tuberculosis Test within one year prior to admission, and a copy of the student's health insurance card prior to registration. Students are required to have health insurance coverage for physician services and prescriptions. Students may enroll in a plan through the National Healthcare Exchange at www.healthcare.gov or a provider of their choice.

Certified Medical Assistant

Students have access to medical care free of charge, five (5) days per week 9:00am- 3:30pm - walk-in or call for an appointment at 803-321-3316.

Counseling Services

Students have access to individual and group therapy sessions on campus free of charge, five (5) days per week. All sessions are strictly confidential and provided by a professional, licensed therapist. To make an appointment, please call 803-321-5373 or email martha.dorrell@newberry.edu.

CAMPUS SECURITY

The Office of Campus Security ensures that our staff, faculty, and students live and thrive within a safe and orderly environment. Contracted with Allied Universal Security Services, our officers are commissioned by SLED bringing with them over 50 years of combined law enforcement/ security experience. They are important and respected members of the College community, with the authority to act in the best interests of the College.

Contact Information

Security Office:	803-321-5600
Security Cell phone:	803-940-0672
Director of Campus Security:	803-321-5602

Patrols

Campus Security patrol the campus and answer calls on a 24-hour, 365-days-a-year basis. The primary duty of the security officers is to observe and report any suspicious activity and act as necessary to enforce all college rules, policies and procedures. On duty security officers will wear visible identifications as members of Allied Universal Security, and will identify themselves by name when asked to do so. A security officer may request and record identification information of any person in the event that:

- Any person(s) posing a physical threat to him/herself or others;
- A violation of college policy is being, is about to be, or has just been committed;
- A violation of public law is being, is about to be, or has just been committed;
- The person is a likely witness to a violation of college policy or public law;
- There is reason to believe that the person is trespassing or that the person's conduct is not authorized on college property;

Securing identification information is necessary to discharge the officer's responsibilities and does not violate college policy or public law. Refusal to present identification upon request from a campus security officer or Newberry College employee is a violation of college policy.

Campus Safety Transport Service

Campus Security is available to any students who need transportation to their vehicle, residence hall, or campus building. Please allow time for the Security Officer to finish any current assignment before he/she arrives. If a student becomes ill or is injured, Campus Security will assist you as they can and/or contact the appropriate health care professionals.

803-940-0672

Lost and Found

All lost and found items should be turned over to security by contacting 803-940-0672 so that a security officer may meet with the student to collect the item at the security office in Brokaw Hall.

Student Safety Tips:

- Avoid carrying or keeping large sums of money on hand.
- Keep residence hall room doors locked. **DO NOT** leave room doors unlocked for room-mates. If roommates do not have keys, have them wait until you arrive to unlock the door or until they can obtain their own key.
- Refrain from leaving personal belongings unattended in public areas.
- Secondary entrances to residence halls are locked and are not to be used after posted hours.
- **DO NOT PROP OPEN DOORS** as this compromises security by allowing unauthorized individuals to enter the residence halls.

Emergency Alerts

All students should sign up online to receive emergency alert message from Newberry College. Sign-up here: www.e2campus.net/my/newberry.

For additional information during or after an emergency call the campus notification hotline: 1-855-622-5378.

For local media information tune into the following:

WKDK 1240 AM Radio

Z93.1 The Lake Radio

WIS TV 10 - Columbia

WSPA TV 7 - Spartanburg

WLTX TV 19 - Columbia

Campus Security should be notified of any problems, emergencies or crimes on campus, and always call 911 if needed.

DINING SERVICES

Newberry College has contracted the services of Sodexo to provide the College's Dining Services for students, faculty, staff, and the community. Your dining experience is more than great food. It is community experience centered on culinary expertise, fresh ingredients, healthy options, and a shared sense of environmental and social responsibility. Our team is committed to creating the best possible dining experience. Join us to experience the comfort, convenience, outstanding food, and inviting atmosphere designed especially for you. To learn more about our dining program visit Newberry.SodexoMyWay.com. Resident students are required to have a mail plan. Sodexo has a dietitian, nutritionist and chef on staff to accommodate your dietary needs.

Health & Wellness

Healthy eating can be hard. Mindful, an award-winning wellness program, seeks to make the healthy choice the easy choice! Developed by a team of chefs and registered dietitians, Mindful dishes feature satisfying portions of delicious foods with fewer calories. Look for the Mindful symbol when dining on campus.

Food Allergies or Dietary Needs?

A team approach led by you, our educated consumer, is the best preparation for a safe school year free of allergic reactions. We want to meet one-on-one with all of our customers who have individual dining needs to ensure that your dining experience is safe, delicious, and social. To schedule a meeting with the Director of Dining Services to plan your options, please call (803) 321-5151.

The More You Know, The Better It Tastes

Know what the specials and new items are, their ingredients, and more - including calories and nutritional info right from your phone. Download the app BITE with the code W5KF7.

Kaufmann Dining Hall

Kaufmann Dining Hall features a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants.

- Fresh fruit and salads
- Delicious, hot, home-style entrees
- Freshly baked pizza and pasta
- Deli choices served on freshly baked breads
- New creations by our chef just for you
- Ice cream and freshly baked desserts
- Homemade soups

And you can enjoy "all you care to eat!"

In addition, students are invited to use the declining balance dollars on their meal plans at our retail locations on campus that include Chick-fil-A, Jazzman's and the Wolf Den.

Chick-fil-A

Chick-fil-A is a proven hit on the campus. You are sure to find what you are looking for from the Chick-n-minis to the famous Chick-fil-A Chicken Sandwich. Stop by for breakfast, lunch or dinner. Located in Kaufmann Hall.

Jazzman's Café

Located in Kaufmann Hall, Jazzman's Café invites patrons to wake up and smell the fresh brewed selection of coffees and baked goods. Kick back and relax as you enjoy a fresh cup of coffee or smoothie.

The Wolf Den

Located in the Science and Mathematics building, the Wolf Den is the convenience store on campus for all those little extras, great munchies, favorite beverages or a quick grab and go sandwiches, salads and fruit made fresh daily in the Dining Hall kitchen.

CAMPUS TECHNOLOGY SERVICES

Newberry College supports a fiber optic network that connects all campus buildings. All faculty & staff offices and all classrooms & labs in the McClurg Center, Science and Mathematics Building, Academic Skills Center, and the PE Complex, as well as all residence halls, are equipped with network connections. The entire campus, office buildings, classroom buildings, residence halls and most green space is covered by a "wireless cloud," which provides Wi-Fi connectivity for compatible laptop computers, tablets and smart phone devices. Additionally, there are computer-equipped classrooms in Room 107 of the McClurg Center, second floor of the Alumni Music Center, Wessel's Library and the Center for Student Success. The Office of Campus Technology (OCT) is housed in Wright Hall and is the

principal planning, supervisory, consultation, and support office for all forms of electronic technology on campus. Help desk services are available.

Network Accounts

All faculty, staff, and students are provided with a network account upon entering Newberry College. All accounts have unique user names and passwords, and are required to use any devices accessing the Newberry College campus network. All accounts are created and maintained by the Office of Campus Technology. New students will receive their account information before or during orientation.

Wolf Den, Email, Printing & Provided Software Applications

Faculty, staff, and students at Newberry College routinely communicate with each other via “Wolf Den” (intranet portal) and college email, accessed from within Wolf Den. Third-party email (e.g. Gmail, Yahoo, AOL, etc.) is not supported. In addition to communicating with faculty & staff, college email can be used for communicating with fellow students as well as family and friends. All students are provided with a Wolf Den account, including user ID and password, during the enrollment process. Wolf Den is both a website, accessible on any internet-capable computer, and as a mobile app, accessible on tablets and smart phones running Apple or Android operating systems. Students are encouraged to log in to Wolf Den at least daily to communicate with their instructors and to keep up with important information regarding student housing, financial aid, course registration, and important meetings that may require attendance, etc.

Students are provided with wireless printing from compatible laptops, tablets and smart phones from most locations on campus (covered by the wireless cloud). Information about how to use this facility, including applicable restrictions, can be found under the Technology tab in Wolf Den.

Within the Wolf Den environment, students are provided with a free “Microsoft 365” account which provides access to such MS applications as Word, Excel, PowerPoint and other popular software tools. Also provided is a “One Drive” facility which is secure, cloud-based storage for documents and files. Like Wolf Den, MS 365 services can be accessed either via the web with an internet-capable computer (Windows or MAC) or with an available app on tablets and smart phones.

Policy for Responsible Use of Campus Technology and Anti-Piracy for Newberry College Students

Newberry College provides computing, information, and communications resources for its students to support their learning and research. Access to these resources is a privilege and requires adherence to this Campus Technology Policy as well as to other College policies, including in the Newberry College Student Handbook. Users of the College’s technology resources are bound not only by College policy, but also by all laws and regulations that are specific to computing, telecommunications, and networks, as well as by all other international, federal, state, and local regulations and statutes that apply.

This Policy applies to all use of the College’s computing, information, and communications, resources, whether administered by the Office of Campus Technology, departments, or off-campus units that connect remotely to the College’s network and operate under the auspices of Newberry College. Privately owned equipment, while connected to the College network, is subject to the same policies as College owned equipment.

Responsibility for the use of the College’s computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

Regulations for Responsible Use of Information Technology

1. Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the College’s computing, information, and communications resources. Reproduction or distribution of copyrighted works, including, but not limited to, images, video, text, audio or software, without permission of the owner may be an infringement of the U.S. Copyright Law.
2. The College’s technology resources are intended to be used to fulfill the College’s mission. Use of any of the College’s technology resources for personal profit or gain or for commercial purposes is prohibited.
3. Students must be considerate in the use of shared resources and not perform acts that are wasteful of computing resources or that unfairly monopolize resources. Examples include but are not limited to junk

- mail, chain letters, and games, creating unnecessary network traffic, or printing an excessive number of copies of any documents such as resumes, theses, and dissertations.
4. Students may not access, send or store any messages and/or material that is found to be fraudulent, harassing, or in violation of any local, state, federal, international law.
 5. Students are responsible for the security of their computer accounts, including the changing of passwords on a regular basis. Students are also responsible for all activities that originate from their accounts. Computer accounts are College property and are deactivated according to Newberry College policies and procedures.
 6. Allowing another individual to use one's computer account and/or password is strictly prohibited.
 7. Students may not attempt to access another user's electronic communications, nor may they read, copy, change or delete another user's files and software.
 8. Use of the campus network to gain unauthorized access to any computer account of the computer system, to attempt to bypass data protection schemes, to uncover a security loophole, or to mask the identity of a computer account or machine is prohibited.
 9. Although the College respects the privacy of an individual's electronic communications, students should be aware that files and mail messages are not guaranteed to be private or secure. Files and messages may be viewed in the course of routine management of computing, telecommunications, and network services. In the event of a security breach, suspected illegal activity, or suspected violation of College policy, files and/or mail may be accessed by authorized personnel.
 10. Students may not deliberately perform an act that will interfere with the normal operations of computers, terminals, peripherals, or network. This includes but is not limited to, tampering with any component of a local area network (LAN), Intranet, or wide area network (WAN), blocking communication lines or interfering with the operational readiness of a computer.
 11. Students may not install, run, or give to another user a program that is intended to or is likely to damage a file or computer system and/or reproduce itself on College computer systems. This includes but is not limited to programs known as Trojan horses, viruses, root kits, or worms.
 12. Software and/or information that infringes upon the rights of another or that gives unauthorized access to another computer account or system must not be placed on any College-owned computer system or computer connected to the College's network.

Enforcement of Policy:

Alleged or suspected violations of the "Policy for Responsible Use of technology – Newberry College Students" should be reported to the Office of Campus Technology (OCT) Help Desk (ext. 5646). All alleged or suspected violations will be reviewed in collaboration with 38th Student, Business, and Academic Affairs Offices. Abuse of technology privileges is subject to disciplinary action, which may include the loss of these privileges and other disciplinary sanctions up to and including dismissal. A student who abuses the College's computing, information, and communications resources may also be subject to civil action and/or criminal and/ or civil prosecution. Newberry College will pursue criminal and civil prosecution of violators when appropriate. Individuals will also be responsible for any financial loss to the College that results from inappropriate use of information technology resources.

MAIL CENTER

Located in Wright Hall, students can send and receive mail and packages, and purchase stamps from the Post Office. Students will receive their mail box number during the first week of class and will keep the same box number throughout their career at Newberry College. Upon graduation, or if a student transfers or withdraws, they must return their mailbox key to the Mail Center and provide a forwarding address. Mail will be forwarded for six months. After this, all mail will be returned to sender.

Faculty, staff and students at Newberry College routinely communicate with each other via the mail system. Students and Student Organizations must check their mailboxes at least twice a week. Students are responsible for complying with the information placed in their mailbox and failure to do so may result in a fine for failure to comply. The Mail Center is open from 8:00am-3:00pm Monday – Friday and follows the Newberry College academic calendar, and emergency alert system for closings.

CENTER FOR STUDENT SUCCESS


2017-2018

CENTER FOR STUDENT SUCCESS

The Center for Student Success is in Wessels Library and is a division of Academic Affairs.

Our mission is to support each student's educational goals by offering opportunities to enrich and enhance their academic environment. This mission is reached by working individually with students to assist in creating a personalized plan enhancing academic knowledge and life-long skills. Additional and specific information can be found in Wolf Den under Educational Services. The following units comprise the Center for Student Success:

Academic Advisors

Although the responsibility rests with the student to ensure all degree requirements are met, each student is assigned an Academic Advisor to assist with planning a course of study and to give direction in both educational and career matters. The Director of Student Success will assign each new student an advisor prior to their attendance at an orientation. Students need the approval of their academic advisor to enroll in courses or to make changes to an existing course schedule.

Academic Support

Academic support is available to any student free of charge. Academic workshops are offered throughout the fall semester on topics such as time management/organization, note taking, study skills, and exam preparation. The Center for Student Success staff is also available for one-on-one assistance at the request of the student via faculty/staff referral.

Career Services

The Office of Career Services seeks to facilitate career development for all Newberry College students. All students begin the career exploration process early in their freshmen year. This process is initially facilitated through the use of assessments with supplemental programming designed to focus students on their strengths, interests and passions. Upperclassmen are encouraged to participate in career development programs and employer events relevant to their chosen career path. Various job fairs and employer activities are scheduled throughout the year to help students obtain internships and fulltime positions. Career and professional development training is offered to all students and is designed to prepare students to articulate their skills and career goals and present themselves appropriately in social and professional situations. Students will also understand personal branding, the use of social media in job search and networking and have a well-developed marketing plan with resume and cover letter.

Disability Services

Newberry College provides support and assistance for all students with a diagnosed physical or learning disability, although it does not provide a special program or curriculum for students with identified disabilities. Our objective is to recognize and address the particular needs of individual students so as to enhance their opportunity for academic success.

The Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973, specifies that students must formally notify the collegiate institution of their disability in order for the institution to provide reasonable accommodations. Professional documentation of the disability or disabilities must be furnished no later than two weeks prior to the desired commencement of accommodations. In addition, the legal and/or medical documentation must be current within a three-year period prior to the student's enrollment at Newberry College. All documentation, requests for information, etc., must be sent to the Disabilities Support Services Office.

The student is responsible for ensuring the required documentation is sent to the Office of Student Disabilities Services and arranging a meeting to request a formal Academic Accommodations Agreement (AAA). This agreement must be reviewed each semester at the request of the student. The Office of Student Disabilities Services will monitor each identified student's progress and interact with the student and his/her instructors, as necessary, to ensure that the College is complying with all requirements.

In addressing students with disabilities, Newberry College carefully considers students' right to privacy and handles all disabilities-related documentation and communication in a highly confidential manner. If parents of students with disabilities wish to be included in meetings and communications with the Disabilities Support Services Office, they need to make sure their student signs the appropriate waiver, upon enrollment, as required under the Buckley Amendment. Newberry College does not provide student disabilities-related documentation to any third parties.

except as required by law. All student disabilities-related documentation is destroyed when the student graduates or otherwise ceases to be enrolled at Newberry College. Additional information concerning disability services may be obtained by calling (803) 321-5187 or visiting Educational Services within Wolf Den.

Diversity Education

The Office of Diversity Education is housed in the Center for Student Success and collaborates with different entities across campus. The Primary purpose of this office is to support the Quality Enhancement Plan, the strategic plan, and the mission and goals of Newberry College through educational programming efforts relating to diversity.

Newberry College values all forms of diversity and believes that it enriches one's educational, personal, and social growth and experience. We also believe that diversity cannot thrive without inclusivity; therefore, in order for students to obtain future success in a global society, all must learn to interact positively in a diverse and engaging environment.

In an effort to support inclusivity, Newberry College has implemented the C.A.R.D. Ally Program "Campus Alliance for Respect and Diversity." The intent of the program is to provide an environment where ALL individuals feel safe, respected, and free to voice their problems and/or concerns without fear of discrimination and/or judgment. The Allies are members of the campus community (faculty, staff, and students) who are ready and willing to listen in total confidence to what you have to say. Please note that individuals are required to go through a training workshop before becoming a campus ally and can then proudly display a sticker, somewhere visible to others, identifying him or herself as a trained ally. The training is strictly voluntary and is open to all interested students, faculty, and staff. If you would like to learn more about this program, please contact Dr. Peggy B. Winder at (803) 321-5161 or email at peggy.winder@newberry.edu.

First Year Experience and Freshmen Mentoring Program

The First Year Experience (FYE) is a partnership between the Center for Student Success and Student Affairs. First year students will examine the values and goals the college celebrates as well as their own, develop and improve their academic skills, assimilate into the NC Com-munity, and engage as a citizen with the local community and world. In addition to classroom experiences, Residence Advisors and Alpha Leaders serve as mentors and guides assisting with transition and acclimation challenges, and facilitating conversation about important topics.

International Students

Newberry College welcomes students from countries outside the United States. International students are valued for the great cultural resources they bring to the college community. The Office of Enrollment Management and the Center for Student Success provide support to international students throughout the admissions process and guidance on matters related to immigration compliance and academics. International students are encouraged to participate in the International Student Organization.

Retention

The Center for Student Success works closely with all campus departments and offices in helping students cope with barriers and roadblocks. This includes coordinating student interactions with faculty, staff and other students which ultimately help to promote student success in social and academic development. Our intent is to provide students with the challenges and support they need to be successful in and out of the classroom.

Study Abroad

Newberry College students have the opportunity to earn academic credit towards their degree requirements for study in a foreign country for a summer, a semester, or an academic year. Newberry College is a member of a consortium offering a variety of foreign study programs and internships. Other programs are available through different universities. Normally, the cost of tuition, room, and partial board will not exceed expenses for the same period of time on the Newberry campus. State and federal aid can usually be applied to study abroad programs and numerous scholarships and grants are available to offset costs for the student. Depending on the program, courses offered abroad are taught in English or in the native language. Students interested in making the study-abroad program a part of their Newberry College experience should contact Mary Shepherd at 803-321-5270 or mary.shepherd@newberry.edu.

Summerland Honor's Program

The Summerland Honors Program serves academically-driven students from majors and disciplines across campus. Leadership, community, and continual learning shape the Honors experience. In addition to shared coursework, first-year Honors students join a Living and Learning Community, and the program offers a variety of civic, academic, and social activities.

LIBRARY AND TUTORING RESOURCES

Wessels Library is located on the campus quad. It provides a variety of resources and services to make your experience at Newberry successful. The Front Desk in the main lobby is your first stop for:

- Asking questions—we are here to help you!
- Checking out materials - including items that your professors have put on reserve
- Tutoring – peer tutors are available daily
- Locating the best study spot

The Library houses items to borrow (books, DVDs) as well providing:

- Librarian led instruction and research assistance: professional librarians are available to help you locate and utilize resources for research, projects and assignments
- PCs for student use: 22 are available during library hours
- Wi-Fi throughout the building
- Networked printers for student use: main floor
- Study rooms and other quiet study areas: for quiet study only visit the lower floor directly off the lobby
- A large Library Commons for collaborative study: main floor, a not-so-quiet space
- Tutoring and the Writing Center: free peer tutoring and writing assistance during library hours; tutor schedule is posted in the library, on library website and Wolf Den; tutors available by appointment as well

The Library also provides access to high quality electronic resources through its Website. Available from on or off-campus, resources include magazines, newspapers, journals, and eBooks. Click on the Library link at the top of the Newberry College homepage or from Wolf Den.

Have questions? Contact the Library at 803-321-5229.

STUDENT ENGAGEMENT


2017-2018

STUDENT ENGAGEMENT AND GREEK LIFE

Getting Involved

Being involved in campus life as a leader, planner, organizer, musician, and athlete is one of the most important things you can do to enrich your college experience. In addition, the experiences enhance your leadership and management skills, and help build your resume. We encourage you to participate in as many co-curricular activities as possible, making sure that you balance this involvement with your academic requirements. To learn more about all that is available to you please download the free “Newberry College Events” app on your mobile device or visit newberry.presence.io. You can also contact the Director of Student Engagement and Greek Life at 803-321-5501 to learn about ways you can get engaged.

Joining an Organization or Start a New Organization

Newberry College has a variety of clubs and organizations on campus. Membership in a student organization gives a student the opportunity to develop friendships and explore new areas of interest. The co-curricular programs and student organizations, including fraternities and sororities, are under the general supervision of the Director of Student Engagement & Greek Life & the Associate Dean of Students. New organizations should seek official recognition from the Office of the Student Engagement and Greek Life. Recognition allows clubs and organizations the following privileges:

- The right to publicize events on campus and utilize the “Newberry College Events” app
- Use of College facilities, when available, at no cost.
- Right to Request funds from the SGA.

Being a recognized student organization means that the college offers you official recognition and does not imply an acceptance for legal or financial obligation, nor does it imply an acceptance of liability for the actions of the organization or its members. “Recognition” does not necessarily imply endorsement of an organization’s particular philosophy or activity. The college reserves the right to deny recognition to groups whose purposes or activities are opposed to the mission of the college. Please stop by the Office of Student Engagement and Greek Life in Derrick Hall for information regarding this process.

All organizations are expected to have an advisor. The advisor of a student organization must be a Newberry College Faculty or Staff employee and is solely responsible for offering continuity, leadership and guidance to the organization. Acknowledgment by the college that this person is an advisor of an organization should not be perceived to imply acceptance of responsibility either legal nor financially for his/her actions. In essence, the advisor assumes full recognition that he/she is acting outside the role and scope of his/her position with the college; and therefore any financial or legal implications that may arise due to his/her advisor position is his/her own responsibility and not that of Newberry College.

For a complete listing of student organizations, please refer to the Student Life tab in Wolf Den. For meeting and event details, please access the “Newberry College Events” app or webpage.

Student Government Association

The Student Government Association (SGA) exists to serve and represent the interests, concerns, and ideas of the Newberry College student body in association with the Division of Student Affairs. The association seeks to promote the welfare of every student and to create an opportunity for students to enhance their leadership skills and assist in determining the policies that shape their college experience. Student Government approves all new clubs and organizations on the campus via an organizational request process. SGA is advised by the Dean of Students.

All elected and appointed officials of the association shall be full-time students while seeking office and throughout the duration of their term in office. Specific eligibility requirements and the duties of each position are described in the association’s Constitution and Bylaws. The constitution is supervised and supported through the Division of Student Affairs. Copies of these documents are available to any student upon request in the Student Government Association office and the office of Student Affairs. SGA events and activities include: Monthly Forums, Scarlet & Gray Week, Senior Week, class meetings, voter registration, and yearly awards.

Greek Life

Fraternities and sororities promote scholarship, provide leadership opportunities, build lasting friendships, encourage community service and philanthropy and allow for social and personal growth. The Office of Greek Life currently advises 6 fraternities and 3 sororities. Each organization is governed by their respective councils: National Interfraternity Conference (IFC), Panhellenic Council (PC) and National Pan-Hellenic Council (NPHC). Female students interested in joining a PC sorority participate in a process called Recruitment. Male students interested in joining an IFC fraternity participate in a process known as IFC Recruitment, and those interested in NPHC organizations participate in Membership Intake.

- **IFC Fraternities** include: Kappa Alpha Order, Theta Chi, and Tau Kappa Epsilon
- **PC Sororities** include: Alpha Xi Delta, Kappa Delta, and Sigma Sigma Sigma
- **NPHC Organizations** include: Kappa Alpha Psi Fraternity Inc., Phi Beta Sigma Fraternity Inc., and Omega Psi Phi Fraternity Inc..

Please note that hazing is an illegal activity and is defined as “any action taken or situations created, whether on or off fraternity premises, which recklessly or intentionally produces mental or physical discomfort, embarrassment, harassment, or ridicule.” Examples of hazing include but are not limited to the use of alcohol, paddling, and the creation of excessive fatigue, scavenger hunts, public stunts, morally degrading or humiliating games and activities. Education regarding hazing is a tool in the elimination of this behavior and is provided on an on-going basis.

CAMPUS MINISTRIES

Living in God’s Amazing Grace!

- **Grace:** proclaimed in worship in chapel and the gatherings of our religious organizations
- **Rest:** provided through opportunities to relax, share in conversations and enjoy free time
- **Activities:** such as service projects and social events
- **Community:** encouraged in prayer, worship, religious organizations and outreach
- **Education:** learning about God, ourselves, and others

As you explore and grow in your faith, Campus Ministries is here to proclaim God’s grace in many and various ways. We will journey together as we live in God’s Amazing Grace! It is our mission to promote spiritual growth through worship, conversation, study, student leadership development, and enhanced communication across departments and programs.

Several different worship experiences, study and fellowship opportunities are offered each week for the Newberry College students and community. Regular services are held each Wednesday morning throughout the fall and spring semesters in Wiles Chapel. The various campus ministry student groups also share leadership opportunities in leading chapel. No meetings or classes are scheduled during this time period in order to encourage the community to gather together for worship.

The Weber Campus Ministry Center is open for students for conversation or study, work on service projects, or talk with the Pastor. Please note that the campus pastor is available to speak with anyone if the need arises, and will always maintain confidentiality.

Ministry Organizations

Varieties of student ministry groups meet in the evenings and are open to all students, regardless of denominational affiliation (see section on student organizations for more information). Campus Ministry programs are guided by the Religious Life Advisory Board, which includes leaders of each campus ministry group as well as faculty and staff members.

These student led groups include:

- **Lutheran Student Movement (LSM)**
- **Fellowship of Christian Athletes (FCA)**

To learn more about these organizations, or about Campus Ministries in general, please refer to the Student Life tab in Wolf Den.

RESIDENCE LIFE

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2017-2018

RESIDENCE HALLS POLICIES AND PROCEDURES

Living in a Community

When several hundred people live and/or interact on a college campus, it is important to remember the rights of individuals and the importance of mutual respect. Policies, rules, and regulations are established for the campus community, and particularly for the residence halls, in order to help maintain an optimal living-learning environment. As members of this community, students also have the right and responsibility to question other students when aware that they are not adhering to a College policy. They are also expected to notify the appropriate authority if they have any concern for a fellow student's safety or wellbeing. Failure to follow these policies, or to report concerns, can endanger personal safety and the safety of others. In addition, students who do not follow these policies may be infringing on the rights of others.

To understand the rights and responsibilities within the residence hall community and within the Newberry College community as a whole, each student is expected to be familiar with the information in this handbook.

Understanding and Working With Residence Hall Staff and Regulations

Each residence hall is supervised by a Residence Hall Director (RHD) and houses several Resident Advisors (RAs) that live on the floors. RHDs are fulltime professional staff members that work with RAs to provide assistance to students living in the residence hall. Each RHD is responsible for the leadership of an entire building(s) and for supervision of the RA staff. RHDs maintain office hours in Derrick Hall and in one of their respective residence halls.

Resident Advisors (RAs) are upper-class students who have been specially selected and trained to work with students in the residence halls at Newberry College. They are peers who live on the same hall with students and work to create a positive living-learning environment for students. Together with the help of other staff members and students, RAs work to plan educational programs, hall socials, help enforce residence hall policies, and assist in promoting positive roommate/suitemate relations.

Any student or guest of Newberry College is obligated to follow the directions of a residence hall staff member. Failure to do so may result in disciplinary action. Also, falsification or misrepresentation of self (or other information) or refusal to provide that information to residence hall staff is prohibited. Any attempt to inhibit or interfere with staff members in the performance of their duties is prohibited. A residence hall staff member has the right to enter any resident's room with or without the permission of the resident in pursuance of their official functions as a staff member.

Requirements

Assignment Policies

Normally, only students who are officially enrolled full-time (12 hours or more) in classes at Newberry College may reside in the residence halls. If a student is enrolled for less than a full academic load, permission may be granted by the Director of Housing and Residential Life or designee to live in the residence halls. To reside on campus during the summer months, a student must be enrolled in summer school classes at Newberry College or have prior permission from The Office of Residence Life.

Residency Requirements

All full-time Newberry College students are required to live on campus to the extent that space is available, and subscribe to a meal plan. All requests to live off-campus must be approved, in advance, by the Director of Housing and Residence Life. All students will be charged for room and board until given permission to live off campus in writing. Exceptions will be reviewed for students who:

- Live within 35 miles of Newberry College with a parent, grandparent, or spouse.
- File an appeal with the Financial Aid Committee and are granted approval
- Provide written documentation and appropriate Accommodation Request Forms from a licensed physician

- Are military veterans
- Are enrolled part-time
- Are student teaching or completing the final year of nursing clinicals
- Are married or living with their dependents
- Are 23 years of age or older

Age Limit

Students over the age of 23 years old will not be allowed to live on campus without the permission of the Director of Housing and Residence Life. Any student over 23 years old will be allowed to live off-campus no matter their class standing.

Medical Form

All students must complete a medical form, immunizations and records, copy of insurance cards on file with the Director of Health and Counseling.

Dining Services

All residential students must purchase a meal plan from the options available. Students who commute may choose to purchase the commuter student meal plan. Please note that food services will not be available when the residence halls are closed during periods of vacation. Sodexo has a dietitian, nutritionist, and chef on staff to accommodate your dietary needs. To schedule a meeting with the Director Dining Services, please call (803) 321-5151.

Procedures

Move In\Check-Out

Completing Move In or Check-Out procedures when living in a residence hall is the responsibility of each student and must be completed by Move In or Check-Out deadlines. Students will be notified of all check-in or check-out procedures in advance by the College. Additionally, students are responsible for any and all damages to their assigned room that occurs while they are living within the residence hall. Pre-set charges will be placed on a student's college account if damages occur.

Room and Roommate Assignment

Signing housing contract and application does not guarantee a particular room or roommate. The college reserves the right to make and change all room assignments in order to fill an unoccupied space in rooms or to relocate students as deemed necessary. All room assignments are made without regards to race, creed, color, religion, national origin, or sexual orientation and room changes will not be approved on this basis. Only students assigned a room may reside there. New student residence hall assignments are made as much as possible according to the students' stated preferences for residence halls and roommates as requested on the housing application.

Residence Hall Application and Contract

All students desiring on-campus housing are required to sign the residence hall application and contract, which denotes the terms and conditions, general procedures, and policies of occupancy of the residence halls. This contract is an agreement that applies for the entire academic year that the student is enrolled. This contract provides housing only during times the college is in session. Housing is limited over periods of breaks or vacations to students involved in college-sanctioned activities. Without such involvement, a student must obtain permission from the Office of Housing and Residence Life to be housed over a break. The residence halls are closed for Thanksgiving, Christmas, spring, and Summer Breaks. (All dates are available in the academic calendar). Students approved for housing during closed break times may be move to a central building for safety and security purposes.

Cancellation or Suspension of Housing Agreement

The housing agreement may be terminated by the student if:

- Withdrawing from college.
- If academic ineligibility occurs.

- Upon completion of graduation, marriage, or other circumstances deemed by the College to be beyond the students control.
- Documentation may be required to show cause of termination.

The housing agreement may be terminated by the College if:

- A student fails to meet all terms and conditions stated in housing agreement
- A student violates college policy.
- A student's residency poses danger to life, health, emotional or general well-being of a student or other member of the college community.
- A student behavior is not conducive to the educational mission of the college.

Room Entry and Inspection

The College reserves the right to enter rooms, including organization rooms, for the purpose of making routine administrative and safety inspections, and when an authorized agent of the College has reasonable cause to believe:

- That an occupant may be physically harmed or endangered.
- That significant damage is being done to college property.
- That college policy or an applicable law has been or is being violated.
- That housekeeping, maintenance and/or repair is necessary.
- Vacation inspections consisting of a visual search for fire, health and policy violations.

Entry by Newberry College authorities into assigned rooms in residence halls will be divided into three categories: inspections, search and emergency.

- Inspection – the entry by college officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant(s).
- Search – The entry by college officials into an assigned room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances that require immediate attention. Two college officials will conduct searches of rooms. Searches are not necessarily conducted in the presence of the room occupant(s). Searches conducted by local, state or federal police will require a valid search warrant or consent of the party whose person or property is to be searched.
- Emergency – The entry by college authorities into an assigned room when there is perceived imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant(s).

Room Changes

The Office of Housing and Residence Life offers an “Open Room Change” one week per semester approximately six weeks into each new semester. The Office of Housing and Residence Life must approve all room changes. Any request for room changes outside of the “Open Room Change” period will be considered on a case-by-case basis after roommate mediations have been exhausted. Any room changes made without permission is prohibited and will result in housing sanctions for the responsible parties.

Roommate No Show

Residents must check into their assigned rooms by 4:00 p.m. of the first day of classes at the beginning of each semester or they will be considered a “no show” and their room reservation will be cancelled.

Consolidation Requirement

All students who occupy a double-occupancy room without an assigned roommate (super single), will required to participate in the consolidation process. These students will be notified by the Office of Housing and Residence Life of the consolidation requirement, procedures, and new room or roommate assignment. New room or roommate

assignments for consolidation purposes will be determined by the Office of Housing and Residence Life. Students will be notified via their Newberry College email. Students wishing not to participate in consolidation: either not wishing to change room assignments or not wishing to receive a new roommate, must submit a written request to the Office of Housing and Residence Life for a Super Single Room (double occupancy room occupied as a single). Students wishing to reside in a Super Single at the time of consolidation will be charged a pro-rated super single room rate for the remainder of the semester or academic year.

Single Rooms

Single occupancy rooms are limited and not available in all residence halls. Single rooms will be assigned according to availability and are not guaranteed. The Office of Housing and Residence Life reserves the right to convert a private room into a double occupancy room if needed. If single rooms are available, returning students will have the opportunity to request a single room during Room Selection each spring.

Community Damages/Fines

Residents of residence halls or an individual floor may be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests if the student(s) responsible for the damage cannot be determined. Charges for damages and/or cleaning will be assessed against the student(s) by the College and must be paid promptly. The College, at its sole discretion, shall make determination of the amount of such loss or damage. Failure to pay assessed fees may result in a hold on student's registration, graduation or issuance of a transcript.

Community areas include but are not limited to lobbies, study rooms, bathrooms, kitchens, hallways, stairwells and lounges. The damage to these areas will be divided among a particular hall or floor, unless person(s) responsible are identified.

Damages – Room & Furniture

The student is responsible for the condition of the room and all furnishings that are assigned to him/her and shall reimburse the College for all damage to, or loss of, these accommodations and furnishings.

Each student room is provided with certain items of furniture and furnishing as verified by a room inventory at the time of moving in. Students may not move additional college items into their rooms from public areas of the residence halls or other resident rooms, nor remove items that are placed in the room by the College. Furthermore, room furniture must be properly assembled at all times (i.e. beds cannot be stacked on dressers placed sideways, etc.) Any configurations considered dangerous or a violation of building code will need to be changed.

At the time of vacating the room, students are responsible for making sure the room is returned to its original condition. If anything is missing or damaged, students will be charged for replacement or repair. Upon finding damages or lack of furnishings when moving into a room, residents are required to report them immediately to the appropriate resident advisor.

Students are responsible for maintaining the cleanliness of their rooms and for not littering the hallways of residence halls. The cost of cleaning hallways, and bathrooms, which are carelessly and excessively littered by residents, shall be charged to an individual or to the residents of the floor. (SEE COMMUNITY DAMAGES/FINES)

Lockouts

If a resident becomes locked out of their residence hall room, Campus Security should be contacted at 803-940-0672. The student's College ID must be presented to the security officer either upon or before entering the room. A student may contact security up to two (2) times per semester before a charge of \$5.00 will be assessed.

Visitation Rules and Regulations:

- Visitors not attending Newberry College must be 18 years of age (excluding immediate family members). These persons must show proof of their age by a driver's license or ID card when asked.
- All non-residents must be escorted at all times in the residence halls by their host.
- Unescorted guests will be asked to leave the hall.

- The use of designated restrooms by members of the opposite gender, for which the facility is intended, is strictly prohibited.
(SEE GUEST POLICY)

Keys

Room Keys

All residents will be issued keys to their rooms. Students, who misplace a key, should contact their RHD. If the student's key is not found, the room door lock will automatically be changed with new key(s) issued to the student and any roommates. Before a new key will be issued, the student who lost the key will be charged for the core replacement and new keys, \$50 per key.

Building Key Cards

All residence hall residents are issued access cards to their respective buildings. Due to the extra security concern that these access cards entail, special rules apply:

- Guests will not be issued keys or access cards.
- Residents assume full responsibility for the use of their room key(s) until they are returned.
- Anyone found loaning a key or access card will face sanctions for breaching college security.
- If an access card is lost, a \$25.00 fine will be imposed. Students should go to the Office of Student Affairs during business hours to have a new access card made.
- Propping of any outside entrance door is strictly prohibited and violators will be fined.

Trash Removal

- All trash should be placed in the college provided trashcans or designated trash room. Personal trash is prohibited from bathroom trash cans.
- All cardboard boxes must be broken down and placed by trashcans or in designated areas.
- End-of-Year- Dumpsters will be delivered the week of final exams. Trash must be disposed of in the dumpsters to alleviate excess trash in the residence halls. Excessive trash left in the community areas will result in a Community Fines.

Emergency Procedures

Emergency Procedure

If Newberry College is closed because of bad weather or other emergencies, announcements will be made on the following radio and television stations: WKDK-AM (1240), Newberry; WVOC-AM (560), Columbia; WIS-TV (Channel 10), Columbia; www.newberry.edu, or call 321-5010. A notification will also be sent through the College's Emergency Alert Notification System. Notification will also be sent out via the Campus Notification System.

Fire Safety Equipment

Fire doors, alarms, pull stations, extinguishers and smoke detectors have been installed in all of the residence halls for the safety of all residents. Breaking, covering, tampering with, disassembling, or illegal use of any of the above mentioned devices will result in a fine up to \$1,000.00, cost of repairs, and possible criminal charges. Any false alarm will result in a fine(s) for individual(s) involved. If it cannot be determined who pulled the alarm, then a community fine will be assessed to all residents of that residence hall. It is mandatory to evacuate a college building when a fire alarm sounds.

Fires

In case of visible flame or smoke in the building, pull the local fire alarm, and then notify the Newberry Fire Department at 911 immediately. If there is not an operable fire alarm in the building, shout "FIRE!" Secondly, if your life is not in imminent danger, contact Campus Security at 803-940-0672. It is mandatory to evacuate a college building when a fire alarm sounds.

Fire Drills

The Office of Housing and Residence Life will schedule a minimum of one announced and one unannounced fire drill each semester. The drill will be a complete exercise of the fire plan. It is mandatory to evacuate a college building when a fire alarm sounds.

Smoke Smell

If you smell smoke call Newberry College Campus Security (803-940-0672), who will notify emergency service agencies. If unable to reach security, call 911 and have them contact the security officer on duty via police radio.

Bomb Threat

A bomb threat is a violation of Federal and State Laws. Anyone apprehended for such a threat can be punished by imprisonment for a maximum of nine (9) years. Full cooperation by everyone is required to stop such crimes.

Persons receiving a telephone call indicating a bomb threat should try to get as much information as possible from the person making the call. Report the threat immediately to a campus security officer. If not available, contact the Newberry Police Department at 911 to request immediate assistance.

Severe Weather

Tornado

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. Normal activities should continue but the following precautions should be taken. Upon receiving information of a tornado watch, the Associate Dean of Students or designee will alert each staff member, and the entire campus community will be notified by Chief of Security or designee. Listen to local radio station WKDK-AM (1240) and TV channel 10 (WIS) for updates. Also check the Newberry College website at www.newberry.edu or call 276-5010 and listen to the recording. A notification will also be sent through the College's Emergency Alert Notification System. Notification will also be sent out via the Campus Notification System. Go to: <https://www.e2campus.net/my/newberry/> to sign up for Emergency Alert Notifications.

A tornado warning indicates when a tornado has touched down in the vicinity and may be approaching. A public warning system of a steady four-minute blast on the city's emergency siren will be implemented. Additionally, the campus community will be notified by the College's Emergency Alert Notification System. All students are required to evacuate upon request by Residence Life staff or non-compliance fines will be assessed. Students should seek immediate shelter in the following areas:

Residence Halls

- Brokaw Hall- in the basement hallways
- Cromer Hall- first floor hallways in between fire doors
- Derrick Hall- basement
- Walker Hall – first and second floor service rooms
- Kinard Hall- basement and first floor hallways
- Smeltzer Hall- first floor with the exception of lobbies
- Oakland Mill Complex – first floor hallway areas

Classroom Buildings

- Alumni Music Center- first floor hallway (DO NOT use central corridor)
- Langford Communications Center- proceed to McClurg Center
- MacLean Gymnasium- ground floor hallway
- McClurg Center- ground floor hallway
- Physical Education Complex- first floor front hallway
- Science and Math Building- ground floor hallway
- Wessels Library and Center for Student Success- basement level
- Wright Hall- against inside wall
- Keller Hall- first floor hallway, away from windows

Administrative Buildings

- Holland Hall- ground floor hallways interior away from doors
- Kaufmann Hall- hallways
- O.L. Casey Center- bathrooms or kitchen area
- Wiles Chapel- Wiles Chapel Theatre - basement

Staff and faculty will proceed with all students to these designated tornado shelter areas. Avoid areas with windows, auditoriums, gymnasiums, or other structures with open spaces.

Snow/Ice

If snow or ice is predicted please listen to local radio station WKDK-AM (1240) and TV channel 10 (WIS) for further updates. Also check the Newberry College website at www.newberry.edu or call 276-5010 and listen to the recording. Notification will also be sent out via the Campus Notification System. . Go to: <https://www.e2campus.net/my/newberry/> to sign up for Emergency Alert Notifications.

Policies

Alcoholic Beverages/Illegal Substances

Alcoholic beverages are prohibited in Brokaw Hall, Cromer Hall, Derrick Hall, Kinard Hall, Smeltzer Hall, and Walker Hall. Beer and wine may be consumed in a private suites on the designated 21 and over halls in the Oakland Mill Complex. Regardless of age and approved halls, alcohol is only allowed if the student is 21 years of age or older and no underage students or guests are present. Open containers are not allowed anywhere outside an individual's room. Liquor, paraphernalia including, but not limited to beer bongs, funnels, kegs, beer pong tables, empty alcohol boxes and containers, keg taps, etc. are prohibited. For more detailed information please refer to the Alcoholic Beverage and other Drugs Policy in this handbook.

Bed Bunking and Loft Policy

All beds provided in the residence halls are bunk-able. Diagrams for possible room configurations will be Residence Life. Other configurations must be approved by your Residence Hall Director. Outside loft kits are strictly prohibited.

Bodily Fluids

Those responsible for bodily fluids inappropriately appearing in public areas of residence halls and on-campus are subject to fines and /or disciplinary action.

Candles/Incense

Candles, incense, and wax warmers with hot plates are strictly prohibited. All candles, incense, and wax warmers with hot plates will be confiscated on site.

Children/Babysitting

Students who bring children into the residence halls as guests should only do so for a minimal amount of time. Babysitting in the residence hall is prohibited. Children under the age of 18 are not allowed to stay overnight in the residence halls without written permission from the Director of Housing and Residence Life.

Cinder Blocks and Bricks

Cinder blocks and bricks are prohibited. All cinder blocks and bricks will be removed on sight and could result in a removal fee for room occupants.

Construction and Surface Attachments

Maximum care must be taken to ensure the safety of the interior of the rooms. It is recommended that Command Easy Release Strips be used for affixing items. Students may not use screws or nails in walls or furnishings. The installation of shelves, paneling and wallpaper or other architectural changes is prohibited.

Displays

In recognition of special events on campus, groups of students may obtain permission to erect hall displays or decorations. In such instances the following procedures must be followed:

- Students in consultation with the RA must develop the theme of the proposed display or decorations.
- The appropriate RHD will or will not grant permission for the display.
- The displays or decorations must be removed within 24 hours after the event.

Door Propping

Doors should remain locked and closed at all times for the safety of all residents. Propping of any outside entrance door is strictly prohibited and violators will be fined \$100.00. Community fines of \$100.00 per prop will be assessed to any building with propped doors if those responsible cannot be identified.

Electrical Appliances

The residence halls were built and electrically wired in accordance with the standards and use in existence at the time of construction. Students may not make any changes to the electrical system. The College will not assume any responsibility for damages to any electrical appliance, TV set, radio or other electrical device due to variations in the electric current; nor to any device connected to a college-provided service such as cable TV or the data network. Residence halls have definite limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard.

The following appliances ARE NOT ALLOWED be used in student rooms:

- Halogen lamps
- Christmas lights
- Spider Lamps; Non U/L approved appliances
- Open-faced electrical or heating appliances, including but not limited to, irons (without automatic shut off), coffee pots, hot plates, broilers, fry daddys, space heaters, immersion heaters or toaster ovens, George Foreman type grills
- Sun lamps
- Air conditioners (excepts as provided by the College)
- Only refrigerators no larger than 1.2 to 2.0 amps or larger than 3.2 cubic feet
- Wireless routers
- Any form of extension cord

The following appliances ARE ALLOWED be used in student rooms:

- Portable television sets are permitted in student rooms.
- Radios, stereos, desk lamps, etc., are permitted provided the total electrical requirements do not exceed the capabilities of the system and equipment is kept in safe operating condition. No outside antennas are permitted.

Persons setting, or causing to be set, a fire through use of prohibited appliances or careless use of permitted appliances will be solely responsible for any and all damages.

Extension Cords/Power Strips

The South Carolina Code states, "No extension cord can be used as permanent wiring for any device." Students must use multiple outlet power strips with built-in circuit breaker, which are U/L listed for 15 amps/120 volts (3 prongs).

Firearms/Explosives and Hunting Equipment

Individuals on the Newberry College campus are prohibited from possessing ammunition, firearms, hunting and target equipment, including but not limited to air rifles, pellet guns, paint ball guns, brass knuckles, knives, blank pistols, look-alikes, and bows and arrows. These items in any and all areas of campus, including the inside of automobiles are prohibited.

The possession or use of fireworks of any type is prohibited on the Newberry College campus and in any of its buildings. Possession or use of fireworks will subject the student to disciplinary action.

Furniture

College provided furniture is not to be removed from its assigned room. Lounge furniture is for the use of all students and is not to be removed from the lounge areas. A fine will be assessed if such furniture is found in a student's room or not in the designated lounge area. Any subsequent personal misuse of lounge furniture may result in sanctions. Any other college furniture found in a student's room may also result in sanction. Theft, or unauthorized use of property of the College is prohibited.

Students are responsible for reassembling all furniture and fixtures to their original state as found at move-in. All beds and dressers must be stacked and placed on the floor as originally found using metal pins. A fine will be assessed if the furniture is not reassembled as stated above.

Flying Objects

Drones, helicopters, and other flying objects are prohibited in and around residence halls.

Gambling

Gambling for money or for stakes representing money is prohibited on the Newberry College campus. Gambling by students will subject them to disciplinary action.

Guests

Guests of students may be housed in student rooms (with roommate's permission) for a maximum of two consecutive nights, up to eight nights per month. The Residence Hall Director must approve situations requiring additional nights in advance. This policy is designed to accommodate the occasional visitor, and not to provide temporary housing for students or non-students. Newberry's Office of Residence Life reserves the right to determine whether a resident is abusing this privilege. Students are responsible for guest's behavior, compliance with guidelines, damage, and vandalism and cleanup of residence hall areas. Any student's failure to fulfill his/her responsibilities will result in sanctions for any damage, and possible judicial action. Newberry College students are responsible for the behavior and conduct of their guests and must escort them at all times. A non-member of the Newberry community whose behavior is detrimental to the College may be declared "persona non grata" and have his/her visiting privileges revoked. (SEE VISITATION RULES AND REGULATIONS)

Hallway Obstruction

Residence Hall hallways must remain free of all obstructions and debris. Obstructions alter the designed rated performance of a hallway or exit corridor. This includes any item left in the hallway with the exception of college furnished garbage cans. Items left in the hallway will be removed by and disposed of by Residence Life staff.

Section 1001.2 of the Fire Code makes it unlawful to alter the capacity of a means of egress (exit) and Section 1011.2 of the same requires hallways to be continuously free of obstructions that would hamper instant use. Violations of both of these codes would constitute ordinance summon able offenses on the part of the violator.

Non-Smoking Policy

The use of all tobacco and smoking related products is prohibited in all buildings on campus including the residence halls. Students who violate the smoking policy are subject to a Smoking Fine as well as additional cleaning charges. This includes but is not limited to smokeless tobacco, e-cigarettes, vape pens, and hookahs. Tobacco products can be used only in designated areas no closer than 25 feet from any entrance to a building. Additionally no tobacco products will be used in any vehicle transporting students to college sponsored events.

Painting

Painting of rooms, common areas, and hallways by students is prohibited. Unapproved painting will result in sanctions and subject responsible individuals to appropriate repainting charges.

Personal Property

Although precautions are taken to maintain adequate security, the College cannot assume responsibility for the loss of, or damage to, student possessions, including loss or damage due to water damage, fire, wind, electrical power surges or power outages. Students and/or parents are strongly encouraged to carry appropriate insurance to cover such loss. Students who have concerns about the security of their belongings should report such concerns promptly to Campus Security or their RHD so that any appropriate actions can be requested.

The College does not assume any obligation or responsibility for the loss or damage to items or personal property that occur in college buildings or on college property. The College is not responsible for any items(s) that are left in the residence hall after a student has checked-out, withdrawn or taken a leave of absence from the College. All property that is left abandoned in the residence halls will be retained or disposed of at the discretion of the College.

Pets

No animals are allowed in college housing, with the exception of fish in a properly maintained aquarium of 10 gallons or less. A per diem fine of \$100 for non-compliance may be assessed. Additional cleaning charges and/or damage fees may apply. Persons with disabilities may request a reasonable accommodation for any assistance animal, including an emotional support animal if relevant and thorough medical documentation is provided.

Quiet Hours

Quiet hours for all residence halls are:

- Sunday- Thursday: 10:00pm – 8:00am
- Friday & Saturday: 12:00am (midnight) – 8:00 am.

College housing units are group living environments; it is necessary, therefore, to have respect for others' study, quiet, and sleeping needs. While quiet hours are designated as stated above, the right to reasonable quiet shall, at all times, supersede noise making. During reading day and final exams, this right to quiet is enforced 24 hours a day. Courtesy hours should be observed 24 hours a day.

Recreational Equipment

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, electric scooters, and similar devices, is prohibited in campus housing. Storage of equipment without batteries, motors, or electronics is permitted in the halls, however, the use of skateboards, manual scooters, skates or rollerblades, bicycles, and similar equipment is prohibited in campus housing. Prohibited items are subject to confiscation, fines, and disciplinary action.

Sales and Solicitation

Only duly constituted College auxiliary enterprises are authorized to vend merchandise on the campus. Any student or organization wishing to vend merchandise on the campus or in College buildings must obtain permission from the Associate Dean of Students or designee. No student organization, group of students, or anyone acting for an organization or group may make contracts or other financial obligations without the written approval of the Vice President of Business Affairs. Students and student organizations are also prohibited from establishing service or other type businesses on the campus or in college buildings.

Sign Policy

Only signs approved by the Office of Student Affairs are allowed to be displayed in the residence halls. Approved signs can only be displayed in specific areas. Students should contact their RHD for sign display criteria. All signs that are not approved will be taken down and discarded.

Tattooing

Tattooing of any kind is strictly prohibited on campus and in the residence halls. Any tattooing equipment and supplies will be confiscated and individuals will be subject to disciplinary action.

Telephones

Telephones connections are not provided in residence hall rooms.

Water Fights

“Water fights” including, but not limited to, water balloons, garbage cans, snow balls, and the discharging of water guns are prohibited indoors, including the residence halls, lobbies, entrance ways and hallways.

Windows

Throwing, causing to fall, or allowing any object or substance to fall out of a window of a residence hall is dangerous, strictly prohibited, and is subject to sanctions and possible disciplinary action. Box fans must not be put in residence hall room windows without the window screen first being securely in place. Repeated violations of this requirement will result in a fine of \$25 per room/per day.

The Office of Housing and Residence Life prohibits the posting or hanging of any material on either side of the residence hall room/apartment windows. Drawing, painting, and writing on the residence hall windows are also prohibited. With the exception of College issued window coverings (blinds), windows are not to be visually obstructed in any way.

COLLEGE POLICIES AND PROCEDURES


2017-2018

COLLEGE POLICIES AND PROCEDURES

Alcoholic Beverages and Other Drugs

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226; Final Regulations published on August 16, 1990) required all colleges in the United States to certify to the U.S. Department of Education by October 1, 1990, that they adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Newberry College supports and abides by the laws of South Carolina which make the selling, serving, and consumption of alcoholic beverages to individuals under the age of 21 an illegal act. Failure to obey the law may subject the student to prosecution by law enforcement authorities, both civil and criminal. Failure to obey the law may also subject a student to judicial action on campus including but not limited to removal from the residence hall and or suspension from the college. Being under the influence of alcohol shall not excuse any student from the legal and disciplinary consequences of offensive, disorderly, or unlawful conduct.

The College encourages students to seek assistance if they find they are unable to control their consumption of alcohol, or if they find themselves dealing with problems due to their drinking. Confidential assistance is available through the Health and Counseling Center.

The College commits itself to educating its constituencies regarding alcohol consumption and its physiological, psychosocial, and behavioral effects. Therefore, in addition to the regulatory policies, the College requires each entering new student to complete the Alcohol Edu computer based program as an educational tool on the effects of alcohol consumption and behavior.

The sale, serving, consumption and possession of alcoholic beverages are prohibited in all public areas of the college unless authorized as an official college event by an appropriate administrative office. This includes but is not limited to areas such as bathrooms, lounges, kitchens, hallways, lobbies, parking lots, entrance areas, unauthorized tailgating locations and outdoor campus grounds.

Students Over the Age of 21

When occupants of campus residential communities are 21 years of age or older, private use for individual consumption is allowed on designated over 21 years or older floors in Oakland Mill except that kegs, beer balls, beer bong, liquor and other "common source" containers are not permitted. Alcohol use is limited to the confines of the room/suite and to those students age 21 or over. Students are allowed up to one six pack of beer per person up to 10 people per suite. Any amount of alcohol above the limit of six beers or 1 bottle of wine per person shall be considered a "common source". Social gathering of more than 10 people are considered parties and present a fire hazard. Any gathering of more than 10 people in a room/suite is subject to search and all non-residents of the room/suite will be required to vacate the building or return to their own room/suite.

If, at any time, students who are twenty-one or older gather in a room with students who are not twenty-one, to avoid confusion, the College expects that all persons present will abstain from drinking alcohol. Underage students present in a room where alcohol is present, whether consuming or not, will be considered to be in violation of the Alcohol Policy and subject to disciplinary sanctions.

Specific Guidelines for Use of Alcohol

These guidelines establish the minimum expectation of the College regarding the use of alcohol on campus. The college reserves the right to modify this policy and impose additional restrictions as deemed necessary.

- The observance of the laws of South Carolina is a matter of individual responsibility; and students are expected to accept personal accountability for any decision regarding the use of alcoholic beverages on or off campus.
- Public use or public possession, which includes any open container is prohibited on campus unless in designated tailgating locations or authorized campus events by an appropriate administrative office.
- Public intoxication and intoxicated behavior associated with it are neither appropriate nor permitted:
 - Noise associated with the use of alcohol that disturbs others either on campus or in the community will not be tolerated. Students causing the noise or present with others causing the noise are subject to disciplinary action.

- Individuals responsible for damaged property, injury to person or endangering the health and welfare of students while under the influence of alcohol are subject to disciplinary action and will be held responsible for the cost of repairs and/or medical treatment.
- Failure to comply with requests made by any College personnel acting in the performance of their duties, while under the influence, will result in disciplinary action.
- Bulk containers and “common sources” of alcohol are prohibited on campus.
- Students under the age of 21 years may not consume or possess any open or unopened containers of alcoholic beverages on campus in public areas such as but not limited to bathrooms, campus parking lots, sidewalks adjacent to campus, campus grounds and buildings including hallways and classroom and residence halls.
- Collections of used alcohol bottles (trophy bottles) are not permitted in a room or suite.
- No student shall provide alcoholic beverages to another student or guest under the age of 21 years.
- Alcohol found in the possession of or in the residential community room assigned to anyone under the age of 21, whether student or guest, will be confiscated and discarded.
- Persons over 21 years of age in possession of a bulk container, “common source”, and/or serving to minors will have the alcohol confiscated and discarded. Further, alcohol will be confiscated and discarded whenever any of the rules contained in this policy are violated, regardless of the age of the individuals involved.
- Persistent offenses by any one individual may subject the offender to more serious penalties, including removal housing privileges and/or suspension from the College.
- The College holds the right to have the alcohol confiscated and discarded.
- Students are responsible for the actions of their guests while they or their guest are under the influence of alcohol. Guests are expected to abide by all policies of the College and South Carolina state law.
- Alcoholic beverage containers, empty or full, and signs, advertisements, or displays advertising alcohol, may not be visible in windows, ledges, on doors or in general public areas and spaces.
- Drinking contests or games which center on or encourage binge drinking and the abuse of alcohol on campus, and the paraphernalia associated with such contests or games (such as funnels, beer bong and pitcher), are not permitted.
- Students should be made aware that the College may inform parents or legal guardians of incidents involving alcohol violations.
- If alcohol is found in a room and the residents of the room are not present, all residents will be held responsible until otherwise determined by college officials.

Alcohol Counseling Services

Drug and alcohol counseling is available to students and employees of Newberry College off campus at:

Westview Behavioral Health Services 800 Main Street
 Newberry, SC 29108
 Phone: (803) 276-5690

Sanctions for Violations of Alcohol

Please refer to the College’s Code of Conduct for a description of possible sanctions for any abuse of the Alcohol policy.

Athletic Drug and Alcohol Testing

The athletic department utilizes a drug-testing program to detect alcohol or illegal drug use among student athletes. Students who fail drug tests will be reported to appropriate Student Affairs administrator. Early detection and counseling services provided by the college are incorporated into the program.

Campus Solicitation

Newberry College has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the College recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the College hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner for campus solicitation.

Solicitation is defined as contact for the purpose of:

- Soliciting funds or sales or demonstrations that may result in sales;
- Distributing advertising or other materials;
- Compiling data for surveys, programs, or other purposes;
- Recruitment of members or support for an organization or cause;
- Providing educational information sessions (exclusive of formal Newberry College academic classes).

Solicitation activities may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, contractual or operational activities of the College. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the College are prohibited.

An event that places an undue burden on campus facilities, interferes with the use of campus facilities by other persons, disrupts normal operations, infringes on the protected rights of others, and/or has as a principal goal to incite a riot or to disrupt other activities, may be denied the privilege of using College facilities (or grounds) for solicitation.

Distribution of Literature

- Distribution of literature by College or non-College individuals or organizations is subject to the solicitation policy in order to prevent harassment of students and to maintain the campus environment.
- The posting of literature by College or non-College individuals or organizations is restricted to appropriate reserved areas of bulletin boards in College buildings per the procedures outlined in the Student Handbook and the Office of Student Affairs.
- The posting or attachment of flyers, posters, advertisements, or announcements of any type on the external/internal sides of buildings, trees, sidewalks, light posts, parked cars, or other similar structures is prohibited.

Direct Mail Solicitation

- The College post office is responsible for providing services for faculty, staff, and students for official College business only.
- College Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official College business. No campus mailing list will be available for use other than for official College business. Student organizations may be contacted through the Office of Student Affairs.

Approval to solicit on the Newberry College campus shall not be granted in an arbitrary or capricious manner on the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy.

Eligibility

- College Organizations and Departments - Registered student organizations, academic units, or College departments may solicit in designated areas and under prescribed conditions as listed in the Student Handbook and the Office of Student Affairs.
- Non-College Organizations and Individuals - Any non-College organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered student organization, academic unit, or College department.
- Employee Solicitation - Employees of the College may not solicit for non-College sponsored activities during working time (see College Policy E.SO.704-43).

- Solicitors and Tradesmen - Solicitors and tradesmen, including students, faculty, or other College personnel are prohibited from entering the grounds or buildings of the College for the purpose of transacting business with students, faculty, or other College personnel, unless they have been issued a letter of permit for this purpose by the Office of Student Affairs and/or the Office of Operations and Campus Planning.

Guidelines

- College Organizations and Departments
 - The organization or department must complete a Reservation request and receive approval from the Associate Director of Operations.
 - The Office of Student Activities (or designee) must approve student fundraising activities.
- Non College Organizations or Individuals
 - Non-College organizations or individuals must be sponsored by a College student organization, College Department, or academic unit. The reservation/registration procedure must be properly completed by the appropriate registered student organization, academic unit, or College department prior to the non-College group setting up on campus.
 - Upon obtaining sponsorship, all other applicable guidelines must be adhered to as outlined in this policy. Questions regarding sponsorship should be directed to the Office of Student Affairs.
 - The sponsoring College organization shall be responsible for ensuring that the non-College group is informed and in compliance with College policies and guidelines at all times during the registered event.
 - The following additional guidelines for non-College organizations and individuals must be adhered to:
 - A member or designee from the sponsoring student organization, academic unit or College department must be present at the solicitation location at all times.
 - All advertising or “giveaways” must be in compliance with College policies.
 - No food, beverage, alcohol or illegal items may be sold.
 - The appropriate business license and sales tax remission form (if applicable) must be provided upon request; registration with the Better Business Bureau may be required.
 - Non-College entities that are major sponsors of College-wide programs or services (such as Freshman Orientation), and non-College entities that provide services that are integral to an on-going College-wide function of a specific College department (such as Employment Recruiters registered with the Career Services) may be exempt from the sponsor attendant. Exceptions must be requested in advance in writing and shall be subject to the approval of the Office of Student Affairs.

Consensual Relations Policy

Newberry College is committed to maintaining an environment where the education of students is of the greatest importance. Dating, romantic, or sexual relationships between College employees and students, even if consensual, can negatively affect the educational environment for students. Power differentials, real or perceived, can diminish a student’s ability to give meaningful consent to such a relationship. An employee’s ability to provide College services without partiality is suspect when the employee and the student have a dating, romantic, or sexual relationship. Even when the employee and student act with intentions of integrity, others may perceive bias, partiality, or influence.

Furthermore, the dissolution of these relationships can create discord and significantly impair the normal operations of the College. For these reasons, dating, romantic, or sexual relationships between students and College employees, including relationships that occur when College is not in session or students are on leave, are prohibited.

In rare instances, it is conceivable that a College employee might have a prior dating, romantic, sexual or marital relationship with an individual who later becomes a student. It is also conceivable that a person engaged in a prior relationship with a student could apply, interview and be hired by this College. In such instances, it is the obligation

of the employee to disclose that relationship or marriage to the Director of Human Resources. It is the obligation of the College leadership, via the Director of Human Resources, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deems necessary to insure that the educational experience of the student, and other students in the College, is not materially affected by the dating, romantic, sexual, or marital relationship.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment. Perceived violations of this policy should be reported to the Director of Human Resources.

Contract Policy

No student organization or group of students or anyone from any organization or group may make contracts or other financial obligations on behalf of the College without the written approval of the Vice President for Business Affairs. Outside vendor solicitation is prohibited.

Events

To avoid conflicts between events and to encourage attendance at worthwhile activities, the College strongly encourages that no two events (social, athletic, cultural, religious, etc.), open to students generally or to a major segment of the student body be scheduled at the same time in conflict with each other. This applies to all such events held on the campus or within the local area whether sponsored by student organizations, academic departments, administrative offices, or the athletic department. The college recognizes that some conflicts are unavoidable, but all efforts should be made to prevent them from happening.

Any preplanned organizational gathering of students or other individuals beyond a residence hall room shall be considered an event. Events may include, but are not limited to, fundraisers, meetings, and social events. This definition excludes officially sanctioned athletic events, including intramurals.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law intended to protect the privacy of students. It deals primarily with access to student records and release of information about students. Parts of the law are presented below.

The Right of Access Includes:

- The right to be provided with a list of the types of records maintained by the College and the name of the office in which the records are located.
- The rights to inspect and review those records and obtain copies of those records (normally a fee for this service is required).
- The right to a response to reasonable request for explanations and interpretations of those records.
- The right to a hearing to challenge the content of those records (providing differences cannot be resolved in an informal way).

NOTE: In the case of records that contain information about more than one student, an individual student has the right to review only that portion of the document pertaining to him/her.

Education Records Defined:

“Education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the institution or by a party acting for the institution. The term “education records” does not include:

- Records of instructional, supervisory, administrative, and certain educational personnel, which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual, except his/her designee.
- Records relating to a student which are created or maintained by a physician, psychiatrist, or other recognized professional or paraprofessional, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

Release of Personally Identifiable Information:

The College may not permit access to or the release of education records or personally identifiable information contained therein, other than directory information, without the consent of the student, to any party other than the following:

- Other school officials who have legitimate educational interest.
- Officials of other schools in which the student seeks to enroll.
- Certain federal government officials.
- In connection with a student's request for, or receipt of, financial aid.
- State and local officials authorized by state.
- Certain government and educational organizations engaged in research, providing the information is kept within the organization.
- In compliance with the judicial order or lawfully issued subpoena.
- Accrediting organizations.
- Persons in an emergency situation (see below).
- Parents of a student, unless the student has declared his/her independence, according to Internal Revenue code of 1954, section 552.

Directory Information Defined:

Newberry College has defined directory information as follows:

- Name, date of birth, address, and telephone number.
- Dates attended the college.
- Current status (enrolled, not enrolled).
- Scholastic standing (expressed in general terms without specifying grades).
- Degrees/ certificates earned.
- Major/minor programs.
- Honors received (if any).
- Program information for College-sponsored public events.

NOTE: The student has the right to restrict or limit the disclosure of any or all of the above. This must be in writing for each period of enrollment and on file in the Office of Registrar and Public Relations.

Release of Information for Health or Safety Emergency:

Information may be released from educational records to appropriate people in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student. Factors to be considered are:

- The seriousness of the threat to the health or safety of the student.
- The need for such records to meet the emergency.
- Whether the persons requesting the information are in a position to deal with the emergency.
- The extent to which time is of the essence in dealing with the emergency.

NOTE: Request for information from the records of students should be referred to the Office of the Registrar or the Office of Student Affairs as may be appropriate

Fines and Holds

The Administration, Faculty or Staff has the right to fine a student failure to follow college policies and procedures. If the student does not respond after letters, phone calls, and email attempts, the meal plan will be placed on hold. The hold will remain until the problem is resolved.

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|---|-------------|
| • Discharging a fire extinguisher | \$ 1,000.00 |
| • Pulling a false fire alarm | \$ 1,000.00 |
| • Prank 911 call | \$ 150.00 |
| • Tampering with exit signs | \$ 200.00 |
| • Breaking a window (excluding accidents) | \$ 200.00 |

• Entering a prohibited or closed area on campus	\$ 25.00
• Door propping	\$ 100.00
• Failure to follow proper check-in/out procedure	\$ 50.00
• Removing furniture from lounges (per day)	\$ 25.00
• Smoking in the residence halls	\$ 50.00
• Failure to follow bunk bed/loft guidelines	\$ 25.00
• Littering in residence halls or on College grounds	\$ 300.00
• Pets in residence halls (per day)	\$ 100.00
• Loss of or Failure to return a residence hall key (per key)	\$ 50.00

Identification Cards

Upon registration for the first semester of attendance at Newberry College, each student is issued an identification card. This ID card also serves as the meal card for dining services and a building access card for Residence Halls. In addition, it is required for checking materials out of the library and attendance at athletic events. Students retain the same ID number throughout their stay at Newberry College. New ID cards will not be issued each year. Students are required to carry their ID card at all times. ID cards are only to be used by the student which it is issued. A \$25.00 fee is charged for replacement of a lost, stolen, or damaged ID card. To get a replacement ID card, please go to the Office of Student Affairs in Derrick Hall, room 5. The office is open Monday through Friday from 8:00 am to 4:30 p.m.

Intellectual Property Rights

Newberry College is committed to providing an environment that supports the teaching and research activities of its faculty, students, and staff. As a matter of principle and practice, the College encourages all members of the Newberry community to publish without restriction their papers, books, and other forms of communication in order to share openly and fully their findings and knowledge with colleagues and the general public. This policy is intended to promote and encourage excellence and innovation in scholarly research and teaching by identifying and protecting the rights of the College, its faculty, staff, and students.

Copyright ownership and the rights thereto are concepts defined by federal law. College policy is structured within the context of the federal copyright law. The long-standing academic tradition that creators of works won the copyright resulting from their research, teaching, and writing is the foundation of the College's intellectual property rights policy. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities, or by agreement governing access to certain College resources. This policy addresses these exceptions.

The following types of material may be subject to copyright: books, journal articles, texts, bibliographies, study guides, laboratory manuals, syllabi, tests, proposals, lectures, musical or dramatic compositions, unpublished scripts, films, film strips, charts, transparencies, and other visual aids, video and audio tapes and cassettes, live video or audio broadcasts, programmed instruction materials, and computer programs. Other material may also be subject to copyright.

It is tradition at Newberry and other colleges and universities for books, articles, and other copyrightable materials by a faculty, students or staff member to be deemed the property of the creator, who is considered to be entitled to determine how the works are to be disseminated and to keep any income they produce. This applies to books written or other material produced, on campus or off, during a term of teaching, vacation, sabbatical, or faculty fellowship, with normal use of office space, library, and computer resources, but with no other direct College assistance. In recognition of that long-standing practice, the College disclaims ownership of works by faculty, staff, and students, except in the following cases:

- **Assigned Tasks:** Ownership of copyrightable material developed as a result of assigned College duty resides with Newberry College.
- **Outside Agreements:** When copyrightable material is developed through a sponsored grant or contract, the special provisions contained in that grant or contract must prevail. In the absence of such special provisions, the normal College policy applies.
- **Significant Use of Newberry College-Administered Resources:** When the development of copyrightable materials is significantly assisted by the use of College facilities, resources, or personnel, the College is entitled to a share of any royalty income pursuant to this Policy. For these purposes, significant use is the

use of resources other than those “ordinarily available” to most of all faculty, staff, or students. Such ordinarily available resources include office space, personal office equipment, office computer workstations, library and other general-use information resources, and the means of network access to such resources. Textbooks developed in conjunction with class teaching are excluded from the significant use category, unless such textbooks were developed using Newberry College-administered funds paid specifically to support textbook development. Incidental involvement of students receiving funding from the College is also excluded from the definition of “significant use.”

Mass Notification Policy

When an incident occurs that may have a bearing on the present safety of the campus community, the College, within 24 hours of the first report of the incident, notifies members of the campus community. Information on the type of incident and threat is given, along with recommended prudent safety practices and procedures related to the incident. Information is sent directly to students, faculty, and staff members by use of the College e-mail system and NC-ALERT phone and text system. Depending on the perceived needs at the time, the school may additionally choose to post written notices in residence halls, distribute information through the College Web site, post information in the College Post Office or notify through appropriate media. The community is urged to heed any advisories issued by the institution and work together in the joint effort of making the campus a safe place to live, work, and learn.

Laws and the College’s conduct rules operate independently, though Campus Security and law enforcement agencies work cooperatively. When a crime has been committed, the College is obligated to notify the proper authorities so they may discharge their duty under the law. In such a case, the law does not substitute for Newberry College’s rules and the College may pursue its own procedures for adjudicating alleged violations of the College’s conduct rules independent of any legal proceedings. Campus Security reports to the Office of Student Affairs any violations of College policies and regulations.

Parking Regulations

All student and faculty staff parking permits are issued by the Chief of Security. You must first register your vehicle on Wolf Den and your permit will be assigned and placed in the student’s campus mailbox. The faculty and staff will have theirs delivered to their locations. If you have any questions concerning parking, call the Chief of Security at 803-321-5602 or go by his office in Derrick Hall office # 13.

- All parking permits will be \$120.00.
- All parking will be classified as student, faculty/staff, reserved, visitor and handicap parking only.
- Designated, residential and commuter parking areas have been changed to student parking only.
- All white lined spaces and graveled lots are for students.
- All students are required to have a Newberry College parking decal affixed to their vehicle to park on college property.
- All faculty/staff red spaced parking on the entire campus is 24/7/365 including nights, weekends, holidays and breaks. All others will be ticketed and towed at owner’s expense. Students are not allowed to park in a red space or reserved parking space at any time.
- All faculty/staff are required to have a faculty staff decal affixed to their vehicle on the right side lower corner of the front windshield.
- All reserved spaces are for the college officials on the signage in front of the reserved parking space 24/7/365.

Parking Services Guide

To assist in understanding the topic of parking and transportation at Newberry College, this is a review of parking policies, procedures and regulations. All regulations are subject to change at any time, without notice, as new parking issues may arise throughout the year. Every effort will be made to notify the campus community of any changes.

In order to be parked legally on property owned by Newberry College, you must purchase and correctly display a valid Newberry College permit. To correctly display a parking permit, the permit must be fully adhered to the outside top right hand corner of the rear window with the permit fully visible.

The college assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. All vehicles should be locked when left unattended and valuables should be removed.

Parking and driving on Newberry College property are permitted in accordance with the regulations and information contained in the Parking Services Guide and the website, which are designed to maximize the use of parking space and assist in maintaining lots.

IF YOU CANNOT LOCATE A PARKING SPACE, DO NOT PARK ILLEGALLY. CALL CAMPUS SECURITY AT 803-940-0672 AND THE DUTY OFFICER WILL ASSIST YOU IN LOCATING A PLACE TO PARK.

Right to Ticket, Tow and Immobilize

Newberry College reserves the right to ticket, tow, and or immobilize any vehicle in violation of established parking regulations at the owner's expense. This includes the right to collect any fines or fees associated with the ticketing, towing and or immobilization of a vehicle. In addition, persistent violators may have their parking privileges revoked.

Vehicles with student decals parked in a red faculty/staff space will be ticketed and towed. Continued and blatant disregard for Newberry College parking regulations is unacceptable and subject to ticketing and towing. Vehicles whose owner cannot be identified or whose owner is not a current student or employee may be towed without notice at the driver's expense any time the vehicle is found parked on the college campus. In addition, if the operator is found to be a student, unpaid tickets will be billed to the student's account and a financial hold may be placed on the student's record until all outstanding fines are paid, thus preventing registration and access to transcripts.

Vehicles are subject to ticketing towing at any time for any of the following violations:

- Students parking in a faculty/staff space
- Failure to move a vehicle during lot closing or lot renovation
- Illegally parked in a handicap space
- Parking in a fire lane
- Parking in a reserved space
- Parking in a visitor space
- Others may be towed as depending on the circumstance at the time.

Visitor and Temporary Parking Permits

- It is the responsibility of the students, faculty and staff to make sure their visitors and guests know the visitor parking regulations and assist them in obtaining the proper permits.
- All visitor parking permits for those that are visiting students, departments and officials are issued by campus security. Call campus security at 803-940-0672 to meet your visitor at the Brokaw Hall security office. Temporary parking passes will also be issued by campus security at the Brokaw Hall security office. Faculty and staff may also obtain the visitor pass for your visitor from security before they arrive on campus.
- A visitor permit will be issued to the visitor with instructions where to place the permit and where to park.

Handicap Parking

Use of handicapped parking spaces are restricted to those vehicles with a state-issued handicapped license plate or displaying a state-issued placard. South Carolina state law requires enforcement of handicapped parking spaces on a 24-hour basis, seven days a week, including holiday periods. Quick errands, deliveries or drop-offs are not valid excuses for parking in or obstructing handicapped spaces. Vehicles parked in spaces designated for the handicapped without this permit will be ticketed and towed by the Newberry College Campus Security.

Appeals Process

Appeals must be made filed within five (5) days from the date of the violation or the right to appeal is forfeited. Appeals forms can be found on Wolf Den. All appeals are to be made to the Chief of Security by email at paul.whitman@newberry.edu.

Posting Regulations

The College provides bulletin strips throughout the campus for the purpose of disseminating information to members of the College community. Bulletin strips are available for posting by faculty, staff, and students, including

notices from student organizations and other groups directly related to the College. Since bulletin strips are provided for meaningful communication within the College community, all notices should be relevant to faculty, staff, and/or students and should comply with accepted standards of good taste.

In order to facilitate effective campus communication, the following regulations have been adopted for all posted materials. Failure to comply with the regulations may result in suspension of posting privileges or monetary fines.

- All posted materials must be stamped and dated for approval by Director of Student Engagement & Greek Life.
- No postings on any glass, door or ceiling. Materials cannot be posted in Holland Hall or on the Bell Tower, Columns or Pillars around the campus.
- Materials may be placed only on bulletin strips only. Posting may be placed on bulletin strips for a maximum of two weeks.
- Posting must be removed within 48 hours after the event to avoid an organization fine. Fines included but are not limited to monetary fines or being permitted to promote future events. Fines will be set by the Office of Student Engagement & Greek Life on a case by case basis.
- The use of materials on windshields is prohibited.
- Materials depicting or announcing activities at which alcohol is consumed or promoting activities sponsored by alcoholic beverage manufacturers are prohibited.
- No reference to alcoholic beverages may be made on any sign or announcement.
- All indoor postings must be on a bulletin strip. Duct tape may be used on outside brick walls.
- Sidewalk chalk displays must be approved for content and location.

Banners:

- All posted materials must be stamped and dated for approval by Director of Student Engagement & Greek Life.
- Only recognized student organizations, college departments and academic units can hang banners on the campus at select times of the year. This times include Welcome Week, Formal Rush & Recruitment, Homecoming, Greek Week, Accepted Student Weekend, and Spring Fest. Request for banners can be made but will be done a case by case basis.
- Banners must clearly promote the activity or event publicized and the sponsoring university organization or department as its primary message.
- The standard size of an exterior banner can only be a maximum of 4' x 20' on weather-proof vinyl with reinforced grommets in each corner.
- The Office of Student Engagement & Greek Life and the Facilities Department has the right at any time to order removal of any banners it deems inappropriate or unapproved. If these are not removed promptly, the Office of Student Engagement & Greek Life and/ or the Facilities Department will remove them without further notice and at the cost to the party that installed it.

Student Complaints/Grievances

Any student filing a complaint or grievance must first attempt to resolve it by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate Officer of the College (e.g., the Executive Vice President for Academic Affairs for academic matters, the Dean of Student Affairs for student life matters, the Vice President for Administrative Affairs and Chief Financial Officer for problems with fees or business matters, or the Senior Director of Enrollment Management for financial aid concerns) or to the office of the President of the College, who will assign the complaint or grievance to the appropriate Officer.

Students who have concerns regarding classroom practices and procedures should first attempt a resolution through discussion with the faculty member. If concerns are not resolved, students should contact the faculty member's Department Chair or, if the faculty member is a Chair, the Executive Vice President for Academic Affairs. If a student is not satisfied with the response of the Chair, the issue may be brought to the attention of the Executive Vice President for Academic Affairs.

Tailgating Policy

The college wants Newberry Athletics to be enjoyable for our fans as well as visiting team fans and our number one priority is your safety! For those reasons, tailgaters will be expected to abide by the College's tailgating policy. Exceptions may be granted by the Director of Athletics and/or the Dean of Students. The tailgating policy can be found on the athletic website: <http://newberryathleticsite.com/>.

Tobacco Policy

The use of all tobacco products is prohibited in all buildings on campus to include the residence halls. Tobacco products can be used no closer than 25 feet from any entrance to a building. Additionally no tobacco products will be used in any vehicle transporting students to college sponsored events.

STUDENT CODE OF CONDUCT


2017-2018

STUDENT CODE OF CONDUCT 2017-2018

I. Rights and Responsibilities of Students

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Newberry College recognizes that its students retain all of the rights provided by the Constitution of the United States and State of South Carolina, Federal and state statutes, and applicable College policy, while attending the College. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, so long as it does not adversely affect the rights of others. Believing in this concept, Newberry College will protect freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students' living and study conditions and the administration of its affairs. It shall constitute a disruptive act for any member of the campus community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of College facilities, the rights and privileges of other members of the Newberry community, or disciplinary proceedings. Moreover, Newberry College is committed to improving the quality of student life by promoting a diversified educational and cultural experience. Therefore, racist conduct or other acts of bigotry will not be tolerated.

Rights and freedoms imply duties and responsibilities. Note should be taken that a student who exercises his or her rights as a private citizen—whether individually or as a member of a group—must assume full responsibility for his or her actions. All Newberry students and employees must abide by local, state, and federal laws and with all published College policies and regulations. Violations of laws and regulations will subject the perpetrator to disciplinary action by the College and/or the appropriate civil or criminal court.

II. Authority and Responsibility

Responsibility for good conduct rests with students as adult individuals. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. Organizations wishing to become chartered that violate Newberry policy or do not fulfill requirements to be a chartered organization can still be subject to this code of conduct and possible restrictions outside the code. Restrictions will be overseen by the Director for Student Engagement and Greek Life and monitored by the Assistant Dean of Students' office if no formal charges are brought. All members of the campus community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

This code is promulgated in accordance with the policies of the Board of Trustees of Newberry College. The Dean of Student Affairs as the President's designee in these matters shall normally obtain the advice of the Campus Disciplinary Board before recommending changes in rules governing student rights, responsibilities and conduct. Under normal circumstances, the Dean of Student Affairs will designate the responsibility for the operation of the Student Code of Conduct to the Office of Student Affairs, particularly the Assistant Dean of Students. This responsibility includes formulating and implementing operating procedures for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal and educational manner. The Assistant Dean may further delegate responsibility to various judicial bodies and administrative staff.

The President of Newberry College is authorized to assign disciplinary cases to special hearing committees or officers as the President deems appropriate.

III. Application of Laws and Off-Campus Activities

Newberry College is not a sanctuary beyond the reach of the criminal laws of the United States, the State of South Carolina, and the City of Newberry. While the rules and regulations of Newberry College are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interest treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under College rules when their conduct violates institutional standards. Newberry students, or student organizations, are subject to the provisions of this Student Code of

Conduct while on College premises or College-related premises, and when involved with off-campus activities. Students, or student organizations, will be held accountable to this code for their off-campus activities when it can be ascertained the off-campus act has a direct detrimental impact on the College's educational functions. Any disciplinary action imposed by Newberry may precede and be in addition to any penalty imposed by an off-campus authority.

IV. Prohibited Conduct

The following constitutes the official record of general violations of conduct rules and regulations at Newberry College. Students and student organizations are expected to abide by these regulations. These regulations are not designed to define prohibitive conduct in exhaustive terms. Additional rules and regulations may be adopted and will be promulgated through campus communication channels. A student or student organization that is responsible for misconduct or is responsible for being an accessory to misconduct shall be subject to the sanctions authorized by this code. Students who anticipate or observe a violation of College policy are expected to remove themselves from participation and are encouraged to report violations. Areas of misconduct include:

- A. Disruption of classes, seminars, research projects, or activities of the College.
- B. Actual or threatened physical assault or injury to persons.
- C. Actual, threatened or attempted sexual misconduct that includes but is not limited to offensive touching; non-consensual sexual assault; forced sexual assault; stalking; or sexual exploitation and other sexual misconduct violations. Additionally, sexual misconduct includes conduct that is directed towards a person or group because of their sexual orientation or gender identity or expression. See the definitions and descriptions of sexual misconduct, sexual assault, and sexual harassment as well as campus disciplinary procedures in our Title IX Policies and Procedures'.
- D. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, electronic, or physical conduct of a sexual nature that is severe or pervasive, and objectionably offensive, such that it undermines the victim's educational experience and denies equal access to an institution's resources and opportunities. See the definitions and descriptions of sexual misconduct, sexual assault, and sexual harassment as well as campus disciplinary procedures in our Title IX Policies and Procedures'.
- E. Bullying/Harassment – Intimidating or threatening an individual with harm is prohibited. Bullying/Harassment is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication which (1) places a person in actual and reasonable fear of harm to his/her person or damage to his/her property or reputation; or (2) creates or is likely to create a hostile environment by substantially interfering with a student's educational opportunities or benefits; or (3) involves coercion or required behaviors or activities defined as hazing in the hazing policy; or (4) includes personally abusive epithets when directly addressed to any ordinary person, in the context used and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, gender, sexual orientation, disability, and other personal characteristics.
- F. Disorderly conduct - Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous- or threatening conduct which is unreasonable for the area, time, or manner in which it occurs.
- G. Drugs - The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics in accordance with State statutes.
- H. Drug Paraphernalia – The manufacture, distribution, sale, use, offer for sale, or possession of drug paraphernalia in accordance with State statutes.
- I. Behavior or activities which endanger the safety of oneself or others - This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and tampering, damaging, or misusing fire equipment.

- J. Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals - Newberry College is unwilling to allow even the mere presence of dangerous weapons. While some objects are clearly dangerous, what is used dangerously may also be considered a weapon.
- K. Damage to property - Damage, destruction, or defacement of College property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.
- L. Theft of property - Theft of College property or possession of stolen College property or property of any person.
- M. Misuse of College documents - Forging, transferring, altering, or otherwise misusing any Newberry document, including identification cards, course registration material, or other document or record.
- N. Unauthorized use of the name or insignia of the College by individuals or groups.
- O. Unauthorized presence in or forceful entry into a College facility or College-related premises.
- P. Misuse of telephone - No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.
- Q. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing or failure to complete conditions or terms within the designated time.
- R. Misappropriation or misuse of student organization funds or property - This includes, but is not limited to, over-extension of the budget of a student organization; spending receipts prior to proper deposit; and unauthorized personal use of equipment.
- S. Computer abuse - This includes, but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; and disruptive or annoying behavior on the College's computer systems.
- T. Providing false information - In the application for admission, petitions, requests, disciplinary hearing or other matters of record and transaction with officials of Newberry College.
- U. False reporting of an emergency - The false report of a bomb, fire or other emergency in any building, structure or facility by means of activating an alarm or in any other manner.
- V. Violation of Privacy - Photographing, audio or video recording, producing, or creating or distributing a digital electronic file or filming another person without that person's knowledge and consent, while the person is in a place where he or she would have a reasonable expectation of privacy is prohibited. Examples include residence hall rooms, bathrooms, locker rooms, study areas and instructional space. Also see Newberry College's Regulations for Responsible Use of Information Technology.
- W. Failure to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities.
- X. Failure to Comply - Failure to comply in general means a failure, refusal, or neglect to obey an official order. Examples include failure to attend a scheduled disciplinary meeting or hearing and failure to complete assigned sanctions of a disciplinary action.
- Y. Intimidation or Harassment of any person involved in a campus disciplinary investigation or hearing or of faculty, staff, or student staff who are in the process of discharging their official responsibilities is prohibited.
- Z. Unauthorized use or possession of keys - No one may use or possess any College key without proper authorization. No student is allowed under any condition to have a College key duplicated.
- AA. Sale of textbooks - The sale of a textbook by any student who does not own the book is prohibited without prior authorization from the owner of the book.
- BB. Operating a business without a license and/or prior consent of the College.
- CC. Violation of the College's alcoholic beverage policy.
- DD. Violation of the College's fundraising, solicitation, canvassing, assembly, and posting policies.

- EE. Violation of the College's hazing policy.
- FF. Violations of the Residence Hall contract not specifically listed under Campus Disciplinary Board or Residence Life Office jurisdiction.
- GG. Violations of College policies and procedures-Failure to abide by any published College policy or procedure is prohibited, including the General Conduct Policy and those outlined in the Registered Student Organization Handbook.
- HH. Unauthorized or misuse of College property or equipment.
- II. Commission of any act which is a violation of a criminal law of the United States.
- JJ. Violations of the Academic Integrity Policy.

V. Disciplinary Process (for non-Title IX complaints)

Any person, agency, organization or entity may make a complaint to the Office of Student Affairs alleging a violation of the Student Code of Conduct by a student or student organization. The College will treat a police report or citation as a complaint. The College's proceedings are separate from civil litigation or criminal arrest and prosecution and will be carried out prior to, simultaneously with, or following civil or criminal proceedings. Rulings associated with the Student Code of Conduct are not linked to decisions related to legal matters and may differ in outcome.

All students and student organizations are subject to the disciplinary procedures prescribed in this code. If a student, allegedly involved in a violation of the Student Code of Conduct, separates or graduates from the College prior to resolution, the disciplinary process can continue at the discretion of the College and the outcome placed in the student's file. If a hearing is not pursued upon the separation of the student, the pending charges will be resolved, at the discretion of the College, prior to any future readmission.

- A. **Initiation of Charges** - Complaints concerning violations of this Code must be brought in writing to the Office of Student Affairs within 120 days of discovery of the alleged offense. Upon receipt of information, the Office of Student Affairs will review the complaint, any relevant evidence and may initiate the disciplinary process. Exceptions to this policy will be made at the sole discretion of the Dean of Student Affairs or designee. Such exceptions may involve allegations that are still under investigation or cases in which the safety of individuals or the College community is deemed by that official to be at risk. In the absence of sufficient information as determined by the Assistant Dean of Students or designee, a complaint will be dismissed. Depending on the violation(s), circumstances of the incident and prior disciplinary history, if any, the Assistant Dean of Students or his/ her designee can implement the following.
- B. **Notification of Charges** – Once it is determined that disciplinary proceedings will be initiated, the accused student or student organization will be provided written notification of the alleged violation(s). The notice may be sent to the mailing address and/or e-mail address with the College information system or the address on the complaint. The written notice shall describe the alleged violation(s) and inform the student or student organization about the reported circumstances underlying the alleged violation(s) with the date and time of the Student Conduct Conference with the Assistant Dean of Students or designee. The Student Conduct Conference provides the accused with:
 1. Opportunity to discuss the allegations and provide information;
 2. Notice of formal charges resulting from allegations;
 3. Notification of the process to resolve formal charges through conduct proceedings; and
 4. Opportunity to accept or deny responsibility for formal charges.
- C. **Options for Resolution of Disciplinary Charges** - It should be clearly understood that there is a fundamental difference between the nature of student discipline and that of criminal law.

Regardless of the options exercised for resolution of charges, the discipline of students within the College community must be consistent with the educational mission of the institution.

At the Student Conduct Conference with a conduct officer, the charged student will have all the disciplinary options outlined below fully explained:

1. Plead not responsible to the charge(s) and have a regular hearing before the Campus Disciplinary Board where a determination of responsibility will be made. If held responsible by the Campus Disciplinary Board, appropriate sanction(s) will be determined.
 2. Plead not responsible to the charge(s) and request an administrative hearing before the next level in the disciplinary chain of command where a determination of responsibility will be made. If held responsible by this administrative hearing officer, appropriate sanction(s) will be determined. The next level in the disciplinary chain of command or Dean may decline to conduct the hearing, in which case the matter must be heard by the Campus Disciplinary Board.
 3. Accept responsibility for the charge(s) and elect for the Campus Disciplinary Board to determine an appropriate sanction(s).
 4. Accept responsibility for the charge(s) and elect for the Assistant Dean of Students or designee to determine appropriate sanction(s).
- D. **Student Conduct Conference** – If the student elects a hearing, the Student Conduct Conference is also to insure that the accused will be sufficiently familiar with the disciplinary process in order to adequately prepare and present a response at the hearing. At this conference, the accused:
1. Will be advised immediately of the right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.
 2. Will be advised of the alleged violations and an explanation of the prohibited conduct will be provided. The student will be advised if suspension or expulsion is possible as a result of the hearing.
 3. Will be advised of the identity of witnesses or others who will testify, the general content of their testimony, and the content of any written material or physical exhibit which will be presented at the hearing. If additional information or new witnesses are to be presented at the hearing, the accused student will be informed at least one day prior to the hearing date and the information will be made available for the student's review.
 4. Will be advised that a list of up to five competent witnesses requested by the accused student must be provided and any written statements by those witnesses must be included in the case file three days prior to the hearing. Any additional written information must be available to the Office of Student Affairs at least three days prior to the hearing date, for a determination of relevancy, and to be included in the case file for the hearing authority to review.
 5. Will be advised that an advisor may be present at the hearing. The advisor may not address the hearing officer, panel or other persons at the hearing unless permitted by the hearing officer or panel. The role of the advisor will be to consult with the accused at reasonable intervals during the course of the hearing. NOTE: Advisors are not permitted to participate directly in the hearing process or to speak for the charged student. Advisors must be members of the Newberry College community. At no point, are outside the community advisors, including attorneys and parents/guardians, allowed to participate in the process.
 6. Will be advised to consult further with the Assistant Dean of Students or designee concerning any questions or interpretations of procedure.
 7. Will be advised that hearings are scheduled to provide the accused student a minimum of three days from the date of notification of charges (excluding weekends and holidays) during which to prepare a response.
 8. Will be advised that any request for a delay of the hearing must be in the form of a written petition to the Assistant Dean of Students, who schedules hearings and determines whether a delay will be granted. When granted, a delay will not exceed ten (10) days in the absence

of extraordinary circumstances, to be determined by the Assistant Dean of Students. Such a delay will not affect the student's status.

9. Will be advised that the Office of Student Affairs may choose to delay the hearing for good cause. Such a delay will not affect the student's status.
 10. Will be advised of options for resolution of disciplinary charges.
- E. **Failure to Respond** - If the charged student or student organization has been properly notified of the charges and hearing date, and still does not attend the scheduled hearing, the hearing will be conducted by the Assistant Dean of Students or designee and a determination will be made based upon the available information. The accused will be considered properly notified when the formal charge letter has been delivered to the student's address as indicated in the most current Student Directory compiled by the Registrar's Office.
- F. **Dismissal of Charges** - If the Assistant Dean of Students or designee determines as a result of the Student Conduct Conference that insufficient information exists to justify a hearing, the charge will be dismissed.

Hearing Procedures

- A. During a hearing, the accused student is entitled to:
1. Appear in person, hear all information presented and present any relevant information, call witnesses, and ask questions of witnesses present at the hearing.
 2. Elect not to appear at the hearing, in which case the hearing may be conducted in the accused's absence.
 3. Refuse to answer any questions or make a statement; the hearing authority shall make its decision solely on the basis of information presented at the hearing.
 4. Challenge the presence of a Campus Disciplinary Board member for cause. Cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Campus Disciplinary Board member for cause will be at the discretion of the remaining board members as determined by majority vote.
 5. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by members of the Campus Disciplinary Board, College staff, witnesses and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Office of Student Affairs.
- B. The hearing authority will exercise control over the hearing to avoid needless consumption of time, repetition of information, and/or prevent the harassment or intimidation of participants. The hearing can be recessed at any time.
- C. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony, unless extenuating circumstances preclude this option. Any written witness statements must be available in the file for review three days prior to the hearing date.
- D. Witnesses shall be present during a hearing only during the time they are testifying unless the violation is one in which there is a specific individual victim.
- E. Cases in which there is a specific victim include but are not limited to violations of sexual misconduct or physical assault. In such cases, the victim may be present throughout the hearing and may also have an advisor present. Questioning of the victim by the accused student will be directed to the Board and the chair of the Board will direct the question to the victim.

- F. The Assistant Dean of Students or designee is responsible for scheduling, coordinating, and presenting all cases.
- G. The Assistant Dean of Students or designee will make a recording of all hearings, where a student pleads not responsible or when a charged student requests it. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Office of Student Affairs. The accused may request a duplicate copy of the recording within a period of six months from the date of the hearing and must assume the cost of this expense.

VI. Hearing Decisions

- A. Upon completion of the hearing, the hearing authority shall in private session consider the information presented to determine responsibility or to drop the charges due to insufficient information.
- B. The hearing authority shall consider only the information presented at the hearing, and make determinations of responsibility by a clear and convincing standard. The outcome of a conduct hearing will be one of the following:
 - 1. **Responsible:** Campus Disciplinary Board, Dean of Students or designee determined by a preponderance of the evidence (“51% or more likely than not”) that a violation of the Student Code of Conduct occurred.
 - 2. **Not Responsible:** Insufficient evidence exists to warrant a responsible finding.
- C. In a Campus Disciplinary Board hearing, a majority vote of Board members shall be required to find the accused responsible and to assign a sanction. Four members constitute a quorum. The Assistant Dean of Students or designee may offer an opinion regarding appropriate sanctions.
- D. If responsibility is acknowledged or determined, prior to the determination of the sanction(s), the hearing authority shall allow the introduction of information concerning the past conduct record of the accused and a victim impact statement which details the impact on the victim, if any, the violation caused. The statement may be written or oral. These will be provided by the Assistant Dean of Students or designee in the presence of the accused.
- E. If the student found responsible does not choose to be present, the student’s prior record and victim impact statement will be introduced in his or her absence.

Notification of the Outcome

- 1. Upon completion of all deliberations, the hearing authority will notify the Assistant Dean of Students or designee of the full decision.
- 2. The written outcome from the hearing authority shall consist of written confirmation of the outcome including the findings, the determination of responsibility, the complete description of any sanction imposed or the decision to drop the charge(s) due to insufficient information. The hearing authority will generally send the letter to the accused and the Assistant Dean of Students or designee within 48 hours after completion of the hearing. In cases involving a victim of violence, the victim will also be notified of the outcome of the hearing.

VII. Disciplinary Sanctions

The purpose of imposing sanctions are twofold: to protect the College community from behaviors that are detrimental to the educational process of the community; and to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student’s willingness to recommit himself or herself to good citizenship through behaviors that fall within the conduct regulations of the College. The following disciplinary sanctions may be imposed upon a student responsible for a violation either singly and/or in combination:

- A. **Expulsion** – Expulsion is permanent disciplinary separation from the College involving denial of all student privileges. Expulsion shall be effective on the date of notice of the expulsion, or later if so stated in the notice; and shall be entered into the student’s permanent record (transcript).

Students separated from the College by expulsion may not enter College premises or College-related premises without securing prior approval from the Dean of Student Affairs.

- B. **Suspension** – Suspension is temporary disciplinary separation from the College involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension or later if so stated in the notice; shall be entered into the student’s permanent record (transcript); and shall prescribe the date and conditions upon which the student may petition for readmission. Conditions for readmission may include, but are not limited to, disciplinary probation for a specified length of time; non-residence on campus; restricted visitation to specified campus facilities; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the College.

Students separated from the College by suspension may not enter College premises or College-related premises without securing prior approval from the Dean of Student Affairs.

The suspension notation will be removed from the student’s permanent record, by the Registrar, upon the student’s graduation. The suspension notation may also possibly be removed earlier by petitioning the Dean of Student Affairs.

- C. **Residence Hall Separation** – Residence Hall Separation involves removal from the campus residence hall community for conduct which clearly demonstrated an inability to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified number of semesters. Such separation prohibits accessibility to all or designated residence halls and associated dining facilities. Visitation will not be permitted without securing prior approval from Assistant Dean of Students or Dean of Student Affairs. In no case will separation be less than the remainder of the semester in which it takes place. Conditions for readmission to the residence hall may include, but are not limited to, disciplinary probation for a specified length of time; restricted visitation to specified campus facilities; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the College.

- D. **Disciplinary Probation** - A period of review and observation during which a student has been officially notified that his/her conduct, although not serious enough to warrant suspension, was very inappropriate. Subsequent violations of College rules, regulations or policies (even after a particular probationary period expires) could result in a more severe sanction.

Disciplinary Probation is a status which may involve restrictions, conditions or terms imposed for a definite period of time. Restrictions, conditions, or terms of probation may include but are not limited to: ineligibility to participate in all campus activities, events and/or sports; periodic contact with a designated member of the campus community; restrictions on accessibility to College facilities and/or housing areas; and change of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period. Failure to comply with the terms and conditions of the probation or additional behavior in violation of this code during the probationary period will likely result in more serious disciplinary action.

- E. **Conduct Probation** – A period of review and observation during which a student has been officially notified that his/her conduct, although not serious enough to warrant suspension, was very inappropriate. Subsequent violations of College rules, regulations or policies (even after a particular probationary period expires) could result in a more severe sanction.

Conduct Probation is a status which may involve restrictions, conditions or terms imposed for a definite period of time. Restrictions, conditions, or terms of probation may include but are not limited to: periodic contact with a designated member of the campus community; restrictions on accessibility to College facilities and/or housing areas; and change of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period. Failure to comply with the terms and conditions of the probation or additional behavior in violation of this code during the probationary period will likely result in more serious disciplinary action.

- F. **Conduct Warning** – Conduct Warning involves written notice to the student indicating that specific behavior or activity was in violation of this code and that repetition of similar or other unsatisfactory

behavior would likely result in more serious disciplinary action. Conduct Warning may also involve conditions, such as those listed above, that are intended to be educational in nature.

- G. **Restitution** – Restitution is not a fine; it is reimbursement for actual damage to, destruction of, or misappropriation of College property or property of any person which results from conduct in violation of this code; or is compensation for services provided such as alcohol education. The conduct officer or hearing panel will determine the appropriate reimbursement.
- H. **Fine** – A fine is a sum imposed as a sanction for an offense
- I. **No Contract Order** – An order of ‘no contract’ is a restriction of contact between parties, included direct and indirect contact, through a third-party, and/or through technology or social media.
- J. **Educational Sanctions** – Include but not limited to: required participation in or attendance at appropriate educational program(s); alcohol education roundtables or counseling; community service; apologies, essays or other appropriate discretionary assignments that full the goals of education and reconciliation. The cost for attendance or participation is at the expense of the student. *Note: Community service cannot be part of an event, sport, etc. the student is already involved in.*
- K. **Creative Sanctions** - As deemed appropriate by the hearing officer, sanctions such as presentations, work projects or other creative sanctions.
- L. **Parental Notification for Violating the College’s Drug or Alcoholic Beverage Policy**- When found responsible for violation of these conduct standards, the hearing authority may decide to notify the responsible students’ parents or legal guardians of these violations as allowed by Federal law. This will only occur after the hearing authority has discussed this possible notification with the student and the student is under 21.
- M. **Termination of the Privileges of a Registered Student Organization** – Termination of the Privileges of a Registered Student Organization is the loss of any or all privileges of a registered student organization. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.
- N. **Termination of the Registration of a Registered Student Organization** – Termination of the Registration of a Registered Student Organization is the discontinuation of the registration of the registered student organization. This means the organization can no longer function. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.
- O. **Registered Student Organization restrictions** - Other sanctions determined by hearing authority and/or as outlined in the Registered Student Organizations Handbook.

VIII. Appeals

Appeals must be presented, specifically described in writing to the next level of authority in the disciplinary chain of command. An appeal is not a new hearing. It is a review of the record of the original hearing. The accused student and his/her advisor has the right to review the accused student’s disciplinary file, including any recording of the hearing. An appeal may be dismissed if not sought on proper grounds. If an appeal is upheld, the case with procedural specifications shall be referred to the original hearing officer/panel. Any sanction imposed as a result of a hearing shall remain in effect during the process of appeal. The Campus Disciplinary Appellate Panel has the authority, under extenuating circumstances, to defer the imposed sanction while an appeal is in process.

In any event, sanctions may not be increased as a result of an appeal.

An appeal may be sought on two grounds:

- A. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing within three days (excluding weekends and holidays) of the announcement of the decision.
- B. On a claim of new evidence or information material to the case which was not available at the time of the hearing. Appeals on such grounds must be presented, specifically described, in writing within three days (excluding weekends and holidays) of the new evidence having been discovered.

The following is the disciplinary chain of command:
Hearing Officer

Assistant Dean of Students or designee

Dean of Student Affairs/Campus Disciplinary Board

Campus Disciplinary Appellate Panel

The Campus Disciplinary Appellate Panel shall consist of three Campus Disciplinary Board members not previously involved in the case. The members of the Appellate Panel are appointed by the Dean of Students. An appeal is not a new hearing. The Appellate Panel will not, other than in exceptional circumstances, receive testimony.

The Campus Disciplinary Appellate Panel will make one of the following actions:

- A. Affirm the decision of the Campus Disciplinary Board
- B. Uphold the finding of responsibility of the Campus Disciplinary Board but make changes to the sanctions.
- C. Overturn the decision of the Campus Disciplinary Board and find no violation.
- D. Remand the case to the Campus Disciplinary Board for additional proceedings (ex. to consider new evidence)

All decisions made by the Appellate Panel are final.

IX. Summary Action

- A. Summary action requires a student to immediately leave College property, and not return during the suspension period, and/or comply with other stated conditions for a specified period. Summary suspension may also be imposed upon a student by the Dean of Student Affairs or a designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health, or welfare of herself/himself, other persons, or property. This summary action is warranted by potential or threatened danger or disruption, but is utilized only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures. Students charged with violations of the student conduct code and are not currently registered, are subject to summary action.

Summary actions authorized by this policy include:

1. Temporary suspension of a student's eligibility for enrollment or attendance, as well as denial of the student's access to College facilities or property. A student may be summarily suspended for a specified period of time or the suspension may be scheduled contingent upon certain events or conditions.
 2. Temporary suspension or limitation of a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This summary action may prohibit a student's presence on College property or certain facilities, or impose conditions which must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.
 3. Temporary suspension or limitation of a student's eligibility to communicate (verbal, written, or electronic, or through another individual) with identified students, staff or faculty members.
 4. Temporary suspension or limitation of a student organization's eligibility to enjoy certain privileges, participation in or attendance at certain events (or certain kinds of events), access to College facilities or property, or College recognition.
- B. When a student is subject to summary action, she or he is given a copy of this policy and notice explaining the reason for, and duration of the action, as well as any conditions that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Dean of Student Affairs or a designee within five business days from the date of the request. This meeting shall be held to consider only the following issues related to the summary action:

1. The reliability of information alleging a student's misconduct, and
2. Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health, or welfare of persons or property.

NOTE: It is not the purpose of the meeting to hear information concerning responsibility of pending or possible charges against the student.

- C. Following the imposition of summary action, standard College disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated within 10 College business days from the effective date of the summary action.
- D. Any student who is summarily suspended and returns to the campus or College property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Student Affairs or designee, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions, and may be granted by the Dean of Student Affairs, Director of Security or designee.

X. Disciplinary Files-Retention and Access

Disciplinary files are retained by the Office of Student Affairs and are considered part of the educational record. A student's disciplinary file is not released outside the College without written consent of the student. Disciplinary information will be provided within the College to individuals who are determined to have a legitimate, educational interest in obtaining this information in accord with the Family Educational Rights and Privacy Act of 1974 (as amended). A student's disciplinary file is retained for a specified length of time. The maximum sanction imposed determines how long a file is retained before being destroyed.

- Permanently Maintained: Expulsion, Termination of Registration of a Registered Student Organization
- Maintained Seven Years from date of Separation: Suspension, Disciplinary Probation, Restitution
- Maintained Until Graduation: Residence Hall Separation, Academic Misconduct, Conduct Probation, Conduct Warning
- Maintained Three Years from Date of Hearing: Termination of the Privileges of a Registered Student Organization

The sanctions of Expulsion and Suspension are the only disciplinary sanctions that are entered into a student's permanent record (transcript). A student's disciplinary file is maintained separately from any other academic or official file at the College. In cases where the accused is found not responsible, no official disciplinary file will be retained. When charges are dropped, due to insufficient information, an official disciplinary file will be maintained until graduation or seven years from the date of the hearing.

XI. Campus Disciplinary Board

- A. The Campus Disciplinary Board in addition to being a hearing authority shall serve as an advisory board with regard to formulating and implementing appropriate policies and procedures in discharging responsibility for the total operation of the Student Code of Conduct.
- B. Recommendations of the Campus Disciplinary Board shall be forwarded to the Assistant Dean of Students. The Assistant Dean will consult with the Dean of Students of Newberry College who retains the right to make final decisions in accordance with the governance policy of the institution.
- C. The Campus Disciplinary Board shall consist of five to seven members composed of faculty, staff, and students. Each case brought before the Campus Disciplinary Board will be heard by at least a five member panel. A four person panel may hear a case when deemed necessary and approved by the Dean of Students or designee.

It shall be the prerogative of the President of the College to appoint alternate members of the faculty to serve during holidays and the summer months.

STUDENT ORGANIZATION CODE OF CONDUCT

Sanctions (Consequences)

Student organizations that violates the provisions of this document are subject to disciplinary action which may include, but is not limited to, the following sanctions. Sanctions may be applied singly or in combination. Each conduct referral is processed and decided based upon the unique circumstances of that particular incident. Although there will be usual and customary sanctions administered for similar violations of college regulations, there may be aggravating or mitigating circumstances that could alter the response. Aggravating factors may include, but are not limited to, the extent of harm or injury caused as a result of the incident and actions targeted toward a person based upon that person's sex, race, disability, sexual orientation, or any legally protected class.

1. **Reprimand:** An official statement to the student organization explaining that they have violated a college regulation. Any further misconduct could result in additional student organization conduct action.
2. **Restitution:** An organization may be required to make restitution when the organization has damaged or destroyed college or personally owned property.
3. **Educational Programs:** Attendance at educational or counseling programs, researching and writing a paper, completion of special projects, presentations, or participation in other relevant activities may be assigned in lieu of, or in addition to, other sanctions (consequences). There may be a fee for some of these activities.
4. **Restriction of Privileges:** Restrictions placed upon a student organization which limits college privileges for a specified period of time. This includes, but is not limited to, restriction of participation in Intercollegiate, Club, or Intramural Athletics, student organizations, Student Government, food services, other college services, programs, and academic trips or activities. Loss of privilege may be imposed separately or in addition to any other sanction, and should relate to the violations determined.
5. **Probation:**
 - a. *Disciplinary Probation.* is an encumbrance on the organization's good standing at the college. Any subsequent violation or additional referrals of violation of college regulations during the probationary period may result in separation from the college. A term of probation not less than one semester in length may be specified. If no additional violations or referrals of additional violations of college regulations occur, the student/ organization is returned to good standing at the conclusion of the probationary period.
 - b. *Social Activities Probation.* establishes a fixed period of time, not less than one semester in which the organization may not be permitted to represent the college nor participate in any extracurricular, co-curricular or athletic activities. The specifics of the social probation will vary based upon the violation and the individual organization's circumstances. The organization may be restricted and only participate in activities directly related to academic pursuits and only be permitted to enter buildings necessary for the completion of academic requirements. Organizations on social probation may be restricted from attending and/or purchasing tickets for certain events sponsored by the college including, but not limited to, athletic events, concerts, ACE programs, intramurals, off-campus trips, etc.
6. **Separation from the University**
 - a. *Deferred Suspension.* establishes a fixed period of time, not less than one year in which the organization is not in good standing with the college. While permitted to remain enrolled or recognized the organization is not permitted to represent the college nor participate in any extracurricular activities. The specifics of the deferred suspension will vary based upon the violation and the individual organization's circumstances. The organization may be restricted and only participate in activities directly related to academic pursuits and only be permitted to enter buildings necessary for the completion of academic requirements.

Additional conditions, restrictions and/or educational sanction may be required during the deferred suspension. Any additional violations of college regulations or failure to complete the conditions or educational sanctions will result in the immediate suspension of the organization for the duration of the deferred suspension or longer.

- b. Additional sanctions may be applied as a result of the new violations. The organization will be placed on disciplinary probation for one year at the conclusion of the deferred suspension. Students on deferred suspension who are academically suspended from the college are not eligible for early readmission. Appeals of a deferred suspension will be reviewed administratively by the Associate Dean of Students.
- c. *Interim Suspension.* If the College President, or designee, determines that the presence of an organization allegedly in violation constitutes an immediate threat of harm to the student, other students, college personnel, college property, or the greater community, the President, or designee, may immediately suspend that student and/or student organization.
 1. Within ten business days of the interim suspension, a hearing will be convened. Extenuating circumstances may warrant an extension, in which case the hearing will be convened at the earliest possible date. The organization will be notified of the date, time, and location of the hearing.
 2. At the hearing, the organization will have the opportunity to present their case and a determination will be made as to whether the suspension should be removed or made permanent or whether any other sanction should be imposed.
- d. *Disciplinary Suspension.* establishes a fixed period of time, not less than one semester during which the organization may not participate in any academic or other activities of the college. Student organizations shall lose all privileges accorded recognized organizations including, but not limited to, room reservation and facility usage privileges, participation in intramural sports, Student Government Association funding, and using the college's name in conjunction with the organization. Once the suspension period has expired, the organization may seek readmission.
- e. *Dismissal.* establishes a fixed period of time, not less than one year, during which the organization may not participate in academic or other activities of the college. After the established time period has elapsed, the organization must petition the Associate Dean of Students for permission to seek readmission to the University. Certain criteria may be established to support the return of the student organization.

SEXUAL HARASSMENT/ASSAULT REPORTING GUIDELINES & INFORMATION

It is recommended that a student who is a victim of sexual assault go to the Newberry County Memorial Hospital Emergency Room (located down Evans Street from the College) immediately following the incident or as soon thereafter as possible. If a student cannot get there on their own, it is recommended that the student contact 911 for an ambulance. At the ER, the student will receive confidential treatment and information regarding their rights. The student may also be able to preserve evidence for the future, if deciding to press legal charges.

If the student does not desire to go to the emergency room it is recommended that he/she contact Sexual Trauma Services of the Midlands @ 800-491-7273 which can be accessed 24-7. Sexual Trauma Services provides confidential counseling and legal advocacy free of charge. It is also recommended that the student contact the licensed mental health counselor on campus following either of the above, or in cases where neither of the above recommendations is followed. The contact person for counseling on campus is Martha Dorrell LISW-CP who can be reached at 803-321-5373 or e-mail martha.dorrell@newberry.edu. Through the campus counseling services office, students receive confidential treatment, explore options available, and receive referrals for additional support and legal advocacy, as desired.

When a student is seen within the Newberry College Counseling Services office, and reports sexual harassment or physical sexual assault, the student is asked if they desire to report and/or press charges. If a student desires to report and/or press charges, with permission from the student, the counselor will contact the Title IX Coordinator, Christina Wendland @ 803-321-5193, who then may contact Campus Security. If the student desires to speak only to the Newberry City Police, with permission from the student, the counselor will assist the student in contacting the designated officer of the Newberry City Police Department. The student will also meet with the sexual assault advocate within the Newberry City Police Department. The student will be referred to Sexual Trauma Services of the Midlands for additional assistance. If the student does not desire to report, press charges, but would like more information on additional counseling beyond the Newberry College campus, and/or legal advocacy, the Newberry College Counselor will refer the student to Sexual Trauma of the Midlands at 803-790-8208. If the sexual assault creates a hostile environment on campus, the counselor is required to contact the Title IX Coordinator.

If the student reports a sexual assault to other College faculty or staff, including student staff members, that person is obligated by federal legislation, including the Campus Sexual Violence Elimination (Campus SaVE Act), to report the incident to the Title IX Coordinator.

We strongly recommend reporting a sexual assault to a College representative. Reporting is the only way the College can take action against the alleged perpetrator. A College representative is any faculty or staff member, including student staff, RA, professor, coach or work study supervisor. These individuals can refer the student to the counselor for personal and legal resources available and are obligated by federal legislation under the Campus SaVE Act to report an assault to the Title IX Coordinator. A student may also choose to contact Campus Security @ 803-321-5602 or the City of Newberry Police Department @ 803-321-1010.

Once a sexual assault is reported, the Title IX Coordinator is obligated to contact the victim for a statement and possibly to conduct an investigation. A request for confidentiality is evaluated against the responsibility to make the campus safe. Newberry College is committed to maintaining confidentiality throughout the process balanced with the responsibility to keep the victim safe and the campus community safe. The victim has the right to make a handwritten statement to the Title IX Coordinator stating that they choose not to have the police involved.

In cases of perceived danger, the College is obligated to make a public statement to alert the campus community. All identifying information about the victim must be kept confidential. Any public statement to the campus to alert and protect the community from imminent danger will be coordinated initially by the Title IX Coordinator. Anyone who has been sexually assaulted has the right to pursue legal and disciplinary remedies and to secure counseling services. This includes the right to pursue College judicial action, criminal prosecution, and/or civil litigation. Please see the Code of Student Conduct for details on the campus judicial process. Electing to pursue judicial action through the College does not commit the victim to pursue criminal or civil action, or vice versa. A victim also has the right to take no action. Should a victim wish to pursue criminal prosecution and/or civil litigation, the Director of Campus Security can provide assistance and information.

ACADEMIC INTEGRITY


2017-2018

ACADEMIC INTEGRITY

Policies and Procedures Governing Issues of Academic Integrity

General Provision and Definitions

The Newberrian Creed is a code of honor that applies to all students of Newberry College and expects ethical behavior in all academic and social life. The Office of Academic Affairs is the academic arm of the College that investigates alleged academic violations of the Creed and sets policy regarding incidents involving academic integrity.

A **“Student”** is defined as any person who is admitted, enrolled or registered for study at Newberry College for any academic period. A person shall also be considered a student when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation, placement testing, and residence hall move-in.

An **“Instructor of Record”** is defined as the person officially responsible for the evaluation of academic performance in a course or educational program of the College.

“Dean” is defined as the Dean of the College charged with overseeing the academic program.

The **“Office of Academic Affairs”** is responsible for considering all complaints of academic misconduct or allegations of anyone violating the Creed.

An **“Academic Integrity Committee”** is defined as the group of faculty and students who hear cases of alleged academic violations of the Newberrian Creed, and is composed of faculty members and students as designated by the Dean of the College. Faculty members are appointed annually by the Dean, and student members are appointed by the Dean of the College. This committee consists of three faculty members, two undergraduate students. *See Newberry College Faculty Policies Manual.*

“Faculty Council” is an elected body of faculty that will consider appeals cases decided by the Academic Integrity Committee when any party to the case formally appeals on grounds set forth in the College’s Academic Disciplinary Procedures.

An **“Academic Program”** is defined as any undergraduate course, independent study or research for academic credit, internship, externship, clinical program, practicum, field placement, or other form of study or work offered in furtherance of the academic mission of the College. Academic work includes a work performed or assigned or to be performed in connection with any academic program.

The Creed is intended to prohibit all forms of academic dishonesty and should therefore be interpreted broadly toward that end. The following examples illustrate conduct that violated this Creed, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Creed:

- Cheating, i.e., giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.
- Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
- Access to the contents of any test or examination or the purchase, sale, theft of any test or examination prior to its administration.
- Plagiarism, i.e., use of another person’s work or ideas without proper acknowledgement of source, intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).
- Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
- Conduct intended to interfere with an instructor’s ability to evaluate accurately a student’s competency or performance in an academic program.

Whenever a student is uncertain as to whether conduct would violate the creed, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

Student's Rights in the Academic Integrity Process:

1.1 The following provisions apply to participants in all hearing processes conducted by the College or conducted by the College's delegated authority.

1.1.1 Each individual charged with Creed violations has the following rights that are protected throughout the hearing process.

1.1.1.1 The right to be notified in writing of the charges against him/her with sufficient time to prepare for a hearing. In the event that additional charges are brought forward, a further written notice, must be forwarded to the student.

1.1.1.2 The right to be notified of the date, time, and place of formal hearings at least five (5) College business days prior to the hearing.

1.1.1.3 The right to know the nature and source of the evidence used in a hearing process. This includes the right upon the student's request to review all documents and exhibits to be introduced at a hearing as well as a list of witnesses asked to testify at the hearing.

1.1.1.4 The right to present evidence on his or her own behalf. A person's knowledge or intent may be inferred from the circumstances of an alleged violation.

1.1.1.5 The right to refuse to answer any questions or to make a statement. However, the hearing authority may draw inferences from this refusal.

1.1.1.6 The right to question witnesses. The Committee may rule on the relevance of these questions.

1.1.1.7 The right to be accompanied by an advisor throughout the hearing process. The advisor, with the written permission of the charged student, may:

- Advise the charged regarding preparation for the hearing;
- Accompany the charged to all proceedings

NOTE: Advisors are not permitted to participate directly in the hearing process or to speak for the charged student. Advisors must be members of the Newberry College community. At no point, are outside the community advisors, including attorneys, allowed to participate in the process.

2.1 Procedures for Resolution of Allegations of Violations of The Newberrian Creed:

2.1.1. Academic Resolution

- When an instructor of record suspects a student has violated the Newberrian Creed, the instructor must notify the student in writing of his/her suspicion within 10 days of discovery.
 - The instructor shall set up a meeting with the student to resolve the issue as quickly as possible.
 - The instructor will make inquiry of the Office of Academic Affairs concerning any other possible violations of academic integrity.
- The student should meet with the instructor of record to discuss the possible academic integrity violation.
 - The instructor should have a faculty witness of the conversation
 - The student may have a witness of the conversation if they desire.
- If the student accepts responsibility, the instructor of record will impose one of the following academic penalties.
 - Enter a letter grade of "F" for the assignment (first offense only); complete the Academic Integrity Violation Form and return it to the Office of Academic Affairs.
 - Enter a letter grade of "F" for the course (for second offenses or particularly egregious offenses); complete the Academic Integrity Violation Form and return it to the Office of Academic Affairs; recommend to the Dean that a Non-Academic Sanction be levied.

- If the student does not accept responsibility, or fails to show up for the meeting with the instructor of record, then based on the preponderance of evidence, the instructor of record will determine the academic penalty and follow the steps above.
 - The student retains the right to appeal the sanction imposed by the instructor, through the Office of Academic Affairs.

2.1.2. Non-Academic Resolution

A non-academic resolution is the disciplinary punishment imposed by the college, which may be in addition to any grade penalty.

- All allegations must be referred to the Office of Academic affairs.
- The instructor of record may make a recommendation to the Office of Academic Affairs regarding non-academic sanctions (see Section 5).
- The student will have the opportunity to meet with the Dean (or designee) to determine the nature of the recommended non-academic penalty, if any.
- At the conclusion of the meeting between the charged student and the Dean (or designee), the Dean (or designee) will choose one of the following options:
 - to dismiss the charges if they are unsupported by evidence, OR
 - to recommend one of the options below to resolve the charges.
 - If a charge is warranted, the Office of Academic Affairs will send written notification to the charged student indicating what sections of the Newberrian Creed were allegedly violated.

If the charged student fails to meet with the Dean, a hold may be placed on the student's registration preventing him/her from registering for future classes until the matter is resolved. Any student who has an outstanding allegation of Creed violation cannot graduate until the matter has been resolved.

Options and Resolution Procedures for Allegations Of Violations of the Newberrian Creed

Students who have violated the Newberrian Creed are subject to both academic and non-academic penalties.

3.1 Outcomes of the Initial Meeting with the Student

When the Dean (or designee), meets initially with a student regarding an allegation of a violation of the Creed, there are four possible outcomes of that meeting:

- Student does not contest the allegation(s) or sanctions.
- Student does not contest the allegation(s), but contests the sanctions. If a student only contests the sanctions of a Creed violation, please see section 3.2 for procedures for resolution.
- Student contests allegations. If a student contests the allegation(s), please see section 3.2 for procedures for resolution.
- Allegation is dismissed by the Dean.

3.2 Academic Integrity Committee Hearing

A case can be referred to the Academic Integrity Committee for one of two reasons:

- There is a material question of fact that cannot be resolved by the Dean of the College or his/her designee.
- The charged student may appeal (see section 7). The charged student must be informed that sanctions can increase.

Within five (5) business days of the hearing, barring special circumstances requiring an extension of this time limit, the Academic Integrity Committee or designee will send the charged student a letter, via campus mailbox, which indicates the findings of "Responsible" or "Not Responsible" for the charges and any sanctions imposed.

NOTE: Should a charged student fail to appear for an Academic Integrity Committee Hearing, that student will be considered to have waived his/her right to represent themselves in the hearing and a decision will be made in their absence.

Composition of Academic Integrity Committee

4.1 The Dean of the College annually appoints three (3) faculty and two (2) students to comprise the Academic Integrity Committee. One of the three (3) serving faculty members shall serve as chair of the Committee and shall vote only in cases of a tie.

A quorum of the members of the Academic Integrity Committee is required for a judicial proceeding to take place and for the actions of that body to be authoritative and binding. A quorum of this body consists of a minimum of two (2) faculty and one (1) student.

Findings

5.1 The outcome of an Academic Integrity Committee hearing will be one of the following:

- **Responsible:** The Academic Integrity Committee or Dean determined beyond a preponderance of the evidence (“...more likely than not”) that a violation of the Creed occurred.
- **Not Responsible:** Insufficient evidence exists to warrant a responsible finding.

Sanctions

6.1 **The scholastic evaluation of all academic work remains within the purview of the instructor of record.** However, an instructor of record who issues an academic penalty when an informal administrative hearing or Academic Integrity Committee hearing issues a finding of “not responsible: should be aware that such penalty may be subject to the College grievance policy. All academic penalties are separate from, but may be taken into account in determining non-academic sanctions.

6.2 The Academic Integrity Committee serves as the final authority for the imposition of sanctions for violations of the Creed. The following sanctions may be imposed upon a student found to have violated the Creed:

- **Expulsion from the College.** Expulsion is permanent dismissal from the College and can only be imposed by the Academic Integrity Committee. The student must leave the college within 24 hours of notification of the final decision. An expelled student is not allowed on College property without prior approval of the Academic Dean (or Dean of Student Affairs). An expulsion is noted on the student’s official transcript and a copy of the letter stating the penalty will be forwarded to the student’s parents or legal guardians if a waiver has been signed.
- **Suspension.** The student’s registration shall be terminated for a period of time specified by the Academic Integrity Committee. A suspended student may not attend classes, live in College housing facilities, eat in the cafeteria, be on College property, or attend College-related activities. A suspension is noted on the student’s official transcript and a copy of the letter stating the penalty will be forwarded to the student’s parents or legal guardians if a waiver has been signed. At the end of the suspension period, a student may reapply for admission to the Office of Admissions. The Academic Appeals Committee will act on the application and has the right to impose provisions on the student’s admission. Readmission is not guaranteed. If readmission occurs, the student will be informed by the Executive Vice President for Academic Affairs.
- **Probation.** A period of review and observation as specified by the Academic Dean, during which a student is under an official warning that subsequent violations of the Creed are likely to result in a more severe sanction including suspension or expulsion from the College. During this time, the student shall not represent the College as an official delegate, representative, athlete, or performer, and she/he may not hold any elected office or committee chairmanship in College groups of any kind. A copy of the letter stating the penalty will be forwarded to the student’s parents or legal guardians if a waiver has been signed. The letter of warning becomes a permanent record in the student’s Academic File.
- **A Letter of Warning (first offense only).** A letter of warning indicates that any additional violations may result in immediate suspension from the College. A copy of the letter stating the penalty will be forwarded to the student’s parents or legal guardians if a waiver has been signed. The letter of warning becomes a permanent record in the student’s Academic File.
- A combination of the above sanctions.
- Any sanction deemed appropriate by the Committee, including educational sanctions.

Appeals

7.1 All sanctions determined by the Academic Integrity Committee shall remain in place during the appeals process. All exceptions to this policy shall be at the discretion of the Dean or his/her designee.

Grounds for Appeal. The charged student may appeal the decision Academic Integrity Committee to the Faculty Council on any or all of the following grounds:

- That deviations from procedural rules had significantly prejudiced the findings of the College Committee;
- That there is new evidence, which was not available at the time of the hearing and which would significantly impact the finding of the original hearing.
- That the sanctions are inappropriate or too harsh.

Notice of Appeal. A student appealing the finding of the Academic Integrity Committee must notify the Office of Academic Affairs in writing no later than five (5) business days after the receipt of the letter indicating the findings of the Academic Integrity Committee. The student should set forth the specific ground(s) of the appeal. The Office of Academic Affairs will notify all relevant parties, including the Chair of the Faculty Council, regarding the appeal within five (5) business days and will compose a response memorandum.

Consideration of Appeal. Faculty Council shall meet to consider the matter of appeal within fifteen (15) business days of receiving the appeal. Faculty Council shall issue a written decision that either:

- The decision of the Academic Integrity Committee has been affirmed in its entirety; or
- The case is remanded to the Academic Integrity Committee with a clear statement of specific reasons for further proceedings and with directives to attend to procedural errors or new evidence.

The Chair of the Faculty Council, or his/her designee, shall send copies of the written decision to the appealing student and the Office of Academic Affairs within five (5) business days (barring exigent circumstances) of the Council meeting. The Office of Academic Affairs will forward copies to the appropriate parties within five (5) business days (barring exigent circumstances).

Procedures for Academic Integrity Committee Hearings

8.1 When a case is referred to the Academic Integrity Committee for a hearing, the Office of Academic Affairs shall set a date and a location for the hearing and notify the charged student, the Committee, and relevant witnesses and participants.

8.2 Rules Governing Committee Hearings

8.2.1 Hearings shall be considered closed and confidential and are subject to FERPA regulations. All statements, information, or comments given during hearings shall be held in strictest confidence by Committee members, College staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. The Office of Academic Affairs will record the hearing. The recording remains the sole property of Newberry College.

8.2.2 If any material facts are in dispute, relevant testimony of witnesses and other evidence shall be heard. The Dean, or designee and the Academic Integrity Committee may call and question witnesses. Character witnesses and/or testimony of character not directly relevant to the incident are not permitted.

8.2.3 A student charged with a violation of the Creed is responsible for presenting his/her own case.

- Students may have an advisor, approved by the Dean, who is a member of the Newberry College community.
- Students may not have advisors who are not members of the Newberry College community.
- Advisors cannot speak to the Committee or participate beyond advising the student in a quiet and dignified manner.
- Advisors or students who are disruptive, in the opinion of the Committee Chair, will be asked to leave and the hearing will proceed without their being present.

8.2.4 The Chair of the Committee, with the assistance of the Dean, or designee, will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the Committee may require the Committee to go into private session

to discuss and decide a matter by majority vote. The Chair can recess the hearing at any time. The Chair of the Committee shall ensure that all procedures are appropriately followed.

8.2.5 The charged student, and the Committee members shall have the right, within reasonable time limits set by the Chair, to present questions for witnesses who testify orally.

8.2.6 All hearings shall be conducted in an informal manner, and technical rules of evidence will not be applied. Witnesses (except for the charged student) shall be present during a hearing only during the time they are testifying.

8.2.7 The charged student

- Shall have access to examine any evidence and has a right to review documentary evidence at least three (3) days before the hearing, barring exigent circumstances. The student must view the evidence in the Office of Academic Affairs.
- Shall provide the Office of Academic Affairs with copies of relative evidence, statements, and a list of witnesses no less than three (3) days prior to the date of the hearing. A statement summarizing the relevant testimony of all witnesses must accompany the witness list.
- The Office of Academic Affairs reserves the right to limit the witness list. The
 - Office of Academic Affairs reserves the right to prohibit the presentation of any witness testimony not submitted within these guidelines.

8.2.8 If the charged student fails to attend the committee hearing, the Committee will proceed with the hearing without the student's participation.

8.2.9 A tape recording of the hearing shall be kept by the Office of Academic Affairs until any appeal has been concluded, or ninety (90) days from the date of the hearing, whichever is longer. No typed record shall be required. The tape recording is the sole property of Newberry College.

8.2.10 The charged student may request a duplicate copy of the recording at his/her own expense within a period of ninety (90) days from the date of the hearing.

8.2.11 After all information has been presented, the Committee shall meet in private to deliberate the case and reach its decision regarding responsibility. Decisions of the Committee must be by majority vote. If the student is found "Responsible" of violating the Creed, the Committee will hear any information concerning any past infractions by the student, which will be provided by the Dean. The Committee will then deliberate in private to determine appropriate sanctions.

8.2.12 The Dean shall be responsible for forwarding the decision of the Academic Integrity Committee to the charged student in writing. The letter from the Academic Integrity Committee shall consist of:

1. Findings of the College Committee;
2. Sanction(s);
3. Statement regarding the right to appeal and the appeal procedures.

Retention of Records

9.1 Records pertaining to violations of the Creed will be retained by the Office of Academic Affairs and the Registrar. Should the Office of Student Affairs conduct an investigation into non-academic behavioral misconduct, decisions of the Academic Integrity Committee or the Dean concerning violations of the Creed will be shared.

9.2 Records of violations of the Creed will be kept in the same manner as academic records retained by the Registrar.

9.3 Disciplinary records are kept confidential to the extent permitted by law.

9.3.1 Records of disciplinary actions resulting in a finding of "not responsible" will be removed from the student's file in the Office of Academic Affairs and the Registrar's office.

9.3.2 Records of disciplinary actions resulting in a finding of "responsible" and sanctions other than suspension or expulsion are maintained by the Office of Academic Affairs and the Registrar's office for five years following the date the finding is made at which time they are destroyed.

9.3.3 Records of disciplinary actions resulting in a finding of “responsible” and a sanction of suspension or expulsion are maintained by the Office of Academic Affairs and the Registrar’s office in perpetuity. A notation of suspension or expulsion is reflected on the student’s official College academic record (transcript) maintained by the Office of the Registrar.

9.3.4 A request to expunge a record may be made to the Dean of the College, with a right to appeal to the President, during the last semester of a student’s attendance before graduation.

9.3.5 Records of disciplinary actions resulting in a sanction of suspension or expulsion cannot be expunged.

9.3.6 Academic credits earned elsewhere during a period of suspension will not be accepted in transfer. Incomplete grades may not be removed during periods of suspension.

