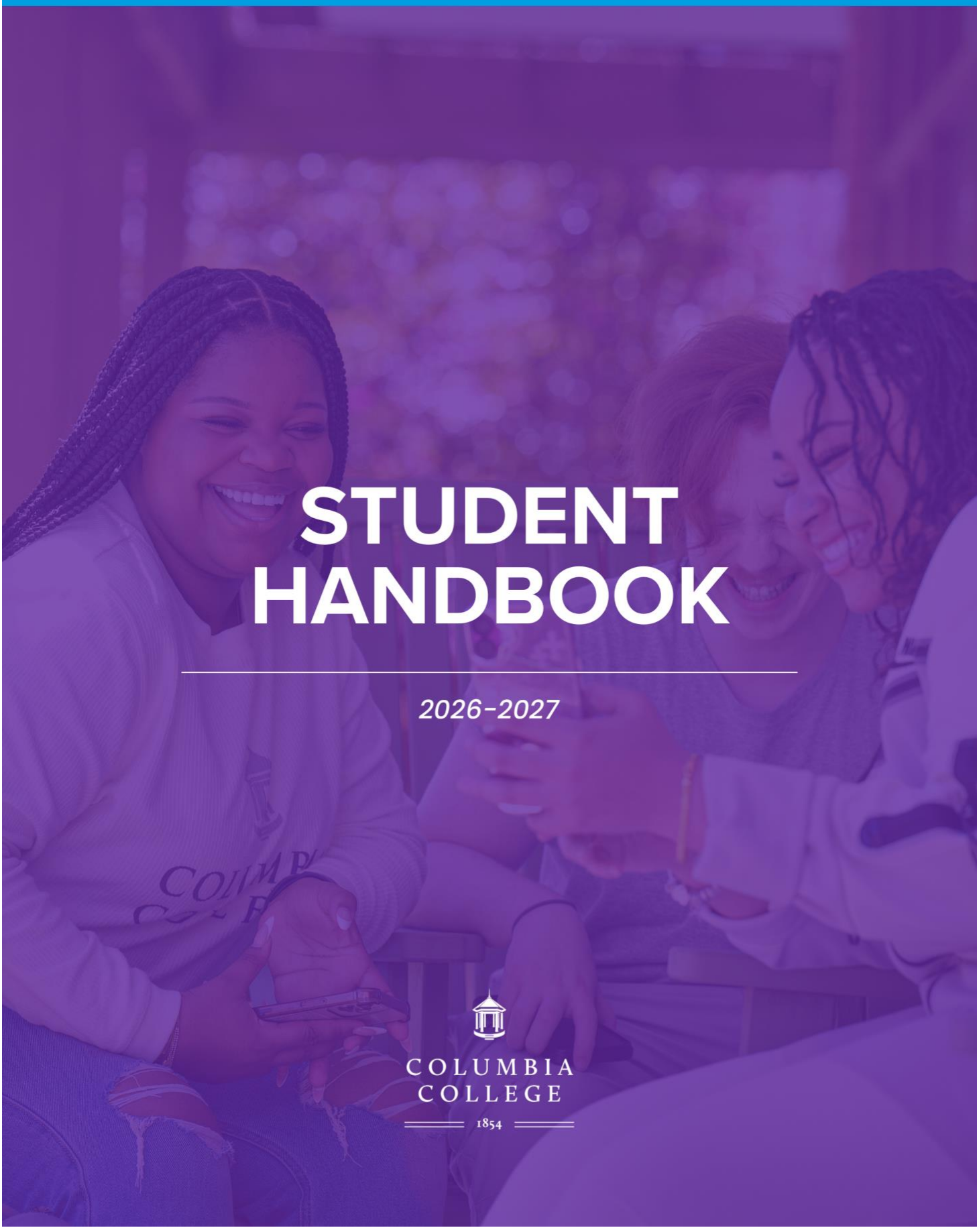

# STUDENT HANDBOOK

2026-2027

COLUMBIA COLLEGE

1854

COLUMBIA COLLEGE
1854

Welcome Koalas,

Of the many institutions of higher education, you chose Columbia College - a small, private liberal arts institution. You chose a campus dedicated to personal attention, professional growth and development and a campus that will push you to find your calling and reach your fullest potential.

I challenge you to get out of your comfort zone, by having an open mind and open heart. I encourage you to gather on the Green and in campus spaces to talk, play and dream. Remember, growth is not only being told yes to everything but to consider and understand no. In all you do, be positive about your Columbia College, what you say and do impacts the value of your degree.

This is your college experience, so get out there, try new things, and meet new people. Many activities, guest speakers, artistic and sporting events are planned for the year. I encourage you to get involved and have experiences in real time vs/virtually. You will be glad you did!

Please review your handbook and reference it as needed. It is your responsibility to be familiar with this information. Finally, remember that the staff and faculty here at Columbia College are committed to your success! Please let us know how we can help you achieve your goals!

My best to you,

Sandra A. Rouse

Dr. Sandra Rouse
Vice President for Student Affairs and Dean of Students

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# OFFICE TELEPHONE NUMBERS

| | |
|---|---|
| **Academic Offices and Services** | |
| Schools | |
| Arts & Sciences | 803-786-3651 |
| Business and Leadership | 803-786-3725 |
| Education | 803-786-3747 |
| Health Sciences | 803-786-3724 |
| Honors Program | 803-786-3589 |
| IT Help Desk | 803-786-3007 |
| Library Learning Commons | 803-786-3703 |
| Mastery Lab | 803-786-3724 |
| Pearce Communication Center | 803-786-3713 |
| Provost's Office | 803-786-3669 |
| Registrar's Office | 803-786-3672 |
| Student Success Office | 803-786-3800 |
| | |
| **Student Services** | |
| Athletics Department | 803-786-3778 |
| Bookstore | 803-786-3886 |
| Campus Police | 803-786-3343 |
| CCPD Tip Line | 803-786-3425 |
| Director | 803-786-3001 |
| Emergency | 803-786-3333 |
| Campus Recreation, Outdoor Programs, & Esports | 803-786-3031 |
| Campus Scheduling | 803-786-3669 |
| Career Services | 803-786-3604 |
| Chaplain & Spiritual Life | 803-786-3032 |
| Community Service | 803-786-3032 |
| Cottingham Theatre | 803-786-3749 |
| Cottingham Theatre Box Office | 803-786-3850 |
| Counseling Services | 803-786-3603 |
| Dining Services | 803-786-3819 |
| Division of Student Affairs | 803-786-3856 |
| Facilities Management | 803-786-3770 |
| Financial Aid | 803-786-3612 |
| Information Technology (Help Desk) | 803-786-3007 |
| Post Office | 803-786-3665 |
| Residence Life and Housing | 803-786-3602 |
| Area Coordinator | 803-714-4145 |
| Area Coordinator | 803-714-4824 |
| Student Activities Office | 803-786-3663 |
| Student Employment Office | 803-786-3612 |
| Title IX Coordinator | 803-786-3765 |
| Tuition Accounts | 803-786-3612 |
| Weather Line | 803-786-3500 |
| Women's Business Center of South Carolina and Entrepreneurship Center | 803-786-3729 |
| | |
| **Other Areas** | |
| Columbia Community Family Practice | 803-888-1106 |

# INTRODUCTION

## THE MISSION OF COLUMBIA COLLEGE

Columbia College prepares every student personally and professionally for success through liberal arts and professional programs emphasizing service, social justice, and leadership development.

## OPERATION OF THE COLLEGE

Columbia College is comprised of four academic divisions, with approximately 1,900 students enrolled in degree programs. Decisions regarding academic policy, planning, student life, and the formation of policies and procedures lie within a network of interlinking governing bodies including student, faculty, administrative, and College-wide committees. You should read the *Student Handbook*, the Columbia College *Bulletin*, and specific policy materials and campus publications to become familiar with the guidelines that apply to you. The College reserves the right to change requirements for degrees, policies, prerequisites, fees, scheduling, and related matters.

Major administrative, financial, and College-wide policies are determined by the President and other administrative officers, who are responsible to the Board of Trustees.

## THE FOUR Cs (STEPS) OF LEADERSHIP DEVELOPMENT AT CC

The Four *C*s of leadership development at Columbia College – **Courage**, **Commitment**, **Confidence**, and **Competence** – are an expression of our mission emphasis on Leadership and Social Justice. At Columbia College, we define leadership as the choice to exercise the privilege of education in a way that embraces opportunity for positive change in ourselves and in the world around us. The Four *C*s are characteristics that the College hopes to promote among our graduates; they are also a series of phases in a process of leadership development. At Columbia College, students learn how the definitions of Courage, Commitment, Confidence, and Competence fit favorably with many of the initiatives that the College has already built into its four-year structure for student development.

# DIVISION OF STUDENT AFFAIRS

## STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs provides students with a variety of opportunities, activities, events, and services that support learning in and out of the classroom, assists students in becoming engaged in the campus community, and promotes success during and after college.

## STUDENT AFFAIRS STRUCTURE

The Division of Student Affairs is the collective name for several offices that work closely with students in the out-of-class learning environment. The Division of Student Affairs consists of the Office of the Vice President for Student Affairs; Athletics; Chaplain & Spirituality; Civic & Community Engagement; Offices of the Associate Deans of Students (Campus Life: Student Activities and Campus Recreation; Student Development: Counseling & Health Services and Residence Life & Housing).

Services provided by these offices are generally offered at little or no charge to students. Student Affairs staff members provide students with a variety of opportunities, activities, programs, and events that support learning in and out of the classroom, assist the student in becoming engaged in the campus community, enhance a student's leadership knowledge and skills, and promote success during and after college.

## VICE PRESIDENT FOR STUDENT AFFAIRS & DEAN OF STUDENTS

The mission of the Office of the Vice President for Student Affairs & Dean of Students is to create a vibrant student-centered co-curricular environment where student learning, development, and growth are fostered through the promotion of student involvement, collaborative partnerships, policy development, and student advocacy.

This office commits to being responsive to the needs of students and providing support and leadership to the offices within the Division of Student Affairs that provide services, programs, and experiential opportunities for students.

The Vice President for Student Affairs & Dean of Students works closely with students and student leaders. This office also oversees non-academic policies and procedures and publishes them annually in the *Student Handbook.*

The Vice President for Student Affairs office is a resource for students, answering questions, solving problems, and promoting active involvement, engaged learning, and leadership of students in the College community. Students are encouraged to stop by the office in the T.J. Harrelson Student Services Center on the 2nd floor or to call 803-786-3856 they have a question or need assistance.

## ATHLETICS

Columbia College competes as a member of the Appalachian Athletic Conference (AAC) within the National Association of Intercollegiate Athletics (NAIA) in cheer, women's volleyball, and women's and men's teams in basketball, cross country, golf, lacrosse, soccer, softball,

swimming, tennis, and track & field. Scholarships are available to qualified student athletes. If interested in trying out as a walk on for a sports team, contact the specific coach of the team you are interested in prior to the season. Contact information is available on the website at www.gokoalas.com.

## CHAPLAIN AND SPIRITUAL LIFE

As a United Methodist Church-affiliated college, Columbia College has a longstanding tradition of emphasizing spiritual values as a part of the total educational experience. The Chaplain to the College, while an ordained minister of The Methodist Church, serves the entire Columbia College community regardless of religious affiliation or non-religious beliefs. The Chaplain is available to students, staff, and faculty for discussion and advising regarding faith issues, theological questioning, vocational calling, family concerns, etc.

In addition to providing pastoral care, the Chaplain works with students, student organizations, faculty, and staff to develop and implement a variety of opportunities for spiritual growth, reflection, and service. Columbia College strives to be a community where faith and service go hand-in-hand, and where religious diversity and differences are respected.

Mitzi's Prayer Labyrinth and Meditation Garden, located behind T.J. Harrelson Student Center, is available for silent reflection and prayer. Services of inspiration, prayer, worship, and communion are offered in the chapel throughout each semester. All students, faculty, staff and local community may attend.

The Chaplain and Director of Spiritual Life is committed to building a campus culture that celebrates spiritual diversity, helps identify and nurture gifts and talents of all people, and engages in service to the college and surrounding community. Through our office, we will offer: Theological Reflection & Faith-Seeking Dialogues; Interdenominational and/or Interfaith Worship & Connection; Retreats & Service Opportunities; One-on-one or group coaching & spiritual advisory services that promote spiritual wellbeing; and Access to a continually growing catalog of faith-based literature: studies, books, articles, and other resources. Our chaplain also provides occasional services related to grief support, funerals, baptisms, communion, and marriages upon request.

Students, faculty, and staff will find the Chaplain provides a safe and confidential environment to discuss personal matters and grow in their own tradition, as well as learn more about various religious paths and faiths. The Chaplain can be reached at 803-786-3032. The office is located in College Place Room 138.

## CIVIC AND COMMUNITY ENGAGEMENT

At Columbia College, we empower our students to change the world. Students are encouraged to be active and socially responsible citizens who create positive and sustainable change by embracing their individual talents, personal passion, and the many opportunities afforded to them during their educational experience. The Office of Civic and Community Engagement (CCE) provides extended community-based learning options through academic collaborations for research and scholarship, innovative civics sessions, service-learning opportunities, social justice and leadership development trainings, study abroad, alternative breaks and mission trips.

The CCE supports the college's mission and vision by developing and implementing capacity-building programs that foster mutually beneficial collaborations with the surrounding community. The office seeks to cultivate the knowledge, skills, values, and motivation needed to make a difference and enhance the quality of life through civic responsibility, public service, and community engagement. By connecting student talents and needs with community resources and needs, we collaboratively enrich individual and community learning while contributing to the public good.

The Office of Civic and Community Engagement is led by the Executive Director who works closely with campus and community partners. Student volunteers make up an integral part of the CCE assisting the Executive Director as catalysts for civic innovation and building a culture of active citizenship and social responsibility throughout the College.

**Community Engagement**

The CCE connects students to organizations, networks, and communities outside of Columbia College to support the student's feeling of belonging and purpose within our greater community. Furthermore, the CCE partners with organizations within our community to help eliminate barriers students may face in their service to society.

## INTERNATIONAL STUDENT SUPPORT

Student Affairs provides an orientation program for new first-year and transfer international students. Additionally, all international students are provided with support services, advising on immigration compliance, and social programs. By monitoring College compliance with federal immigration laws, our designated school officials can advise international students in resolving academic, financial, and personal difficulties in coordination with campus constituents. Beyond compliance with campus policies, the Principal Designated School Official (PDSO) and additional Designated School Officials (DSOs) can assist students in identifying appropriate external immigration assistance.

## STUDY ABROAD ADVISING

Students interested in studying abroad for a semester, for an academic year, or during the summer at one of our partnering exchange institutions may receive advice and assistance in planning the experience. Students interested in short-term service or research-based study travel may also contact Academic Affairs for guidance. We provide program-specific information, including cost analyses and funding

guidance; assist students and their academic advisors in preparing to assess the viability of the potential experience; and provide pre-departure and return education opportunities for students traveling outside the U.S. as well as inbound international orientation programs for students who choose to study abroad at Columbia College.

## ASSOCIATE DEANS OF STUDENTS OFFICES

The Associate Deans of Students Offices encompasses two key areas. The first is Student Development, which includes Counseling and Health Services, Residence Life and Housing, and Judicial Affairs. The second area is Campus Life, which includes Student Activities, Greek Life, Student Organizations, and Campus Recreation, Outdoor Programs, and Esports.

## COUNSELING & HEALTH SERVICES

The mission of Counseling Services is to assist students in their total development by providing student-centered mental health counseling services to accommodate and serve the physiological, emotional, psychological, and intellectual, needs of Columbia College students.

Counseling helps students acquire the skills and knowledge needed for improving their emotional and psychological well-being. Counseling encourages students to (1) Develop insight into oneself and their concerns. (2) Obtain personal growth. (3) Feel more confident and develop life skills to resolve life crises. (4) Develop better ways of coping with concerns. (5) Function better socially and academically. Case management helps students access and navigate resources to alleviate distress impeding upon their education, growth, and success.

Counseling Services strives to support students by providing individual and group counseling, referral services, case management, consultation to students, faculty, staff, and family members, and by providing educational outreach to the campus community. These services, taken together, help our students to fully experience and embrace the many challenges they may face in their educational process.

Students often seek individual counseling for help with such issues as anxiety and stress, depression, difficulty adjusting, relationship concerns, grief and loss, trauma, and many other concerns.

Students may receive up to 12 counseling sessions per semester. Individual, short-term counseling is available at no charge to all currently enrolled full-time students. If longer-term or more specialized treatment is indicated, every reasonable effort will be made to find a referral source in the community. All costs associated with referrals are the responsibility of the student.

Appointments can be scheduled with one of our licensed counselors at https://www.columbiasc.edu/koala-community/current-students/student-affairs/counseling-services-case-management. For questions regarding counseling services, contact the Director of Counseling & Health Services, Robert McClary, by e-mail rmcclary@columbiasc.edu or by phone 803-786-3603.

The policies of Counseling Services at Columbia College are guided by the ethical codes of the American Counseling Association, National Association of Social Workers and the laws of South Carolina, and federal privacy regulations. As such, counseling is confidential, except where required by law, and when releasing information is necessary in order to protect your safety or the safety of others.

## RESIDENCE LIFE AND HOUSING

Through intentional engagement, the Office of Residence Life & Housing supports the mission of Columbia College by educating students in a safe environment that fosters a sense of community, developing the varied needs of a diverse population, encouraging students to take personal responsibility, and supporting academic pursuits and co-curricular activities for all residential students.

The Office of Residence Life and Housing has five professional staff members, as well as nineteen paraprofessional student staff members. The office is headed by a director with a master's degree, two area coordinators (ACs) who have earned either the master's or the bachelor's degree, and two assistant area coordinators (AACs) who have earned their bachelor's degree. The office has one area coordinator for McNair Hall and one for Mirse, Wesley, Hudson, and the Cottages residence halls. Each area coordinator is assisted by an assistant area coordinator, all of whom have offices in the residence halls or student union.

The office employs nineteen student staff members called resident assistants (RAs). These students are chosen to be the leaders in the community and to assist students with anything they should need while living in the residence halls. Their primary purpose is to build community and to foster the academic, social, and personal success of students living in the halls. Their primary purpose is to build community and to foster the academic, social, and personal success of students living in the halls.

In addition to the resident assistants, the office employs student staff members called Desk Assistants (DAs) to manage the visitors entering and leaving each of our residence halls. Resident Assistants and Desk Assistants staff the front desks of each of our residence halls during visitation hours to monitor all guests in our communities.

The Residence Life staff plays a critical role in addressing matters of safety. The on-call system includes Resident Assistants and Desk Assistants, Assistant Area Coordinators, Area Coordinators, a Professional Staff Member on-call, and the Columbia College Police Department.

## STUDENT ACTIVITIES

Located in the lower level of the Student Union, the Office of Student Activities (OSA) complements the College's academic mission by facilitating a variety of social, recreational, and traditional programs and events that connect students with one another and the larger campus community and by providing opportunities for students to enhance their leadership potential.

Students can get actively involved in one of the College's more than 50 student organizations or other opportunities for involvement, take advantage of our comprehensive calendar of social, cultural, and educational programs and events, and participate in a student leadership development program activity.

**Campus Events.** The Office of Student Activities (OSA) offers a variety of events for students. OSA staff also support student organizations that host their own events. The office makes available decorations, supplies and resources to help make events successful and fun, not just for those attending, but also for the event planners.

The Office of Student Activities along with student organizations provides a variety of campus events for Columbia College students. The Office of Student Activities staff also supports student organizations in implementing their own events, from space reservations to marketing. Student Activities staff members are available to meet individually with students interested in joining or establishing campus organizations on campus.

They are also available to meet with student organization officers who have questions regarding funding procedures, group development, organizational effectiveness, and programmatic initiatives. Additionally, students can come by the office to receive approval for posting flyers, make organization copies, pick up and complete important forms (such as Payment Request Forms), use campus programming and leadership development resources, check student organization mailboxes, work on programming ideas or meet with other organization leaders.

Through taking advantage of the variety of opportunities coordinated by the Office of Student Activities, students develop valuable leadership and interpersonal skills, have fun, make friends, and learn more about themselves.

## CAMPUS RECREATION, OUTDOOR PROGRAMS, & ESPORTS

Intramural sports, fitness events, and outdoor activities to provide students with fun and engaging ways to stay active, build friendships, and foster a sense of community on campus. From weekly fitness classes to casual recreational events, these programs promote physical well-being and teamwork in an inclusive environment. One of our most anticipated events each year is the Ludy Bowl, a spirited flag football game that brings students, staff, and alumni together in a celebration of school pride, tradition, and friendly competition.

Esports is the use of video games in event management, streaming production, and organized competition. It allows students to stay active within the community while participating in the rapidly developing culture around competitive gaming. For more information email KoalaRec@columbiasc.edu or visit staff in basement of the Student Union Room 101-C.

### COLUMBIA COLLEGE WELLNESS PROGRAM

The mission of the Columbia College Wellness Program is to empower members of the campus community to make proactive and responsible choices regarding their health through opportunities promoting social, emotional, physical, and spiritual well-being. The Wellness Program provides special campus events, seminars, guest speakers and personal fitness options. Columbia College faculty, staff, and students have access to the Humphries Fitness Trail, the Koala Fitness Center (during posted hours), an indoor swimming pool (during posted hours), two dance studios, and gymnasium (when available). Classes in personal conditioning such as water aerobics, dance aerobics, yoga, Zumba, and Pilates may also be offered for a minimal fee. The Koala Fitness Center is located in the Student Union, Basement level. The available hours for the Koala Fitness Center and for the indoor swimming pool are posted outside the entrance. The Koala Fitness Center provides aerobic exercise equipment, strength training machines, and free weights. Free memberships are available for faculty, staff, and students. To obtain a membership, individuals must complete a 15 minute orientation to use the facility.

## COLUMBIA COLLEGE POLICE DEPARTMENT

The Columbia College Police Department (CCPD) works closely with other offices to ensure programs and services are systematically coordinated to promote campus safety. The Department consists of police officers trained through the South Carolina Criminal Justice Academy and held to the same standards as any other police officer in the state. The Columbia College Police Department is located at 4825 Burke Street.

| | |
|---|---|
| Campus Police Administration: | 803-786-3343 (3343 on campus) |
| Emergency: | 803-786-3333 (3333 on campus) |
| Fire & EMS: | 911 (9-911 on campus) |

Regular office hours are 8:30 a.m. – 5:00 p.m. Monday – Friday or by appointment. After hours and on weekends and holidays, officers patrol the campus and are available by radio through the emergency number.

## Patrols

CCPD patrols the campus and answers calls 24-hours, 365- days-a-year, in vehicles, bicycles, and on foot.

Special duty State Constables are employed at various times to assist with major campus events. Direct communication is maintained between CCPD and other law enforcement agencies.

## Guidelines for Escorting & Transporting Students

Contact CCPD by calling 803-786-3333 (3333 on campus) for a safety escort. Students may use the Columbia College Police Department Code Blue Emergency Notification Stations in Lot A, Lot E, between Hudson and Wesley Halls, and near the Green for immediate contact with CCPD for an escort/transportation or in case of an emergency. CCPD does not transport students beyond safety escort purposes.

## Access to Buildings

All campus buildings, except residence halls, have open access during regular business hours. After regular business hours, access to the Student Union, Barbra Bush Center for Science & Technology, College Place and the Johnnie Cordell Breed Leadership Center is granted by a computer coded student identification card or personalized key code. During times when the College is officially closed, buildings are generally locked and may be accessed only by faculty and staff.

## Key Control

Access to residence halls is by the student's computer coded identification card. Access to individual rooms is by key. The Columbia College Police Department (803-786-3343) must be notified immediately if an identification card is lost or stolen. There is a fee for replacement. Residence Life and Housing (803-786-3602) must be notified immediately if a key is lost or stolen. Resident students will be charged a lock change charge or replacement charge if a lock must be replaced.

## Parking

Any student may bring an automobile to campus; however, all vehicles must be registered with Columbia College Police Department and must display a permit in accordance with regulations. A registration fee is charged. Not registering a vehicle will result in fines. Citations with associated fines will be issued to the operators of unregistered vehicles. Penalties for repeated citations will result in towing of the vehicle and may lead to the loss of privileges to operate the vehicle on campus as well as suspension of driving and/or vehicle registration privileges under South Carolina law. In order to retrieve an impounded vehicle, an individual must pay all associated costs. Penalties include, but are not limited to, costs of parking violations, towing charges, and storage fees.

Parking is located throughout the campus and is designated for students, staff, visitors, and those who are disabled. Fines will be imposed for parking violations.

Certain clearly posted fire lanes must be kept clear at all times, and vehicular traffic in these lanes is prohibited except in emergencies. For additional guidelines, refer to the *Student Handbook* section entitled "Automobile Regulations."

## Tips for a Safe Campus

*In the Residence Halls*

- Never prop outside and/or room doors open. Keep all doors closed and securely locked.
- Don't open your room or outside door without checking to see who is requesting entry.
- Report suspicious persons loitering in or around campus immediately.
- Never loan your key or ID card to anyone. Don't leave your keys unattended in your room or any public place. Don't put your name or address on your keys or key chain.
- Have your keys/ID card ready before you get to the door.
- Keep access doors to residence halls closed and locked.
- Know the nearest emergency evacuation route from your room.
- Know all emergency telephone numbers.

*Around Campus*

- Avoid studying alone in a building at night.
- Try to walk in well-lit areas, between curbs and buildings, away from alleys and bushes.
- Alcohol impairment may increase your chances of being victimized – use alcohol legally and in moderation. Use the buddy system whenever possible and have a designated driver.
- Keep your distance from anyone who seems suspicious.
- Do not accept a ride from anyone you do not know.
- Do not walk alone at night.
- Be aware of your surroundings and walk with someone you know whenever possible.
- Report perceived safety hazards to CCPD or Facilities Management immediately.

*Protecting Your Car*

- Drive with doors locked and windows up.
- Do not give a ride to anyone you do not know.
- Park only in assigned areas.
- Roll windows up completely and lock your car.
- Do not leave valuable items in sight.
- Have keys in hand when returning to your vehicle.
- Check your car every day and report vandalism or damage immediately.

## Protection/Safety/Security

It is important that the campus provide an environment that deters crime. However, because no college can guarantee a 100 percent safe environment, students, faculty, and staff are strongly urged to exercise reasonable precautions regarding their personal safety.

Columbia College provides the following:

1. Twenty-four-hour police staffing.
2. Professional staff of police officers.
3. Security/Safety officers to assist in maintaining a safe and secure environment for students, faculty, staff, and visitors.
4. Code Blue Emergency Stations located in Lot A, Lot D, and Lot E and between Hudson and Wesley Halls. Code Blue Stations are monitored by the Columbia College Police Department, 24 hours per day, 7 days per week.
5. Adequate lighting.
6. Front entrance is used in residence halls. Exit door alarms are set 24 hours a day. Locks on all residents' rooms; and
7. Area Coordinator and Resident Assistant staff trained in crisis and safety procedures.

Students may use the Columbia College Police Department Code Blue Emergency Notification Stations in Lot A, Lot E, between Hudson and Wesley Halls, and near the Green for immediate contact with CCPD for an escort/transportation or in case of an emergency.

## Fire Drills

Fire drills are conducted periodically across all campus buildings. Students are expected to know the fire drill regulations for their college operated residences and other campus areas. Students must follow the instructions of CCPD Officers during drills or an actual fire event.

## Reporting a Crime

If you are a witness to or the victim of a crime, it is critical that it be reported immediately to Columbia College Police Department. Report crimes in person to any patrolling campus police officer or to the Columbia College Police Department. If the emergency is life-threatening, dial extension 803-786-3333 (on campus 3333) and report your exact location.

If you are a witness to or the victim of a crime, it is critical that it be reported immediately to Columbia College Police Department. Report crimes in person to any patrolling campus police officer or to CCPD or report them by telephone using the numbers provided. If the emergency is life-threatening, dial extension 803-786-3333 (extension 3333) and report your exact location.

## Campus Crime Report

All colleges are required by federal law to publish an annual report of campus crime and crime contiguous to campus by category. The most current information is available at https://www.columbiasc.edu/current-students/student-resources/campus-safety

## Victim Assistance

The Columbia College Police Department employs a Victim's Advocate who is onsite and/or on-call 24/7, and works collaboratively with the Richland County Sheriff's Department to assist victims of crime. The Victim's Advocate will make referrals, follow-up investigations, and assist with the prosecution of crimes.

## Emergency Notification System

Columbia College maintains a subscription to a third party e-mail and text messaging service notification system (RAVE) that enables CCPD to send e-mail and text messages for emergency alerts to students, faculty, and staff of Columbia College. The emergency notification service requires users to opt-in to the service by providing their cell phone or wireless device number if they would like to receive text messages.

CCPD will notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students, faculty, or staff occurring on the campus or in the immediate vicinity. Taking into account the safety of the community, CCPD will determine the content of the notification and initiate the notification system (unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency). After the initial notification, the College may disseminate follow-up information via the messaging system, as needed.

The College conducts a test each semester to ensure the system is working properly and all constituents receive a reminder yearly to update their information in the system.

# SERVICES AND GENERAL INFORMATION

## KOALA PANTRY

The Koala Pantry, located in T.J. Harrelson Student Center on the 2nd Floor, is accessible to students to meet basic food needs. The Koala Pantry provides free resources such as food and hygiene products for students in need. The Koala Pantry offers students an opportunity to give back to their community by donating their time, and new pantry items.

## THE COMET

Students and employees can ride the COMET for free by showing their Columbia College ID card.

## FACILITIES MANAGEMENT

The mission of Facilities Management is to provide Columbia College with clean, safe, well-maintained facilities, accomplished in a cost-effective and efficient manner with a philosophy of positive and proactive customer service and open communication.

Located at 4905 Colonial Drive, office hours are 8:00 am – 4:30 pm Monday through Friday. The Facilities Management Office phone number is 803-786-3770. In addition to maintaining the buildings and grounds on campus, Facilities Management provides special event setups. Resident students who have questions or concerns about a maintenance issue in the residence halls, should contact their respective Area Coordinator or Resident Assistant.

## POST OFFICE

Columbia College maintains a Campus Post Office in the T.J. Harrelson Student Services Center processing United States Postal Services (USPS) communications and intra-campus communications except for international/overseas parcels. Inquiries can be made at the Campus Post Office about processing procedures for international/overseas parcels. Normal business hours are Monday – Friday, 11:00am – 5:00pm, closed daily from 1:00pm – 2:00pm. Postage may be purchased from the Campus Post Office during normal business hours. Metered postage may be purchased using cash or check from the campus Post Office during normal business hours.

United Parcel Services (UPS) and Federal Express deliver and pick up parcels daily at the Campus Post Office. Students receiving parcels will be notified via campus mail (mailboxes). A picture ID with the student's name is required for parcel pickup.
Each resident student is assigned a Campus Post Office mailbox through the Post Office.

**Packages should be addressed:**
Student's name
Columbia College
1301 Columbia College Drive
MSC (student box number)
Columbia, SC 29203-5998

## COLUMBIA COLLEGE BOOKSTORE

The Columbia College Bookstore, located on the first floor of the T.J. Harrelson Student Services Center, provides new, used, and electronic textbooks for purchase or for rent. We partner with the campus to have all the course materials included into tuition so there is no out-of-pocket expense for students. All of this is communicated in student's emails a week before classes start every term. Any textbooks that are rented with a rental sticker and date must be returned to the Bookstore at the end of the semester. If the book is not returned, the student will get charged a fee for any outstanding rentals. The Campus Store also sells Columbia College clothing and gift items, general reading books, study aids, food and drink, health and beauty items. Gift cards to the Campus Bookstore and Campus Shop are available for purchase as well. Please see the website for more information, including hours important dates, and online ordering: www.columbiascshop.com

## STUDENT EMPLOYMENT OFFICE

The Student Employment Office (SEO) helps students participate in the most beneficial work experience possible while at Columbia College. Currently, there are three work programs coordinated through the SEO. Two of these programs involve campus employment. The following is a brief description of these different work programs:

## Federal Work-Study (FWS)

Federal Work-study is a federally subsidized program awarded to students based on financial need. Students must apply for financial aid to determine eligibility. If you are not sure about your award eligibility, please contact your Financial Aid counselor. This program is not available to international students.

## Workship (WS)
Workship is an institutionally funded program awarded to students based on their skills and the campus student work needs. This program is subject to limited funding levels and budget decisions are made by Executive Management.

## Community Service (CS)
This program was introduced to Columbia College in 1993. The purpose of the Community Service Program is to encourage and enable students to participate in off-campus employment that will complement their educational goals and to develop jobs that service low-income families. Students must be eligible for FWS to participate in this program.

Students who are interested in on-campus (Federal Work-study or Workship) and off-campus Work-study (Community Service) positions must submit a Student Employment Application. When jobs become available and you meet the job qualifications, your application will be reviewed by the hiring department. It is up to each supervisor to contact students to be interviewed and then hired. For more information, you can find us online at www.columbiasc.edu under Current Students/Student Resources/Student Employment. The SEO is part of Career Services, located in the Learning Commons inside of the Edens Library building.

## CHECK CASHING/LOCAL BANKING
The tuition accounts cashier window, located on the 3rd floor of the Allison Administration, is open from 10:00am to 3:00pm Monday through Friday. Checks can be cashed up to $50.

## DRESS CODE AND PERSONAL PRESENTATION – COLUMBIA COLLEGE
The purpose of this policy is to provide students with general dress code parameters. It is not intended to be overly prescriptive but is designed to ensure decorum appropriate to a college environment and to protect the college's standing with the visitors, partners, and community members it regularly hosts.

As a small campus, Columbia College often hosts business, political, and civic leaders exploring partnerships with the college. The impression made through our appearance and interactions can significantly influence opportunities available to our students and the broader Columbia College community. The following guidelines are established:

- Dress standards at Columbia College require that students are dressed in good taste and neatly groomed at all times.
- Students are not permitted to wear sleepwear outside of the residence halls.
- Revealing or overly casual attire, including footwear, are not permitted in the Dining Hall, classrooms, or official college settings.
- Any style of dress that distracts from or takes away from the teaching/learning process in the classroom is not permitted.
- Students are expected to dress in a manner that reflects professionalism, respect, and scholarship, making appropriate selections for the time, occasion, and place — while retaining the freedom to express their individuality within these standards.

### DRESS CODE AND ONLINE CLASS VIDEO PARTICIPATION
When participating in an online class using Zoom or another video conferencing platform, students are expected to maintain the same standards of appropriate dress and conduct expected in an in-person classroom.

Students who appear on camera must be appropriately dressed, including wearing a shirt or other suitable upper-body clothing. Pajamas, undergarments, or attire that would be inappropriate in a traditional classroom setting should not be worn while visible on camera.

Students should also participate from an appropriate setting whenever possible and be mindful of what is visible or audible in their surroundings.

Faculty may address inappropriate attire or surroundings with a student and may ask the student to turn off their camera or leave class until the concern is corrected. Repeated concerns may be addressed through applicable College policies and procedures.

Questions or disputes about the appropriateness of a particular mode of dress for the time, occasion, or place should be referred to the Associate Dean of Students for Student Development.

## COMMUTER STUDENT SERVICES
Recognizing that commuter students have distinct needs, Columbia College offers a variety of specific services and involvement opportunities for this student population. The Division of Student Affairs works to ensure services are provided for commuter students. The Commuter Student Association organizes several social events for commuters and advocates for commuter needs. Commuter students are strongly encouraged to participate in all campus organizations and activities. A Commuter Student Lounge, specifically for commuter students, is located on the 1st floor of J. Drake Edens Library in Room 204. The lounge is open from 8:00am to 10:00pm Monday through Thursday, 8:00am-5:00pm Friday, 10:00am-5:00pm Saturday and 3:00pm-10:00pm Sunday so commuters can study, enjoy their lunch, store their belongings in lockers, or hang out with their friends.

Commuter students are also encouraged to take advantage of all of the campus facilities and resources described in the *Student Handbook*, whether it is to type a paper or check e-mail in one of the campus computer labs, study in Edens Library, meet friends or grab a cup of coffee in the Student Union, or research internship opportunities through Career Services. Commuters are also welcome to bring their own meals

with them into the Dining Hall or to place funds on their ID cards for purchasing meals. Bulletin boards throughout campus post pertinent notices for commuters, and the Columbia College Police Department provides Courtesy Officers to escort commuter students to their cars after dark, upon request. Columbia College values its commuter student population and strives to meet their needs through accessible and welcoming facilities, programs, and services.

Consult the section on Automobile Regulations found in this *Student Handbook* in the section entitled "Policy Statements" for information about student parking.

# RESIDENT STUDENT INFORMATION

## The Residence Hall Community

Columbia College has a commitment to make the residence halls more than just a place to live while going to school. A Columbia College education includes not only classroom learning but also becoming a part of a community in which each member gains self-awareness and learns how the student's attitudes and behaviors affect the individuals with whom the student lives and interacts.
The experience and knowledge gained while living in the residence halls contribute to both academic and personal success. It is for these reasons that all Columbia College students are required to reside on campus, following the residency requirements.

## Residence Life Staff & Structure

### Resident Assistants (RAs)

Each Resident Assistant is an undergraduate staff member with at least one year of college experience. The RAs are trained to provide a positive living and learning experience for resident students and they are students who are chosen for their leadership and interpersonal skills. The RAs reside in the halls with the residents and serve as a resource, providing residents with programs and advisement on a variety of subjects, ranging from personal and academic issues to conflict mediation and community development. Any community life questions or concerns should be addressed initially to the RA.

## Desk Assistants

The Desk Staff that work for the Office of Residence Life and Housing play a vital role in promoting the safety and security of our residence halls. Desk Coordinators provide supervision of the desk staff and ensure that all desks are running smoothly. Desk Assistants are responsible for providing outstanding customer service to the students, faculty, staff, and visitors to Columbia College. Desk Assistants are charged with ensuring all guest and visitation policies in the residence halls are followed.

## Area Coordinators (ACs)

The Area Coordinators are full-time bachelor's or master's degree professionals who live in the residence halls to be of assistance to the Director or Residence Life and Housing with various aspects of residential life. Each AC supervises a staff of RAs, mediates conflicts, and manages all aspects of their building(s). ACs serve in the AC On-Call schedule for the campus residence halls and serve in other committee and leadership capacities on campus.

## Director of Residence Life and Housing

The Director of Residence Life and Housing, a Master's degree professional, is responsible for the Columbia College Residence Life and Housing Program, including residential student development and housing services, supervision of all professional staff, advisement and coordination of the residential judicial process, and creation of an engaging and vibrant residence life program with faculty collaboration that is linked to the 4*C*s of Leadership.

## Residence Hall Association (RHA)

In a residential community, it is important that individuals have the opportunity to voice opinions, plan activities, and relay information to administrators who, along with students, make decisions about Residence Life. At Columbia College, all resident students are members and can choose to actively participate in the Residence Hall Association (RHA) to address community concerns and plan events. Contact the Area Coordinator for Upper-class Housing for more information about how to get involved.

## HEALTH CARE INFORMATION

Columbia College offers a wide array of programs and services to help students understand the importance of maintaining good health and personal wellness. The College's Immunizations policy, which can be found in the "Policies" section of the *Student Handbook,* is in place to help protect the greater campus community. The Student Affairs staff and the Columbia College Police Department are prepared to assist students in accessing medical services in the Columbia area. More information on Columbia area resources can be found on the Koala Connection Campus Life tab.

## Accessing Health Care

In the event of a medical emergency, the student should immediately contact CCPD at 803-786-3333 or dial 9-1-1. CCPD officers are first responders trained in first aid, adult and child CPR, and use of the AED. If necessary, CCPD will summon Emergency Medical Care. For a non-

emergency situation, resident students needing medical attention may contact their Resident Assistant to identify local medical facilities in the Columbia area. Students should have insurance information and their driver's license/student ID available when visiting these facilities.

Students are encouraged to take proactive measures by selecting preferred healthcare providers and a primary care physician early in the academic year or better yet prior to their arrival to campus. Being proactive will alleviate undue stress in making these choices during potential future instances where a student is experiencing a sickness or injury. While students are free to select their own health care providers, the providers below are in Columbia and near campus.

If the student does not have health insurance (or is under-insured), please contact Student Affairs for resources or financial assistance.

## Primary Care Providers

A primary care physician (PCP), or primary care provider, is a health care professional who practices general medicine. PCPs offer preventative care, treat injuries and illnesses, and can make referrals to specialists as needed. The recommended medical partner providers listed below are not meant to replace your PCP; however, we highly encourage our students to choose a local PCP in Columbia for insurance purposes and convenience while you are away from home. If interested in establishing your medical home with one of our partnering providers, please use the information below for direct contact with the provider.

**Eau Claire Walk-In***
4605 Monticello Road, Building B, Suite 2
Phone number: 803-753-5590
Hours: Monday - Thursday, 8:00 am – 7:00 pm;
Friday, 8:00am – 5:00pm; Saturday, 9:00am – 1:00pm
*Walk-ins are welcome for age 13 and up. Services include family medicine, hepatitis C testing, and urgent care. The provider offers a sliding fee scale for families in economic distress and Certified Application Consultants for assistance with the health insurance marketplace. Request details when scheduling your appointment or call to inquire how to establish your medical home. Eau Claire Cooperative Health Centers are Columbia College's number one recommendation for medical services.*

## Walk-In & Urgent Care Providers

Services offered by these providers offer the convenience of walk-in and same day appointments and are a faster and less expensive alternative to visiting the emergency room.

**Doctors Care**
4500 Forest Drive, Suite A
Phone number: 803-738-9522
Hours: Monday - Friday, 8:00am – 8:00pm;
Saturday - Sunday, 9:00am – 5:00pm

**MEDcare**
7418 Garners Ferry Road
Phone number: 803-509-6310
Hours: Open every day 8:00am – 8:00pm

**MEDCare - West Columbia**
110 Medical Circle
Phone number: 803-509-7316
Hours: Open every day 8:00am – 8:00pm

**Prisma Health Urgent Care- Forest Acres**
22200 N. Beltline Boulevard
Phone number: 839-600-9101
Hours: Open every day 8:00am – 8:00pm

**Prisma Health Urgent Care- Five Points**
944 Harden Street
Phone number: 839-600-9205
Hours: Open every day 8:00am – 8:00pm

Additional Urgent Care and Outpatient Hospitals include Lexington Medical Center Chapin, Irmo, Lexington, Northeast, and Saluda Pointe locations. More information and services provided by these community medical centers are available online.

**After Hours Emergency Care**
Any illness or injury requiring immediate attention after 5:00pm will be referred to a hospital emergency room. Emergency care facilities are available to assist you with emergent needs; such as, fractures, fainting, deep wound or heavy bleeding, head injuries, severe burn, sudden/severe pain, and severe allergic reaction.

The Midlands of South Carolina is home to many emergency care providers that meet the needs of our Fairfield, Lexington, and Richland County residents and visitors. Below you will find information on the emergency medical centers our campus community utilizes most frequently - Prisma Health, MUSC Health, and Lexington Medical.

**Prisma Health Richland Hospital***
5 Richland Medical Park Drive
Phone number: 803-434-7000
Patient Directory: 803-434-6111

**Prisma Health Baptist Hospital***
Taylor at Marion Street
Phone number: 803-296-5010
Patient Directory: 803-296-5440

**Lexington Medical Center***
2720 Sunset Boulevard
Main number: 803-791-2350
Patient Directory: (803) 739-3200

**MUSC Health Emergency Room - Columbia Medical Center Downtown***
2435 Forest Drive
Phone number: 803-256-5725

**MUSC Health Emergency Room - Columbia Medical Center Northeast***
120 Gateway Corporate Boulevard
Phone number: 803-865-4530

**This provider offers financial assistance for patients who meet needs qualifications; documented authorization with the provider's financial advisor is required prior to seeking services.*

## Pharmacy and Specialty Prescription Needs

Whether you need a routine refill, assistance with identifying a coupon or discount program to help you meet your co-pay, or help locating a patient advocate or specialty pharmacy for prescription management of your chronic illness the pharmacies below are the closest to campus. If you have been prescribed a specialty pharmaceutical, please see the section on chronic illness and medications.

**CVS Pharmacy (Store #5596)**
4627 North Main Street
Phone number: 803-786-1106
Store Hours:
Monday-Saturday: 9:00am – 9:00pm
Sunday: 9:00am – 7:00pm
Pharmacy Hours:
Monday-Friday: 8:00am - 9:00pm
Saturday: 9:00am - 6:00pm
Sunday: 10:00am - 6:00pm

**Cooperative Health Pharmacy**
4605 Monticello Road, Building A, Suite 2
Phone number: 803-252-3770
Hours of operation:
Monday - Thursday: 9:00am - 7:00pm
Friday: 9:00am – 5:00pm
Saturday and Sunday: Closed

**Student Financial Responsibilities and Insurance**
Students are financially responsible for all office visits, laboratory tests, x-rays, prescriptions, follow-up visits, hospitalization, special referrals to medical facilities and/or specialists, and any costs associated with transportation. Students should have insurance information and their driver's license/student ID available when visiting any medical facility.

## Transportation

Students are encouraged to use their personal vehicles whenever possible. Columbia College students and employees can ride the COMET for free by showing their ID card. Learn more about how to Catch the Comet buses at http://catchthecometsc.gov/fare-info/ or downloading the Transit app on all Apple and Android devices.

Resident students needing transportation after business hours should contact a local rideshare company like Lyft and Uber or a cab company; we suggest Capitol City Cab, Checker Yellow Cab, or Blue Ribbon Taxi. Emergency Medical Services will be summoned by CCPD, if needed.

## Chronic Illness and Medications

If a student has a chronic illness requiring in-depth medical care and follow-up, prior arrangements must be made with a local physician at the student's expense. Students with chronic illnesses or conditions are encouraged to report this information to the Office of Student Success so the appropriate staff members can best assist the student, if needed. All medications, prescriptions, and over-the-counter medications may be kept in the student's possession. It is highly recommended and preferred by the College that students keep medications in the original pharmacy container labeled with the student's name and current date. Glucose testing, insulin administration, and any other subcutaneous or intravenous injectable medications that require the use of needles and sharps will necessitate a student having their own personal sharps container for disposal in the residence halls. Students requiring regular allergy injections or infusions will need to make arrangements with a local physician or medical center. Students needing to find an infusion center or local specialty pharmacy may contact the Office of Civic and Community Engagement.

## Class Absences

Absence from class will be excused at the discretion of the individual professor. No academic or administrative office can validate student absences. Students who are ill should discuss their absences with each individual professor.

## Medical Records

Undergraduate day students who submitted immunization records between 2021-2025 may request a copy of their immunizations by submitting a Release of Medical Information form to the Department of Housing & Residence Life (Student Union, Lower Level). Completion of the release form is a requirement of HIPPA regulations.

## STUDENT UNION

Situated in the heart of the Columbia College campus, the Student Union provides students with an exciting array of services and opportunities. Like the living room in a home, the Student Union serves as a gathering place for students to connect with others, a relaxing environment, and a space for students to develop skills beyond what is learned in the classroom. Whether it's getting food from the Dining Hall or Terrace Café, working out in the Fitness Center, playing pool, attending an event, or just relaxing in the Lounge, students find that some of the best memories can be made in the Student Union.

**Student Union Hours**
Sunday - Thursday: 6:00am - 2:00am
Friday - Saturday: 6:00am - 3:00am

## DINING SERVICES

## Student Union Dining Hall

The Student Union Dining Hall is the primary dining facility for students and serves 19 meals per week, cafeteria style, unless otherwise posted.

Students living in college housing are required to have the 19 meal plan, with the exception of seniors who may opt for a 10 meal plan. The 19-meal plan provides "unlimited seconds" are provided at every meal, except for premium entree meals, but **only one entree will be served at a time. Meal plans and meals are not to be shared with guests.** They are not transferable. You must swipe your ID card at the cashier stand to enter servery during each meal period. You can swipe up to 19 times per week if on 19 meal plan and 10 times per week if on a 10-meal plan. **Meals do not carry over to the next week**. **Meal plans are reset every Sunday morning.** A valid Columbia College ID card is required for use of all meal plans. If a student has lost an ID card, a temporary ID can be obtained from the CCPD for short-term use until the ID card is located. If the ID card is not located within a few days, the student must purchase a new ID card from CCPD. Questions about the meal plan should be directed to the Director of Residence Life and Housing.

Commuter students and guests are welcome in the Dining Hall. Commuter students may purchase the Commuter or any other Meal Plan. **Guests may enter the seating area but must pay before entering the servery.**

**Students may not share food or beverages with guests who have not paid for a meal.** The special discounted rates for students and their guests are breakfast $11.30, brunch and lunch $11.80, and dinner $12.30. Off campus guest rate is $13.75 per meal. Special event dinners are considerably more expensive due to premium entrees, and guests may be charged extra money accordingly.

All students can purchase Koala Bucks as it is a declining balance plan to be put on your ID card anytime the Dining Hall is open. Koala Bucks can be purchased at the cashier's station, the Terrace Café, or online. Koala Bucks are a declining pre-paid debit that will be put on a student's ID and may be used at any campus food facility. Please visit our website for additional information regarding dining services at https://columbiasc.sodexomyway.com

**All dishes, glasses, and silverware must stay in the dining room.** No food is to be taken out of the Dining Hall except for take-out boxes, one piece of fruit, or ice cream. Due to health regulations, shoes must be worn in the dining room and servery at all times. Alternative dining arrangements at Columbia College will be posted 48 hours in advance. Dining Services is not responsible for items left in the dining room.

Repeated violations of Dining Hall guidelines may result in forfeiture of dining privileges and judicial sanctions.

Students must dress according to college guidelines when in the Dining Hall.

**Dining Hall Hours**

**BREAKFAST**
Monday - Friday: 7:30am - 10:00am

**LUNCH**
Monday – Friday: 11:30am - 2:00pm

**BRUNCH**
Saturday – Sunday: 11:00am - 1:00pm

**DINNER**
Monday – Thursday: 5:00pm – 7:00pm
Friday – Sunday: 5:00pm - 6:30pm

Dining Hours are subject to change due to low participation, school closing, weather emergency, power shortages, and similar circumstances. New hours will be posted in dining room, website, and social media.

## Meal Accommodations

## Take-Out Service

Take-out service is designed for students who have a class or job conflict and may not be used for cafeteria dining (must leave the dining hall). Students can request a box at the cashier's station. **Take-out boxes are limited to one entree, two side items, and one beverage.** A large salad may count as an entree, or a small salad may be considered a side item. No student may pick up another student's meal. Exceptions will be taken only in writing from the Associate Dean of Students for Student Development's Office. Dining Services is not responsible for food that has been improperly stored after leaving the cafeteria.

## Box Lunches

If it is necessary for a student to pick up their meal prior to the designated mealtime, a boxed lunch (deli sandwich, chips, fruit, and drink) may be prepared for early pickup. A student requiring a boxed lunch should take their schedule to the Dining Services Manager at least 48 hours in advance to schedule pickup. This service is ideal for students. Dining Services is not responsible for food that has been improperly stored after leaving the cafeteria.

## Special Dietary Needs

Special diets prescribed by a physician can also be accommodated. Students must provide appropriate documentation from their physician regarding menu options to the Accessibility Services Office, and Dining Services Manager for assistance.

## Catering Services

Columbia College Catering Services offer catering to fit any group or department/organization budget. Our dedicated catering staff will help you design that special occasion. Our catering department can help with planning everything from a buffet-type meal to formal luncheons and dinners to special box meals for meetings. We also offer deli platters, fruit and cheese trays and dessert trays if your group is looking for a simple "no-frills" type event. Pick up or delivery is available.

Please contact catering services if you oversee the following type of events:

1. Expecting large groups or guests in Student Union Dining Hall
2. Senior recitals and art shows
3. Refreshment services
4. Catering services

The catering department can be reached by calling the catering office at extension 803-786-3083 or by ordering on our website at https://columbiacollege.catertrax.com/index.asp. Third party catering paid by an individual requires payment in advance.

## The Terrace Café

This coffee bar/deli located on the second floor of the Student Union offers a variety of deli meals and beverages. Students are allowed to convert their meal to an equivalency in the Terrace Café one time per meal period.

The Terrace Café offers the following equivalency choices:

Breakfast at the equivalency of $4.65 will give a student the choice of an available:

1. Breakfast pastry and a beverage choice of a small freshly brewed coffee, hot tea, 16 oz. soda, iced tea, or juice. There are no substitutions with this combo.
2. Build your own breakfast package. The student/individual is responsible for any amount over the equivalency.

Lunch or Dinner at the equivalency of $7.75 will give a student the choice of one of the following: For options 1-4 there are no substitutions allowed.

1. Traditional deli sub, wrap or pita pizza with 16 oz. soda or iced tea.
2. Traditional deli sub, wrap or pita pizza with 1 piece of whole fruit and 16 oz. soda, iced tea.
3. Daily special, if available, to be posted.
4. Build your own lunch package. The student/individual is responsible for any amount over the equivalency. When using the "Build Your Own" options:
    a. You may not have any duplicated items. i.e. 2 bags of chips, 3 muffins etc.
    b. The student/individual is responsible for any amount over the equivalency amount.
    c. Any amount over the equivalency will be taxed.
    d. Those with Koala Bucks may use them to pay the difference.

**Meal Plan Equivalency Hours at the Terrace Café**
Breakfast: 8:30am - 10:45am
Lunch: 10:45am - 4:30pm
Dinner: 4:30pm - 8:00pm

**Terrace Café Hours for 2026-2027**
Monday – Thursday: 8:30am - 8:00pm
(Deli Hours: 10:45am - 8:00pm)
Friday: 8:30am - 2:00pm

**Late Night in the Terrace Café**
Monday-Thursday 8:00pm -10:00pm

We hope all students and guests have a pleasant dining experience at Columbia College Dining Services. The Dining Services staff has an open-door policy and appreciates all comments and suggestions. Please reach out to us at https://columbiasc.sodexomyway.com

# ACADEMIC RESOURCES

## LEARNING COMMONS

Resources to support your individual and collaborative learning are available through the Learning Commons. This one-stop academic resource includes the J. Drake Edens Library Career and Student Success services , the Pearce Communication Center, and tutoring for a variety of math, science, and other courses.

## J. DRAKE EDENS LIBRARY

Located at the center of the Columbia College campus, the J. Drake Edens Library provides a broad collection that supports the College's liberal arts curriculum and professional programs. Library resources are accessible though the library's website, which provides access to the print and media collections, hundreds of thousands of full-text articles and other resources. Assistance locating and using materials is available from peer mentors and Reference librarians on the main floor of the library, by phone, e-mail, chat, or in person. Students can also receive help with e-mail and Canvas accounts. The library is Wi-Fi enabled and has computers for students' use. Study rooms with whiteboards are also available for individual and small group use on a first-come, first-serve basis. Rolling whiteboards are available for use. There are areas with comfortable seating on all three floors of the library. The library has a photocopier ($0.10 a page) and a fax machine.

**Library Hours are posted on the library's homepage: libguides.columbiasc.edu/library**

## Circulation Policy

Students can check out books and other materials at the Information Desk by presenting their student identification card. Books circulate for three weeks, and videos circulate for one week. A student loses circulation privileges upon owing $5.00 or more in fines or charges.

The library sends borrowers a notice of overdue materials, but it is the borrower's responsibility to check their library account to know when materials are due and to see that they are returned on time. If a student loses an item, the student will be charged the cost of replacing the item plus a $10.00 non-refundable processing fee. Overdue accounts may be referred to the Business Office for collection.

PASCAL Delivers is available to request books that Edens Library does not own. It is a service of SC academic libraries. Books can be requested from Edens Library's catalog, and they should be available in about three days. If a student loses a PASCAL Delivers book, the replacement cost is $100.00.

## Reserve Materials

Students can check out reserve materials at the Information Desk by presenting their student identification card. Materials are placed on reserve at the request of a faculty member. Circulation of the material is restricted to a specified length of time.

## Educational Technology

The Educational Technology librarian is located on the main level of Edens Library in 214-B behind the Information Desk. This Librarian supports Columbia College through the use of technologies such as Google apps, SMART Boards, video editing tools, and the campus's online learning management system. Students, faculty, and staff are all welcome to make appointments to discuss the use of technology in the classroom.

## SUBJECT TUTORING

The Learning Commons provides a supportive learning environment for students who seek assistance outside of the classroom in a variety of courses such as Biology, Business, Chemistry, CIS and Mathematics. Student tutors are available numerous hours during the week, including evening and online, as well as some weekend hours to guide students with problem sets, homework, test prep and problem-solving skills. Schedule an appointment with a tutor through Navigate and check the Learning Commons website for drop-in hours.

**STUDENT SUCCESS** provides services and resources that empower all Columbia College students to explore and identify their academic and professional passions while acquiring the skills, experiences and connections needed to thrive academically and graduate prepared for their postgraduation goals.

**GOALS:**

- Create equal opportunities for **all students to learn** and participate.
- Increase students' knowledge of **academic and professional success** behaviors and habits.
- Increase access to and facilitate use of **success resources** at Columbia College as well as in the community.
- Assist underprepared, prepared, and high-achieving students in developing the skills necessary to achieve their **academic and professional goals.**
- Provide individual learning strategy instruction, ongoing support via **peer mentoring** assistance, and referral services for students seeking to improve their learning and communication skills.
- Develop, support, and help implement college-wide **learning initiatives**, especially in the areas involving retention, at-risk student populations, and students on early alert status.
- Conduct **outreach efforts** to enhance the learning environment, including student workshops, classroom visits, presentations, fairs, and information sessions.
- Provide individual student success coaching and career coaching support for all students by major.
- Provide individual staff academic advising for all new day college students by major.

**SERVICES:**

- Academic Advising & Support – Staff advising of new day college students through the KoalaPASS program, which may include:
    - General Academic Planning
    - Course Registration
    - Course Withdrawal
    - Change of major/minor
    - Issues in general education courses
    - Leave of absence/withdrawal
    - Academic probation recovery guidance
    - Assistance with goal setting, planning and other academic success strategies
    - Assistance accessing resources on campus, in the community, and online
    - Early alert recovery guidance

    - Peer mentoring services
    - Workshops for academic success
- Career Development – Career development services for all students, which include:
    - Major and career exploration, guidance, and planning
    - Internship and job searches
    - Developing application materials, such as resumes, cover letters, and LinkedIn profiles
    - Interview preparation and mock interviews
    - Assistance applying to graduate programs
    - Workshops for career and professional development
    - Career and graduate school fairs
- Accessibility Services and Accommodations – In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended 2008), Columbia College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activity. All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment. To receive services, students must provide current documentation of their disability from a qualified health professional and complete an application for program eligibility. To make an appointment with Accessibility Services and Accommodations, email accommodations@columbiasc.edu.

**For more information:**

- Contact us by email/phone:
    - Academic Advising AcademicAdvising@columbiasc.edu
    - Career Services CareerServices@columbiasc.edu 803-786-3658
    - Accessibility Services
      accommodations@columbiasc.edu
      803-786-3222

  For more information and a full list of staff, please visit: https://www.columbiasc.edu/academics/learning-commons-edens-library/student-success-services
- **Navigate –** Use the Navigate app to make appointments for career & student success coaching or staff advising: https://columbiasc.navigate.eab.com/app
- Drop-in – Visit us at the Learning Commons in Edens Library

## PEARCE COMMUNICATION CENTER

The Pearce Communication Center, located in the lower level of Edens Library, offers students guidance with writing and documenting papers, composing, and delivering speeches, producing multimodal presentations, developing reading and exam strategies, as well as speaking and writing in a foreign language. The Pearce Center offers a variety of in-house workshops and programs for specialized skills-based training on such topics as integrating sources, documentation, grammar, and punctuation. The PCC staff are trained peer tutors who provide one-on-one coaching. Appointments are recommended using Navigate, but students may also walk in to receive assistance. Morning, afternoon, and evening hours are available throughout the academic year.

## WOMEN'S BUSINESS CENTER OF SC

- Business and Entrepreneurship workshops/programs open to students, business women and aspiring entrepreneurs through the state.
- Unique collaborative, co-working and maker space is open for student organizations and group work through reservation and during regular office hours (8:30am – 5:00pm M-F).
- The Women's Business Center is not a place to do homework or socialize; it is a place to be creative and solve problems.
- Located in T.J. Harrelson First Floor

## INFORMATION TECHNOLOGY

### E-mail

Columbia College provides an e-mail account for all enrolled students. E-mail accounts are created once student status has been assigned by the Registrar. For students to access their Columbia College e-mail, they can go to mail.office365.com. E-mail addresses will be firstname.lastname@my.columbiasc.edu. Passwords will be Koala+the last 4 digits of the student's SSN (Ex: Koala1234).

## Internet

Access is available to all enrolled students campus wide, including residence halls. To access Wi-Fi on campus, students will join the CCStudents network. The password for CCStudents is KoalasRUs2020.

Wireless routers are not permitted. Any computers found harming the college network will be disconnected and will not be allowed to reconnect until there is proof the issues have been resolved.

## Computer Labs & Printing

Columbia College maintains computer labs on campus. There are also 8 printing kiosks (Edens Library, Breed Leadership, Bush Science Center, Dining Hall, Ariail-Peele, McNair, Godbold, and Wesley). Students are allotted 500 pages per semester. Kiosk access will require a logon, which will be firstname.lastname and a password of Koala+the last 4 digits of their social security number (Ex. Koala1234). Additional pages can be purchased using your credit or debit card.

## Software

Columbia College highly recommends that all students connected to the college network have Malwarebytes installed on their laptop. Malwarebytes is a free anti-virus software.

**The labs are in the following locations:**
Bush Science Center, Room 121
Edens Library, Overton Media Center, lower level

Microsoft Office is the primary software package used at Columbia College and is installed on all machines owned by the College. All students are provided five free copies of Microsoft Office through Microsoft Office 365. Please contact the Circulation Desk in Edens Library for assistance.

# GETTING INVOLVED

Part of an engaging college experience is getting involved in activities, organizations, or projects outside of the classroom. Co-curricular experiences provide students with an opportunity to practice and enhance classroom learning, develop leadership skills, and build strong relationships with other students, faculty, and staff. All students are encouraged to participate in activities, events, and organizations on a regular basis. This section details a number of organizations and activities that are specially designed and offered to Columbia College students.

## Student Involvement in Institutional Decision-Making

Students play a pivotal role in institutional decision-making at Columbia College. An active student governance system, a strong set of student organizations and a significant student presence on College committees ensures regular collaboration between students and administration on policy issues. The most visible vehicle for student participation in institutional decision-making is through the major governance organizations, which include the Columbia College Student Government Association (CCSGA), Commuter Student Association (CSA), and Residence Hall Association (RHA). These organizations and their student-elected representatives are regularly consulted on matters related to institutional direction and student concerns. Student representatives can voluntarily serve on a number of institutional committees as available. Periodically surveys will be distributed to the entire campus, and students are encouraged to submit them in order to enhance their experiences on campus.

## Establishing a College Recognized Organization

In order to establish a new student organization at Columbia College, the following conditions must be met:

1. The proposed organization must have a clear educational value, intending to make positive contributions to the College and its mission.
2. The policies, purposes, and ideals of the organization must be consistent with those of the College.
3. There must be agreement among the students creating the organization to abide by all policies and procedures set forth by the College community.
4. There must be an understanding that the College reserves the right to revoke any organization's charter should the organization violate College policies or stray from its original intention to uphold the College's policies, purposes, and ideals.
5. There must be an understanding that the College does not assume financial responsibility or support for any organization.

If these conditions are met, then students may pursue the following steps necessary to gain recognition as a Columbia College organization:

1. Go to the Campus Life section on Koala Connection to obtain the *New Org Application.* Completion of this application is required in order to petition for recognition as a student organization.
2. Secure a full-time Columbia College faculty or staff member to serve as the organization's advisor.
3. Prepare a constitution containing the purpose, policies, and procedures of the organization using the framework provided.
4. Provide proof that the organization has substantial potential membership to achieve its stated purpose and goals.
5. Submit constitution and other organizing documents to the Office of Student Activities.

Upon completion of these steps, an organization will be considered for recognition. The procedure will be as follows:

1. All requested information pertaining to the organization will be reviewed by the Director of Student Activities and an additional staff member in Student Activities.
2. The Associate Dean of Students for Campus Life will review the information, and if approved a charter will be granted.
3. An organization that is denied recognition may petition again.

To achieve continued recognition as a Columbia College student organization, the newly elected president of the organization or their designee must submit the following information to the Office of Student Activities by the first week in April of each year:
1. A list of newly elected officers and their contact information.
2. The name of the organization's advisor for the next year.

All newly elected organizational officers will be expected to attend the annual officer training session coordinated by the Student Government Association and Office of Student Activities each year.

Whenever there are changes to the organization's officers, advisor, or constitution, the organization must submit the new information to the Office of Student Activities. Constitutional changes are subject to review by two members of the Student Activities staff (one being the Director of Student Activities) and the Associate Dean of Students for Campus Life. Failure to adhere to these requirements may result in the organization being declared inactive and their funds frozen until the items are updated and current.

## Office of Conference Event Services

All student organization meetings and events are scheduled through the Office of Conference and Event Services. Before space can be reserved, the event or meeting must be approved by and registered with the Office of Student Activities, which must be done at least two weeks in advance. Space is available on a first come, first served basis. To access the space reservation system, students must complete a brief training. To schedule training, or to find out more information, please contact the Office of Conference and Event Services at ocs@columbiasc.edu.

## Community Service

Community Service is a part of the **Office of Civic & Community Engagement** and provides service opportunities for the Columbia College community and encourages the campus to examine social and cultural issues by connecting students, faculty, and staff with the surrounding area through community service initiatives. Through CC Serves and other student organizations, we work with student leaders, community agencies, and other College offices to plan meaningful and diverse programs based on student interests and community needs.

# ORGANIZATIONS

## Governing Organizations

***Columbia College Student Government Association (CCSGA)***

CCSGA provides a source of communication from the student body to the College administration, faculty and staff, as well as external constituencies, a structure of democratic governance, and an orderly transition of governance from year to year.

***Commuter Student Association***

The purpose of the Commuter Student Association (CSA) is to inform students of events on campus and in the community, and to act as a voice for the concerns of the commuter population. CSA provides social programming for commuter students, serves as an advocate for commuter student services, and keeps commuter students informed about College happenings through regularly scheduled meetings.

***Residence Hall Association***

The purpose of the Residence Hall Association (RHA) is to support those that live on campus through programming, advocacy, and recognition.

## Greek Life

Columbia College believe Greek organizations can enhance campus life. Approval was granted June 2017 to add two sororities from the National Panhellenic Council and one sorority from the Pan-Hellenic Council.

***Alpha Kappa Alpha Sorority, Incorporated***

Columbia College's Upsilon Zeta chapter of Alpha Kappa Alpha Sorority, Incorporated was established March 4, 2018. The purpose of this chapter is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of service to all mankind as stated in the constitution and bylaws of AKA Sorority, Incorporated.

***Alpha Sigma Alpha Sorority***
Columbia College's Iota Theta chapter of Alpha Sigma Alpha Sorority was installed November 11, 2018. Alpha Sigma Alpha is a women's organization that promotes high ideals and standards for its members throughout their lives by emphasizing balance among four aims of intellectual, physical, social, and spiritual development. The organization aims to foster close friendships between members and to develop women of poise and purpose.

Their ultimate vision is to cultivate values and ideals in women who are known for their character and concern for others. Alpha Sigma Alpha inspires women to lead, to serve and to make a difference.

***Delta Sigma Theta Sorority, Incorporated***
Delta Sigma Theta Sorority, Incorporated is a private, not-for-profit organization whose purpose is to provide assistance and support through established programs in local communities throughout the world. Since its founding more than 300,000 women have joined the organization. The organization is a sisterhood of predominantly Black, college educated women. Delta Sigma Theta Sorority, Incorporated was founded on January 13, 1913, by 22 collegiate women at Howard University. The Upsilon Chi Chapter of Delta Sigma Theta Sorority, Incorporated was chartered at Columbia College on October 9. 2020.

Students seeking membership in a sorority should consult with the Office of Student Activities on policies and procedures.

## Special Interest Organizations

***Columbia College Activities Board***
The purpose of the Columbia College Activities Board (CCAB) is to provide and coordinate social and recreational activities that are fun and beneficial to the students. The Columbia College Activities Board works cooperatively with the Student Government Association and other campus organizations to promote interest in social events on and off campus and to encourage college unity and spirit through a variety of activities and traditional events, namely, Welcome Back Party, Spring Formal, and Fun Day.

***Columbia College Association of Student Athletes (CCASA)***
The purpose of CCASA shall be a voice for all Columbia College Student Athletes. To provide a platform for student athletes to discuss areas of concern, offer feedback on the experience of being a Columbia College student athlete and propose changes in legislation and policy at the NAIA level. CCASA will serve to help enhance the student athlete experience at Columbia College and will offer its members the opportunity to develop their leadership skills as they represent and empower all NAIA athletes.

***Estamos Unidas Latina Student Association***
Estamos Unidas LSA has two main goals: to unify and best serve the diverse Hispanic population on campus and to empower the surrounding Latino community through education, service, and cultural awareness. The organization seeks to promote academic excellence and leadership among Latina students. Individuals of all backgrounds who want to promote the Latin cultures and educate themselves about the diversity and richness of the Hispanic communities are welcome.

***International Studies Association***
The purpose of the International Studies Association (ISA) is to create an environment that fosters the awareness of world events and the appreciation of international cultures. This organization caters to students already interested or aspiring to be interested in international affairs. The goals of the organization are to stimulate student interest in global affairs, to coordinate activities promoting diversity, to encourage the interaction of international and American students, and to facilitate discussions involving guest speakers that allow students to use their critical thinking skills.

***NAACP (Columbia College Chapter)***
The purpose and aim of the College Chapter of the NAACP is to improve the political, educational, social, and economic status of minority groups; to eliminate racial prejudice; to keep the public aware of the adverse effects of racial discrimination; and to take all lawful action to secure its elimination, consistent with the efforts of the National organization and in conformity with the Articles of Incorporation of the Association, its Constitution and By-laws, and as directed by the National Board of Directors.

***Spectrum***
Spectrum is the Columbia College alliance of lesbian, bisexual, transgender and straight students. With the purpose of enhancing awareness through dialogue and education, Spectrum offers a supportive atmosphere for students.

***Vintage Activities Club***
The purpose of Vintage Activities Club shall be to participate in culture and social activities that have been used in the past era's mainly Victorian, medieval, and modern. The club will also view and have discussions based on past social/cultural practices of those times.

## Service Organizations

***Amnesty International—Columbia College Chapter***

The purpose of Amnesty International shall be to help provide resources, education, and access to community events that look to further the cause of human rights law and speak out against any and all current atrocities the group deems necessary.

***Council for Exceptional Children***

The Council for Exceptional Children (CEC) increases the awareness of the needs of young children and to work towards enhancing the knowledge and understanding of young children in South Carolina, both at school and at home. The organization provides opportunities for cooperation between parents, teachers, research workers, doctors, religious workers, social workers, and others in the field.

***Magic of Learning***

The Magic of Learning seeks to provide unique learning experiences and enhance academic processes for young students and their families through signature initiatives. All majors are welcome.

## Academic & Professional Organizations

***Association for Mindful Psychology Students***

The purpose of AMPS/Psi Chi is two-fold: 1) to provide all majors, particularly psychology majors, with opportunities for psychology-related service, socializing, and networking; 2) to encourage excellence in general academic study and within the study of psychology specifically for membership in Psi Chi, the international honor society for psychology

***Business, Entrepreneurship, Accounting, w/ Hospitality Club***

The BEA club brings Business, Entrepreneurship, and Accounting majors and minors together for social and educational benefits. Activities include programs to stimulate interest in the business, entrepreneurship and accounting fields and to bring contacts to Columbia College.

***Columbia College Dance Company***

Columbia College Dance Company joins together to investigate, generate, articulate, and discover one's unique artistry. CCDC strives to accomplish this by advocating for dance as an art form as well as an academic study and encouraging others to explore their own artistic endeavors.

CCDC also provides a favorable environment for the creation of dances by members of our company for our own artistic growth and for the enjoyment and education of others. CCDC further promotes and supports the growth of students seeking a future in dance education.

***Columbia College National Student Speech-Language Hearing Association (NSSLHA) Chapter***

The purpose of the Columbia College National Student Speech-Language Hearing Association (NSSLHA) Chapter shall be to aid the students at Columbia College by providing support to encourage professional interest among college and university students in the study of communication sciences and disorders, provide continuity to the dissemination of professional information, and provide a vehicle for student representation in matters of professional concern.

***Math and Computing Society***

The purpose of the Math and Computing Society is to increase appreciation for math and computing, provide support and encouragement to math and computing majors and other interested students, provide services to the community, and provide opportunities for collaboration with professionals in the fields of math and computing.

***Palmetto State Teacher's Association***

The purpose of the Palmetto State Teacher's Association is to encourage the development and practice of high standards of personal and professional conduct among all educators and to hold meetings and sponsor activities for the membership which are designed to develop and enhance their understanding and knowledge of educational activities throughout the world and to aid their development of skills appropriate to the practice of teaching.

***Public Health Student Alliance***

The purpose of the Public Health Student Alliance is to serve as the bridge between the Public Health majors and other Columbia College students mutually interested in engaging and educating the surrounding community about public health issues.

***South Carolina Early Childhood Association (SCECA)***

The purpose of the Columbia College chapter of the South Carolina Early Childhood Association is to increase awareness of the needs and to work for knowledge and understanding of young children in South Carolina, both at school and at home. SCECA also provides opportunities for cooperation between parents, teachers, research workers, doctors, religious workers, social workers, and others in the field.

## Honor Societies and Academic Honors

***Alpha Beta Tau***

The purpose of Alpha Beta Tau, an honorary society mainly composed of art majors, is to promote a deeper interest and fuller appreciation for art and its ideals. Membership is open to students with nine hours in art and a "B" average. Students must also maintain a "C" average in other courses.

***Chi Beta Phi***

Chi Beta Phi strives to promote interest and recognition of scholarly achievement in science and mathematics. Candidates for admission are sophomores, juniors, and seniors majoring in science or mathematics who have completed twenty semester hours in science and mathematics with a GPR of 3.0 overall and in the major. Interesting programs, trips throughout the Southeast, and judging science fairs are meaningful experiences for our Chapter of Chi Beta Phi.

***Marshals***

Five students with the highest-grade point average in each class (first year, sophomore, junior, and senior) are selected at the end of the fall semester to serve as College Marshals for the upcoming calendar year. College Marshals are invited to serve as Marshals at college assemblies and commencement exercises. The senior with the highest average serves as the Chief Marshal. In the event of a tie, final decisions are made based on academic criteria established by the Registrar's Office.

***Psi Chi***

The purpose of Psi Chi is to serve as the honors society for Psychology students. Students who are enrolled as a psychology major minor, have completed 3 semesters of full-time coursework, have completed 9 credit hours of psychology courses, have a GPA within the top 35% of their class, and have a minimum GPA of 3.0 average for psychology courses are eligible for membership.

***Sigma Tau Delta***

A National English Honor Society, the Iota Beta Chapter of Sigma Tau Delta celebrated its 80th anniversary in 2009. The purpose of this society is to promote the mastery of written expression, to encourage worthwhile reading, and to foster a spirit of fellowship among students specializing in English. Upper-class students majoring or minoring in English who have an overall GPA of 3.0 in English and have completed two courses beyond English 101 and 102 are eligible for membership.

### *Order of the Purple Seal*

The Order of the Purple Seal is the scholastic society of Columbia College and aims to foster the ideals of solid scholarship. Membership is limited to juniors and seniors who have a cumulative 3.50 GPR for four semesters as full-time students. Members of the Order of the Purple Seal are often asked to serve as Commencement Marshals at commencement.

## Religious Organizations

***Baptist Collegiate Ministry***

The Baptist Collegiate Ministry (BCM) at Columbia College is committed to connecting all college students to Christ and each other, regardless of denominational preference. The main objective of BCM is to provide a ministry to individuals in the campus community who have a desire for Christian growth. BCM offers many activities in which students can participate, such as weekly BCM meetings (called 20/20), leadership opportunities, and interaction with schools across the state of South Carolina, retreats, state conventions, Bible study, and service opportunities on campus, as well as the surrounding community. BCM is also involved in the State Summer Missions Program, which supports approximately 60 student missionaries every summer.

***Campus Crusade for Christ (CRU)***

CRU is a religious organization that strives to help students grow spiritually by teaching them the basics of the Christian life.

***Heavenly Creations Gospel Choir***

Heavenly Creations Gospel Choir (HCGC) is a group of students committed to praising the Lord's name through song and worship. HCGC's purpose is to stimulate Christian fellowship, to provide and promote spiritual growth, and to contribute to the Christian environment of the Columbia College campus and the community. Any student interested in sharing gospel music at various campus and community events is encouraged to join the choir.

***Columbia College Muslim Student Association***

The Columbia College Muslim Student Association (CCSMA) is a religious, social, and cultural organization that strives to build a sense of unity and community among Muslims and non-Muslims through discussions and fun activities. The association also strives to raise awareness about Islam and Muslims on campus.

***Shandon College Ministries (SCM)***

The purpose of SCM shall be to get students involved in the College Ministry and show them "We are sent people who make disciples for the glory of God."

# OTHER OPPORTUNITIES FOR INVOLVEMENT

**Please note that opportunities listed in this section may require prerequisites; such as an application, interview, and/or department approval.*

***Hi C's***
The Hi C's is a show choir with 15 members chosen through auditions held in the fall. Auditions are open only to the members of choir and chorus. The Hi C's entertain on campus and around the community and state, performing various selections, which are choreographed by members of the group.

***Orientation Leaders***
Orientation Leaders (OL) serve an integral role within the orientation program, which facilitates the adjustment of new students to Columbia College and our community. The application process begins in the spring semester.

***Peer Mentors***
These students help their peers with study skills, time management, and campus acclimation.

***Residence Life and Housing***
Learn more about Desk Assistant and Resident Assistant positions in the Residence Life section of the *Student Handbook* or by inquiring in the Office of Residence Life & Housing.

***Student Activities Advertising & Marketing Coordinator***
The Advertising & Marketing Coordinator for the Office of Student Activities is tasked with the creation and dissemination of event advertisement in collaboration with the Weekend Coordinator. The coordinator reports to the Director of Student Activities and is responsible for implementing an annual marketing plan for all Student Activities programs.

***Student Activities Program Coordinator***
The Student Activities Program Coordinator for the Office of Student Activities plays a vital role in fostering a student-centered environment. The Program Coordinator reports to the Director of Student Activities and is responsible for program planning and building management.

***Student Alumnae Ambassadors***
Student Alumnae Ambassadors (SAA) promote interaction among current students and alumnae of Columbia College. SAA supports issues among alumnae and students in order to increase interest in campus activities, fundraising, and other related issues. Membership is based upon an application/interview process.

***Student Ambassador***
The CC Ambassador program centers around representing Columbia College to prospective students and their families and helping to plan and execute Admissions Events and tasks.

## STUDENT PUBLICATIONS

***The Criterion***
The College art and literary magazine is published annually. *The Criterion* promotes the artistic and literary endeavors of Columbia College students by publishing student poetry, short fiction, creative nonfiction, and two-and-three dimensional artwork.

***Student Handbook***
The Columbia College *Student Handbook* is an official publication of Columbia College containing policies and procedures for both commuter and residential students. This publication is updated annually and can be found on Koala Connection for each new and returning student. The previous year's Handbook remains valid until the new handbook is published annually.

## Publications Policy

Columbia College does not practice advance censorship of copy nor prior restraint of publications. Editors of publications are expected to uphold journalistic standards of fairness, balance, and excellence of production. Advisors to publications assist in the implementation of these standards, but do not assume an editor's tasks should an editor, for whatever reasons, not fulfill their obligations as editor. Editors are expected to initiate consultation with advisors on a regular basis. Problems that may ensue should be presented in writing to the Vice President for Student Affairs and advisor of the publication. The College subsidizes student publications and is the publisher of every periodical that bears its name.

To achieve such functions in a journalistically responsible manner, the following objectives have been set forth for Columbia College student publications.

1. To provide a comprehensive, factually accurate, objective, and balanced account of campus activities.

2. To strive for accuracy, fairness, and excellence in all writing, avoiding libelous statements at all times.
3. To provide a stimulus for intelligent and thoughtful discussion of campus life through editorial comment and letters to the editor.
4. To practice as fully as possible in both writing and editing the ethics of responsible journalism as set forth by the profession itself in numerous codes of ethics.
5. To recognize the importance of maintaining these publications as official college organizations, recalling that such an objective precludes loyalty to any one segment of the campus population in content or emphasis of publication.

## TRADITION HIGHLIGHTS AT COLUMBIA COLLEGE

### Family & Friends Weekend

Family & Friends Weekend begins with a kick-off event on Friday and the festivities continue Saturday for a day filled with activities on-campus and in the Columbia area.

### Christmas Tree Lighting

The Christmas Tree lighting officially begins the holiday season on campus. Students, faculty, staff and guests gather and enjoy Christmas carols, cookies, and hot cocoa.

### Class Ring Ceremony

During this traditional ceremony, the Columbia College ring is distributed to the students. The ring, which symbolizes the devoted years of mental, physical, and spiritual development, is presented to the student by parents or other special mentors. This tradition started in the late 1920s.

### Spring Formal

This event is held in the spring, on or off-campus, and involves a live DJ and dancing. Each year students dress the part for a fun evening with friends or a date. It's like a second-chance prom!

### Fun Day

This tradition is held the week before Spring semester final exams. Students gather on the Green or by the pool for stress-busting games, music, and, of course, surcies.

### Late Night Breakfast

Late Night Breakfast is held on the Monday evening of Finals Week during both the fall and spring semesters. Sponsored by Campus Dining Services, this late-night meal consists of plenty of breakfast foods (served by faculty and staff), dancing, and fun. It is a great way for all students, residents and commuters, to come together and relax during a stressful time of the semester.

### Fried Chicken Wednesday & Omelets Friday

Every Wednesday you can enjoy fried (and baked) chicken in the Dining Hall accompanied by sides such as macaroni and cheese, collards, yams, and rice and gravy. On Fridays, omelets are served with your favorite toppings.

### Purple Friday

Students, faculty, and staff show their koala spirit by wearing purple every Friday.

### Commencement Bibles and Journals

One of Columbia College's oldest traditions is the presentation of a Bible or journal to each graduating senior, signed by members of Columbia College's faculty and staff.

### The Savory Award

This award is given each fall in memory of Dr. Jerold "Jerry" Savory, a long-time faculty member and academic leader at the College, greatly admired by students, faculty, and staff. This award honors the Columbia College Senior who most exemplifies the ideals that guided Dr. Savory's life.

### The R. Wright Spears Sophomore Experience and SpearsFest

Instituted in 2010, this experience honors Dr. R. Wright Spears and his legacy of service and leadership. The R. Wright Spears Sophomore Experience is a series of events during the second year focusing on living the mission of Columbia College.
SpearsFest is an annual campus wide celebration of service and leadership. All students across majors and interests are invited to present or perform the experiences from the year that have impacted their sense of service and enhanced their leadership skills.

## The Doll Collection

In 1954, the Alumnae Association celebrated Columbia College's centennial by dressing a doll to represent each decade of the college's existence. Following this, the Class of 1993 began the tradition of dressing each new doll as the yearly recipient of the Savory Award. In the years following, each class was challenged to dress a doll that represented the popular styles of dress or something special to the students of that year. The Columbia College Doll Collection is housed in the parlor of Alumnae Hall.

## The Fountain

The fountain in front of the Breed Leadership Center is well known for one of the most unique traditions- throwing your friends in the fountain when they get engaged.

## Surcies

Surcies are unexpected gifts and are a special way that Columbia College community members show others they care. These small gifts can be purchased for special occasions or for no reason at all.

# STUDENT CODE OF CONDUCT, HONOR CODE, AND JUDICIAL SYSTEM

## A COMMUNITY OF HONOR

The terms and conditions of the Honor Code function as an integral part of the Student Code of Conduct and the procedures outlined within. As members of the Columbia College community, we believe that the Honor System is more than just a set of rules; we believe it is a way of living. The central purpose of the Honor System is to sustain and protect a community of trust in which students can enjoy the freedom to develop their potential, both intellectually and personally, without restraint or limitation. We feel that dishonest means are incompatible with this development. Both the Student Code of Conduct and the Honor Code support the development of persons who will be trusted and respected both as members of this community and after they leave Columbia College.

## STUDENT CODE OF CONDUCT

Columbia College aspires to provide a living and learning community in which students can meet their academic goals. The College has a responsibility to provide students with a clear understanding of the academic requirements and policies which are generally published in the Columbia College Bulletin and the Student Handbook. As a community, the College is dedicated to both academic and personal excellence. Therefore, choosing to join the Columbia College community obligates each member to a code of honorable behavior.

The College determines, publishes, and communicates its policies and procedures concerning student conduct. In addition, the College has the right to determine when its community standards have been violated and to determine the appropriate course of action. The purpose of this chapter is to present the College's policies and procedures that govern student conduct and student activities on and off campus. These policies should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Designed to address disruptive behavior in a preventative way, these policies and procedures are considered to be an integral part of the Student Code of Conduct, as are the terms and conditions of the Honor Code and Housing Agreement.

By enrolling in Columbia College, each student accepts the responsibility to become fully acquainted with the College's community standards, to comply with the College's authority, to respect the rights and property of others, and to recognize that student actions reflect upon the entire College community as well as the student involved. The College reserves the right to take appropriate action for any conduct which reasonably interrupts and/or infringes upon orderly life in the College community, disrupts the academic environment, or infringes on the rights of others. Students shall be afforded all opportunities for fairness in judicial proceedings. However, the College reserves the right to suspend or expel a student at any time for any reason deemed sufficient by the College in accordance with the procedures outlined in this chapter. Students are reminded that Columbia College's judicial system operates within the boundaries of fundamental fairness and not criminal and civil rules of due process.

## SECTION 1: HONOR CODE

## Our Preamble

Columbia College is a vital learning community committed to honor. We are dedicated to exhibiting academic and personal excellence as we pursue knowledge, transmit ideas, and cultivate character. The College fosters an environment that emphasizes responsibility for oneself, for others, and for society at large.

The following values support and sustain the legacy and mission of Columbia College and are the foundation for the Honor Code and Student Code of Conduct:

**Responsibility** is taking personal accountability for one's own behaviors, taking action in the face of wrongdoing, and upholding the integrity of our community.

**Integrity** is open, honest, and responsible activity-within the realms of academics and our community-creating and protecting an environment that will not compromise the worth of others and where all contributions are valued.

**Respect** is a regard for the dignity of self and others and therefore demands a commitment to fairness and concern for the rights and property of our community.

**Compassion** is sensitivity of spirit to others' life experiences that compels one to reach out with empathy in loving-kindness and service.

## Our Pledge

As a member of the Columbia College community, I choose Honor. I hereby pledge to uphold these values that support and sustain the legacy and mission of Columbia College. I will be responsible for my own behaviors both in and out of the classroom; I will strive to be a person of integrity-creating and protecting an environment that will not compromise the worth of others; I will respect others and myself by exhibiting fairness and showing concern for the rights and property of our community; and I will show compassion through loving-kindness and service. Furthermore, as a student at Columbia College, I am honored to refrain from cheating, stealing and lying. I chose Honor and I pledge the Columbia College Honor Code as my way of life.

## Our Student Responsibility

**A.** It is the responsibility of each student to personally approach anyone who has committed a major offense and urge that student to report the offense.

**B.** Each student, as a member of the student body of Columbia College, has the responsibility, not only for becoming familiar with the provisions of the Student Code of Conduct and Honor Code upon which the student body has agreed, but also for developing the highest and strongest personal honor code possible.

**C.** Each student must realize that by accepting admission to Columbia College, the student has acknowledged a commitment to the provisions of the Honor Code.

## SECTION 2: DEFINITIONS

1. The term "College" means Columbia College.
2. The term "student" includes all persons taking courses at the College, both full-time and part-time. Persons who are not officially enrolled for a particular term but have a continuing relationship with the College are also considered "students."
3. The term "faculty member" means any person hired by the College to conduct classroom activities.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities. College officials can include the Vice President for Student Affairs, Dean of Students, Director of Residence Life and Housing, Area Coordinators, Assistant Area Coordinator, Resident Assistants, Desk Coordinators, Desk Assistants, or Graduate Assistants.
5. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Judicial Coordinator.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition as a student organization.
8. The term "judicial body" means the Judicial Coordinator, or any person or persons authorized by a Judicial Coordinator to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions.
9. The term "Judicial Coordinator" means a College official authorized to receive and organize all complaints and reports of possible violations, adjudicate cases directly, select a judicial body, assist in procedural matters in hearings, and who will be available for consultation and assistance with respect to procedural matters during the hearings of the Judicial Board. The Judicial Coordinator will also be the person primarily responsible for educating students on the Student Code of Conduct and Honor Code or for delegating the duty of this education to others. The Judicial Coordinator(s) will be appointed by the Vice President for Student Affairs, Dean of Students and/or Provost. One Judicial Coordinator may be selected to work primarily with academic infractions.
10. The term "Appellate Board" means any person or persons selected by the College's President to consider an appeal from a judicial body's determination that a student has violated the Student Code of Conduct or of the sanctions imposed by the judicial body.
11. The term "shall" be used in the imperative sense.
12. The term "may" be used in the permissive sense.
13. The term "policy" is defined as the written policies and procedures of the College as found in, but not limited to, the Columbia College *Student Handbook*, Housing Contract, and Undergraduate Bulletin.

## SECTION 3: THE STUDENT CODE OF CONDUCT

Any student believed to have committed one or more of the following acts of misconduct is subject to the judicial process outlined later in this chapter. The following acts are prohibited:

1. Lying or dishonesty, including, but not limited to, the following:
   a. Furnishing false information to any College official, faculty member, resident assistant or office.
   b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   c. The falsification of any official time sheet or record of employment by any student, either employed by the College or working in a position on College property.
   d. Tampering with the election of any College recognized student organization.
   e. Taking advantage of services to which one is not entitled.
2. Physical abuse/assault, verbal abuse/assault, threats (verbal or written) which threatens or endangers the health or safety of any person (including oneself) and any actions which serve to interfere with, impede, or harass students.
3. Intimidation, harassment (not sexual in nature), stalking, coercion and/or other conduct which threatens or endangers the health or safety of any person (including oneself) and any actions which serve to interfere with, impede, or harass students.
4. Hazing, any action is taken, or situation created, intentionally, whether on or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule by a student. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside the confines of the College campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or the regulations and policies of the educational institution or applicable state law.
5. Any act as defined in the Sexual Misconduct Policy, as referenced later in the *Student Handbook*.
6. Attempted or actual theft of and/or loss or damage to property of the College, property of a member of the College community, or other personal or public property. This includes the taking of any article that one is not personally entitled to.
7. Dishonesty concerning meal cards or any other dining expectations set forth by the College and/or Sodexo in the Dining Hall or Terrace Café. Student meal cards are not transferable and may not be used by anyone other than the student whose name appears on the card. This also includes dishonesty in transferring food from a student with a meal card to a commuter student or to a guest without a meal card. Students are expected to pay for all food items removed from the servery and must use a new meal swipe when leaving the Dining Hall for any reason for an extended amount of time and returning.
8. Unauthorized possession, duplication, altering, or use of keys, student identification cards, or access cards to any College premises and/or failure to report lost or stolen keys (within 48 hours), student identification cards, or access cards. This includes possession of a key, student identification card, or access card not originally issued in that student's name.
9. Unauthorized entry into or use of college premises, including access into or out of a building through an emergency exit or window, unless in the case of emergency or accessing any building, roof, or residence hall room that you are not assigned.
10. Failure to obtain an official student identification card within one week of enrollment at the College. Students are required to carry their student identification cards with them at all times and to present them when requested to any College official who makes such a request while in the performance of their duties. Students may be charged a replacement cost for each additional student identification card, in accordance with the decisions and policies established by the Columbia College Police Department. Any student losing more than five (5) student identification cards issued by the Columbia College Police Department during that student's time at Columbia College may face judicial proceedings, in addition to the card replacement costs.
11. Use, possession, or distribution of narcotics, other controlled substances, synthetically produced stimulants or depressants (such as K2Spice, marijuana), and drug paraphernalia, on or off campus. The smell of marijuana is a violation.
12. Use, possession, or distribution of alcoholic beverages and paraphernalia on college property or illegally off campus.
13. Public intoxication by students on college property or at any College sponsored event.
14. Possession of explosives, fireworks, or dangerous chemicals on college property.
15. Possession of firearms, ammunition, and/or other weapons, as defined by the Columbia College Police Department and/or local, state, and federal law on college property.
16. Use, possession, or storage of any type of hoverboard while on Columbia College property.
17. Failure to vacate a building completely and in a timely manner after the sounding of a fire alarm or an evacuation order, for any reason.
18. Any tampering with, disarming of, or covering of the fire safety equipment. This includes smoke detectors, sprinklers, pull stations, exit door alarms, hood/exhaust and fire suppression systems, and fire extinguishers.
19. Smoking or use of tobacco of any type not done in accordance with the Smoking and Tobacco Policy, as referenced later in the *Student Handbook*.
20. Any posting of items, fliers, marketing, advertising, or other information not done in accordance with the Posting Policy, referenced later in the *Student Handbook*.
21. Any act of solicitation not done in accordance with the Solicitation Policy, referenced later in the *Student Handbook*.
22. Any act of proselytizing as defined in the Proselytizing on Campus Policy, referenced later in the *Student Handbook*.
23. The bringing of children/minors on College property not in accordance with the Children on Campus policy, referenced later in the *Student Handbook*.
24. The bringing of animals on College property not in accordance with the Animals Policy, referenced later in the *Student Handbook*.

25. Sunbathing in areas where this activity is not allowed. Students who wish to lie out in the sun wearing their bathing suits must do so on the grassy areas at the back of campus (i.e. in the McNair Hall Courtyard, on the lawn next to the Cottages, or in the courtyard next to the swimming pool).
26. Any act of retaliation against another member of the College community for any reason, in accordance with the Retaliation Policy, referenced later in the *Student Handbook*.
27. Any act of discrimination based on a person's race, color, religion, national origin, sex, gender, pregnancy, disability, age, genetics, or sexual orientation.
28. Conduct which is disorderly, lewd, indecent or inconsistent with the values of Columbia College.
29. Any act that causes a:
    a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
    b. Disruption to the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
    c. Breach of the peace or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored or participated in by the College. Examples of such conduct include, but are not limited to: abuse, nuisance, obscene telephone calls or text messages, disturbing electronic posts, excessive noise inside or outside, exhibitionism, and fighting.
    28. Any theft or other abuse of computer resources listed below and/or in the Computer Use Policy, referenced later in the *Student Handbook*:
    a. Unauthorized entry into a file to use, read, change the contents, or for any other purpose.
    b. Unauthorized transfer of a file.
    c. Unauthorized use of another individual's identification and password.
    d. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
    e. Use of computing facilities to bully, stalk or send obscene or abusive messages.
    f. Inappropriate use of class or College listservs.
    g. Use of computing facilities to interfere with normal operation of the College computing system.
    29. Any act that is considered to be a violation of the Social Media Sites Policy, referenced later in the *Student Handbook*.
    30. Violations of the Honor Code as related to academic work, including, but not limited to:
    a. Cheating or the (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) submitting of an assignment for more than one course without the permission of the instructor(s); or attempting to bypass or circumvent technology or settings used to manage or monitor access to materials.
    b. Plagiarism, including, but not limited to, the use, paraphrasing, or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Using the ideas and/or words of another writer or source that relies on artificial intelligence to generate words and/or content (ex., ChatGPT) and representing them as one's own is plagiarism, whether those words come from printed source material or from web-based resources. All source material--whether directly quoted or paraphrased--must be properly cited, and direct quotes must also be identified as such with quotation marks or appropriate formatting and attribution for long quotations. Omitting quotation marks from direct quotations--including brief phrases---is considered plagiarism, even when the student cites the source.
    c. Failure to always adhere to the following pledge: "I have neither given nor received unauthorized aid of any kind on this test, quiz, paper or project."
    d. Academic dishonesty, including, but not limited to any act during which a student receives any information prior to the test from any kind of source that gives unfair advantage to that student. It also includes work on papers, notebooks, lab reports, etc., that is not solely completed by the student being graded.
    e. Submission of work not considered to be one's own and/or with editing not done by the instructor. This includes use of sources that use artificial intelligence (ex., ChatGPT), which must be cited.
    f. Any misrepresentation of the truth in academic work. This offense shall include, but is not limited to, lying to a faculty member, an administrative official, a College official, or a Judicial Board member.
    g. A student's turning in someone else's name or having someone turn in that student's name for classes, volunteer service, or other events where attendance is recorded.
    h. Offering academic assistance of any type to someone else that is beyond the parameters set by the course instructor. This includes, but is not limited to, completing partial or full work of any type for another, providing answers or responses before/during/after any type of assessment or examination to another, providing information about the possible content of any type of assessment or examination before/during/after said assessment or examination to another, knowingly assisting and/or providing another with specific idea development and unique word phrasing that will not also be credited to all original creators/authors, providing editing or feedback on another's work that is not authorized by that person's course instructor, providing and/or assisting another

in providing false information about a student's academic work completion or attendance at an academic for-credit function or service function, and any other general form of dishonesty regarding assistance offered to another for that person's academic work.

i. All other forms of dishonesty and unfairness in classes, on tests, and on examinations.

31. Abuse of the Judicial System, including, but not limited to:

a. Failure to cooperate in the investigation of an alleged judicial matter or complaint.
b. Failure to obey the summons of a judicial body or College official.
c. Falsification, distortion, or misrepresentation of information before a judicial body.
d. Disruption or interference with the orderly conduct of a judicial proceeding.
e. Attempting to discourage an individual's proper participation in, or the use of, the judicial system.
f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
g. Interference with, coercion of, abuse of (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

32. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
33. Violation of federal, state, or local law while a College student, regardless of the location of the violation.
34. Violation of any of the Residence Hall Policies, as referenced later in the *Student Handbook*.
35. Failure to adhere to the rules and regulations that are in place due to COVID-19.

## SECTION 4: JUDICIAL AUTHORITY

1. The Vice President for Student Affairs & Dean of Students is the person designated by the College's President to be responsible for the administration of the Student Code of Conduct (non-academic violations); the Provost is the person designated by the College's President to be responsible for the administration of academic violations. These duties may be delegated to one or two other staff or faculty members who are referred to as Judicial Coordinators.
2. The Judicial Coordinator shall determine the composition of judicial bodies and determine which judicial body shall be authorized to hear each case.
3. The Judicial Coordinator shall develop procedures for the administration of the judicial program and procedural guidelines for the conduct of hearings, which are not inconsistent with provisions of the Student Code of Conduct, the Honor Code, and the judicial system.
4. Decisions made by a judicial body and/or Judicial Coordinator shall be final, subject to the normal appeals process.
5. A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct (e.g., roommate conflict). All parties must agree to arbitration and to be bound by the decision.

## SECTION 5: JURISDICTION OF THE COLLEGE

Generally, College jurisdiction and discipline shall be limited to conduct which adversely affects the College community and/or the pursuit of its objectives, whether it occurs on the College premises, at a College-sponsored event, or elsewhere while a student is enrolled at the College.

## SECTION 6: VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. If a student is charged only with an off-campus violation of federal, state, or local law(s), but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, the student or students charged with a violation of federal, state, or local laws may be placed on an interim suspension if there is a concern for the well-being and safety of other members of the campus community. The period of suspension may last until the College has finished its own investigation or feels that more information has been provided to prove that there is no longer a concern for the safety of the community. The College may conduct its own investigation and judicial proceedings prior to, simultaneously with, or following civil or criminal proceedings off campus. The student will be afforded the chance to bring legal representation to any judicial proceedings taking place before or during criminal proceedings fitting this description; however, legal representation may only provide counsel to the student and may not speak on the student's behalf or ask questions on the student's behalf.
2. College judicial proceedings may be instituted against a student charged with violation of federal, state, or local law(s) which is also a violation of the Student Code of Conduct if both violations result from the same factual situation. College judicial proceedings will occur without regard to the pendency of civil litigation in court or criminal arrest and prosecution and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The only exception to this policy will be in the case of a situation as referenced above in this section.
3. For cases in which criminal investigations and/or proceedings are concurrent or pending, the College normally may proceed independently of such investigations or proceedings. The accused student or the complainant may request that the College delay its proceeding. Such requests should be submitted in writing at least two business days prior to the scheduled review to the Judicial Coordinator stating the requested action and the supporting rationale for the request. The Judicial Coordinator may grant the request

but is not obligated to do so. The mere fact that criminal investigation or proceedings exist will not ordinarily be considered grounds for delay.

4. When a student is charged by federal, state, or local authorities with a violation of outside law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## SECTION 7: THE JUDICIAL PROCESS

**A. Interim Suspension**

Interim Suspension is when a student is suspended immediately or soon thereafter from the College and/or the residence halls for a time, while the judicial process is in progress. In certain instances, the Vice President for Student Affairs & Dean of Students, or a designee, may impose a College or residence hall interim suspension.

1. Interim suspension may be imposed for the following reasons:
    a. to ensure the safety and well-being of members of the College community or preservation of College property,
    b. to ensure the student's own physical or emotional safety and well-being,
    c. to prevent a judicial matter from occurring for any other reason, or
    d. if the student's behavior poses a definite threat of disruption or interference with the normal operations of the College.
2. Interim suspension will be imposed in all instances of physical violence. All involved students (regardless of who was alleged to have started the altercation) will be asked to leave campus immediately and will not be permitted to return to campus until given permission to do so by the Judicial Coordinator (may be limited to specific areas of campus and/or for specific reasons) or until the matter is heard and decided by the Judicial Coordinator or a judicial body. Interim suspension may also be imposed when a student's behavior is deemed overly aggressive or includes threats of violence.
3. During the interim suspension, the student is denied access to all of campus for all reasons, including academic classes and all other College activities or privileges for which the student might otherwise be eligible.

**B. Initial Warning**

1. In certain instances, a faculty/staff member may impose an initial warning to students for first-time, low-level code of conduct and/or Residence Life policy infractions. Warnings may be given for low level infractions (see below for list of potential categories). It is at the discretion of the faculty/staff member whether a warning is appropriate or not. These one-time warnings will serve in place of the Judicial Process noted below in C. Charges and Notifications.
    a. Noise violations
    b. Visitation violations
    c. Re-occurring lock outs
2. Initial warnings will be given by faculty/staff members and will include an intentional conversation about the violation along with a written warning.
3. All initial warnings will be tracked and after receiving one (per category) any further infractions require that the student proceed through the formal Judicial Process.

**C. Charges and Notification**

1. Any member of the College community may file complaints against any student for possible misconduct. Reports should be submitted as soon as possible after the event takes place, preferably within one week. Incident Report Forms are available on KC. Reports should be submitted to the Associate Dean of Students for Student Development.
2. The Judicial Coordinator may conduct a preliminary investigation to collect more information on the report and see if any violations of the Student Code of Conduct may have occurred.
3. If the accused student is an athlete, the Office of Athletics will be notified of the charges.
4. The Judicial Coordinator shall present all known charges in writing to the accused student and shall inform the Student of their conduct conference of SCC based on the class schedule. Notification will be sent to the student's campus e-mail address. If the student fails to appear for a SCC, the Judicial Officer or judicial body shall conduct a hearing in the student's absence (in absentia) on the basis of the information made available during the course of the investigation and hearing and may make a determination as to whether a violation of the Student Code of Conduct has occurred. The Judicial Coordinator or judicial body may impose a sanction if a violation is believed to have occurred. This decision shall be communicated in writing to the student through their campus e-mail.
5. A student can choose to accept responsibility at SCC and receive sanctions by the Judicial Coordinator, choose an administrative hearing or judicial board hearing.

**D. Administrative Hearings**

1. The Hearing will usually be held within five (5) business days of the initial SCC. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Coordinator.
2. Admission of any person other than the accused to the hearing shall be at the discretion of the Judicial Coordinator.

3. An administrative hearing may be conducted by a designated College official, on behalf of the Judicial Coordinator.
4. The Judicial Coordinator or their designee may also conduct meetings with individual witnesses, for the purpose of collecting information. If, during this meeting, the Judicial Coordinator is given information which suggests that the witness may have also been involved in the possible violation of the Student Code of Conduct, the Judicial Coordinator may notify the witness of this and stop the witness meeting. If this does occur, the student will then be allowed to go through the judicial process.
5. Before an administrative hearing, the following steps shall occur:
    a. The accused student will be informed about the difference between an administrative and Judicial Board hearing. The accused will have the opportunity to ask any questions about the possible judicial proceedings and their processes and may be asked to confirm the choice of conducting one or the other.
    b. If the accused wishes to move forward with the administrative hearing, the accused will be presented with the basic report and facts of the case.
    c. The accused will sign the student conduct decision letter.
    d. The accused may request to read the reports associated with their case.
    e. An Administrative hearing will be scheduled.
6. During an administrative hearing, the following steps shall occur:
    a. The accused will be reminded of the Columbia College retaliation policy.
    b. The accused will be allowed to present their version of the incident being discussed and all facts which the accused believes to be relevant.
    c. The Judicial Coordinator will have the chance to ask questions, to collect all information needed.
    d. Once all information needed has been collected by the Judicial Coordinator and the accused has been provided the opportunity to share all relevant information, the Judicial Coordinator will review all charges presented to the accused. The accused will have the opportunity to ensure that full understanding of the charges and their meanings is achieved.
    e. The accused will be provided the opportunity to state the level of responsibility for each charge. The Judicial Coordinator will also discuss their thoughts on the accused student's level of responsibility. If the two parties are unable to agree, the Judicial Coordinator will be allowed to send the case to a Judicial Board hearing or to make the final decision, as an appeal is possible.
    f. If a final decision is made in regard to the accused student's level of responsibility and there are findings of "responsible," the Judicial Coordinator will decide upon and communicate all sanctions being assigned to the accused. The Judicial Coordinator may choose to schedule a follow-up meeting to discuss these sanctions, if the Judicial Coordinator wishes to have more time to decide upon the appropriate sanction. The Judicial Coordinator may also discuss possible sanctions with the accused during the hearing but may choose to send notification of the final sanctions later.
    g. The accused will be asked to acknowledge receipt of the findings and sanctions (if applicable). This receipt will be done in the form of the signing of a printed letter with all of the relevant information. If the letter is not made available for the accused during the time of the hearing, the accused will be notified via campus e-mail once the letter is ready for signature and collection.
7. If, at any time, the accused wishes to stop the administrative hearing and move to a Judicial Board hearing, the accused may do so. However, once the accused has signed a notification of the findings and sanctions, there is no ability to move to a Judicial Board hearing and only an appeal may be conducted.
8. During the hearing, the Judicial Coordinator may take notes on the statements being made by the accused and the steps conducted during the hearing. These notes are considered to be a part of the accused student's judicial record and may be used if the student wishes to move to a Judicial Board hearing.
9. All Judicial Hearings will have a single verbatim recording, such as an audio recording. The record shall be the property of the College. No other recordings will be allowed.

**E. Judicial Board Hearings**

1. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Coordinator.
2. The Judicial Coordinator may choose to present the case on behalf of the College and complainant(s) if (1) the complainant does not wish to appear before the Judicial Board; (2) the complainant is not a student; (3) there is more than one complainant; (4) the charges are more serious in nature; or (5) it is believed that the Judicial Coordinator will present the case in a more thorough and effective manner. This decision is left to the discretion of the Judicial Coordinator and in these cases, the Judicial Coordinator may still request that the original complainant(s) appear as a witness.
3. Admission of any person other than the accused, the complainant, the witnesses, the campus advisors, and the Judicial Board members to the hearing shall be at the discretion of the Judicial Coordinator.
4. In hearings involving more than one accused student, the Judicial Coordinator or chairperson of the Judicial Board may permit the hearings concerning each student to be conducted separately.
5. The complainant and the accused have the right to be assisted by a campus advisor. The campus advisor must be a current student, faculty or staff member. The complainant and/or the accused is responsible for presenting their own case; therefore, campus advisors are not permitted to speak or to participate directly in any hearing before the Judicial Board.
6. The complainant, the accused, the Judicial Board, and the Judicial Coordinator shall have the privilege of calling witnesses. The complainant, the accused, and the witnesses are subject to the right of questioning by the Judicial Board, and the Judicial Coordinator.

7. Pertinent records and exhibits may be accepted as evidence for consideration by a Judicial Board at the discretion of the chairperson and Judicial Coordinator.
8. During a Judicial Board hearing, the accused student shall be:
   a. afforded the privilege to remain silent and not have that silence taken as admission of responsibility for the violation;
   b. afforded the privilege to have a campus advisor who does not appear as a witness during a hearing. Advisors are not permitted to speak or to participate directly in any hearing before a Judicial Board. Advisors should be Faculty and Staff members that are currently employed at Columbia College. The Advisor can also be a currently enrolled student. When answering a question, the student may seek assistance from the campus advisor; however, the advisor cannot address the judicial board directly.
   c. afforded the privilege to present witnesses of fact and information on their behalf;
   d. informed that any oral or written statements the student may make pertaining to the alleged violation may be presented in any subsequent proceedings;
   e. afforded the privilege to prepare a written statement concerning the alleged violation(s);
   f. informed that their academic, student conduct, and co-curricular activities record may be presented as a part of any proceeding;
   g. presumed not in violation until a violation is determined;
   h. afforded the opportunity to review all evidence against them in any proceeding; afforded the privilege to ask questions though the Judicial Board in any proceedings; and afforded the privilege to appeal a decision by the Judicial Board. All procedural questions are subject to the final decision of the chairperson of the Judicial Board. The chairperson may consult with the Judicial Coordinator on procedural issues, as the chairperson deems necessary.
9. After the hearing, the Judicial Board shall convene outside the presence of everyone else and determine (by majority vote) whether the student has violated each section of the Student Code of Conduct, which the student have been charged in writing with violating.
10. The Judicial Board's determination shall be made on the basis of whether it is more likely than not the accused student violated the Student Code of Conduct.
11. There shall be a single verbatim record, such as an audio recording, of all hearings before a Judicial Board (with the exception of the Judicial Board's conversation of the findings and sanctions after the hearing has finished). The record shall be the property of the College. Parties are not permitted to make their own recordings or remove any pieces of evidence not originally brought by the accused, complainant, and/or witnesses into the hearing room.
12. In each case in which the Judicial Board determines that a student has violated the Student Code of Conduct, the sanction(s) shall be determined by the Judicial Board and implemented by the Judicial Coordinator. The Judicial Coordinator has the authority to approve, reject, or modify the recommended sanctions; however, in no case may the Judicial Coordinator impose a sanction more severe than recommended by the Judicial Board. Following the hearing, the Judicial Coordinator shall advise the accused in writing of the Judicial Board's determination of the findings and of any sanctions imposed (if applicable).

**F. Organization/Group/Team Hearings**

1. In the case that a student organization, athletic group or team is accused of violating one or more policies listed in the Student Code of Conduct, the organization/group/team may be represented by the organization's president or group/team's captain or another selected member of the organization/group/team in a Judicial Board hearing.
2. All correspondence regarding the charges and notification of the hearing, along with the final decision of the Judicial Board, will be sent to the president and advisor of the organization or captain and coach of the athletic group/team, as are listed in the organization's information on file with the Office of Student Activities or the roster on file with the Athletics Department. The Director of Student Activities, Vice President for Student Affairs & Dean of Students, and the Director of Athletics will also be notified.
3. The Judicial Board hearing will not be open to any other members of the organization/group/team, except for the president/captain or other selected representative for the group (if not the president or captain), that person's organization/group/team advisor or coach, any witnesses, and campus advisors.
4. All other processes and steps listed in the Judicial Board hearing process will be followed as stated.

**G. Sexual Misconduct Related Hearings**

All judicial proceedings related to sexual misconduct cases are subject to the process outlined in the Sexual Misconduct Policy, as referenced later in the *Student Handbook*.

**H. Sanctions**

1. The following are examples of sanctions that may be imposed upon any student found to have violated the Student Code of Conduct.
   a. Warning - A notice to the student that they are violating or have violated institutional policies and/or procedures. A warning can be given verbally or in writing, depending on the nature of the violation.
   b. Judicial Probation - A written reprimand for violation of specified policies and/or procedures. Probation is for a designated period and includes the probability of more severe disciplinary sanctions (including expulsion) if the student is found to be violating any institutional policies and/or procedures during the probationary period.
   c. Loss of Privileges or Activity Restriction - Denial of specified privileges for a designated period.
   d. Fines - A monetary assessment may be imposed.

e. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
f. Discretionary Sanctions - Work assignments, writing assignments, service to the College, counseling/mediation, or other related discretionary assignments.
g. Academic Sanctions – Requirement of recompletion of the assignment, a new or additional assignment, other work or writing assignments, other related assignments, or other academic sanctions as assigned by the judicial body.
h. Removal or Reassignment from an Academic Class – Complete removal from an academic class or reassignment to another academic class. Restrictions may also include a ban from registering for other future classes, either with a certain student or faculty member or in a department. Notification of this removal or reassignment will be made to appropriate offices.
i. Removal from a Student Organization, Group, or Team – Complete removal of a student from a student organization, group, or team. Students may also be banned from joining that organization, group, or team for an established amount of time or permanently and may not be allowed to associate with the organization, group, or team in any manner. Notification of this removal or reassignment will be made to appropriate offices and organization/group/team.
j. Residence Hall Relocation – Permanent reassignment of the student to another area of the residence hall or another residence hall, along with any adjustment in housing fees. Notification of this relocation will be made to appropriate offices.
k. Residence Hall Suspension - Separation of the student from the residence halls for a definite period, after which the student is eligible to apply for return. Conditions for readmission may be specified. The student may not be reimbursed for any room and board fees lost during the time of suspension. Notification of this suspension will be made to appropriate offices.
l. Residence Hall Expulsion - Permanent separation of the student from the residence halls. The student may not be reimbursed for any room and board fees lost during the time of expulsion. Notification of this expulsion will be made to appropriate offices.
m. College Suspension - Separation of the student from the College for a definite period, after which the student is eligible to apply for return. Conditions for readmission may be specified. Notification of this suspension will be made to appropriate offices. The College will not accept any academic credit for coursework completed at other institutions during this time of suspension.
n. College Expulsion - Permanent separation of the student from the College. Notification of this expulsion will be made to appropriate offices.
o. COVID-19 Sanctions - 1st Violation- Probation; 2nd Violation- suspension from the College for the remainder of the semester the violation occurred.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. The following sanctions may be imposed upon organizations, groups, or teams:
   a. Deactivation - Loss of classification as a student organization, group, or team. Restrictions will be set when the organization/group/team may reapply for active status.
   b. Funding – Loss of or a freeze on all funding from the College and/or all rights to fundraise.
   c. Any sanctions listed in the Sanctions list above.

**I.** Judicial Holds

1. The Judicial Coordinator may place a judicial hold on a student's account for the following reasons:
   a. Failure on behalf of the accused student to respond to a judicial hearing notification.
   b. Failure on behalf of the accused student to complete the sanction(s) as assigned by the deadline assigned.
   c. Failure on behalf of any student to provide information necessary for an investigation.
   d. Wanting to ensure that a thorough investigation is completed, and sanctions are assigned, as needed, before an accused person can continue or return as a student.

   If a judicial hold is placed on a student's account, the student will be notified by letter sent to the student's campus e-mail. The Vice President of Student Affairs & Dean of Students place holds on accounts or remove holds or may do so at the request of others associated with the judicial process, as warranted.

   The Judicial Coordinator will use two different types of holds. Holds may prohibit students from registering for classes, adding or dropping classes, receiving an official transcript from the College, and graduating from Columbia College, along with other possible restrictions.

**J. Appeals**

1. A decision or sanction may be appealed by an accused student or organization/group/team to the Vice President for Student Affairs & Dean of Students or the Provost of the College depending on the nature of charges, within five (5) business days of notification of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Judicial Coordinator, unless notified to submit the appeal to another judicial body in the decision letter.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing (if available) and supporting documents for one or more of the following purposes:
   a. procedural defect that would very likely impact the outcome;
   b. newly acquired evidence that was not previously available; or

c. the sanction imposed was unduly harsh.

The Vice President for Student Affairs & Dean of Students or Provost may deny the appeal if it does not address one or more of the above or if they do not believe the appeal is meritorious.

3. If the Vice President for Student Affairs & Dean of Students or Provost upholds the appeal for a procedural defect or newly acquired evidence that was not previously available, the matter shall be sent back to the Judicial Coordinator or judicial body for a re-hearing. If the Vice President for Student Affairs & Dean of Students or Provost determines the decision regarding the accused student was based on insufficient evidence, the judicial body's decision will be withdrawn, the charges will have not been proven and the matter will be at an end. If the Vice President for Student Affairs & Dean of Students or Provost determines that sanctions imposed were inappropriate, the matter will be sent back to the Judicial Coordinator or judicial body for reconsideration of the sanction(s) based upon the evidence adduced at the original hearing.
4. In such cases, the decision of the Vice President for Student Affairs & Dean of Students or Provost shall be final and binding.
5. In rare cases, the Vice President for Student Affairs & Dean of Students of the College may serve at the final appellate body. In cases involving appeals by a student accused of violating the Student Code of Conduct, review of the sanctions by the Vice President for Student Affairs & Dean of Students may not result in more severe sanction(s) for the accused student.

## SECTION 8: VIOLATIONS OF THE HONOR CODE AS RELATED TO ACADEMIC WORK

Academic Integrity is important at Columbia College. Students who are believed to have engaged in behavior that is in violation of the Honor Code as related to academic work as outlined in the Student Handbook- Section 31 are subject to the following process.

1. Faculty members will identify alleged violations of the Honor Code/Academic Integrity policy and notify students of their concerns. Ideally, this is an educational conversation through which students gain clarity as to why their behavior is in violation of the policy.
2. Faculty members must use the Academic Integrity Reporting Form to report all violations related to academics as outlined in the Student Code of Conduct. Individual faculty members determine the consequences for violations in their courses, which may range from a 0 on an assignment, to an additional partial or full-letter final grade reduction, to an "F" in the course; consequences must be outlined in the course syllabus. The Provost shall maintain records of all notifications of violations of the academic integrity policy. Notifications are kept confidential, but they become relevant evidence for the Provost and Judicial Board if a student violates the Honor Code again. If student does not accept responsibility for the violation, the student will be referred to the Provost or designated representative and may request an administrative hearing or judicial board hearing, as outlined in the Student Handbook (Student Code of Conduct, Honor Code, And Judicial System, Section 7D-E).
3. A second violation of the Honor Code in any course at any time the student is enrolled at Columbia College in any program will result in an administrative hearing with the provost or designated representative or judicial board hearing. The provost or Judicial Board may assign additional consequences—up to and including suspension from the College—as deemed appropriate. Typically, a second violation will result in an "F" grade in the course in which the second violation occurred.
4. A third violation in any course at any time the student is enrolled at Columbia College in any program results in suspension for the remainder of the semester in which the violation occurs, an "F" in the course in which the violation took place and a "W" in all other classes. Suspended students must apply for re-admission to the College and be approved by the Judicial Board.
5. Students may appeal decision made by the provost or designated representative or Judicial Board following the appeal process outlined in the Student Handbook (Student Code of Conduct, Honor Code, and Judicial System, Section 7).
6. When an Academic Integrity Reporting Form has been issued to a student in a course, the student may not withdraw from the applicable course nor may the student change to pass/fail grading in the course unless the student is found non-responsible by the provost or designated representative or the Judicial Board.

## SECTION 9: FERPA AND JUDICIAL RECORDS

Other than College expulsion and sanctions relating to sexual misconduct, judicial sanctions shall not be made a part of a student's permanent academic record, but shall become a part of the student's confidential judicial record. Confidential judicial records will be maintained by the Judicial Coordinator and may be shared on any request for student conduct related information issued to the College with the express permission of the student. If a student has withdrawn permanently from the College or is otherwise permanently disassociated from the institution, and wishes to have judicial actions that did not involve sexual misconduct or result in residence hall expulsion, college suspension, or college expulsion removed from the student's conduct record, the student may request, in writing, to the appropriate Judicial Coordinator that those judicial actions be expunged. The Judicial Coordinator has the sole discretion to grant or deny the request.

The Family Educational Rights and Privacy Act (FERPA) does allow for the right of the College to contact the parent or legal guardian in cases of alcohol and drug misuse for students under the age of 21. If a student is found responsible for an alcohol or drug violation and is under the age of 21, the College may contact the parent or legal guardian of the student, in cases of sanctions resulting in suspension or expulsion from the residence halls and/or College and in any instance when there is a repeated violation of an alcohol or drug policy. The College also reserves the right to contact the parent or legal guardian of a student in any other finding of responsibility for an alcohol or drug policy violation for a student under the age of 21.

## SECTION 10: STUDENT RIGHTS AND RESPONSIBILITIES

All members of the Columbia College community have certain rights which include:

1. The right to organize one's personal life and behavior and to pursue individual activities, including freedom of movement, except when these interfere with the rights of others or violate established College, local, state, and federal laws and policies.
2. The right to freedom from personal force, violence, threats of personal abuse, and harassment, either as individuals or groups within the Columbia College community.
3. The right to be protected from arbitrary or unauthorized search or seizure.
4. The right of privacy of personal information in accordance with local, state, and federal laws.
5. The right to dissent; in other words, to carry on individual or organized activity which expresses grievances held against, or changes desired in society, the College, or both. This activity is carried out within the limits of the democratic process of freedom of speech, assembly, and petition.
6. No student shall be subjected to judicial procedures or found to be responsible of charges made under this Statement without adherence to the procedures outlined in this chapter.
7. The right of the accused to know the charges made against that student; the right to be heard and to state the accused student's version of the events; the right to question witnesses consistent with the appropriate management of the judicial hearing; the preservation of the rights of others to know the content of any other factual bases for the charge; and the right to have the matter resolved by an impartial person or body. In cases of interim suspension, an initial hearing will be conducted by the Judicial Coordinator to review the basis for the decision for interim suspension.
8. The right of access to the College's judicial system.
9. The right to petition the College for resolution of complaints and to petition the College through the Columbia College Student Government Association for amendments of college procedures and modification of College policy.
10. The opportunity to receive a statement of college policies and procedures.
11. The right to an education includes the reasonable and legal use of those services and facilities intended for students' education and development.
12. The right to be a campus advisor during a judicial process if the student requests such assistance.
13. The right to waive their rights and to accept responsibility, which can result in a hearing not occurring and sanctions being assigned by the Judicial Coordinator.

### A Statement of Responsibilities

Students at Columbia College, as individuals and in groups, have certain responsibilities which include:

1. The responsibility to observe all duly established College, local, state, and federal laws. Nothing in this Student Code of Conduct can affect in any way the jurisdiction of courts and other civil authorities over any Columbia College student. Membership in the Columbia College community does not mean a privileged or immune status from the law. However, because a student is or has been involved in criminal proceedings is not necessarily sufficient cause for a College judicial hearing.
2. The responsibility to attend all judicial meetings when issued notice to do so. Failure of the accused to appear at a scheduled judicial board meeting without giving notice will result in the hearing taking place without the accused being present.
3. The responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or personal abuse of another person.
4. The responsibility to preserve the right of privacy of other individuals and groups and to respect the right of property of individuals, groups, the neighboring community, and the College itself.
5. The responsibility to respect the confidentiality of personal information about members of the CC community.
6. The responsibility to refrain from actions which deny other members of the community their rights as described.
7. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles and/or paid positions.

# POLICY STATEMENTS AND PROCEDURES

## JURISDICTION OF THE COLLEGE

Once admitted to Columbia College, the student is considered a member of the College community and is subject to all College policies. The College reserves the right to require the withdrawal of students whose scholarship is not satisfactory and/or whose presence is thought to be injurious to the interests of the College community, in accordance with the processes outlined in this chapter.

# NONDISCRIMINATION POLICY

Columbia College does not discriminate based on race, color, ancestry, national origin, gender, identity sexual orientation, marital status, religion, age, disability, national origin, results of genetic testing or service in the military.

## CONFIDENTIALITY OF STUDENT RECORDS

(Family Educational Rights and Privacy Act of 1974)

Except for limitations herein stated, Columbia College permits any student, presently or previously enrolled, access to their official records created during their period of enrollment. The creation and maintenance of student records are based upon recommended practices, and, except for the permanent academic transcript, records are destroyed periodically. Confidential information placed in the educational record prior to January 1, 1975, is excluded from student inspection. Students may not have access to records of instructional, supervisory, or administrative personnel which are in the sole possession of the maker. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professionals and used in relation to treatment of the student are not open to the student. These records may be reviewed by a professional selected by the student. Also excluded are financial records of parents.

A student wishing to access their file or record must present to the appropriate office personal identification credentials, along with their written request for an appointment to make the inspection. The accuracy of information contained in any file or record to which the student has access may be challenged by the student by submitting a request for a hearing in writing to the Provost.

Federal law provides that student records may be released to persons under the following circumstances without first obtaining permission from the student:

A. To Columbia College professional personnel with legitimate educational interest in students.
B. To an agency of the government which may require records in connection with legal or judicial matters.
C. In connection with a student's application for or receipt of financial aid.
D. In relation to the student's health or safety emergency needs.
E. On behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or improvement of instruction, provided such studies are conducted in a way which does not identify individual students.
F. To accrediting organizations in order to carry out their accrediting functions.
G. To parents of a dependent as defined for income tax purposes.

In addition to the above exceptions, directory information may be released to a third party without the written consent of the student. The items listed below are designated by the College as directory information and may be released on any student for any purpose at the discretion of the College unless the student has previously submitted a written request for non-disclosure to the Registrar. Students wishing to have their information omitted from the annual Campus Directory must submit a separate written request to the Registrar by July 31 each year.

Name
Local address
E-mail address
Local telephone number
Home city and state (and country, if appropriate)
Participation in College-sponsored extracurricular activities (such as varsity athletics or student government)
Dates of attendance
Classification Major and Minor field(s) of study
Degree(s) conferred
College-sponsored awards
Academic honors

### Location and Security of Student Records

| Type of Information: | Responsibility for Security: |
|---|---|
| Academic: Office of the Registrar | Registrar |
| Alumnae: Alumnae Office | Alumnae Relations |
| Collegiate Activities, Non-Academic Records: Division of Student Affairs | Vice President for Student Affairs & Dean of Students |
| Institutional Testing: Office of Registrar | Registrar |
| Employment Statistics: Career Services | Director of Career Services |

Residence Halls:
Office of Residence Life and Housing……..…….Director of Residence Life & Housing

Immunizations:
Division of Student Affairs…....Coordinator of Residence Life & Student Activities

Student Accounts:
Office of Financial Services……Controller

Praxis Scores:
Division of Education……..….Dean of Division

## Student Complaint Process

Complaints about Columbia College policies, procedures, or practices should be discussed with the appropriate faculty or staff member in person prior to a formal written complaint. Concerns about academic issues should be reviewed with the faculty member involved, the Dean of the Division, then the Provost, in that order. Concerns about administrative issues should be reviewed with the coordinator of the area then the Vice President for Finance and Administrative Services. Concerns about student life should be reviewed with the Coordinator of the area then the appropriate Associate Dean of Students and then the Vice President for Student Affairs & Dean of Students. Concerns about admissions or financial aid issues should be raised with the appropriate director, then the leadership team member the area reports to.

If the problem cannot be resolved in person, written complaints should be sent to the Provost or the Vice President for Finance as appropriate. The resolution of written complaints will be communicated to the complainant in a timely fashion. If the complaint is impossible to address quickly, the Provost or Vice President for Finance will keep the complainant informed as to the progress of the resolution. The individual office is responsible for the filing of the complaints.

## ACADEMIC REGULATIONS

The academic procedures at Columbia College are designed to aid the student in fulfilling the requirements for graduation. There are requirements each student must meet in order to complete a degree program. The faculty and staff of Columbia College have a responsibility to guide and assist each student to successfully complete their college education. Likewise, students have a responsibility for their education that goes beyond class attendance and the preparation of assignments. The students' responsibility includes a thorough knowledge of academic requirements and procedures. Through an understanding of these matters, students can participate in the planning of their formal education and at the same time better understand the wide range of intellectual opportunities provided at Columbia College. Should students have any questions, they should seek advice from their advisor, the Office of the Registrar, located on the second floor of the Allison Administration Building, or the Office of the Provost, located on the first floor of the Allison Administration Building

## STUDENT ACADEMIC OR GRADE GRIEVANCE

Students who believe that they have been unjustly evaluated by a professor may follow the Grade Grievance procedure to contest a final course grade. Students who wish to appeal for an exception to a program specific academic policy must follow the Academic Grievance policies. The Grade Grievance Procedure and the Academic Grievance Procedure for undergraduate students are defined in the Undergraduate Bulletin. The procedures for graduate students can be found in the Graduate Bulletin.

## ADA POLICY

Columbia College is committed to providing an equal educational opportunity and full participation for persons with disabilities. It is the policy of the College to ensure that students with a documented disability receive appropriate accommodations as mandated by state and federal law. These policies are a reflection of the College's commitment to non-discrimination for all persons' in employment, access to facilities, student programs, activities and services. The policies are consistent with section 504 of the Rehabilitation Act of 1973 which states that no recipient of federal financial assistance may discriminate against a qualified individual with a handicap solely by reason of their disability. These policies are also congruent with the Americans with Disabilities Act (ADA) of 1990.

**Requesting Accommodations**

Those students needing special accommodation for classes, housing, meals, or other scholastic needs shall provide documentation from their primary care provider as to the specific nature of those needs, and how Columbia College can work with the student to provide the best possible environment. If a student does not disclose the need for special accommodations, the College is not responsible for providing accommodations. To register for accommodations, contact the Office of Accessibility Services & Accommodations at accommodations@columbiasc.edu or 803-786-3222.

**Accommodations Grievance Policy**

Columbia College is committed to providing equal access to educational opportunities for all students, including those with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Columbia College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. Columbia College coordinates the provision of reasonable accommodation for students with disabilities through the Office of Accessibility Services & Accommodations, a part of the department of Student Success . All reasonable accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment. This Accommodations Grievance Policy outlines the procedures for addressing grievances related to accommodations provided to students with disabilities.

This policy applies to all students enrolled at Columbia College who have requested accommodations due to a documented disability under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

**Principles:**

- Equal Access: Columbia College is committed to ensuring equal access to educational programs and activities for students with disabilities.
- Confidentiality: All information regarding a student's disability, accommodation requests, and grievance will be kept confidential to the extent permitted by law and consistent with Columbia College's policies and procedures.
- Timely Resolution: Grievances will be addressed promptly and fairly, with a commitment to resolving them as quickly as possible.
- Non-Retaliation: Columbia College prohibits retaliation against any individual who files a grievance or participates in the grievance process. Any acts of retaliation should be reported immediately to the Office of Accessibility Services & Accommodations or the Provost.

**Grievance Procedure:**

- Informal Resolution: Students are encouraged to attempt to resolve grievances informally by discussing concerns directly with the faculty or staff member responsible for providing accommodations. If the issue is not resolved satisfactorily through informal means, the student may proceed to the formal grievance process.
- Formal Grievance Procedure:
    - Submission of Grievance: Any student wishing to file a formal accommodations grievance must file within 60 calendar days of the alleged discrimination. Students filing formal accommodations grievances must send the Office of Accessibility Services & Accommodations a clear, concise, and reasonably detailed description of the specific problem(s) or issue(s) to be reviewed and the relevant facts, including:
- The specific basis of the complaint (e.g., specific disability)
- A timeline of events with the date of each alleged discriminatory act and efforts taken to resolve the matter
- Why the student filing the grievance believes each alleged discrimination was discriminatory on the specific basis of their complaint
- Names of each person involved, including the names of any witnesses
- Any documents supporting the complaint
- The specific resolution from the institution that is being sought
- The name, contact information, and signature of the student filing the grievance
    - Investigation: Upon receipt of the formal grievance, the Office of Accessibility Services & Accommodations will conduct a thorough investigation into the grievance. This may include gathering additional information from the student, faculty or staff member involved, and any other pertinent parties.
    - Resolution: After completing the investigation, the Office of Accessibility Services & Accommodations will make a determination regarding the grievance. A written decision will be issued within 30 business days from the time the formal written complaint is received with all required information. It may be necessary to extend the time for investigation, in the event of extenuating circumstances or difficulties in reaching a relevant witness or attaining relevant documents. If it is determined that the concern is valid, the Office of Accessibility Services & Accommodations will work with the student and relevant faculty and staff to implement an appropriate resolution.
- **Formal Grievance Procedure (alternate):**
    - Submission of Grievances (alternate): In the event a formal grievance is about the Office of Accessibility Services & Accommodations, students must send the provost a clear, concise, and reasonably detailed description of the specific problem(s) or issue(s) to be reviewed. The relevant facts that must be included are the same as those noted above for the standard submission of grievances.
    - Investigation (alternate): An accommodations grievance review committee comprised of impartial faculty, staff, and/or administrators will be convened by the provost to review the grievance and investigation findings.
    - Resolution (alternate): After completing the investigation, the committee will issue a written decision within a reasonable timeframe. If is determined that the concern is valid, the committee will submit a recommendation to the provost for how relevant faculty, staff and/or administrators will work with the student and/or the Office of Accessibility Services & Accommodations to implement an appropriate resolution.

- Appeal: If either party disagrees with the decision reached through the formal grievance procedure, they may appeal in writing to the provost. The appeal must be filed in writing, with grounds within 15 calendar days of receiving the letter notifying the student of the decision. A written decision on the appeal will be provided within 30 calendar days of receipt of the appeal. The decision from the appeal will be final.

Recordkeeping: All documentation related to accommodations grievances will be maintained by the Office of Accessibility Services & Accommodations in accordance with applicable laws and regulations.

Training and Education: Columbia College will provide ongoing training and education to faculty, staff, and students on disability rights, accommodations procedures, and the importance of fostering an inclusive campus environment.

Contact Information: For questions or concerns regarding this policy, please contact the Office of Accessibility Services & Accommodations at accommodations@columbiasc.edu.

Review and Revision: This policy will be reviewed periodically by the appropriate administrative body to ensure its effectiveness and compliance with relevant laws and best practices. Amendments may be made as necessary.

Effective Date: This policy is effective as of 5/9/2024 and supersedes any previous policies related to accommodations grievances.

Columbia College is committed to fostering an inclusive and accessible learning environment for all students. This Accommodations Grievance Policy reflects our dedication to addressing grievances related to accommodations in a fair, timely, and respectful manner.

## RIGHTS AND RESPONSIBILITIES FOR PREGNANT & PARENTING STUDENTS

Columbia College is committed to creating an accessible and inclusive environment for pregnant and parenting students.

*Title IX of the Education Amendments of 1972* prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. This prohibition includes discrimination against pregnant and parenting students.
Students have specific rights and responsibilities under Title IX, which the Office of Student Success can help them navigate.

**Student Rights**

- Access to classes and extracurricular activities
- Excused absences and the ability to make-up missed work with medical recommendation and documentation
- Medical Leave of Absence

**Student Responsibilities**

A pregnant student is encouraged to contact Accessibility Services within the Department of Student Success to discuss their rights and needs under Title IX. Accessibility Services will ask for documentation that supports the students' requests. Once documentation is received, Accessibility Services will help the student determine a plan and communicate with professors.

**Requesting Accommodations**

Accommodation requests should be directed to Accessibility Services at accommodations@columbiasc.edu. Accessibility Services will discuss the pregnant student's individual needs and may ask for documentation that supports the requested accommodation.

**Reporting Harassment or Discrimination Due to Pregnancy**

Columbia College prohibits discrimination and harassment on the basis of sex. Pregnant or parenting students who believe they have been discriminated against or harassed because of a qualifying condition may file a complaint with the Title IX Coordinator.

Additional information regarding the rights of pregnant students and how best to support pregnant students can be found on at the Department of Education.

## COLUMBIA COLLEGE INTELLECTUAL PROPERTY POLICY

## Background

Columbia College is committed to free and vigorous intellectual exploration and expression. Hence the College is committed to providing an environment that supports the research and teaching activities of its faculty, students, and staff. In the course of professional duties, faculty members create intellectual property. As a matter of principle and practice, the College encourages all members of the Columbia College 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 public. The long-standing academic tradition that creators of works own the intellectual property resulting from their research, teaching, and writing is the foundation of the College policy.

## Policy

It is the general policy of Columbia College that intellectual property shall be the property of the author or creator. The College will address exceptions to this rule as described in the AAUP Policy Documents and Reports, Tenth Edition on pages 214-216. To resolve emerging issues and disputes concerning the interpretation of this policy and/or negotiation of intellectual property rights, the Provost will convene a panel of faculty and peers to submit recommendations to be considered by the College administration.

Students should note that all lecture and course materials are the property of the instructor and are covered by copyright laws both federal and state. Students may not distribute or reproduce these materials for commercial purposes without the written consent of the instructor. This does not prevent students from sharing notes on an individual basis for personal use. Violation of copyright laws may result in referral to the Judicial Coordinator.

## Recordings of Class Sessions

The instructor may record portions of a class session (in-person or virtual) for educational purposes only. A recording is defined as a video or audio replication or photographic image recorded on devices, including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers, tablets, and other handheld devices that records images and/or sound.

Such a recording may be shared without student permission within the Canvas course shell of the class section in which it has been recorded. The instructor may reproduce a recording for later use, or for use in another Canvas course section if the recording does not contain images or voices of students or all students appearing in image or sound in the recording give written permission to the instructor. The instructor may seek student permission for multiple class periods during the semester with the understanding that the student has the right to revoke prior permission.

The instructor may not reproduce the recording for later use, if the recording contains images or voices of students and students' permissions have not been secured. In this case,
the recording will be shared only with students enrolled in the course and will be deleted from recording devices, computer hard drives, and cloud services at the end of the term. At the conclusion of the course, a final check will be performed to ensure that all recordings are deleted.

Students may not reproduce, post, or distribute any recordings provided by the instructor or create any recordings of a class session, whether it is held in person or virtually, except according to the terms of an accommodation provided by Columbia College Office of Disabilities.

Instructor's failure to comply with the Recording of Class Session policy will be reported to the Office of the Provost. Student's failure to comply to the Recording of Class Session policy is a violation of Honor Code and will be reported to the Judicial Coordinator.

## IMMUNIZATION POLICY

Students in Columbia College's Undergraduate Day program are no longer required to present a valid immunization certificate (dated, signed, or stamped by a health care professional/office) documenting the student has received those immunizations required by the College. However, if a students wishes to do so, they can submit it to the Office of Housing and Residence Life.

Students in the Undergraduate College are recommended to have the following immunizations:
Students born after December 31, 1956:

- 2 Measles (Rubeola), 1 Mumps, and 1 Rubella (2 MMR doses meet this requirement)
- Meningococcal Conjugate (MCV4) Menactra
- Hepatitis B Vaccine

All international students are required to have the following screening:

- Tuberculosis Screening (PPD) within the last 6 months. A PPD is required regardless of prior BCG inoculation.

Several options are available to achieve compliance with the Columbia College Immunization Policy:

- Private Physician
- Medical Centers
- Your local Health Department can provide the second MMR and tuberculosis screening free of charge or for a nominal fee to college students.

Columbia College will keep a student's immunization records on file for the duration of their tenure at Columbia College. Any student wishing to receive a copy of their immunization records should contact the Division of Student Affairs (803-786-3856).

## STUDENT IDENTIFICATION CARDS

All Columbia College students are issued a student identification card (ID). The ID is used to check out library materials, obtain reduced student rates at college events and theatre productions, permit resident students access to residence hall front entrances, grant access to classroom buildings, and serve as the meal card for students on a meal plan. The ID is non-transferable and must be always carried. When

requested by a college official, a student must present an ID. Further information about the ID can be found in the Student Code of Conduct, Honor Code, and Judicial System section of this *Student Handbook*.

The Columbia College Police Department (CCPD) issues identification cards. There is no fee for the first card; however, replacement fees apply.

## Lost or Stolen Identification Cards

Lost or stolen identification cards must be reported immediately to the Columbia College Police Department. If the card is not found by the end of the day, the student will need to get another identification card made. A fee will be charged for ID replacement. A student who has temporarily misplaced their Student ID may request a temporary ID from CCPD to allow them access to the Dining Hall. Temporary IDs are only valid for 24-72 hours.

# COMPUTER USE POLICY

## Section 1: Definition of Terms

**Acceptable Use:**
The use of Columbia College's information and/or information technology (particularly Internet access) in a manner that aligns with this policy and supports the College's mission and goals.

**Commercial Use:**
Any unauthorized use or distribution of institutional data, course materials, websites, or other College-owned or College-sponsored information or technologies—especially Internet services—for the purpose of personal financial gain or to enable others to benefit financially.

**Information Technology Resources:**
All hardware and software owned or managed by Columbia College. This includes desktop and laptop computers, servers (Internet, local area networks, and voicemail), networks (phone, cable TV, and data), classroom technology, and satellite receivers.

**Unacceptable Use:**
Use of Columbia College's information and/or information technology (especially Internet services) in a way that is inconsistent with the College's mission or does not reflect the ethical and responsible conduct expected of its students, faculty, and staff.

## Section 2: Policies

**Usage and Expectations**

Columbia College recognizes that access to campus technology is a routine and essential part of academic and administrative life. This policy outlines appropriate use of these resources and reflects the College's expectation that all users understand and adhere to ethical and legal standards.

These expectations are grounded in the Columbia College Honor Code, the Student Code of Conduct, and the institution's long-standing commitment to integrity, truth, and intellectual freedom.

Each member of the Columbia College community is responsible for understanding and following the provisions outlined in this policy.

All use of Columbia College's information technology resources must comply with applicable local, state, and federal laws.

## Access to Information Technology Resources

All Information Technology Resources on College-owned equipment are the property of Columbia College. Unauthorized use of these resources is strictly prohibited.

Access to Columbia College information technology resources is granted to students, faculty, and staff and may also be granted to others by special arrangement.

Access is granted through a username issued by Information Technology. By receiving a username, users agree to comply with all aspects of the Columbia College Computer Use Policy.

Usernames and passwords must be kept confidential. Sharing of login credentials is not permitted. All users must accurately identify themselves when accessing the system.

## Computer Labs

Computers are available for student use on the main level of the Edens Learning Commons.

## Printing Policy

To use print services, users must log in with a valid Columbia College username and password. Each student receives 500 print credits per semester, equivalent to $50.

Printing costs are as follows:

- Black and white prints: $0.10 each
- Color prints: $0.40 each
- Photo-quality color prints: $1.00 each

Printing costs are deducted from the $50 credit that is given each semester. Additional credits can be purchased at the Print Kiosk using a credit card.

## Internet Usage Consistent with Law

The usage of all Columbia College computing resources will be consistent with local, state, and federal law.

## Copyright Law

Columbia College respects the ownership of all intellectual property (including e-mail) which is protected by the United States Copyright Law. A copy of this law can be found in Edens Library in the book *The Copyright Primer for Librarians and Educators* by Janis Bruwelheide.

Students and employees may only copy software in accordance with the terms of the software license. Unauthorized or illegally copied software must not be stored on College systems or transmitted over College networks.

## File Sharing Policy

Organizations such as the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) actively pursue violations of copyright law.

Downloading copyrighted music or movies without permission is illegal and strictly prohibited on the Columbia College network.

Peer-to-peer sharing software (e.g., BitTorrent) is not permitted on the College network. If such software is detected or reported by external agencies (such as the RIAA), the user's Internet connection will be terminated immediately. A formal notice will be issued, and a copy sent to the appropriate Judicial Coordinator for further action.

To regain network access, the student must:

1. Remove the prohibited file-sharing software.
2. Contact Information Technology at 803-786-3007 to schedule an appointment to verify its removal.

This process may take several weeks and may result in loss of network access for both the individual and others sharing the same room. To avoid these consequences—or potential legal action—students are advised to promptly remove such programs from their devices.

## Institutional Data Access

Institutional data is vital to Columbia College operations and may only be accessed by faculty or staff who have a legitimate need. This data must be used exclusively for official College business and must not be altered, deleted, or shared in a manner that could harm the College or violate the Family Educational Rights and Privacy Act (FERPA).

Data custodians are responsible for overseeing access and ensuring proper data use and protection. Custodians include:

- **Admissions Data** – Dean of Admissions
- **Course Data** – Registrar
- **Facilities Data** – Vice President for Finance
- **Financial Aid Data** – Director of Financial Aid
- **Human Resource Data** – Vice President for Finance
- **Student Data** – Registrar

Authorized users of this data must use data services only as needed to fulfill their job responsibilities.

## Columbia College E-Mail Usage and Expectations

Email is an official method of communication at Columbia College and is essential for delivering timely academic and administrative information to students, faculty, and staff.

Faculty and staff use email to communicate official announcements and activities, including those shared via the **Koala Weekly** newsletter. Instructors may require students to use email for course-related communication, such as receiving syllabi or submitting assignments.

Students are expected to check their Columbia College email regularly to stay informed. Failure to check email does not excuse missed deadlines or official communications.

## Accessing Columbia College E-Mail

Each enrolled student is assigned a Columbia College email account, accessible both on and off campus. Accounts are created and maintained by the Information Technology Department.

Students may access their email at: **www.outlook.com/my.columbiasc.edu**

Student email accounts remain active for six months following graduation. After this period, accounts are deleted and all data is permanently removed.

## Authentication and Confidentiality

Impersonating another individual or office via email is strictly prohibited. All email accounts are password-protected to maintain security. Passwords must be kept confidential and updated regularly.

To change a password:

1. Log in on a campus computer and press **Ctrl + Alt + Delete**. Select "Change Password" and follow the prompts.
2. Contact the Help Desk at 803-786-3878 (Monday–Friday, 8:00 AM – 5:00 PM) or submit a request to circitdesk@columbiasc.edu

Note: Your email and network credentials are the same. Changing one updates both.

## Prohibited Use of E-Mail

The College e-mail system must not be used for:

- Personal financial gain
- Chain letters or pyramid schemes
- Soliciting for non-College causes
- Harassment
- Any illegal activity

E-mail may not be used to access or view another user's messages without their consent. Misuse of the email system is subject to disciplinary action, which may include loss of access, suspension, or dismissal. The college is not responsible for any losses, financial or otherwise, related to college email and systems usage.

## E-Mail Distribution Lists

Students are not permitted to send messages to college-wide distribution lists. However, student organizations may request that messages be shared via **Koala Weekly** through their faculty advisor, who must approve and submit the message. Only certain administrators have access to distribution lists, which may only be used for official College business.

## Network Security

Using College network resources for commercial purposes is prohibited. The College reserves the right to monitor network traffic to ensure safety and proper use.

Students must not alter wall jacks, network wiring, or system configurations. IP addresses are assigned automatically and should not be manually configured.

## Internet Access, Chat Groups, and Social Media

All users are reminded that online forums, including social media, are public. Behavior in these spaces should reflect the conduct standards outlined in the Student, Faculty, and Staff Handbooks.

## Acceptable Use of Computer Facilities

To ensure equitable access to technology, students must:

- Use only their assigned login credentials
- Keep passwords secure
- Maintain a quiet and respectful lab environment

## Unacceptable Use

The following actions violate this policy:

- **Damage or Disruption**
  Users may not damage College systems or intentionally interfere with their operation. This includes spreading viruses or creating excessive network traffic.
- **Personal or Commercial Gain**
  Technology resources must not be used for personal profit or unauthorized commercial purposes.
- **Excessive Use**
  Users must not waste technology resources. Examples of excessive use include overloading networks with large amounts of data, occupying technology resources for long periods of time, filling up disk space, and wasting printer paper or other equipment and supplies.
- **Downloading Programs**
  Only Information Technology staff are allowed to download or install programs on any computer in the Computer Labs.
- **Social Media Sites Policy**
  Using social media wisely supports healthy and respectful communication. Students may be held accountable for anything they post publicly that breaks College rules, suggests illegal activity, or makes harmful or false statements about others at the College.

Any posts or content added by official College page administrators are considered official Columbia College content. However, opinions or content posted by other users do not represent the views of the College. Content shared by users that is not official College material is not reviewed before it is posted.

The College is not responsible for content posted on personal social media accounts of faculty, staff, or students. Users are expected to follow all relevant laws, rules, and College policies—including the Columbia College Student Handbook, the Faculty/Staff Manual, and any other policies related to public communication. The College may remove content from its own pages if needed and encourages users to report anything that goes against a social media platform's Code of Conduct.

Student organization leaders should follow the **#CCofSC Social Media Policies**.

# Section 3: Enforcement and Penalties

## Administrative Responsibility

Each academic and administrative department must ensure that technology is used properly within their areas. The Office of the Provost oversees the creation and management of the campus-wide Computer Use Policy. Oversight of specific issues and enforcement is handled by the Information Technology department.

If someone violates the College's Computer Use Policy, these are the responsible administrative areas:

- **Student Violator:** Sanctions will follow the guidelines in the Student Handbook and are handled by the Vice President for Student Affairs & Dean of Students.
- **Faculty Violator:** These cases are handled by the Provost.
- **Staff Violator:** These cases are handled by the Vice President for Finance.

## Penalties

Anyone found to have violated the Computer Use Policy may face penalties. These can range from a verbal or written warning to losing access to Columbia College Information Technology Resources or even suspension or dismissal from the College. Penalties will be based on an investigation and hearing and will follow the appropriate guidelines listed above.

## PUBLIC DISPLAYS OF AFFECTION

Displays of physical intimacy are private matters and must not be expressed in the presence of others.

## POSTING POLICY

Recognized student organizations, academic divisions, campus departments, and approved off-campus entities may post flyers or other forms of advertisement on campus property as long as the flyers are in accordance with the Solicitation Policy. Flyers may only be posted on approved bulletin boards located throughout the campus. No posting may be placed on glass, painted surfaces, brick or in elevators. Any organization that fails to comply may face repair costs for damages done to these surfaces or may lose posting privileges. Off-campus entities, students, faculty and staff wishing to advertise non-Columbia College events or services must first obtain approval from Student Activities before posting flyers on the Off-Campus Board. The Off-Campus Board is the only location where off-campus entities and non-Columbia College events and services can be advertised.

All postings (including flyers, posters, table tents, and mailbox inserts) must be approved through the following process:

1. All recognized student organizations, academic divisions, campus departments, and off-campus entities must receive permission to post flyers from the Office of Student Activities. Residence hall groups (i.e., RA/ACs and RHA) posting only in residence halls must receive permission from the Area Coordinator of the building or the Director of Residence Life and Housing.
2. All flyers must be stamped "approved" by the Office of Student Activities before posting (when using photocopied flyers, it is suggested that the original copy be stamped before additional copies are made). The name of the sponsoring organization, division, department, or group must appear on all postings.
3. To gain approval, you may bring your flyer to the Student Activities office in the basement of the Student Union, or you may email it to studentactivities@columbiasc.edu. We will attach an electronic approval and then email it back to you.
4. Permission to hang or affix banners, posters, and the like from buildings or other exterior areas must be obtained from the Office of Student Activities.
5. All postings must be removed within 48 hours following the event. Student organizations, divisions and departments that do not comply may lose their posting privileges for a specified period of time.
6. The College reserves the right to remove any and all postings, notices, and flyers from College property.

## SIDEWALK CHALK

We strongly encourage organizations, departments, etc. to utilize sidewalk chalk to advertise events and campus happenings. Sidewalk Chalk can only be used on sidewalks in areas where the rain, bucket of water, etc. will easily wash off the chalk. Please know you are responsible for washing off chalk in a timely manner if the rain does not. A large variety of sidewalk chalk is available in the Office of Student Activities.

## SOLICITATION POLICY

Columbia College recognizes all members of the extended College community, which includes faculty, staff, students, alumnae, and donors, should be free from unwanted or undesired appeals, approaches, and solicitations of a financial nature which may be considered intrusions into their privacy. The College also recognizes it has a responsibility to ensure, to the best of its ability, such activities do not occur without authorization of the College administration.

Official student organizations may conduct fundraisers or collect donations on campus, if approved by the Director of Student Activities. Organizations must complete the Student Organization Solicitation Form available in the Office of Student Activities and on the Campus Life tab of Koala Connection under "Student Organizations."

Student organizations may promote their fundraisers through on-campus postings with written/stamped approval of the Office of Student Activities or through campus mail. They may not use personal visits, telephones, or e-mails for solicitation. Student organizations requesting to hold fundraisers in the residence halls must secure additional approval from the Director of Residence Life and Housing.

The Associate Dean for Campus Life must approve all requests for student organization fundraisers, sponsorships, or solicitations involving external companies, organizations, or individuals.

Activities

Columbia College allows certain commercial solicitations and promotions only when the products or services directly benefit the College community. Individuals and external organizations may request permission to sell or promote merchandise by completing the Vendor Solicitation Form available in the Office of Student Activities. This form must be approved by the Associate Dean for Campus Life. A service fee or percentage of sales is charged to vendors.

Purveyors of credit cards, pornographic or sexually explicit materials, alcohol, or other drugs are expressly prohibited from selling or promoting products on the Columbia College campus. External vendors may not use College communication systems including telephone, e-mail, campus mail, on-campus meetings, and personal visits to promote or sell a product.

College mailing lists are proprietary information and may not be duplicated or electronically transmitted to any person or organization for any reason. Such mailing lists may be used only by authorized College personnel to comply with state or federal regulations, to meet requirements of accrediting agencies, or to raise money from or disseminate information to internal or external constituents for the direct benefit of the College.

Only authorized Columbia College faculty and staff may use College listservs.

## PROSELYTIZING ON CAMPUS POLICY

While we encourage people of all perspectives to enter into a meaningful discussion with others, this statement is intended to help the College community distinguish between appropriate and inappropriate proselytizing in a multicultural environment such as that which exists at Columbia College. Anonymous attempts to force one's own belief system(s) on another and/or inappropriate proselytizing are uncivil, unilateral, and/or possibly harassing and may also constitute a violation of the Student Code of Conduct.

In order to create an environment that promotes lively, mutually edifying debate, members of the Columbia College community are expected to uphold the following principles of behavior when expressing differing viewpoints and beliefs:

1. Embody civility in discussions and relationships concerning different viewpoints and beliefs.
2. Encourage mutual dialogue instead of unilateral (one-way) communication concerning different viewpoints or beliefs.
3. Identify the author or responsible party for any form of communication (i.e. letters, e-mails, gifts, flyers, posters, etc.).
4. Clearly state the intent or goal of each communication or event.

## SMOKING & TOBACCO POLICY

The College desires to provide a healthy environment for all students, employees, and visitors to the campus. Smoking and use of tobacco products are prohibited on campus property. Electronic cigarettes are also subject to the smoking policy. Other tobacco products (i.e. chewing tobacco) and all smoking devices (i.e. pipes and hookahs) are prohibited on campus property. Persons found to be violating the College's Smoking and Tobacco Policy can be cited by the Columbia College Police Department (citations range from $5 - $25). Repeat violations involving students will be handled by the Judicial Board. This policy applies to all Columbia College students, faculty, staff and other persons on the campus (i.e. guests, visitors, contractors, and vendors). It is the responsibility of all members of the Columbia College community to uphold the College's smoking and tobacco policy.

## FIRE, EMERGENCIES, AND EVACUATION OF BUILDINGS

1. In case of fire, sound the nearest alarm. If conditions permit, call 9-911 then call 3333 (CCPD) and report the exact location of the fire.
2. Become familiar with the evacuation routes that are posted in campus buildings. In the residence halls, these are found on the back of the student room doors.
3. Leave the building by the nearest exit. Proceed at least 100 feet from the building. Students in McNair, Knox, and Kneece Halls should leave the building by the nearest exit and report to the area across the street between Godbold Center and the tennis courts. Students in Mirse, Wesley, and Hudson Halls should leave by the nearest exit and report to the mall area across the street near the Spears building. Do not use the elevators.
4. Remain outside the building until the Columbia College Police Department give explicit instructions to re-enter.
5. Students exiting a residence hall should: a. Wear shoes. b. Take a towel to cover their faces in case of smoke. c. Leave lights on in their rooms. d. Close the door to their rooms.
6. Failure to evacuate the premises after an alarm has sounded or notice to evacuate has been given will result in judicial action, including fines and the possibility of expulsion from the residence halls.
7. Tampering with fire alarms or fire-safety equipment, reporting false alarms, or making bomb threats will result in judicial action, including the possibility of permanent expulsion from the College without refund of tuition and fees. Persons found guilty of such actions will be held liable for all expenses incurred as a result of their actions.
8. College officials reserve the right to evacuate any building or facility for emergency reasons.

## EMS & QUARANTINE POLICY

If the responding officer determines the health and well-being of a student is such that the student needs to be transported to a hospital or checked out by EMS, the student is responsible for any charges that may be incurred.

In addition, the College has a right to place a student in quarantine on campus or request they leave campus until released by a medical professional.

## INFECTIOUS DISEASE POLICY

Columbia College strives to provide a safe and healthy living and learning environment. Any student (commuter or resident) that attends classes on campus who knows, or has a reasonable basis for believing, that they are infected with an infectious disease (e.g. coronaviruses or influenza) or other public health threat has an obligation to report that information to the Division of Student Affairs at 803-786-3856. During non-business hours, please call the Columbia College Police Department (CCPD) at 803-786-3333 and CCPD will contact the Area Coordinator On Call who will work with the Director of Residence Life & Housing and Vice President for Student Affairs & Dean of Students to implement strategies of care. Documentation may be requested. Offices such as the Provost, Facilities Management, and Student Success may assist. Student athletes should also notify the athletic trainer. All students should inform their professors of their absence and develop a plan to fulfill their academic obligations.

Students should follow the medical guidance pertaining to their diagnosis, which may require them to isolate themselves. Commuters should isolate themselves off-campus. Residential students who have a roommate and/or suitemate or who live in the McNair Annex will relocate to a temporary housing assignment during their isolation period. Student Affairs will arrange meal delivery. Students should contact CCPD if they experience a medical emergency.

If a student has been exposed to an individual diagnosed with an infectious disease, they should monitor their health and get tested if they exhibit symptoms.

The College reserves the right to inform the campus community if there is an infectious disease outbreak on campus, without including the student's personal identifying information.

## MISSING STUDENT POLICY AND NOTIFICATION PROCEDURES

Under the Higher Education Opportunity Act, Columbia College is required to establish the following policy and procedures for students living on campus in the residence halls or college owned or operated houses. If a member of the College community has reason to believe that a residential student is missing, they should immediately notify the Columbia College Police Department (CCPD) at (803)786-3333. The College holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. All possible efforts will be made to locate the student to determine their state of health and well-being through collaboration with the Division of Student Affairs, the Registrar's Office, and other offices as appropriate. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student.

If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), Columbia College Police Department will contact local law enforcement to report the student as a missing person and the local law enforcement agency will take over the investigation. It is the policy of CCPD to support and assist missing person's investigations initiating outside of our jurisdiction.

It should also be noted that there is no required waiting period for reporting a missing person. A person may be declared missing when their whereabouts are unknown and unexplainable for a period of time, typically 24 hours or sooner, especially if the subjects' behavior patterns, plans, or routines are regarded by knowledgeable persons as highly unusual or suspicious.

In accordance with the College's Missing Student Notification Policy & Procedures, each student is required annually to provide the Office of Residence Life & Housing with a confidential emergency contact during the move-in process for whom the College will contact no later than 24 hours of determining a student is missing. The contact designee will remain in effect until changed or revoked by the student. The Vice President for Student Affairs or their designee will notify the emergency contact (for students 18 and over or emancipated) or the parent/guardian (for students under the age of 18) that the student is believed to be *missing.* Contact is contingent upon the correct emergency contact information being made available by the student.

In all cases of a missing student, where the student is declared missing by CCPD after an initial investigation, the law enforcement agency conducting the subsequent investigation will provide information to the media to obtain public assistance in the search for a missing student. The Office of Public Relations is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the college will be directed to the Office of Public Relations. Prior to providing the Columbia College community with any information about a missing student, the Office of Public Relations shall consult with CCPD and with local law enforcement authorities to ensure that communications do not hinder the investigation.

## CHILDREN ON CAMPUS

### Classrooms

Faculty reserve the right to limit class attendance to enrolled students only. Faculty also have the right to allow guests in their classrooms. Children may attend classes with their parent/legal guardian in emergency situations with the permission of the course instructor. If the instructor determines the child's presence is disruptive to the class or is inappropriate because of a sensitive topic, the parent/guardian must take the child out. Under no circumstances is a child to be left unsupervised anywhere on College property.

### Other Buildings on Campus and Campus Grounds

Children are allowed in non-residential campus buildings and grounds only under the direct and continuous supervision of an adult.

## RELATIONSHIPS BETWEEN STUDENTS AND FACULTY/STAFF

Amorous relationships between faculty/staff members and students are strictly prohibited except in the case of relationships that pre-date a student's enrollment at the College. Both parties are responsible for reporting this type of relationship to either the Provost or the Director of Human Resources. If necessary, arrangements will be made to mitigate a conflict that may prove detrimental to the College. Violation of this policy may result in discipline.

## COLUMBIA COLLEGE SEXUAL MISCONDUCT POLICY

# I. Introduction

Columbia College is a learning environment fostering common standards of conduct and a commitment to its institutional mission. Sexual Misconduct, including Sexual and Gender-Based Harassment, Sexual Assault, Relationship Violence, and Sexual Exploitation is prohibited by Title IX. In addition to being a violation of federal and state law, Sexual Misconduct interferes with the mission of Columbia College by endangering the physical, mental, and emotional safety of community members, disrupting the academic progress of survivors as they recover, and flagrantly violating the community of trust. The Board of Trustees, faculty, staff, and students who comprise the Columbia College community will not tolerate Sexual Misconduct. Columbia College prohibits all forms of Sexual Misconduct, including but not limited to Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring in connection with an education program or activity, and whether directed against a member of the Columbia College community or someone outside the Columbia College community ("Prohibited Conduct").

All members of the Columbia College community play a role in building a safe and just educational environment by:

- Modeling healthy and respectful behavior in personal and professional relationships;
- Increasing personal awareness of what constitutes Sexual Misconduct;
- Speaking out against behavior that encourages Sexual Misconduct or discourages reporting;
- Developing the necessary skills to be an effective and supportive ally to survivors of Sexual Misconduct;
- Intervening in situations that can lead to Sexual Misconduct and related misbehavior; and
- Interrupting an incident of Sexual Misconduct if it is safe to do so.

If you or someone you know has experienced Sexual Misconduct, you are not alone. Anyone can be a victim of Sexual Misconduct.

# II. Definitions

## A. Prohibited Conduct

Columbia College prohibits all forms of Sexual Misconduct, including but not limited to, Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring in connection with the College's education program or activity,, and whether directed against a member of the Columbia College community or someone outside the Columbia College community. Such conduct by a Columbia College Student, Employee, Trustee or Third Party is a violation of Columbia College policy.

Columbia College does not limit its ability to respond to inappropriate sexual conduct and forms of Sexual Misconduct that may not be specifically described in this policy or that does not constitute criminal conduct under other applicable Columbia College policies. None of the definitions below may be read to inhibit Columbia College's ability to address any incident or conduct that it reasonably deems to constitute Sexual Misconduct or that creates a discriminatory environment.

1. **SEXUAL MISCONDUCT** is a broad term that encompasses a range of behaviors including all forms of sexual harassment, including sexual assault, as well as other forms of misconduct or violence of a sexual nature, including, without limitation, relationship violence, stalking, and sexual exploitation. Sexual Misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, or between individuals who do not know each other. Sexual Misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different gender.

2. **SEXUAL AND GENDER-BASED HARASSMENT** is unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for a personnel or academic decision affecting an individual. Examples of behavior that may constitute sexual harassment include, but are not limited to, sexual advances, any form of retaliation or threat of retaliation against an individual who rejects such advances, sexual epithets, jokes or comments, comments or inquiries about an individual's body or sexual experiences, unwelcome leering, whistling, brushing against the body, sexual gestures, or displaying sexually suggestive images.

Sexual harassment includes any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity. This may include a single incident of sexual assault or other serious Sexual Misconduct.

If there is a single incident of one of the following crimes, the incident is considered "sexual harassment" under Title IX. Sexual harassment also includes a College faculty or staff member conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo).

**2.a. Dating violence**: "means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship."

**2.b. Domestic violence**: "includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.". Dating and Domestic violence are patterns of abusive behaviors that are used by an intimate partner to gain or maintain power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Relationship violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**2.c. Stalking**: "means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress." Generally, stalking involves a course of conduct which is defined as two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Examples include but are not limited to: following a person; appearing at a person's home, class or work; making frequent phone calls, e-mails, text messages, etc.; continuing to contact a person after receiving requests not to; leaving written messages, objects or unwanted gifts; vandalizing a person's property; and threatening, intimidating or intrusive behavior.

3. **SEXUAL ASSAULT** is "an offense classified as a forcible or nonforcible sex offense as defined below:

   **3.a. Rape**: "The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

   **3.b. Sex Offenses**: "Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

   **3.c. Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

   **3.d. Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

   **3.e. Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent."

4. **SEXUAL CONTACT** includes intentional contact with the intimate parts of another person, causing another person to touch one's intimate parts, or disrobing or exposure of another person without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

5. **SEXUAL PENETRATION** includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

6. **SEXUAL EXPLOITATION** means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over them; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without consent; observing or allowing third parties to observe private sexual acts or otherwise violating a person's sexual privacy without consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.

7. **"Prohibited Conduct"** means any of the defined terms under this Section II.A. Misconduct that is not defined as Prohibited Conduct under this Section may be prohibited by other College policies such as the Student Code of Conduct or the policies applicable to employees and faculty.

8. "**Retaliation**" means intimidation, threats, coercion, or discrimination, including charges against an individual for policy or code of conduct violations that do not involve Sex Discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of Sex Discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege under this Policy. Retaliation may be directed against a Party, or against anyone who participates or who refuses to participate in any process under this Policy. However, charging an individual with a policy or code of conduct violation for making a materially false statement in bad faith in the course of the process under this Policy does not constitute Retaliation under this Policy. A determination regarding responsibility alone will not be sufficient to conclude that any Party made a materially false statement in bad faith.

   Notwithstanding this definition of Retaliation, the exercise of rights protected under the First Amendment of the U.S. Constitution does not constitute Retaliation under this Policy. A person engaged in retaliatory conduct is subject to disciplinary sanctions under this Policy. For students, this may include but is not limited to denial of certain privileges, disciplinary probation, suspension, or expulsion. For employees, this may include but is not limited to warnings, suspensions, or termination. The College will consider interim measures in response to Retaliation-related concerns in order to stop prohibited conduct and its recurrence. In some instances, this may lead to the removal of the person accused of Retaliation from campus pending resolution of the matter, in accordance with Section III.F.

## B. Other Definitions

1. **"RESPONSIBLE EMPLOYEES"** means all employees, trustees, and contractors except those employees, trustees, or full-time contractors who have legally-defined confidentiality privileges, including but not limited to College counselors, nurses and pastors. Exempted from this section includes the College's physical and mental health counselors.

2. "**ACTUAL KNOWLEDGE**" means notice of Prohibited Conduct or allegations of Prohibited Conduct Under this Policy by the Title IX Coordinator(s) or any Responsible Employees as defined herein. However, the College is not deemed to have Actual Knowledge when the only Responsible Employees with Actual Knowledge is the Respondent.

3. "**COERCION**" means the use of express or implied threats, intimidation, or physical force which places an individual in reasonable fear of immediate harm or physical injury.

4. **"COMPLAINANT"** means an individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct.

5. "**CONSENT"** means mutually understandable words or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed though actions may lead to confusion and potential for misunderstandings, which may lead to a violation of this Policy. It is the responsibility of the initiator of any sexual activity to obtain their partner's consent. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity. Consent must be knowing and voluntary. To give consent, a person must be of age in the state where the activity takes place. The age of consent in South Carolina is 16. Assent does not constitute consent if obtained through "coercion" or from an individual whom the respondent knows or reasonably should know is "incapacitated".

   Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease immediately. Consent is automatically withdrawn by a person who is no longer capable of giving consent due to incapacitation. A current or previous consensual dating or sexual relationship between the Parties does not itself imply consent or preclude a finding of responsibility under this Policy"

6. "**FORMAL COMPLAINT"** means a document filed by a Complainant or signed by the Title IX Coordinator(s) alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation of Sexual Harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College. A Formal Complaint may be filed with the Title IX Coordinator(s) in person, by mail, or by e-mail, by using the contact information contained in Section III.B. of this Policy. As used in this definition, the phrase "document filed by a

Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

7. **"GRIEVANCE PROCESS"** means the process used by the College to investigate and adjudicate Formal Complaints.

8. "**INCAPACITATED**" means, by reason of mental or physical condition, an individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily incapacitated. Individuals who are asleep, unresponsive, or unconscious are incapacitated. Factors the College will use to assess whether someone is incapacitated for purposes of this Policy include, but are not limited to: inability to communicate coherently, inability to dress or undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. The existence of any one of these factors may support a finding of incapacitation for purposes of this Policy.

9. **INCAPACITATION** is the inability to make informed, rational judgments and decisions. If alcohol or drugs are involved, incapacitation may be measured by evaluating how the substance affects a person's decision-making capacity, awareness, and ability to make informed judgments. The impact of alcohol and drugs varies from person to person; however, warning signs of possible incapacitation include slurred speech, unsteady gait, impaired coordination, inability to perform personal tasks such as undressing, inability to maintain eye contact, vomiting, and emotional volatility.

10. **"PARTY"** OR **"PARTIES**" means any Complainant or Respondent, individually or collectively.

11. **"RESPONDENT"** means an individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct.

12. **"SUPPORTIVE MEASURES**" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the College's educational environment, or deter Prohibited Conduct. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College will maintain as confidential any Supportive Measures provided to either Party, to the extent it can do so without impairing its ability to provide the Supportive Measures, and unless otherwise required by law. The Title IX Coordinator(s) is/ are responsible for coordinating the effective implementation of Supportive Measures.

## III. To Whom This Policy Applies

This policy applies to students who are registered or enrolled for credit – or non-credit – bearing coursework ("Students"); Columbia College employees, consisting of full-time, part-time and adjunct faculty, and College staff ("Employees"); the Board of Trustees; and contractors, vendors, visitors, guests or other third parties within Columbia College's control ("Third Parties"). This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees; the Board of Trustees and Third Parties on Columbia College campus and/ or in connection with Columbia College's education program or activity.

## IV. Applicable Procedures Under This Policy

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the grievance process and provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. Columbia College applies the Preponderance of the Evidence standard when determining whether this policy has been violated. "Preponderance of the Evidence" means that it is more likely than not that a policy violation occurred. "Complainant" means the individual who is reporting they were a victim of Prohibited Conduct. "Respondent" means the individual who allegedly committed the Prohibited Conduct.

A Student or Employee determined by Columbia College to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the College. Trustees determined to have committed an act of Prohibited Conduct are subject to removal from the Board of Trustees. Faculty or staff who commit Prohibit Conduct may have their employment suspended or terminated. Third Parties who commit Prohibited Conduct may have their relationship with the College terminated and/or their privilege of being on College premises withdrawn.

**A. Where the Respondent is a Student, Employee or Trustee**

The Procedures for reports of Prohibited Conduct committed by Students, Employees or Trustees follow this document in both the Student and Employee Handbooks.

**B. Procedures for Reports of Prohibited Conduct Committed by Third Parties**

Columbia College's ability to take appropriate corrective action against a Third Party will be determined by the nature of the relationship of the Third Party to the College. The Title IX Coordinator(s) will determine the appropriate manner of resolution consistent with the College's commitment to a prompt and equitable process consistent with federal law, federal guidance, and this policy.

## V. Prevention Education, Training, and Notification

The core of Columbia College's response to Sexual Misconduct is through proactive education and training, with emphasis on prevention. Our response is designed to collect and disseminate information about Sexual Misconduct, promote open discussion, encourage reporting, and provide information and training about prevention to faculty, staff, and students. The College will:

1. Provide prevention programs on topics related to Sexual Misconduct;
2. Provide information to all students regarding our Sexual Misconduct Policy and reporting requirements twice a year;
3. Train all College employees on Sexual Misconduct and reporting;
4. Train student staff, such as resident assistants, orientation leaders, and student success leaders on their role as responsible employees of the College regarding Sexual Misconduct;
5. Discuss the topic of Sexual Misconduct and the College's expectations for an environment free of Sexual Misconduct during first year fall orientation; and
6. Distribute Sexual Misconduct awareness materials and flyers with information about where to go for help in several high-traffic areas twice a semester.

## VI. Confidential Resources & Follow-up and Recovery Services For Persons Affected by Sexual Misconduct

Follow-up support and counseling is of significant benefit to individuals impacted by of Sexual Misconduct. The counseling may begin at any time after an incident, from hours to years. On campus and off campus counseling and other services are available to a Complainant or Respondent, whether a crime is reported or prosecuted.

**Confidential On-Campus Resources**

If you would like to talk with someone at the College confidentially about an assault or harassment, please see our Director of Counseling and Health Services. **Information shared to other College employees outside of the individuals listed below must be reported to the College's Title IX Coordinator(s).**

Robert McClary
Director of Counseling & Health Services
803-786-3603
rmcclary@columbiasc.edu

Molly Brady
Mental Health Counselor
803-786-3727
mbrady@columbiasc.edu

Keisha Moore, LMSW
Part-time Mental Health Counselor
803-272-8472
clmoore@columbiasc.edu

Rev. Schrendria Robinson, , MPH, MDiv
Chaplain & Director of Spiritual Life
803-786-3032

**Off-Campus Resources**

Police: 911

Prisma Richland Hospital Emergency Room: 803-434-7000
*A Sexual Assault Nurse Examiner (SANE) is available at this location.*

Pathways to Healing:
803-771-7273 (24-hour hotline)
*Free and confidential off-campus counseling*
*Please call 803-771-7273 for on campus office hour*

## VII. Amnesty Consideration

If a survivor of a crime is suspected of having used alcohol and/or drugs, amnesty will be extended to the survivor and any person(s) seeking assistance on behalf of the survivor. Amnesty means a person will be exempt from sanctioning through the Student Conduct process regarding the College's alcohol and drug policies. Prosecution of individuals under federal, state, or local laws would be at the discretion of appropriate officials of the applicable jurisdiction.

## VIII. Criminal Proceedings

If the incident occurred on campus and you wish to pursue criminal charges, please contact the **Columbia College Police Department (CCPD).** If the incident occurred off-campus, CCPD can assist you with contacting the proper authorities.

Because Prohibited Conduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies.

Criminal investigations may be useful in gathering relevant evidence, particularly forensic evidence. For purposes of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of Prohibited Conduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the Complainant and the College community, if necessary.

Disclosure of Sexual Misconduct by or about a Complainant who is under the age of 18 must be reported to law enforcement.

## IX. Obligation to Provide Truthful Information

All Columbia College community members are expected to provide truthful information in any report or proceeding under this policy. Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of Prohibited Conduct is prohibited and subject to disciplinary sanctions under the Columbia College Honor Code, the disciplinary action under the applicable Employee disciplinary policy, or the Board of Trustees bylaws. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

# COLUMBIA COLLEGE PROCEDURES FOR REPORTS OF PROHIBITED CONDUCT

## I. Introduction

These are the procedures Columbia College follows when it receives a report alleging Prohibited Conduct. The College uses these procedures to investigate and adjudicate any such allegation and to impose disciplinary sanctions against Students, Employees or Trustees found responsible for violating the Sexual Misconduct Policy ("Policy").

## II. Reporting the Incident to Columbia College

Columbia College urges anyone who becomes aware of an incident of Prohibited Conduct involving a Student, Employee or Trustee to immediately report the incident to the College Title IX Coordinator(s). The Title IX Coordinator(s) are appointed by the President of the College to ensure the school is compliant with Title IX, coordinate the investigation and disciplinary process, and look for patterns of systematic problems with compliance to ensure the College fulfills all federal obligations.

**Title IX Coordinators:**

Kimberly Greene
kgreene@columbiasc.edu
803.786.3107

Dr. Quintavis Cureton
qcureton@columbiasc.edu
803.786.3160

803.786.3333 – After Hours and Weekends
Contact Columbia College Police Department in the evening and on the weekends.

Alternatively, any person may report Prohibited Conduct under this Policy (whether or not the person reporting is the person alleged to be the victim of such conduct), to a Responsible Employee, as defined in this Policy. Responsible Employee(s) who obtains Actual Knowledge of Prohibited Conduct must promptly advise the Title IX Coordinator(s) of any report, allegations or observations of Prohibited Conduct, including the identities of the individuals involved. This is required even if the person reporting the Policy violation is unsure about pursuing a Formal Complaint. Failure of a Responsible Employee to comply with this reporting requirement may result in disciplinary action, up to and including termination.

Similarly, all other College employees are who receive a report, make observations or learn of allegation of Prohibited Conduct must promptly advise the Title IX Coordinator(s) of any report, allegations or observations of Prohibited Conduct, including the identities of the individuals involved. This is required even if the person reporting the Policy violation is unsure about pursuing a Formal Complaint. Failure of an employee to comply with this reporting requirement may result in disciplinary action, up to and including termination.

There is no time limit to notify the College of an incident of Prohibited Conduct; however, Complainants (an individual who is reporting they were a victim of Prohibited Conduct) are encouraged to report allegations of Prohibited Conduct immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. The College only has jurisdiction over enrolled students, current faculty, current staff members and Trustees. A delay in filing a complaint may compromise the subsequent investigation, particularly if neither the Complainant nor the Respondent (the individual who allegedly committed Prohibited Conduct) is enrolled as a student or employed by the College at the time the complaint is filed.

All cases of reported Prohibited Conduct are held in confidence to the extent possible subject to the College's need to properly investigate allegations of Prohibited Conduct. Reporting Prohibited Conduct does not in any way obligate an individual to pursue legal or institutional disciplinary action; however, Columbia College has the right to pursue disciplinary action at its discretion when there could be a threat to the campus community.

The College will keep the Complainant's identity confidential (including from the Respondent), unless disclosing the Complainant's identity is necessary to provide Supportive Measures for the Complainant (e.g., where a no-contact order is appropriate and the Respondent would need to know the identity of the Complainant in order to comply with the no-contact order, or campus security is informed about the no-contact order in order to help enforce its terms), and except as may be necessary in order to carry out the provisions of this Policy or a related College Policy or to comply with applicable law.
Any person may choose to make a report anonymously. Where a person makes an anonymous report, the College will comply with this Section to the fullest extent possible, but may be limited in its ability to do so if the identity of any Complainant is unknown.

All individuals are encouraged to report sexual misconduct that may also violate criminal law to both the College and to local law enforcement. These processes are not mutually exclusive.
In accordance with South Carolina law, the College **requires** all personnel, including faculty, staff, students, as well as third-Parties, to report suspected child abuse of which they are made aware in their capacity of employment or duties. Any uncertainty about whether reporting Child Abuse should always be resolved in favor of making a report to law enforcement.

## III. Intake Meeting with Title IX Coordinator(s)

Upon receipt of notice of any allegation of Prohibited Conduct, the Title IX Coordinator(s) will schedule an individual intake meeting with the Complainant in order to provide the Complainant with a general understanding of the College's Sexual Misconduct Policy and to identify forms of Supportive Measures available to the Complainant. Below are supportive measures that may be taken:

- Academic scheduling or class modifications;
- A change or modification to residence hall;
- On-campus employment change or work schedule modifications;
- Assistance with extra-curriculars, organizations, activities, etc.;
- Police escort to vehicle;
- Other accommodations as deemed appropriate

The Title IX Coordinator(s) will also (1) consider the Complaint's wishes with respect to Supportive Measures; (2) inform the Complainant of the availability of the Supportive Measures with or without the filing of a Formal Complaint; and (3) explain to the Complainant the process for filing a Formal Complaint.

The investigation procedures set forth in this Policy will typically apply only to Formal Complaints made in accordance with the policy. All other reports of Prohibited Conduct will typically be investigated using the procedures set forth in the Student Code of Conduct or the policies applicable to the employees and faculty, within the discretion of the College.

# IV. Formal Complaints of Sexual Misconduct; Supportive Measures

## 1. Filing a Formal Complaint

A Complainant may file a Formal Complaint of Sexual Harassment against a Respondent by submitting it to the Title IX Coordinator(s) in person, by mail, or by e-mail, by using the contact information listed above. A Formal Complaint must be a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint. A Formal Complaint must allege Sexual Harassment against a Respondent and request that the College investigate the allegations of Sexual Harassment. Complainants who seek to file a Formal Complaint may choose to use the Formal Complaint form but are not required to do so.

**Reporting Sexual Harassment, whether verbally or in writing, to a Responsible Employee (other than the Title IX Coordinators), or anyone other than the Title IX Coordinators, does not constitute a Formal Complaint.**

Where a Complainant desires to initiate the Grievance Process, the Complainant cannot remain anonymous. The Complainant's identity will need to be disclosed to each Respondent. However, the Title IX Coordinator(s) may file a Formal Complaint based on an anonymous report or complaint, which the College will investigate. Where the Title IX Coordinator(s) signs a Formal Complaint, the Title IX Coordinator(s) is not a Complainant or otherwise a Party under this Policy.

Upon receiving a Formal Complaint, the Title IX Coordinator(s) shall:

- promptly contact the Complainant to discuss the availability of Supportive Measures;
- consider the Complainant's wishes with respect to Supportive Measures

## 2. Emergency Removal

Prior to removing a Respondent from its education program or activity on an emergency basis, Title IX Coordinator(s), Provost of the College and Vice President for Student Affairs & Dean of Students shall: (1) undertake an individualized safety and risk analysis; (2) determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal; and (3) provide the Respondent and Complainant(s) with notice of the emergency removal and provide the Respondent with an opportunity to challenge the decision immediately following the removal.

A Respondent seeking to challenge a decision ordering emergency removal must submit a written request specifying the reason(s) the emergency removal should be overturned to the Title IX Coordinator(s) within 5 days of receiving notice. A written notification of Title IX Coordinator(s), Provost of the College and Vice President for Student Affairs & Dean of Students' decision as to whether the emergency removal is sustained or overturned will be provided to the Respondent and Complainant(s) within 3 days of receipt of Respondent's written request.

## 3. Administrative Leave

The College may determine to place a non-student employee Respondent on administrative leave during the pendency of the Grievance Process. The College, in its sole discretion, shall determine whether such leave will be paid or unpaid.

# V. Disposition of Formal Complaints & Pre-Investigation Process

## 1. Initial Review of Formal Complaint; Dismissal

Promptly upon receipt of a Formal Complaint, the Title IX Coordinator(s) shall assess whether the Formal Complaint is to be dismissed on a required or permissive basis.

The Title IX Coordinator(s) must dismiss a Formal Complaint, if any time during the investigation or hearing:

(i) The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined under this Policy, even if proven;

(ii) The conduct alleged in the Formal Complaint did not occur in the College's education program or activity; or
(iii) The conduct alleged in the Formal Complaint did not occur against a person in the United States

The Title IX Coordinator(s) may dismiss a Formal Complaint, if at any time during the investigation or hearing:
(i) A Complainant notifies the Title IX Coordinator(s) in writing that the Complaint would like to withdraw the Formal Complainant or any allegations therein:
(ii) The Respondent is no longer enrolled at or employed by the College;
(iii) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator(s) decides to dismiss the Formal Complaint, the Title IX Coordinator(s) shall provide a "Notice of Dismissal" to the Parties simultaneously indicating the reasons for the dismissal. The Parties may appeal the dismissal as described below. Unless the Formal Complaint is dismissed, the Title IX Coordinator(s) shall provide notice of the allegations to the Parties as prescribed by Section B.7., within 7 days after receiving the Formal Complaint, and shall keep a written record of the reasons for the decision.

The Title IX Coordinator(s) shall assess whether the allegations meet the definition of Sexual Harassment under this Policy before signing a Formal Complaint and shall not sign a Formal Complaint that would require dismissal.

## 2. Appeal of Dismissal of Formal Complaint

Any Party may appeal a dismissal of a Formal Complaint by submitting a written notice of appeal of dismissal ("Appeal of Dismissal"), explaining the reasons for the appeal, to the Title IX Coordinator(s) within 3 days of receiving the Notice of Dismissal. A Party may appeal dismissal on the following grounds:

- Procedural irregularity that affected the outcome of the determination;
- New allegations or evidence that was not reasonably available at the time the determination regarding dismissal was made, that could affect the outcome of the determination; or
- The Title IX Coordinator(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the determination.

Promptly upon receiving an Appeal of Dismissal, the Title IX Coordinator(s) shall notify all other Parties in writing and provide them with 3 days to submit a written statement in support of, or challenging, the dismissal. The Title IX Coordinator(s) will submit any Appeal of Dismissal to the Provost of the College and Dean of Students for consideration. The Provost of the College and Dean of Students shall consider any Appeal of Dismissal and simultaneously provide the Parties through the Title IX Coordinator(s), with a written decision, including the reason for the decision, within 10 days after receiving the Appeal of Dismissal or additional written statements in support of, or challenging, the dismissal, whichever is later. This decision is final and not subject to further review.

## 3. Continuing Review

If at any time, the Title IX Coordinator(s) receives information or evidence that may indicate that the Formal Complaint is required to be dismissed or may be dismissed under this Section, they shall assess whether the Formal Complaint is to be dismissed on a required or permissive basis in light of the new information or evidence. If at any time the investigator or member of the Hearing Panel receives information or evidence that may indicate that the Formal Complaint is required to be dismissed or may be dismissed under this Section, they shall immediately notify the Title IX Coordinator(s) and provide the Title IX Coordinator(s) with the new information or evidence, in writing; the Title IX Coordinator(s) shall then assess whether the Formal Complaint is to be dismissed on a required or permissive basis in light of the new information or evidence. If the Title IX Coordinator(s) determines to dismiss the Formal Complaint, the Title IX Coordinator(s) shall follow the procedure relating to dismissals in Section IV.A. However, if the Formal Complaint being dismissed had been consolidated with allegations of sexual or other misconduct under another College Policy, such allegations of sexual or other misconduct may continue to be investigated or adjudicated in accordance with applicable College Policy, which shall be stated in the Notice of Dismissal. If the Title IX Coordinator(s) determines not to dismiss the Formal Complaint, the Title IX Coordinator(s) shall keep a written record of the reasons the decision.

## 4. Surviving Allegations after Dismissal of Formal Complaint

If the Title IX Coordinator(s) determines to dismiss a Formal Complaint, but the Formal Complaint alleges sexual or other misconduct that may violate other College policies, the Title IX Coordinator(s) shall communicate in the Notice of Dismissal that the allegations may violate other College policies and will be addressed in accordance with such policies. Generally speaking, the Respondent's identity will determine whether the allegations will be addressed pursuant to the Student Code of Conduct, or the policies applicable to faculty or employees, which the College shall determine at its discretion.

## 5. Consolidation; Related Allegations

The Title IX Coordinator(s) may consolidate Formal Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party (multiple complaints or counter-complaints), where the allegations arise out of the same facts or circumstances. The decision of whether and how to consolidate Formal Complaints is within the Title IX Coordinator(s)' discretion.

The Title IX Coordinator(s) may also consolidate a Formal Complaint with a report or complaint of Prohibited Conduct that may violate this Policy, or a report or complaint of conduct that may violate another College policy, where the allegations arise out of the same facts or circumstances. The decision of whether and how to consolidate a Formal Complaint with a report or complaint of other Prohibited Conduct or conduct that may violate another College policy is within the Title IX Coordinator(s)' discretion.

The Title IX Coordinator(s) shall endeavor to make decisions regarding consolidation as early in the Grievance Process as possible. When the Title IX Coordinator(s) determines to consolidate Formal Complaints or allegations under this Section, the coordinator(s) shall advise the Parties of the consolidation in the Notice of Allegations under Section B.7., or in a writing as soon thereafter as practicable.

## 6. Notice of Allegations

Within 7 days after a Formal Complaint is filed (or in the event a Party appeals a dismissal, within 3 days of the issuance of a decision reversing the dismissal), the Title IX Coordinator(s) shall provide written notice of the allegations ("Notice of Allegations") to the Parties who are known, which shall include the following:

(i) Notice of the College's Grievance Process, including its informal resolution process, under this Policy;
(ii) Notice of the allegations potentially constituting Sexual Harassment as defined in this Policy;
(iii) Sufficient details surrounding the allegations including the identities of the Parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known;
(iv) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the Grievance Process;
(v) A statement informing the Parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, who may accompany them to any meeting or hearing during the Grievance Process. The statement shall explain that the College shall not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or hearing during the Grievance Process.
(vi) A List of the names and titles of available advisors from which to choose, and a statement that the Parties must notify the Title IX Coordinator(S) of their choice of advisor within 10 days of the Notice of Allegations: and
(vii) A statement informing the Parties that they may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and including inculpatory or exculpatory evidence whether obtained from a Party or other source;
(viii) A statement informing the Parties that the College's Student Code of Conduct and employee and faculty policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

If the Title IX Coordinator(s) consolidated two or more Formal Complaints, the Notice of Allegations must advise the Parties of the consolidation. Similarly, if the Title IX Coordinator(s) consolidated a Formal Complaint with allegations of Prohibited Conduct under this Policy or other misconduct under another College Policies, the Notice of Allegations include a statement of all the charges, specify all provisions and policies alleged to have been violated, and advise the Parties of such consolidation.

The Complainant and Respondent will be called and asked to come to the Title IX Coordinator(s)' Office to sign and pick up the Notice of Allegations. If the Complainant or Respondent is not in a position to come to the Title IX Coordinator(s) office, the Notice Letter will be sent electronically to the Respondent's provided e-mail. The Title IX Coordinator(s) will "Request a Delivery Receipt" and provide documentation when it has been delivered. The Notice Letter will include the names of the Title IX Hearing Board members assigned to their case. If the Complainant or Respondent believes there is a conflict of interest with any of the Hearing Board Members, they must notify in writing the Title IX Coordinator(s).

## 7. Amended Notice of Allegations

If, in the course of an investigation or Grievance Process, the College receives additional Formal Complaints or learns of additional information or allegations of sexual or other misconduct that arise out of or relate to the same or related facts or circumstances, the Title IX Coordinator(s) may consolidate those matters and provide an Amended Notice of Allegations to the Parties as soon as practicable. If necessary, the Title IX Coordinator(s) may temporarily pause the proceedings to provide an Amended Notice of Allegations.

## 8. Respondent Admits Responsibility

If, in the course of an investigation or Grievance Process, the Respondent accepts responsibility for the charges by submitting a written notice to the Title IX Coordinator(s), the investigator will continue and conclude the investigation. In such case, an abbreviated hearing will be held in order to consider sanctions only; the Respondent alone may choose whether the sanctions will be determined by the Hearing Officer or a Hearing Panel in accordance with Section IV.C. In consolidated cases involving multiple Respondents where only one or some Respondents accept the charges, or in cases the Respondent only accepts some charges but not others, the Grievance Process shall proceed in the ordinary course with regard to the remaining Respondents or charges.

## 9. Choice of Advisor

The Parties are entitled to an advisor of their choice, who may be, but is not required to be an attorney. The College maintains a list of advisors that are available to the Parties at no cost. Should a Party choose to engage an advisor that the College does not provide, the Party is responsible for any costs and fees for the advisor.

If a Party elects to use an advisor provided by the College, the Party shall notify the Title IX Coordinator(s) within 5 days following receipt of the Notice of Allegations and shall indicate the name of the Party's preferred advisor. A party may list alternate advisors in the event the Party's first choice for advisor is unavailable or otherwise unable to serve as advisor for the Party. If more than one party requests the same College-provided advisor, the Title IX Coordinator(s) shall use a neutral method (such as flipping a coin or placing names in a hat) to determine which Party will be assigned that advisor. If necessary, the Title IX Coordinator(s) will communicate with the Parties to identify alternative advisors.

A Party who chooses to use an outside advisor or attorney may seek to use a different outside advisor or attorney at any time, or may instead seek to request a College-provided advisor, upon written notice to the Title IX Coordinator(s). A Party who chooses to use a College-provided advisor may seek to instead use an outside advisor or attorney at any time, upon written notice to the Title IX Coordinator(s). A Party who chooses to use a College-provided advisor may request a different College-provided advisor at any time by submitting a written request to the Title IX Coordinator(s), including the reasons therefore.

# VI. Investigation

After the Complainant and Respondent meet with the Title IX Coordinator(s), the matter will be referred to a Title IX Investigator. The Title IX Investigator(s) (Columbia College faculty or staff members) will conduct a thorough, reliable, and impartial investigation of the reported incident. If the Complainant or Respondent believes there is a conflict of interest with one of the Investigators, they must notify the Title IX Coordinator(s) when initially notified of the names of the Investigators. An investigation should begin within one week of receipt of the initial report and ordinarily should be complete within a reasonable timeframe (i.e. 30 to 45 days). The Title IX investigation and hearing should be completed in a timely manner and as appropriate while balancing the interest of fairness to all parties. Every effort will be made to complete the investigation and hearing within a reasonable timeframe while balancing the interest of fairness to all parties.

## 1. Evidence and Witnesses

The investigation includes interviewing the Complainant and Respondent, interviewing witnesses, collecting evidence, and creating timelines. However, the investigator cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the investigator obtains that Party's voluntary, written consent.

The investigator shall provide at least 5 days written notice to a Party or witness whose participation is invited or expected, including the date, time, location, participants, and purpose of all investigative interviews or other meetings or proceedings.

The Parties shall have an equal opportunity to identify witnesses, including fact and expert witnesses, and to present other inculpatory and exculpatory evidence. The Parties shall not be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence. However, no individual shall attempt to alter or prevent a witness's statement or participation.

## 2. Investigative Interviews

The Parties shall have an equal opportunity to be accompanied by their advisor in any investigative interview or other meeting or proceeding under this Policy; however, advisors may not speak or participate during an investigative interview. A Party may take brief breaks in order to consult with their advisor. No Party shall have the right to attend, or have their advisor attend, an investigative interview of another Party or witness.

## 3. Right to Inspect and Review Evidence

The investigator shall provide the Parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence the investigator does not intend to include in the

investigative report, and inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to conclusion of the investigation. Before completing the investigative report, the investigator shall provide to each Party a copy of the evidence for inspection and review in an electronic format or a hard copy. Neither the Parties nor their advisors shall be permitted to disclose or disseminate the evidence to any person who is not a Party or witness or other participant in the Grievance Process. The investigator shall redact from such evidence any information that is not directly related to the allegations (or that is otherwise barred from use by any provision of this Policy, such as information protected by a legally recognized privilege, or a Party's treatment records if the Party has not given written consent). The Parties shall have 10 days to submit a written response, which the investigator will consider prior to completing of the investigative report.

### 4. Investigative Report

The Investigator(s) shall draft a comprehensive report that includes witness statements, electronic or other records of communications between the parties or witnesses (via voice-mail, text message, e-mail and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).

At the conclusion of the investigation, the matter will be referred to the Title IX Hearing Board. The Complainant and Respondent will be given a copy of the Investigator's report at least ten days prior to the hearing. After receiving the report, the Parties will have 5 days to submit an optional written response to the Title IX Coordinator(s).

### 5. No Bias or Conflict of Interest

Neither the Title IX Coordinator(s) nor any individuals designated to serve as an investigator, Hearing Board member, or informal resolution facilitator shall have a bias or conflict of interest for or against Complainants or Respondents generally or an individual Complainant or Respondent. A Party may submit a written letter of concern relating to bias or conflict of interest at any time to the Title IX Coordinator(s); however, if the letter of concern relates to the alleged bias or conflict of interest by the Title IX Coordinator(s), the Party shall submit the letter to the Dean of Students. The Title IX Coordinator(s) or the Dean of Students, shall promptly speak with the individual alleged to have a bias or conflict of interest and conduct any other appropriate inquiry into the matter. The Title IX Coordinator(s) or the Dean of Students shall make a determination as to whether the individual alleged to have a bias or conflict of shall be removed from their role. If the individual alleged to have a bias or conflict is removed from their role, the Title IX Coordinator(s) or the Dean of Students shall appoint an alternate individual to serve in their place.

### 6. Investigations of Allegations of Misconduct Other than Sexual Harassment

Allegations of misconduct other than Sexual Harassment will be investigated in accordance with this Section but are not subject to the hearing procedures in Section VI of this Policy; rather, when such allegations are found to be substantiated by the investigator, a decision will be made pursuant to the Student Code of Conduct or policies applicable to faculty or employees, as appropriate.

## VII . Title IX Hearing

### 1. Pre-Hearing Procedures

#### A. Notice of Hearing

A live hearing will be scheduled to take place no less than 10 days and no more than 30 days after the investigator sends the investigative report to each Party. The Title IX Coordinator(s) shall give all Parties and witnesses at least 10 days' notice of the hearing specifying the date, time, and place of the hearing, or if the hearing is virtual, the access instructions. Any party or witness that is unable to attend the hearing must immediately notify the Title IX Coordinator(s) of the reasons for the inability to attend.

The Title IX Coordinator(s) shall send to the Hearing Officer the investigative report along with the relevant evidence and any timely received written responses to the investigative report at least 5 days prior to the hearing.

#### B. Questions About Process

All pre-hearing questions regarding hearing procedures shall be directed to the Title IX Coordinator(s). The Title IX Coordinator(s) will share the questions and response with all Parties. During the hearing, procedural questions may be directed to the Hearing Officer.

#### C. Attendance at Hearing

If the Respondent and/or Complainant fail(s) to appear for a hearing and the Title IX Coordinator(s) has(have), in good faith, exhausted all reasonable efforts to notify the Respondent and/or Complainant, the Title IX Hearing Board shall conduct a hearing in the Respondent's and/or Complainant's absence on the basis of the information made available during the course of the investigation.

Parties are responsible for organizing the attendance of their Advisors. The College will allow release time from work and/or class for appearance at the hearing.

Advisors' participation in hearings is generally limited to cross-examination of the other Party and witnesses, including questions challenging credibility. Only the Advisor(s) can attend the hearing with the party(ies), unless someone else is required by the law. An Advisor(s) can attend the hearing even if the party(ies) they are advising does not attend. If an Advisor and party do not attend the hearing, another provided Advisor can cross-examine the other attending party, resulting in consideration of the appearing party's statement and without any inference being drawn on the non-appearance. If both the Advisors representing the parties are absent from the scheduled hearing, The Chairperson of the Hearing Board has the right to postpone the hearing and recommend a new hearing schedule. If neither Party nor their Advisors is present at the hearing, the Hearing Board will attempt to reschedule the hearing a single time. If neither Party nor their Advisors attend the subsequent hearing, the hearing shall be conducted on the basis of the information made available during the course of the investigation. If a Party does not have an Advisor present at the live hearing, the College shall provide without fee or charge to that Party an advisor, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party. At the conclusion of each Party's or witnesses' testimony, the Hearing Officer will ask each Party if their advisor has any additional questions for the Party witness. At that time, advisors may request that the Hearing Officer ask additional questions.

### D. Title IX Hearing Board Chair

The Title IX Hearing Board Chair ("Chairperson") is a non-voting member of the Title IX Hearing Board. The Chairperson is responsible for resolving all procedural issues and maintaining the fairness of the hearing by ensuring that the Hearing Board receives all relevant evidence necessary to make its determination. The Chairperson is also responsible for drafting the Outcome Letter (discussed further in subsection IV(H)) at the conclusion of the hearing.

### E. Pre-Hearing Submissions

Prior to the Hearing, the parties will provide the Chairperson with a list of witnesses they propose to call, copies of documents and a description of any other information they propose to present at the hearing on or before a date set by the Chairperson. Both the parties will be given equal opportunities to inspect and review any evidence(s) that is directly related to the allegations, including both inculpatory and exculpatory evidence and includes protections for medical treatment records and information subject to a privilege. All evidence will be provided and sent in either electronic form or in hard copy to the parties and their advisors.

### F. Pre-Hearing Meeting

The Chairperson will schedule a prehearing meeting prior to the hearing date. At the meeting, the Chairperson will review hearing procedures with the parties, separately or jointly, at the discretion of the Chairperson. The Chairperson will also review the complaint of alleged Prohibited Conduct and review the parties' respective lists of proposed witnesses and advisors to assist them in eliminating redundant information. Thereafter, the Investigator's report will be provided to the Hearing Board in advance of the hearing.

### G. Title IX Hearing Board

The Title IX Hearing Board is responsible for:

**I.** Hearing all evidence presented;
**II.** Making a determination of whether a violation of the Sexual Misconduct Policy has occurred;
**III.** If a violation is determined to have been committed by a Student Respondent, imposing a sanction; and
**IV.** Communicating its findings in writing to the Complainant and Respondent via an Outcome Letter.

## 2. Hearing

Hearings shall be conducted by the Title IX Hearing Board according to the following guidelines:

i. All hearings will be conducted in a manner that is fair to all parties.

ii. The Respondent is presumed not in violation of the Policy until a violation is determined by the Title IX Hearing Board.

iii. Live Hearings shall be conducted in private and in 'real-time'. Arrangements can be made so the Complainant, Respondent, and their Advisors are able to attend the hearing at the same time through video conferencing or through other technology. A recording of the live hearing will the made available to the parties to inspect and review.

iv. Cases involving more than one Respondent will be conducted at the same time. Cases involving more than one Complainant may be consolidated into one hearing at the discretion of the Chairperson. The decision to consolidate will be governed by the relevancy of the evidence and the fairness to both parties.

v. The Complainant and the Respondent both have the right to be assisted by an advisor of their choosing, who does not appear as a witness during the hearing. Both parties are responsible for presenting their own cases and are not allowed to cross examine parties, witnesses or evidences. Advisors are permitted to cross examine the parties and witnesses. Such cross-examination must be conducted directly, orally, and in real time by the Party's advisor of choice and never by a Party personally. In answering

a question, the Complainant or Respondent may seek assistance from the advisor. Advisors may be asked to leave the hearing room if they are disruptive or cause an unreasonable delay in the conduct of the hearing. The Chairperson at the hearing must determine whether each question asked during cross-examination is "relevant" and whether it violates rape shield law protections—*before* it is answered. The Chairperson will provide on-the-spot explanation for any decision to disallow a question.

vi. If a Party or witness does not submit to cross-examination at the hearing, the Hearing Board must not rely on any statement of that Party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Board cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. This provision does not preclude the Hearing Board from reviewing evidence that may involve the Party or witness who refused to submit to cross-examination for purposes other than relying on a statement of the Party or witness who did not submit to cross-examination in reaching a determination regarding responsibility.

vii. Admission to the hearing of any person(s) other than the Respondent or Complainant, along with their respective advisor, shall be at the discretion of the Chairperson.

viii. All procedural questions are subject to the final decision of the Chairperson. The Chairperson may consult with the Title IX Coordinator(s) on procedural issues as the Chairperson deems necessary.

ix. Statements by parties as part of an investigation who are not cross-examined at the hearing are not be used as evidence.

x. All evidence presented at the hearing, whether through live testimony or writings and exhibits, must be relevant. The Chairperson has the discretion to decide what evidence is admitted and excluded. Evidence of either party's prior sexual history will not be permitted at the hearing unless it is relevant to the complaint. Evidence of consent on a prior occasion is not evidence of consent in a subsequent occasion.

xi. The Complainant, the Respondent, the Advisors and the Chairperson shall have the privilege of calling and questioning witnesses, including those presented by the opposing party. Efforts should be made not to call witnesses who present redundant testimony.

xii. The parties will be given an equal opportunity to present relevant witnesses and other evidence. This includes the following:
   a. The opportunity to remain silent;
   b. The opportunity to present relevant witnesses of fact and information on their behalf;
   c. The opportunity to be informed that any oral or written statements they may make pertaining to the alleged violation may be presented in any subsequent proceedings;
   d. The opportunity to prepare a written statement concerning the alleged violation(s);
   e. The opportunity to review all evidence, statements, and the investigative report;
   f. The opportunity to question the Title IX Investigators through the Chairperson; and
   g. The privilege to appeal a decision by the Title IX Hearing Board (See Item H: Appeals).

## 3. Deliberations

After the hearing, the Title IX Hearing Board shall convene outside the presence of the individuals who participated in the hearing and determine by a unanimous vote whether the Respondent has violated the Policy, which they have been charged in writing with violating. Both parties will be provided with a written determination regarding responsibility explaining how and why the Hearing Board reached the conclusions; the written determination may also include suggestions to implement remedies for the complainant if a respondent is found responsible for sexual harassment. The written determination by the Hearing Board shall also include:

a. the allegations constituting sexual harassment;
b. the procedural steps taken from the receipt of the formal complaint through the determination;
c. findings of fact supporting the determination;
d. conclusions regarding the application of this Policy to the Facts.
e. a statement of, and rationale for, the result as to each allegation; including a determination regarding responsibility, any disciplinary sanctions the Hearing Panel determines to impose on the Respondent, and whether Supportive Measures will be provided for the Complainant; and
f. procedures and permissible bases for appeal

If the charges in the Notice of Allegations or Amended Notice of Allegations included other charges of Prohibited Conduct under this Policy or of other misconduct under another College Policy that were consolidated in the same proceeding, the Written Determination shall also provide a statement of and rationale for the result as to each additional allegation and what sanctions, if any, are being imposed.

If an appeal is not timely filed, the determination regarding responsibility becomes final on the date on which the appeal would no longer be considered timely. If an appeal is timely filed, the determination regarding responsibility becomes final on the date that the Title IX Coordinator provides the Parties with the Appeal Decision.

## 4. Standard of Proof

Columbia College adopts the "preponderance of the evidence" as the standard for its Title IX policy and procedure. A preponderance of the evidence means that the information shows that it is "more likely than not" that the Respondent violated this Policy. In the context of a hearing hereunder, the Respondent will be found to be responsible for the alleged Prohibited Conduct if the Panel, by a unanimous vote, concludes that such Prohibited Conduct more likely than not occurred based upon careful review of all information presented.

## 5. Record of Hearing

There shall be a single verbatim record, such as an audio recording, of all hearings before the Title IX Hearing Board. The record shall be the property of the College. All records of the Title IX proceeding will be kept secured for at least seven years with the College. Parties are not permitted to make their own recordings.

# VIII Informal Resolution

Subject to voluntary consents from both the Complainant and Respondent, the College allows the complaint to be informally resolute. Voluntary consent means that there will be no conditions placed on the parties in exchange for their consent — i.e., there will be no conditional promise of continued enrollment or employment in exchange for consent to informal resolution. Informal resolution processes is an alternative to a full investigation and adjudication of the formal complaint. The College will not offer informal resolution to the parties unless a formal and written complaint is filed or lodged with the Title IX Coordinator(s). Informal resolution is not allowed to proceed in case of Complainant being a student and Respondent is either a faculty, staff or Trustee. Either party has the right to withdraw from informal resolution and request to resume a grievance process at any time before agreeing to a resolution. Informal resolution does not equal no sanction and sanctions listed under Section 9 of this document can be a sanction proposed as part of an informal resolution process as can also be lesser sanctions. The suggested sanction(s) through the informal resolution process, shall be imposed if both parties agree to it as part of the resolution. Without prior written consent(s) from the party(ies), the College will not consider, disclose or otherwise use any medical treatment or other information. The College also protects any legally recognized privilege from being compromised or pierced during the informal resolution process.

When the Parties have indicated to the Title IX Coordinator(s) their assent to engage in an informal resolution process, the Title IX Coordinator(s) shall provide the Parties with a written notice of informal resolution ("Notice of Informal Resolution") which shall include:

(i) a statement of the allegations;

(ii) a statement that no Party is required to participate in an informal resolution process;

(iii) a statement that any Party may withdraw from the informal resolution process and resume the Grievance Process with regard to a Formal Complaint arising from the same allegations at any time prior to signing a resolution agreement;

(iv) a statement that the Parties are required to keep all information and communications relating to the informal resolution process confidential both during and after the informal resolution process;

(v) a statement that any statements or admissions disclosed during the informal resolution process shall remain confidential and shall not be sued in a subsequent investigation or proceeding arising out of the same or any other Formal Complaint;

(vi) a statement that records relating to the informal resolution process will be maintained by the Title IX Coordinator(s) and may only be shared or disclosed in accordance with this Policy, FERPA and other applicable federal or state laws;

(vii) a statement that notwithstanding the confidentiality requirements of the informational resolution process, should the informal resolution process fail to satisfactorily resolve the matter, or if any Party withdraws from the informal resolution process, no Party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence after the matter is referred back to the Title IX Coordinator(s) for investigation or adjudication under this Policy;

(viii) a statement that all Parties must provide their voluntary, written consent to engage in to the informal resolution process to the Title IX Coordinator(s);

(ix) a statement that a record of the outcome, including a resolution agreement, if any, will be maintained by the Title IX Coordinator(s); and

(x) A statement that should the informal resolution process fail to satisfactorily resolve the matter, or if any Party withdraws from the informal resolution process, the matter shall be promptly referred back to the Title IX Coordinator(s) for investigation or adjudication under this Policy.

Upon receipt of each Party's voluntary written consent to participate in an informal resolution process, the Title IX Coordinator(s) shall refer the matter to an informal resolution facilitator. The informal resolution facilitator shall promptly contact the Parties in writing to commence the informal resolution process, which may occur in person or virtually.

The College is not required to provide the Parties with advisors prior to entering an informal resolution process, nor must it ensure that the Parties confer with advisors prior to entering into an informal resolution process. Advisors are not permitted to participate in an informal resolution process.

In the event a Formal Complaint is not resolved by way of an informal resolution process, the informal resolution facilitator shall not serve as a witness in a related investigation or hearing.

Outcomes of an informal resolution process may include, but are not limited to, any of the following (or any combination thereof):

- Make the Respondent aware that the Respondent's behavior is being perceived as Sexual Harassment and make clear that the behavior is prohibited by this Policy.
- Make the Respondent aware that the purpose of this discussion is to achieve a change in behavior.
- Make clear that Policy forbids any Retaliation against the Complainant, or against anyone who participates in any process under this Policy.
- Suggest possible resolutions of the problem, including but not limited to: a change in the offensive behavior, counseling, an apology to the Complainant, a reevaluation of a grade, extension of deadlines or other course-related adjustments, modifications of work or class schedules, leaves of absence, campus escort services, increased security and monitoring of certain areas on campus, mutual restrictions on contact between the Parties or a change in the relationship between the Parties (i.e., changed advisor, class enrollment, athletic travel or hotel accommodations, or work or housing assignments);
- Provide or continue Supportive Measures for the Complainant;
- Disciplinary measures designed to educate or deter further inappropriate conduct by the Respondent.

A resolution reached by way of an informal resolution process shall become final and binding upon all Parties signing a resolution agreement. Any resolution agreement shall be reduced to a writing signed by the Parties and the informal resolution facilitator as witness and shall continue the requirement that the Parties keep all information and communications relating to the informal resolution process confidential. Any resolution agreement may contain additional confidentiality requirements as agreed by the Parties.

The informal resolution process should be completed within 10 days of the time a Notice of Informal Resolution is sent to the Parties. Should the informal resolution process fail to satisfactorily resolve the matter, or if any Party withdraws from the informal resolution process, the matter shall be promptly referred to the Title IX Coordinator(s) for investigation or adjudication under this Policy.

# IX. Sanctions

## 1. Where the Respondent is a Student

Prior to considering sanctions, both parties will have an opportunity to address the hearing panel, via either a victim impact statement or a mitigation statement. The Title IX Hearing Board is required to consider suspending or expelling any person found responsible for violating the Sexual Misconduct Policy and removing them from the residence hall if the student lives on campus. Such suspension/expulsion sanctions will be reflected on the student's transcript as "disciplinary suspension" or "disciplinary expulsion." However, the Title IX Hearing Board may impose any other sanction(s) that it finds to be fair and proportionate to the violation(s) and the attending circumstances. Matters that may be considered when deciding on the appropriate sanction include:

1. The record of past violations of any College policy, as well as the nature and severity of such past violations.
2. The acknowledgment of wrongdoing by and the commitment of the Respondent to conform their conduct to acceptable standards in the future.
3. If the Respondent poses a continuing risk to the Complainant and/or College community;
4. The impact on the Complainant;
5. The impact on the College community; and
6. The severity or pervasiveness of the violation.

Sanctions imposed by the Title IX Hearing Board are not final until the resolution of any timely appeal of the decision. If advisable to protect the welfare of the Complainant or the College community, the Title IX Hearing Board may determine that any probation,

suspension, or expulsion be temporarily enforced and continue in effect until such time as the appeal process ends or the time for appeal expires.

### 2. Where the Respondent is an Employee

The Employee Grievance Board will determine the sanction when an Employee is found to be in violation of this Policy. The Chairperson shall forward the Outcome Letter (discussed in subsection H) to the Grievance Board within three days of the conclusion of the hearing. The Grievance Board shall convene a hearing within two days of receiving the Outcome Letter. Prior to considering sanction, both parties will have an opportunity to address the Grievance Board, via either a victim impact statement or a mitigation statement. In addition to the factors outlined in subsection IV(G)(1), the Grievance Board will be governed by Title VII and any applicable contractual provisions. The Grievance Board will then draft a written statement of sanctions imposed, which it will forward to the Complainant and Respondent.

### 3. Where the Respondent is a Trustee

The Board of Trustees will determine the sanction when a Trustee is found to be in violation of this Policy. The Chairperson shall forward the Outcome Letter (discussed in the following subsection) to the Board of Trustees within three days of the conclusion of the hearing. The Board of Trustees shall arrange a hearing within two days of receiving the Outcome Letter. Prior to considering sanctions, both parties will have an opportunity to address the Board of Trustees, via either a victim impact statement or a mitigation statement. In addition to the factors outlined in subsection IV(G)(1), the Board of Trustees will be governed by the Columbia College Bylaws. The Board will then draft a written statement of sanctions imposed, which it will forward to the Complainant and Respondent.

### 4. Notification Regarding Title IX Hearing Board Decision

The Complainant and Respondent (and the applicable Boards as referenced in subsection IV (G)) will be notified in writing of the outcome of the Title IX hearing via an Outcome Letter. The Outcome Letter will provide the Respondent's name; the violations of this Policy for which the Respondent was found responsible, if any; any essential findings supporting the Panel's decision on the issue of responsibility; and in the case of a Student Respondent, the sanction imposed, if any.

The Respondent and Complainant will be asked to pick up and sign for the Outcome Letter from the Title IX Coordinator's Office. Information for the appeals process will be included in both parties' letter. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

### 5. Appeals

1. A decision or sanction may be appealed by the Respondent or Complainant within five business days of the date of the Outcome Letter. Such appeals shall be in writing and shall be delivered to the Title IX Coordinator(s), who will forward the appeal to the President for consideration. The President may refer the appeal to the Board of Trustees of the College, as set forth in the Columbia College Bylaws.

2. Within 3 days of receiving any Appeal of Determination, the Title IX Coordinator(s) will conduct an initial review to determine if it is timely. If the appeal is not timely, the original Written Determination will stand and the decision is final, and the Parties shall be notified in writing. The Title IX Coordinator(s) shall promptly provide copies of all Appeal of Determinations and additional written statements to all other Parties. After the 5-day period, the Title IX Coordinator(s) will submit the Appeal of Determination, and any additional written statements to the Appellate Officer for consideration.

3. An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a. A procedural defect that would very likely impact the outcome of the matter;
   b. Newly acquired evidence that was not previously available that would affect the outcome of the matter; and
   c. Bias or conflict of interest that impedes the procedure and influence the outcome.

The disciplinary sanction will remain in place during the appeal process.

## X. FERPA and Title IX

According to the Department of Education's 2001 Guidance, FERPA (The Family Educational Rights and Privacy Act) permits a school to disclose to the Complainant student information about the sanction imposed upon the Respondent(s) who were found to have engaged in Prohibited Conduct when the sanction directly relates to the Complainant. This includes an order that the Respondent stay away from the Complainant or that the Respondent is prohibited from attending school for a period of time or transferred to other classes or another residence hall.

# XI. Other Considerations

## 1. Confidentiality

The College must keep confidential the identity of Complainants, Respondents and witnesses, except as may be permitted by FERPA, as required by applicable law or as necessary to carry out proceeding under this Policy. To the extent disclosure of the identity of Complainants, Respondents, or witnesses is required by applicable law or is necessary to carry out a proceeding under this Policy, the College will make such disclosure only to the extent necessary.
Parties, advisors, and witnesses are prohibited from photographing, scanning or recording by audio, video or other means the evidence, or disseminating the evidence to third Parties or to the public. Should dissemination become necessary for litigation or other legal proceedings, the individual contemplating disclosure must advise all relevant Parties or other interested participants in writing of the pending disclosure and allow a reasonable time for such persons to contest the disclosure.

The Title IX Coordinator(s) may, within their discretion, require the Parties, advisors, or witnesses to sign appropriate non-disclosure agreements.

The College retains the discretion to determine what additional measures, if any, are reasonably appropriate to allow the Parties to respond to and use the evidence at a hearing, while preventing the evidence from being used in an impermissible manner as long as such measures apply equally to both Parties and do not restrict the ability of a Party to discuss the allegations under investigation or to gather and present relevant evidence. For example, such measures may be used to address sensitive materials such as photographs with nudity.

Nothing in a non-disclosure agreement, or in this Section or any other Section of this Policy, shall restrict the ability of a Party to discuss or communicate about the allegations under investigation (e.g., with a parent, friend, or other source of emotional support), or to gather and present relevant evidence.

## 1. Access to Records

Parties may request access to records under this Policy by submitting such request in writing to the Title IX Coordinator(s). In considering such requests, The Title IX Coordinator(s) shall assess the request in light of FERPA and any other applicable federal or state laws. If the request is granted, the Title IX Coordinator(s) may grant the requesting Party the opportunity to review and inspect such records, which may be made available in redacted form. The Title IX Coordinator(s) shall respond to requests for access to records within 25 days.

## 2. Interpretation and Construction

The headings and subheadings employed in this Policy are provided for ease of reference only, and shall not be construed to limit the rights and responsibilities set forth in this Policy. In all cases, this Policy shall be interpreted consistent with the spirit and purpose of Title IX.

## 3. Timeframes and Deadlines

The timeframes prescribed under this Policy may be subjected to limited extension of time frames for good cause upon written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a Party, a Party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. Decisions relating to extensions and delays shall be made by the Title IX Coordinator(s).

When any deadline or prescribed time period under this Policy falls on a Saturday, Sunday or holiday recognized by the College, the deadline or prescribed time period shall be extended to the next business day.

## POLICY STATEMENT ON THREAT OF HARM TO SELF OR OTHERS

The College is concerned about the well-being of all students and desires to provide for the safety of those on its campus and to maintain a positive academic environment. Students' mental and emotional stability is a primary concern for the College. The College takes seriously any behavior, including a verbal statement that tends to demonstrate a student may harm oneself or another. This policy has been created to outline the medical and psychological response for students currently enrolled at Columbia College. This policy is applied in a nondiscriminatory manner to all students and allows the College to take interim steps to address immediate safety concerns. The determination to implement this policy will be based on observed student conduct, actions, or statements, and individualized assessments by designated professionals will be utilized in each situation.

Concern for the safety of each member of the Columbia College community has compelled the College to adopt the following policy:

Any student who **(a) states an intent or desire to harm oneself or another, (b) attempts to harm oneself or another, (c) harms oneself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to oneself or another or engages in disruptive behavior** may not live in College residential facilities, participate in College academic programs, or participate in other College activities the College may deem to be harmful to the student or others until cleared to do so by the Vice President for Student Affairs or their designee in accordance with the clearance procedure set forth below. College activities may include College work-study programs on or off campus. The College reserves the right to determine what actions might be deemed harmful to the student or another and what behaviors might be deemed disruptive. The prohibition against living in College residential facilities, participation in College academic programs, or participation in other College activities the College deems to be harmful to the student or others is not disciplinary in nature; and the fact that such a prohibition has been imposed will not be entered in the student's disciplinary records.

**However, if the student engages in disruptive behavior (which may include, but is not limited to, the behavior that caused processing under this policy), fails to comply with the terms of the clearance procedure, or violates a College policy such as harming another or stating the intent to harm another, the student may be subject to disciplinary action in accordance with the Student Conduct Code.** In which case, documents relevant to both processes may be placed in the student's disciplinary record.

**Incident Reporting**
In order to provide for the safety and security of students and maintain an atmosphere conducive to the pursuit of knowledge, when a student, faculty, or staff member becomes aware of a situation suggesting either a suicide attempt or suicidal threat may occur or has occurred, the following incident reporting procedures should be followed:

1. If the student has recently engaged in or is currently engaging in medically life-threatening behavior, contact Columbia College Police Department at 803-786-3333 immediately. IF A WEAPON IS INVOLVED NOTIFY COLUMBIA COLLEGE POLICE DEPARTMENT OF THIS BEFORE THEY ARRIVE.
2. CCPD will contact EMS for an emergency transport to the Emergency Department.
3. The student's Emergency Contact on file with the College will be contacted.
4. Students making a suicide attempt or threat will be required to: (A) Receive an evaluation by a qualified mental health professional/hospital staff in an Emergency Department before returning to campus.
5. A student may be allowed to come back to campus for class and the residence hall (if applicable) after providing Counseling Services with the hospital discharge paperwork, signed by a mental health professional/hospital staff member. If a student disagrees with the terms, they may appeal to the Vice President for Student Affairs.
6. If there is self-destructive behavior that is not imminently endangering nor constitutes a medical emergency, but is alarming, immediately refer the student to the most appropriate campus resource – the Vice President for Student Affairs & Dean of Students, Director of Counseling & Health Services, the Area Coordinator On-Call, or the Administrator On-Call. If after hours, the student may be required to seek help off campus.
7. Students who make a threat of harm to self or others must meet with the Vice President for Student Affairs & Dean of Students within 24-business hours of their return to campus.

**Initial Incident Review**
The Vice president for Student Affairs & Dean of Students, or designee, may consult with witnesses, police, or other relevant resources or staff members as deemed necessary, to review the reported incident.
(a) Where the available information does not support a reasonable conclusion that a risk of threat of harm to self or others exists, or that the reported behavior is not disruptive, the matter shall be closed and no further action taken under this policy. The matter may be referred to other authorities as appropriate.
(b) Where the available information supports a reasonable conclusion that a risk of threat of harm to self or others exists, or that the exhibited behavior has or is reasonably likely to be disruptive, the Dean of Students shall proceed under this policy.

**Clearance Procedure Following Risk of Threat of Harm to Self or Others**
**(a) Notice**
The Vice President for Student Affairs & Dean of Students, or any College official designated by the Vice President for Student Affairs & Dean of Students, may notify each student who has been observed (a) stating an intent or desire to harm oneself or another, (b) attempting to harm oneself or another, (c) in the process of harming oneself or another, or (d) exhibits behavior that indicates the student could be a danger or risk to oneself or another or that is disruptive, that they will not be permitted to continue to live in the College's residential facilities, participate in academic programs, or participate in other College activities the College deems to be harmful to the student or harmful or disruptive to others until the student receives approval of the Vice President for Student Affairs & Dean of Students in accordance with this clearance procedure. If, after a student has been notified that they cannot live in the College's residential facilities, participate in the College's academic programs, or participate in other College activities, they violate the prohibition by entering a residence hall, attending class, or participating in an activity that has been prohibited, such violation may result in disciplinary action in accordance with the Student Code of Conduct.
**(b) Evaluation by a Qualified Mental Health Professional**
Before the Vice President for Student Affairs & Dean of Students may clear a student to live in the College's residential facilities, participate in the College's academic programs, or participate in other College activities, the student must have a psychiatric assessment performed by qualified mental health professional, such as a psychiatrist, psychologist, social worker or clinical mental health counselor. The student may choose the mental health professional. Cost, if any, for evaluation and treatment will be the responsibility of the student. It is possible that the assessment may include the requirement that the student have an additional assessment by a physician before the final assessment can be completed.

**(c) Communication of Results of Evaluation to the Vice President for Student Affairs & Dean of Students**
The student must arrange for the mental health professional who evaluated the student to contact the Vice President for Student Affairs & Dean of Students. Because the student's contact with the professional is confidential, the student will be requested to sign a release form permitting the mental health professional to disclose the evaluation to the Vice President for Student Affairs & Dean of Students. The mental health professional will be asked to provide an evaluation about the overall level of the student's risk or harm to self or another and whether the student can resume some or all activities without disrupting those activities. Recommended reasonable accommodation for the student will be reviewed and considered, and further information from the mental health professional may be requested.

Based on the mental health professional's evaluation, the Vice President for Student Affairs & Dean of Students will determine:
**(1)** the student's readiness to resume living in the College's residential facilities, participation in the College's academic programs, or participation in other College activities the College had previously deemed to be harmful to the student or others; and
**(2)** conditions the College should impose on the student's participation that are in the student's best interest; and
**(3)** conditions the College should impose on the student's participation because, in the opinion of the Vice President for Student Affairs & Dean of Students, in consultation with others, the student's behavior has been disruptive to the educational pursuit of others.
The evaluation of the mental health professional may be communicated orally at first for expedience but must be followed in writing.
**(d) Approval from the Vice President for Student Affairs & Dean of Students**
Based upon the results of the evaluation by the mental health professional that may include a physician's assessment and/or recommendation, the **Vice President for Student Affairs & Dean of Students** will make a decision about the student's fitness to resume living in the College's residential facilities, participation in the College's academic programs, or participation in other College activities the College. All students placed under this policy must meet together with the Dean of Students and the Director of Counseling & Health Services. In some cases, the Vice President for Student Affairs & Dean of Students may require an interview with the student prior to making a decision about clearing the student under this policy.
**(e) Appeal of the Decision**
In the event that the Vice President for Student Affairs & Dean of Students has determined that the student is not fit to return to College academic programs, residential facilities, or other College services or programs at this time, the student has the right to:
**(1)** meet with the Vice President for Student Affairs & Dean of Students to hear why the student has not been cleared under this policy and what steps the Vice President for Student Affairs & Dean of Students recommends the student take in order to receive clearance under the policy.
**(2)** file an appeal to the President if the student believes that the decision rendered by the Vice President for Student Affairs & Dean of Students was arbitrary or capricious. The appeal shall be made in writing within three business days of the student receiving the decision. The President shall review the written appeal. If the President finds a lack of substantial evidence to support the decision rendered by the Vice President for Student Affairs & Dean of Students, or that the decision was so contrary to the weight of the evidence that it was arbitrary and capricious, the President may modify the decision. The decision of the President is final.

## RETALIATION POLICY

No student may retaliate in any way against any other member of the College community for making an initial report about the possible violation of College policy or outside law by said student, for providing any information about the possible violation of policy or law in the subsequent investigation, or for any decision made by that community member as a representative of a judicial body. Acts of retaliation include, but are not limited to, physical acts or other acts that provide a risk or endangerment of the community member's health and well-being, harassment or stalking of the community member, damage to the community member's physical possessions/property or physical space, acts that affect that community member's academic work or employment, and acts that negatively affect the reputation of the community member.

## MEDICAL AMNESTY POLICY

Although alcohol and illegal drugs/substance(s) use is not allowed on College property or off-campus outside of the confines of local, state, and federal laws, the College also wishes to ensure the safety of its students. If the health and well-being of a student is of concern, those present with the student of concern are encouraged to seek medical assistance and/or the assistance of CCPD for the student of concern, regardless of the use of alcohol and/or illegal drugs/substance(s) by the student of concern and/or the student(s)' reporting.

As long as the situation is actively reported and not discovered after the fact, any student involved in this incident (student of concern and student(s) reporting) will not face judicial proceedings but may be required to complete alcohol and other drug educational programming, regardless of the use of alcohol and/or illegal drugs/substances by any or all parties. Those parties involved with alcohol and/or drug/substance use illegally may be required to seek an outside alcohol and/or illegal drug/substance abuse assessment, at cost to the student. However, no judicial proceeding will be listed on the student(s)' judicial records, unless the student(s) refuses to provide proof of the required assessment or program.

Repeated use of this Medical Amnesty Policy, by either the student of concern or the student reporting (if also having used alcohol drugs in previous situation) may result in judicial proceedings and sanctions.

Any decision(s) made by outside law enforcement in regards to the reported medical concern and possible violation(s) of alcohol and illegal drug/substance law(s) are separate from this Medical Amnesty Policy.

## ALCOHOL AND OTHER DRUGS POLICY

Columbia College is a drug- and alcohol-free institution. (Some approved College events are exempt from the alcohol policy.) The unlawful manufacturing, distribution, dispensation, possession, and use of alcohol, illegal drugs or controlled substances, including synthetically produced stimulants or depressants, and alcohol and drug paraphernalia are against our Student Code of Conduct and state and federal law.

No Columbia College student, whether on campus or at a College sponsored activity not pre-approved for the serving of alcoholic beverages (refer to "Off-Campus Alcohol Policy"), shall engage in using, selling, bartering, loaning, giving, procuring for or furnishing for another, keeping or transporting for sale, directly or indirectly, any illegal drug, drug paraphernalia, or alcoholic beverage. All students are responsible for the contents of their vehicles, residence hall rooms, and personal property. Students who violate any policy listed in the Student Code of Conduct related to alcohol and drugs are subject to College judicial processes outlined in the *Student Handbook*. Parents or legal guardians may be notified of sanctioning for alcohol or drug offenses of students under the age of 21, as is allowed by the Family Educational Rights and Privacy Act (FERPA).

Alcoholic beverages may only be served with authorization by the President for certain events, sponsored by a college department/division or an off-campus facility renter. A TIPS certified bartender, contracted through Sodexo, must open and pour.

## Alcohol at Off-Campus Events

Off-campus events sponsored by a student group at a site where alcohol is served must be registered with and approved by the Office of Student Activities. Publicity for an event may not be distributed before the event has been approved. In addition, publicity cannot refer to the availability of alcoholic beverages. If the event is approved, the president and the advisor of the student organization are required to meet with the Director of Student Activities to discuss safety precautions. For student organizations, funding from both restricted and unrestricted sources cannot pay for alcoholic beverages.

In accordance with the Student Code of Conduct, all alcohol used at these approved off-campus events should be done legally and public intoxication is not allowed. Any violation of the Student Code of Conduct, by an individual student and/or organization, may result in judicial proceedings.

## Counseling and Treatment

With commitment to the wellness concept, Columbia College offers alcohol, tobacco, and other drug education, intervention, and referral. Substance abuse resources are available to students through Counseling Services. A student who feels they have a problem or wants information may seek confidential counseling. A full-time counselor is available for individual or group counseling or for referral for off-campus treatment.
Recognizing that education is essential to substance abuse prevention, special educational events, college orientation programs, and guest speakers will encourage appropriate behavior concerning alcohol and other drugs.

| *On-Campus Help* | |
|---|---|
| Office of Counseling Services,<br>Division of Student Affairs<br>T.J. Harrelson Student Services Center | 803-786-3727 |
| Columbia College Police Department<br>4825 Burke Avenue | 803-786-3343 |
| *Off-Campus Help* | |
| Alcoholics Anonymous | 803-254-5301 |
| Narcotics Anonymous | 803-254-6262 |
| Al-Anon Family Groups | 803-735-9944 |
| Substance Abuse Information | 1-800-622-HELP |
| Alcoholism Info Line | 1-800-252-6465 |
| Drug Information Access Line (DOADAS) | 1-888-727-7383 |

## Health Risks

Drug or alcohol abuse can cause damage to body organs, physiological processes, mental and emotional health, or even cause death. In addition, drug or alcohol abuse may cause harm to others. Stimulants such as cocaine can cause heart attacks, seizures, lung damage, severe depression, paranoia, or sudden death. The use of cocaine in any one of its many forms is highly addictive. Marijuana can cause memory loss, lung damage, disorientation, and hyperactivity. Hallucinogens such as LSD, PCP, and mescaline can cause emotional instability, hallucinations, and convulsions. These symptoms can reoccur over long periods of time after ingesting the chemical. Narcotics such as heroin and opium can produce coma, convulsions, and death. The paraphernalia used to administer these drugs can lead to hepatitis, infections, and AIDS. Depressants such as barbiturates can produce drunken behavior, disorientation, delirium, and death due to cardiac arrest.

## Blood Alcohol Concentration (BAC)

Blood Alcohol Concentration (BAC) refers to the amount of alcohol in an individual's bloodstream. A person's size, gender, weight, fat content, and amount of food in the stomach will affect the absorption of alcohol into the bloodstream. The predominant factor in absorption is the metabolism of alcohol by the liver. When alcohol enters the bloodstream, 95 percent is metabolized by the liver and five percent is excreted in breath, sweat, and urine. The liver takes about one hour per drink to clear the body of alcohol. The following can help you estimate approximate Blood Alcohol Concentration. Remember, just one drink can impair your skills and judgment. It is risky to operate any machinery or engage in any activity that requires concentration and alertness after drinking any amount of alcohol.

## Influences on Blood-Alcohol Concentrations

- The more you drink, the more intoxicated you become.
- Larger and heavier people will not become intoxicated as fast as those of smaller stature, simply because they have more blood to dilute the alcohol.
- The faster you drink, the faster the alcohol is absorbed. Pace is extremely important in drinking responsibly.
- Women and men, equal in weight and tolerance, do not get intoxicated at equal rates; women become intoxicated faster. Because women have less fluid and more fatty tissue than men, the alcohol does not become as diluted; therefore, it is absorbed faster. In addition, a woman's menstrual cycle influences absorption. In the premenstrual phase, a woman absorbs alcohol more rapidly, so she becomes intoxicated faster. It has also been found that women who are using birth control pills absorb alcohol more rapidly, once again causing higher blood-alcohol concentrations.

## Pregnancy

Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## Patterns of Alcohol Abuse

Dependence on a substance can be as subtle as a cup of coffee "to start the day" or a drink to "unwind." Either way, the person is still dependent on that substance to alter their mood. A lot of people find it difficult to tell the difference between problem drinking, social drinking, and alcoholism.

The important thing to remember is that substance abuse develops through a pattern of several stages. The more of these signs a person exhibits, the more severe the problem.

- Alcoholic beverages are consumed in moderation; for example, a glass of wine at dinner, a beer or two at a party.
- Alcohol consumption supplements other primary activities.

**Problem Drinking**

- Occasional to frequent consumption to intoxication.
- Difficulty with relationships.
- Becoming sick/hungover.
- Psychological dependence begins; must drink to have fun.
- Aggression/getting into fights.

**Early Stage Dependency**

- Frequent drinking to intoxication. Occasional drinking.
- Drinking at inappropriate times. Blackouts—forgetting all or part of what happened while drinking.
- Hard to stop drinking after the first drink. Drinking becomes a way to escape problems and relieve tensions, anxiety, and inhibitions.

**Middle Stage Dependency**

- It is harder to get alcohol-induced high regardless of quantity consumed.
- Conceals drinking. Hiding or covering a drink or lying about amount consumed. Avoid talking about alcohol and get upset if someone brings up the subject.
- Has guilty feelings.
- Blackouts increase. Drinks in the morning and often alone.

**Late Stage Dependency**

- Drinking becomes primary activity. Consistent heavy drinking.
- Further denial of drinking activity and alibis for behavior.
- Pressure from family and friends to stop drinking.
- Work, financial, and legal problems.

- Guilt and remorse.
- Development of other health problems such as ulcers.

## Care of an Intoxicated Person

This list provides practical tips for immediate care but is not exhaustive.

## Do not

- Do not give the person any food, liquid (coffee or caffeine), or drugs (not even aspirin) to sober them up. Only time will sober up an intoxicated person.
- Do not give the person a cold shower—the shock may cause the person to pass out, injuring themselves.
- Do not try to walk, run, or exercise the drunk person.
- Do not attempt to constrain the person.
- Do not leave a drunk person alone. Stay with them but do get help if necessary.

## Do

- Do keep the person comfortable (however, don't reinforce drinking behavior).
- Do talk quietly and calmly to the person. If the person is in bed or lying down, do make sure the person is lying on their side, not their back, and monitor breathing. If the person has difficulty breathing or is unconscious (if she/he does not wake up after a shout or a pinch) or if you have any doubt, do get help!
- Remember: A severely intoxicated person is helpless and must be cared for. In case of emergency, call Columbia College Police Department or the residence hall staff member on duty.

## ANIMALS ON CAMPUS POLICY

Columbia College strives to promote a safe and healthy living, learning, and working environment. Consequently, animals, except for fish in a tank no larger than 10 gallons, are prohibited from all residence halls and academic and administrative buildings. Exceptions to this policy are service animals used in the assistance of a person with a disability, animals approved for emotional support (residence halls only), animals used in classroom instruction, or those animals as described in the following sentences. Students, employees, or guests may walk leashed animals on outdoor college property under the following conditions: the animal does not have a history of aggression, the animal is accompanied by an adult at all times; and the adult cleans up after the animal. Any student, employee, or guest of the college assumes full legal responsibility for the animal in their possession while on college property, including damage to property or injury to persons.

## ANIMAL FEEDING POLICY

Leaving food or water on campus grounds for the purpose of feeding animals is prohibited. This practice may attract wild and feral species, which in turn may create a health risk.

## FLYING OBJECTS

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

## RECREATIONAL EQUIPMENT

The use, possession, or storage of Hoverboards, Segways, 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 residence halls.

Additionally, the use of skateboards, manual scooters, skates or rollerblades, bicycles, and similar equipment is prohibited in every other campus building. Prohibited items are subject to confiscation, fines, and disciplinary action.

## 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.

## RESIDENCE HALL POLICIES

All residents and their guests are expected to adhere to College and residence hall policies. Residents will be held responsible for the actions of their guests. In addition, guests that are Columbia College students, but not residential students will be held responsible for their own actions.

In addition to the following policies, students should consult their Housing Contract and the *Student Handbook* for a detailed statement of the terms and conditions regarding campus housing. Violations of the terms and conditions of the Housing Contract, Student Code of Conduct, and/or the Residence Life Policies listed in this *Student Handbook* may result in judicial action.

## 1. Residency Requirement

A. A first-time college student in the Undergraduate Day College (21 years of age or under) is required to live on campus during the first two years of enrollment at Columbia College (note that students who enter Columbia College directly from high school and have earned dual enrollment college credit are considered "first-time college students" at Columbia College).
B. A first-year or second-year student may choose to live off campus if they are living with a legal guardian within Richland or Lexington Counties and are living at the address on record with the College as their permanent address.
C. First-year and second-year students who are married will also be exempted from the residency requirement but may be asked to submit verification.
D. First-year and second-year students who are living with dependents will also be exempted from the residency requirement but may be asked to submit verification.
E. All other exceptions to the residency requirement must be requested in writing and will be reviewed and approved by the Director of Residence Life and Housing and/or a committee. A form requesting an exemption to this requirement is available through the Office of Residence Life & Housing.
F. All first-year and second year students who do not meet the above stated exemptions or who do not have an approved exemption form turned in by August 1 of the current year will be given a residence hall assigned space and the appropriate housing and board fees will be added to the student's account accordingly.

## 2. How to Apply for College Housing

A. All requests for on-campus housing for incoming first-year or transfer students are made to the Office of Residence Life and Housing, via the Office of Admissions.
B. Students who are currently enrolled and who seek residence hall placement should go to the Office of Residence Life and Housing in the Student Union.
C. Assignment to on-campus housing is based upon acceptance of the Housing Contract, completion of a housing application, submission of the Initial Housing Payment, and availability.

## 3. Eligibility & Process: Residence Hall Placement

A. Students must be enrolled as a full-time undergraduate student in the Undergraduate College at Columbia College. Full-time status is defined as enrollment for 12 or more credit hours per semester or its equivalency. Individual housing eligibility is non-transferable.
B. Resident students fulfilling approved student teaching or internship requirements or who are in the final semester of their senior year may not meet full-time enrollment standards but are eligible for residency during that period if approved by the Director of Residence Life and Housing.
C. Graduate and evening college students are eligible to stay in residential housing, but they must be at full-time status. Undergraduate day students will be given precedence when it comes to receiving housing assignments.
D. Part-time students may be granted eligibility by the Director of Residence Life and Housing on a case-by-case basis.
E. Students must complete and submit the following:
   1. Housing Application Form
   2. Housing Agreement
   3. Initial Housing Payment (as determined by Director of Residence Life & Housing)
F. Room assignments for new students are made by the Office of Residence Life and Housing prior to the beginning of each semester.
G. Returning students who complete all paperwork by the stated deadlines may participate in the Room Selection process in the spring to select their rooms for the upcoming academic year. Specific policies for the Room Selection process are determined by the Office of Residence Life and Housing with feedback from students.
H. Some campus housing options are designated with special privileges and require a minimum GPA or other eligibility requirements of students who choose to live in these areas.
I. Housing assignments for returning students who do not participate in the room selection process will be made by the Office of Residence Life and Housing.

## 4. Room Assignments

A. All attempts are made to grant the request(s) of a residential student when making an assignment. However, if the student is not eligible for the space being requested, if the space is not available, or if there is a concern for the comfort or rights of another student, the request will not be granted.
B. There will be a one-week period during the first few weeks of the fall and spring semesters during which students may request a room change for any reason. A room change request form will be sent out electronically to your Columbia College e-mail by Residence Life and Housing for this purpose. During any other time in the year, students will be asked to talk with their Resident Assistant or Area Coordinator about their reasons for wanting to make a room change request. If there is a roommate concern, the student will be asked to work with the RA or AC in an attempt to remedy the roommate concern. Only those situations which may result in health or safety concerns, an extreme discomfort, or situations which have been discussed previously with an AC and for which a solution has not been found may be approved for a room change.

C. If a room change occurs, the Office of Residence Life and Housing will attempt, if at all possible, to notify any students residing in the space in which the moving student has been assigned to. During the summer, this notice may be provided in the form of a change to the room and roommate assignment in Koala Connection. During the academic year, students will receive an e-mail notification when possible. However, all students with open beds in their rooms for which they are not paying should be ready for a new roommate at any time, regardless of notification. Note: only students approved for a "double as a single" or "approved private" are permitted to occupy both sides of the room. Students found to be occupying both sides of a room without permission may be fined up to the cost of the entire room.
   When a student is approved for a "double as a single" or "approved private," the approval is a permanent guarantee. The approval of one of these options for one year does not guarantee approval for subsequent years.

D. If a need arises, an additional student may be assigned to a residence hall room, or certain common rooms within the residence halls may be designated as living areas. In order to adjust to the stress caused by overcrowding, it may be necessary to make adjustments in residential policies and procedures.

## 5. Family Housing

Columbia College is not able to offer housing to family members of students. This includes spouses, partners, children, or extended family members who are not also enrolled in the Undergraduate College at Columbia College.

## 6. Break Periods

A. All residence halls are closed during scheduled break periods (Thanksgiving, Winter, Spring, and Summer). Students are expected to leave the residence hall on the day of their last fall or spring semester examination and no later than the designated closing date for Thanksgiving and Spring Breaks.

B. Students needing to remain in the residence halls during the breaks may complete a request for a break pass to do so.
   1. The Office of Residence Life & Housing will send the break pass request link to each resident student through their campus e-mail.
   2. All break passes must be submitted before the published due date. Students who request a break pass after the deadline will be assessed a late fee of $25.00.
   3. There will be an additional fee, as stated in the housing contract, charged to students who need to stay during Winter and/or Spring Break.
   4. Students must have an approved break pass from the Director of Residence Life and Housing in order to remain in the residence halls during the breaks. Anyone found without an approved break pass may be removed from the halls, charged a fee, and/or be documented for a possible violation of policy.

C. During the break periods, there may be special policies put into place by the Director of Residence Life and Housing. Students will be required to comply with all special policies and/or the policies listed in the Student Code of Conduct and Residence Hall Policies. Failure to do so may result in a request for the resident to leave housing immediately until further investigation and/or judicial proceedings can be held.

D. Meals will not be served during college break periods.

## 7. Summer Housing

Summer housing is available for students in the Undergraduate College program. Space is limited and priority is given to students that are involved in some type of on-campus work experience or academic, internship, or employment experience related to the student's degree. Summer residents must also be residing in campus housing in the fall semester, unless an exception in allowed by the Director of Residence Life and Housing. The summer period is not included in the academic year housing agreement and there is a separate fee for summer housing. Those students needing summer housing must complete a summer housing application and agreement. Information regarding the summer housing application process and deadlines will be available through the Office of Residence Life and Housing in late spring.

## 8. Residence Hall Withdrawal

A. Residents must vacate the residence halls and cease using the College board plan within 48 hours (unless notified of a shorter time requirement) after withdrawal, dismissal from housing and/or when no longer actively enrolled in classes. In situations where a student is required to vacate the residence halls, a student's parent or legal guardian may be notified. Students withdrawing from the College should notify the Office of Residence Life and Housing by completing a withdrawal form. Students leaving the halls for any of these reasons should follow all policies and procedures when vacating the room.

B. Residential students are expected to be full-time Undergraduate College students and must attend classes regularly. If a student, through their attendance, drops below full-time status they will be asked to move out of the residence hall and their agreement may be terminated. Students who are asked to leave housing for this reason will not be awarded a refund of room and board charges for the current semester.

## 9. Housing Refunds and Cancellations

A. For new incoming students, the Initial Housing Payment is collected within the deposit given to the Admissions Office and applied to the room charges for a student's first semester at Columbia College. The deadline to cancel assignments without forfeiting the Initial Housing Payment and being bound to the contract for the academic year is August 1 for new students enrolling in the fall semester and

January 1 for new students enrolling in the spring semester. Cancellations must be made in writing to the Office of Residence Life and Housing.

B. All returning resident students wishing to receive a room assignment after the Room Selection Process should contact the Office of Residence Life & Housing.

C. All housing agreements are binding after July 1 for returning students, August 1 for incoming students in the fall, and January 1 for incoming students in the spring. An automatic release from the housing agreement will be granted to rising juniors and rising seniors if written notification is received by July 1 for the upcoming academic year. An agreement signed after this date is automatically a binding agreement with no window of time to cancel.

D. All students in their first two years of enrollment are required to live on campus, as per the College's residency requirement. Failure to select a room during the Room Selection Process does not release a student that is required to live on campus from the Housing Agreement. All students that are required to reside on campus, except students approved for an exemption by the Office of Residence Life and Housing, will be charged for room and board for the upcoming academic year.

E. A resident whose residence hall agreement is terminated by the College will forfeit all room and board charges for the current semester.

F. A student who fails to claim the room assignment and key made for that student by the conclusion of the Add/Drop period will thereby forfeit that reservation for the current semester. The student will not be eligible for any refund of room and board charges already applied to the student's account. This does not apply for those still enrolled in classes and required to reside on campus.

G. All refunds for housing charges or deposits are paid back in the form of the original payment, unless otherwise decided upon by Tuition Accounts or the student request for use of the payment for other charges on the account. Refunds are contingent upon:
   1. Compliance with the College residency requirement and the provisions of the Housing Agreement;
   2. Prior settlement of all assessments of damage charges and fines;
   3. A written request submitted in accordance with all deadlines to reserve or cancel a room assignment; and
   4. The student not having any other fees/charges owed to the College.
   5. Guidelines provide in the *Undergraduate College Bulletin.*

## 10. Residence Hall Security

The following measures should be followed for the safety of all residents:

A. The best security a student has is a locked room. Always keep doors locked.

B. A room key and a front door access card (Student ID) for the residence hall are issued to each resident upon arrival. Students should always keep these items in their possession.

C. Failure to return a key or a lost key will result in the need for a lock change with the cost assessed to the responsible student. This charge can range from $130 to $300 per key.

D. Students leaving the residence hall permanently, for a period of time (e.g., students studying abroad), or at the end of the academic year, must return their key(s) to the Office of Life and Housing upon immediate vacating of the room.

E. Tampering with locks, theft, and duplication or unauthorized use of any key or access card to a College facility is prohibited and will result in judicial action.

F. No resident student is permitted to lend a key(s), a student identification card, or an access card originally issued to that student to another student or to a non-student. If this occurs, judicial action will be taken.

G. All entrance doors will be locked 24 hours a day. Fire doors are clearly labeled and alarmed and are not to be used, except in an emergency. Any individual found responsible for using or tampering with a fire door will face judicial action.

H. For the safety of all residents, unauthorized persons should not be allowed entrance into any residential facility. All visitors must be greeted and signed in at the front desk by the hosting student and escorted at all times.

I. Report any suspicious person(s) to the Area Coordinator, the Assistant Area Coordinator, Resident Assistant, desk staff, or the Columbia College Police Department immediately.

## 11. Personal Property

While measures are taken to ensure safety and protection of personal property, the College cannot be held responsible for theft, destruction, or loss of property belonging to or in the custody of students. It is advisable to carry personal property insurance. The College suggests that students check with their parents or guardian's homeowners' insurance to see if that policy will cover any losses while the student is living in the residence halls. Students may also contact the Office of Residence Life and Housing to obtain information regarding purchasing personal property insurance from an outside vendor not affiliated with Columbia College. **Students are encouraged to purchase renters' insurance.**

## 12. Alcohol and Drugs

Alcohol and drugs and the use of alcohol and drugs are not allowed in the residence halls for any reason. For more information on the College's policy, please refer to the policy statement on Alcohol and Other Drugs, detailed on page 62 of the *Student Handbook,* and to the policies listed in the Student Code of Conduct, section of the *Student Handbook*.

## 13. Alcohol and Drug Paraphernalia

Empty alcohol containers (any container that once contained alcohol) or containers that are specifically designed to contain alcohol (including, but not limited to, shot glasses, wine glasses, beer mugs, pilsners, flasks, martini glasses, kegs, and champagne flutes) are not allowed in residence halls. Columbia College is a dry campus and alcohol paraphernalia of any type, even that which is used for decorative purposes, is not permitted.

Drug paraphernalia is not allowed in the residence halls for any reason.

## 14. Animals

A. Animals are not allowed in the residence halls, except for fish kept in a tank no larger than 10 gallons. Other animals that can live in fish tanks but are not fish are not permitted.
B. Only those animals in compliance with the Americans with Disabilities Act and Fair Housing Act will be permitted, once approved. All approvals for animals in the halls, except for fish, must go through the Columbia College Office of Student Success/Accessibility Services.
C. Students found in violation of this policy may be fined a cleaning fee up to $250.

## 15. Appliances

A. Due to safety concerns and the desire to provide the most efficient power sources for residents, students are required to meet the following conditions:
   1. A U.L. approved power strip, with a built-in 1.5 amp or less circuit breaker and on/off switch should be used.
   2. All appliances must be on a 110 volt current rating and must be U.L. approved.
   3. No more than four power strips may be used in any residence hall room (U.L. approved surge protectors or power strips with surge protectors are recommended).
   4. Extension cords and multiple plug outlets/outlet extenders are prohibited.
   5. Power strips and surge protectors may not be plugged into other power strips.
   6. Splitters of any type or device designed to manipulate the original supply (power, cable, or Ethernet) are not allowed.
B. The following appliances are allowed in the residence halls:
   1. Small microwaves do not exceed 1000 watts.
   2. Refrigerators are no larger than 5 cubic feet and 12 running amps.
   3. Irons with automatic shut-off are permitted but should be used with caution.
   4. Blenders, crock pots, lava lamps, and small coffee pots. These items must all have automatic shut-off functions. This includes single-serve coffee makers.
   5. George Foreman type grills can only be used in the residence hall kitchen.
   6. Air fryers can only be used in the residence hall kitchen.
C. The following appliances are not allowed in the residence halls:
   1. Routers of any type.
   2. Sun/heat lamps and candle warmers/hotplates /wax warmers.
   3. Space heaters (unless provided by Facilities Management upon emergency).
   4. Ceiling fans.
   5. Personal air conditioners.
   6. Electric blankets.
   7. Cooking appliances (broiler/toaster ovens, toasters, hot plates, pressure cookers, convection cooking items, etc.).
   8. Halogen lamps and halogen lightbulbs of any type.
   9. Paper lanterns or lamps.
   10. In general, appliances with an open coil or heating unit or appliances that are hot to the touch are not allowed.

D. If you are unsure whether an appliance is allowed, ask your RA or AC before bringing the item into the residence hall. If appliances that are prohibited in the residence halls are found in a student's room, the violation will be documented, and the student will be asked to remove the item from the residence hall within a given amount of time. Staff reserves the right to confiscate the prohibited item(s) and store or properly dispose of the item.

## 16. Babysitting

Students may not babysit at any time and for any reason in the residence halls. This also applies to siblings and other biological relatives. Students who have children and live in the residence halls will be allowed to visit with their children provided the policies regarding minors as guests are followed, as referenced later in this section.

## 17. Check-Ins and Check-Outs

Students are required to properly check into and check out of their assigned residence halls rooms when moving in and vacating the space. This ensures that the Office of Residence Life and Housing is aware of the occupancy of the room, the verification of the assigned resident, and the condition of the space, all for health and safety purposes.

A. To properly check in:
   1. A student must complete a check-in process with the college upon their arrival each semester. This process will ensure clearance with the Offices of Admissions, Financial Aid, Tuition Accounts, and the Registrar prior to moving into the assigned residence hall.
   2. The student should not enter or attempt to gain access to the assigned residence hall room before this proper check-in process has occurred.

3. Students must check-in during business hours, unless notified of a special check-in time and location.

B. To properly check-out:
   1. A student may complete a standard check-out with a Residence Life staff member (typically an RA or AC) or complete an Express Check-out. A student may contact a member of Residence Life to schedule a check-out time, during which the Residence Life staff member will walk through the assigned room with the student and complete the remaining half of the Room Condition Report (RCR). The use of standard check-out is highly recommended.
   2. The student should have all personal items out of the cleaned room at this time and be ready to turn in the key and vacate the room.
   3. The student will receive a signed copy of the completed RCR, which will also include any possible damage indications.
   4. The resident will give the room key to the Residence Life staff member at that time, which will complete the proper checkout process.

C. If a student does not wish to be present while the condition of the room is being assessed by a Residence Life staff member, the student may obtain an Express Checkout envelope from the Office of Residence Life and Housing, an AC, or from the key return box located outside of the Office of Residence Life and Housing. The student must complete the information on the outside of the Express Checkout envelope, place the room key(s) in the envelope, seal the envelope, and drop the envelope in the key return box outside of the Office of Residence Life and Housing (or in the labeled key drop boxes available in the hall lobbies during closing at the end of the academic year). **Students who choose to complete an Express Checkout option may not appeal their damage charges** (more information in the Damage to Residence Hall Property section).

D. Students who have failed to accurately complete previous check-outs, (Thanksgiving, Christmas, Spring Break), may not (at the discretion of Residence Life Personal) be allowed the option of express check-out.

E. Students who do not properly check-in or check-out of their residence hall spaces may be fined $50 or more. A fee may also be assessed to replace the cost of changing the lock and creating new room keys to replace the unreturned keys from an improper check-out. A limited amount of time may be granted, if possible, to allow for the late return of room keys from improper check-outs but the improper check-out fine may still be assessed.

F. Students will also be assessed a fee of $150 or more if the Residence Life staff must pack up a student's space or relocate a student's items due to improper checkout.

## 18. Lock Outs

A. Students with repetitive lockouts from their assigned spaces may be assessed a fee for each subsequent lockout. Students will be contacted via email to meet with a Residence Life Staff member before a fee is applied to their student account.

## 19. Community Spaces

A. Community spaces are created and maintained for the purpose of providing students with additional living spaces in which to interact/socialize with other students, cook, do laundry, study, and overall, build community. Community spaces include any space within the residence hall that is not secured behind a locked door. These include, but are not limited to, lounge/lobby restrooms, hallways, stairwells, lobby areas and lounges, kitchens, the McNair classroom, the McNair Fitness Center, and laundry rooms.

B. Residents and organizations wishing to use these community spaces for scheduled events must reserve the spaces through the Area Coordinator for that specific area.

C. All residents having access to these community spaces have a responsibility to maintain the good condition of these spaces. Community damage fees may be assessed if damages are done to the community spaces and the person(s) responsible is not identified. Proper care should be used when utilizing the space for activities involving materials that may damage the community spaces such as paint, glue and glitter glue, permanent markers, and cutting materials. Loose glitter and spray paint should not be used in the community spaces. See the Damage to Residence Hall Property section below for more information.

## 20. Damage to Residence Hall Property

A. The Office of Residence Life and Housing staff will work diligently to track the condition of each room and community space within the residence halls, using a system of Room Condition Reports (RCRs). Each student will be provided a copy of the RCR at the time of check-in and checkout. The student is also responsible for noting any damage or condition concerns (not already noted on the RCR) and notifying the Office of Residence Life and Housing within 48 hours of checking in. Any conditions that have changed since the time of check-in, as noted on the RCR, will be the responsibility of all students having access to the space, unless an individual student claims responsibility for the difference in condition or damage.

B. All community members have a responsibility to maintain the condition of those spaces in the hall that are accessible by all and considered to be community spaces (hallways, lounges, kitchen, laundry room, gym, etc.). If there are any changes in the condition of these spaces or damages done in these spaces, all members of the community that had access to that space may be charged for the cost of the damage if the person or persons responsible are not found. If a community damage fee is assessed, the total cost of the damage will be divided evenly amongst all members of the community. Any fees amounting to less than $5 per community member will not be assessed, but the cost of that damage may be added to any other damage done later in the academic year and assessed at that time.

C. Any student who is responsible for committing damage to College property, whether accidental or willful and malicious, will be required to pay for the repair or replacement of that property. It is the responsibility of each resident to cooperate with College staff in the apprehension of individuals causing damage. A student that leaves belongings in the room at checkout or fails to leave the room in a clean and orderly state can be charged, based on the assessment made by the AC, in consultation with Facilities Management. Broken items or significant damage, such as a broken mirror or badly stained carpet, will be charged on a per item basis, depending on the replacement/repair cost to the College. All fees and costs associated with the damage and subsequent repair, or replacement will be placed on the responsible student's account and will be owed, according to the policies of the Tuition Accounts office.

D. Most damage fees may be appealed, following the process and deadlines listed in each damage notification. All appeals should be made to the Director of Residence Life and Housing. Only damages discovered during a room inspection for those students who selected to complete an Express Checkout may not be appealed.

## 21. Decorations

Students are encouraged to decorate their rooms in a way that creates a sense of comfort and home. However, decorations should not cause damage to the room or create a safety concern. The following decoration policies should be followed and the Residence Life staff may ask students to remove items at any time or may remove items for students if the students are not present:

1. Nothing should be placed on or hung from the ceiling and the very top of the walls. This includes fire sprinklers.
2. No wall or door surface area should be entirely covered. Only a moderate amount of each wall should be covered.
3. No rugs, quilts, blankets, nets, sheets, cloth, or any other pieces of fabric or flammable materials should be hung on the walls or from the ceiling.
4. Rugs/mats are not permitted in the hallway.
5. No items should be placed across the doorways or under carpets. No items should hang across the room.
6. Decorative lights, such as holiday lights, may be used as long as they meet all appliance requirements, as listed in the "Appliances" section of the Residence Hall Policies, These lights are not hung from the ceiling or fire safety equipment and should not be placed near anything that may become overheated and start a fire.
7. Small plants and trees are allowed, provided they are potted. No gardens or flower beds should be created and the watering of these plants should not cause damage.
8. The walls, windows, furniture, and any other surfaces may not be painted at any time. All paint upkeep will be conducted by Facilities Management only.
9. Only adhesive materials that can be easily removed without causing damage to the paint or staining of the surface should be used. Prohibited items include, but are not limited to, duct tape, nails, Scotch tape, screws, and stickers. The use of any adhesive materials by a student, even those that may be recommended by the Residence Life staff, is done at the student's own risk and all damages caused by adhesive materials or nails/screws will be charged to the student.
10. Loose glitter and spray paint should not be used inside the residence halls.
11. Decorations in the community spaces are allowed, as long as they adhere to the policies listed above in this section and are approved by the Residence Life staff. The removal of or damage to any decorations from a community space or from the door of another student is considered to be theft or damage of personal property and will not be tolerated.

## 22. Fire Safety

A. Given the compact nature of the residence halls, it is essential that all fire safety regulations are followed, to provide the safest living areas possible for students. Students must adhere to the following fire safety related policies:

1. No items listed on the prohibited appliances list in the "Appliances" section 15 of the Residence Hall Policies should be brought into or used in the residence halls.
2. Candles, incense, wax warmers, fuel of any type, and anything with an open flame is prohibited. Electronic flameless candles are allowed.
3. The burning of candles and incense is prohibited.
4. Smoking of any type is not allowed (Please refer to the smoking and tobacco use section of this handbook).
5. Live/real Christmas trees are not permitted. Any Christmas trees or trees used for decorative purposes must be made of a fire retardant material. Documentation may be required.
6. All draperies and bedspreads should be made of a fire-retardant material.
7. A path of egress must always be available in the rooms, hallways, and community spaces. Items may not be placed in the path of egress. This includes, but is not limited to, furniture in the path of egress or that blocks the door or window, excessive amounts of items on the floor of a room, locked or blocked doors, and items left in the hallway. Staff may request that the student(s) move the items immediately or may move the items without the permission of the student(s).
8. Any tampering with, disarming of, or covering of the fire safety equipment in the residence halls is against federal and state laws and is prohibited. This includes smoke detectors, sprinklers, pull stations, exit door alarms, hood/exhaust and fire suppression systems, and fire extinguishers.
9. It is important for all residents to have knowledge of the evacuation procedures, in case of a fire. These procedures can be found in this section of the *Student Handbook* under "Fire, Emergencies, and Evacuation of Buildings." All students must evacuate the residence hall completely and in a timely manner after any sounding of the fire alarm or evacuation order, for any reason. Any

student found in the residence hall after an alarm or evacuation order may face criminal proceedings, in addition to judicial proceedings.

## 23. Furniture

a) No furnishings may be removed from any of the residence halls.
b) All furniture placed in the student's individual room should remain in that room. Students may not move furniture into the hallways or any community spaces.
c) Students may not move furniture from the community spaces into individual rooms or other community spaces.
d) Students will be held responsible for damage done to furnishings.
e) Lofts are not allowed in any way. Bed risers or other materials may not be used to raise the bed from the floor. Students are encouraged to place service requests with Facilities Management to adjust the height of the bed. Beds may not be bunked or placed on top of each other.
f) Students may use carpet or rugs to cover the floors but these materials should be fire retardant and should not be adhered to the floor or cause damage to the floor.
g) Furniture may not be placed in any way that would block the path of egress.
h) Water filled furniture or beds are prohibited.
i) All mirrors located in the rooms should remain on the walls and should not be moved.

## 23. Guest Philosophy and Policy

We, as a residential community of scholars, recognize the rights to privacy and to full utilization of one's living environment as fundamental and necessary in order to ensure the right to live and learn in a diverse community. We also recognize visitation is an important privilege which can contribute to living and learning in such a community; however, this privilege comes with responsibility and cannot impede on another's rights, even within the stated guest hours. Furthermore, we understand that the right of students to safety and security in their living environment is paramount to the development of community in the residence halls. In order to equally protect the rights of everyone in the community, consistency with policy enforcement; acknowledgement of privileges among roommates and suitemates; and the provision of a safe, secure environment are essential.

A. Guests of Columbia College residential students include anyone not assigned by the Office of Residence Life and Housing to live in a particular room. The following policies apply:
   1. The right of a resident to sleep, nap, study, or simply to enjoy privacy always takes precedence over the roommate's and/or suitemate's right to have guests in the room/suite, regardless of posted guest hours. Roommates and suitemates are encouraged to discuss when guests may or may not be present and to fill out the roommate and suitemate agreements.
   2. Guests may only visit during the approved guest hours (listed later in the section), unless approved as an overnight guest. The Office of Residence Life and Housing may restrict guests from the residence halls completely during the beginning of the fall semester, exam periods, hall closings, breaks and summer.
   3. Resident students or hosts must always escort their guest(s), from entry into the residence hall to exit from the residence hall. The hosting student must remain with the guest(s), even in the hosting student's room. Any guests found unescorted in the residence hall may be escorted out of the hall by a Residence Life staff member or CCPD.
   4. A resident may host a maximum of two guests at any given time, including minors in the company of their parent/legal guardian.
   5. A guest is considered to be an "overnight guest" if the person will be visiting in the residence hall past the stated visitation hours for the residence halls. This includes Columbia College students visiting in a residence hall room to which they are not currently assigned.
   6. Cohabitation is not permitted in the residence halls. Cohabitation is defined as anyone not assigned to the same room that is present in the room for more than the allotted number of overnight visits allowed in this policy. Excessive visitation of a person not assigned to that room during visitation hours may also be defined as cohabitation. If it is believed that a guest is residing with different people in a hall or on campus for several consecutive nights or a grouping of nights, that guest may not be approved for an overnight request for a certain amount of time.
   7. Displays of physical intimacy are private matters and must not be expressed in the presence of others. Students are encouraged to remember this when hosting guests.
   8. Each resident student is responsible for their guest's conduct and is liable for any damage done to College property or violations of College policy committed by the guest. All guests are expected to adhere to the policies of the College.
   9. If the guest policy is ignored, violated, or otherwise abused by an individual resident, group of residents, or the residents in a residence hall, the AC or Director of Residence Life and Housing may reduce or suspend guest privileges for that individual, group of residents, or all residents of that hall.

B. The following applies to all visitors (non-undergraduate day college students) to the College:
   1. All guests must be properly signed in and signed out by the hosting student in the guest logbook at the front desk of each residence hall. To ensure the security of residents and their guests at all times, it is necessary for guests to present a picture ID (State ID, Driver's License, or Military ID preferred) to the desk staff upon entrance to the building. Desk staff will record the

identification information in the guest log for each visitor. At times when no desk staff is available, a student is expected to remember the Honor Code and sign in each guest by recording all of the required information, legibly, in the guest logbook.

2. All overnight guests who are not Columbia College Day students must have prior approval to stay overnight on campus. Out of respect for roommates and suitemates, the host must request and receive approval for an overnight guest from their roommate and suitemates. This approval is signified on the Overnight Guest Registration Form, available from the Office of Residence Life and Housing or the ACs. The student must then give the completed form to the AC for that residence hall, at least 24 hours prior to the arrival of the guest or by 5:00pm on Thursday if arriving on Friday or Saturday. The AC will provide a copy of the Overnight Guest Registration Form if approved, which the student must collect from the AC or RA on duty and keep at all times while the guest is in the hall. If a guest is denied for any reason, the AC will notify the student and the student may appeal the denial to the Director of Residence Life and Housing. Note that minors as overnight guests follow a slightly different process (as outlined in the Minors as Guests section 22B).
3. A guest is considered to be an "overnight guest" if the person will be visiting in the residence hall past the stated visitation hours for that hall. This includes Columbia College students visiting in a residence hall to which they are not currently assigned. A completed and approved Overnight Guest Registration Form is required for this type of overnight guest and is due at least 24 hours prior to the guests' arrival or by 5:00pm on Thursday if arriving during the weekend.
4. Overnight guests may stay for a maximum of two consecutive nights. Resident students may only host overnight guests for a maximum of four (4) nights per month, regardless of whether the guest is the same or different for those four nights. Resident guests may only host a maximum of two (2) overnight guests at a time. Exceptions to these requirements may be made by the AC/AAC, in consultation with the Director of Residence Life and Housing, for emergency situations.
5. Overnight visitation will only occur on Friday and Saturday. All guests will be able to stay overnight on the weekends, no matter the guest's sex.
6. Overnight guests will not be allowed at the beginning of the fall semester, during final exam weeks, during breaks or during summer. Information about these restrictions will be shared through the Office of Residence Life and Housing.

C. The following applies to visitors who are Undergraduate College students:

1. All guests must be properly signed in and signed out by the hosting student in the guest logbook at the front desk of each residence hall. To always ensure the security of residents and their guests, it is necessary for guests to present their student ID to the desk staff upon entrance to the building. Desk staff will record the identification information in the guest log for each visitor. At times when no desk staff is available, a student is expected to remember the Honor Code and sign in each guest by recording all of the required information, legibly, in the guest logbook.
2. Guests who are residential students from other halls on campus or Undergraduate College commuter students must:
   a. be met in the lobby area by the resident of that hall.
   b. be completely signed in and signed out by the desk assistant or by their host by the end of stated visitation hours.
   c. be escorted by the resident of the hall at all times.
3. Overnight guests may stay for a maximum of two consecutive nights. Residential students may only host a maximum of two (2) overnight guests at a time. Exceptions to these requirements may be made by the AC in consultation with the Director of Residence Life and Housing, for emergency situations.
4. Overnight visitation for Columbia College undergraduate day college students will only occur on Friday and Saturday.
5. Any Undergraduate Day College student who is a guest of another student will be liable, along with their host for any damage done or violations of college policies.

| **Guest Hours** | |
|---|---|
| Sunday through Saturday<br>(7 Days a Week) | 9:00am – 2:00am |

D. In the case of Columbia College students visiting residence halls, other than their own, for approved organizational meetings and special events in the residence halls, these guests are required to sign the Special Event/Organizational Meeting Visitor Sign-in log. Guests visiting for this reason must travel directly to the space being used for the meeting/event and travel directly to front desk to sign out and leave the hall after the event is over. As long as these requirements are met, the Columbia College student guest does not need to be escorted for this time. However, any non-Columbia College student must still be signed in and always escorted for this purpose. Those visiting for this specific purpose may not sign in anyone else for this event.

## 24. Minors as Guests in the Residence Halls

Students who wish to have a guest under the age of 18 visit them in their residence hall may do so under the following guidelines:

A. Students who wish to host a minor as a guest during regular visitation hours must secure the approval of their roommate and suitemates prior to hosting the guest and have an approved minor visitation form filled out in advance (24 business hours prior) if not accompanied by a parent or legal guardian.

B. Visitors under the age of 12 must be always accompanied by a parent or legal guardian and the parent/legal guardian must be able to provide proof of legal guardianship, if requested.

C. Students who wish to host a minor as an overnight guest must secure approval 24 hours (business operation hours, Monday-Friday 8:30am – 5:00pm) in advance from the student's roommate, suitemates, and AC by filling out an Overnight Guest Registration Form, along with the submission of the minor visitation form. Only minors 12 years and older are eligible to stay overnight. Exceptions to this policy may be made for special weekends (e.g. Family Weekend, Homecoming, etc.) as deemed appropriate by the Director of Residence Life and Housing. Minors may stay overnight for a maximum of two consecutive nights and may not visit more than one time per month.
D. At any time, if a minor who is a guest of a student becomes disruptive to the community, the student host will be asked to return the child to a parent or legal guardian off campus, if the parent or legal guardian is not already present with the student. If the parent or legal guardian is already present, that person will be asked to remove the minor from the campus.
E. When possible, the minor should keep a form of identification (military ID, school ID, driver's permit or license, etc.) on them at all times.

## 25. Quiet and Courtesy Hours

A. In consideration of others, students should be reasonably quiet at all times while in the residence halls. Courtesy hours are in effect 24 hours a day. If a neighbor or hallmate asks another student to keep the noise level down, the student causing the noise has the obligation to reasonably accommodate the concerned student. If a compromise cannot be reached, the RA should be contacted to assist in mediation. It is the responsibility of all members of the community to be aware of their own noise production levels and to enforce quiet hours. Cooperation in this matter is essential for creating a community of respect and an environment that is conducive to academic success and wellbeing.
B. Loud use of electronic devices, radios, televisions, and computers is strictly prohibited. Earphones for electronic devices, computers, and televisions are strongly recommended. Using equipment which disturbs other residents is not permitted.

| **Quiet Hours:** | |
|---|---|
| Sunday through Thursday | 10:00pm – 8:00am |
| Friday and Saturday | 12:00am – 9:00am |
| **Twenty-four-hour quiet hours will be in effect during exam weeks and will be clearly published in all closing materials and marketing.* | |
| **Courtesy Hours:** | |
| 24-hours a day | |

## 26. Hall Sports

The use of any balls, darts/dart boards, or other sporting equipment inside the residence halls is prohibited. Only the proper use of the ping pong and air hockey equipment in the appropriate spaces is allowed. Students may not run or rough-house or use any type of vehicle with wheels in the residence halls. Bikes may be stored in a resident's room if they do not block the path of egress and are agreed upon by all roommates.

## 27. Heat and Air Conditioning in Mirse and Wesley Halls

The Heating and Air Conditioning (HVAC) unit is a shared system between Mirse and Wesley Halls. This system operates on the outside temperatures and the heat or air will turn on and off automatically, depending upon the temperatures outside. During the times when the outside temperature is not generally consistent, there may be times when the halls will be warmer or cooler depending on the air trapped inside. Residents are always encouraged to report any concerns about the temperature to their RA or AC. If it is believed that there is a concern with an individual room unit or a larger concern with the functioning of the system, Facilities Management will be consulted. However, energy efficient practices during these times of transition to more consistent temperatures.

## 28. Pregnancy

Students who are pregnant may live on campus for the duration of their pregnancy as long as they inform the Director of Residence Life and Housing about the pregnancy, provide documentation of on-going prenatal care, and continue to attend classes regularly and complete all academic work.

## 29. Room Conditions During Break Periods

During break periods when the residence halls close, students will be asked to complete a short list of closing tasks, including removing all trash and items that may cause safety concerns or unsanitary conditions. The Residence Life staff will check each room (not approved to be occupied during the break) after the closing of the halls to ensure that each closing task has been completed. Students leaving trash or any items that may cause unsanitary conditions may be fined.

## 30. Room Entry and Inspection Policy

A. The College respects students' rights to privacy and their desire to control their own living environment, and the College has the responsibility to provide quality residential facilities for both present and future occupants. Therefore, the College retains the right to enter students' rooms at any time, for any reason it deems necessary. Entrance to students' rooms will generally be for the purpose of making routine administrative and safety inspections, or when an authorized agent of the College has reasonable cause to believe:
   1. the well-being of the occupant or others may be at stake;
   2. significant damage is being done to College property;
   3. college policy or an applicable law has been or is being violated;
   4. custodial services, maintenance and/or repair is necessary; and/or
   5. Inspections consisting of a visual search for fire, health, and policy violations are needed.

B. Entry by Columbia College authorities into assigned rooms in residence halls is generally divided into three categories: inspections, search, and emergency.
   1. Inspection – An inspection will consist of 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 custodial operations. Inspection is not necessarily conducted in the presence of the room occupant(s). The Director of Residence Life and Housing, the ACs, and RAs may conduct announced or unannounced inspections of students' rooms several times a semester for the purpose of maintaining health and safety conditions in the residence halls. This will typically include a visual inspection that may include looking under beds, opening closets, and refrigerators. Evidence of violations of the Student Code of Conduct and/or Residence Hall Policies found during a visual inspection or during routine repairs or custodial services will be referred to the Judicial Coordinator or the Columbia College Police Department (CCPD).
   2. Search – A search consists of the entry by College officials into an assigned room for the purpose of (1) investigating suspected violations of the Student Code of Conduct and/or Residence Hall Policies and/or city, state, or federal law or (2) investigating circumstances that require immediate attention. Although not required, depending upon the nature of the situation before an examination of a premises occupied by students occurs, documentation will typically be given to the Vice President for Student Affairs & Dean of Students, the Director of Residence Life and Housing, or their designee, indicating the reasons for the search and the objects or information sought. CCPD may be requested to escort the Vice President, Dean, Director, or designee during the search process. If reasonably possible under the circumstances, at least one of the occupants of the room being searched will be invited to be present. Presence of an occupant is not required, but preferred. The occupant will be informed of the reason for the examination unless such disclosure would interfere with the purposes of the search. Searches conducted by CCPD or an outside law enforcement agency with the assistance of CCPD for possible violation of criminal law generally require a valid search warrant or consent of the party whose person or property is being searched. In the case of suspected College regulation infractions, evidence produced during a room search (with or without a search warrant) may be used in College judicial proceedings. All contents of the room may be inspected during a search.
   3. 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).

## 31. Roommate/Suitemate Agreements

A. All residents will be expected to discuss, complete, and update as needed, roommate and suitemate agreements, which will be kept on file by a Residence Life staff member. Guest privileges may be revoked as needed by the AC or Director of Residence Life and Housing until these agreements are fully completed.

B. If an agreement that has been fully completed and settled upon by all students in that residential space is violated by one or more students involved in the making of that agreement, the Director of Residence Life and Housing may use this violation as a reason to move the student(s) found to be in violation of the agreement.

## 32. Smoking & Tobacco Use in the Residence Halls

For the health and safety of everyone, smoking of any type, including E-cigarettes or vapes, is not permitted anywhere in or around the residence halls. Use of chewing tobacco is not permitted in the residence halls. Any person choosing to smoke legal substances or chew tobacco while on campus is required to follow the Columbia College Smoking and Tobacco Policy, as referenced in this section of the *Student Handbook*.

## 33. Marijuana Policy

The Code of Conduct Section 3 policy 10 states "Use, possession, or distribution of narcotics, other controlled substances, synthetically produced stimulants or depressants (such as K2Spice, marijuana), and drug paraphernalia, on or off campus" is prohibited. What does this mean?

A. Whether you are found responsible or not of a violation of our Student Code of Conduct is based on preponderance of evidence (more likely than not a violation has occurred).

B. Coming to campus smelling like marijuana will be treated as if you are in possession of the substance. This is still a violation.

C. College officials are able to enter a room and conduct a search for the purpose of investigating suspected violations of the Student Code of Conduct and/or Residence Hall Policies.

D. Minimum Sanctions: The minimum sanction is a fine of up to $250. Other sanctions may also be imposed (i.e. suspension, educational requirement etc.). The College also reserves the right to impose interim suspension while the incident is being adjudicated. The Columbia College Police Department may also take further action.

## 34. Solicitation

Solicitation for purchase of goods or services occurring within the residence halls and/or utilizing the residence halls, except as approved by the Director of Residence Life and Housing or the Associate Dean for Campus Life, is prohibited. Solicitation includes, but is not limited to, any unapproved fliers and physical paper marketing, marketing on social media for anything that utilizes the residence halls, campaigning, distribution of materials and literature, conducting of surveys and research, and any other door-to-door approach or approach of students in the community spaces. If a student is bothered by solicitation, that student should notify a member of the Residence Life staff or the Columbia College Police Department immediately. All fliers and marketing items placed in the residence halls not related to a Residence Life program or initiative should be approved by the Office of Student Activities first and will be placed in the halls by the Residence Life staff. See the Solicitation and Posting Policies in the Policy Statements section of the *Student Handbook* for more information.

## 35. Storage Policy

A. The Office of Residence Life and Housing offers a storage option to resident students who meet the following criteria:
   1. The student is an international student or lives at a permanent home address that is outside a 4-hour driving radius from Columbia College, according to an online map service.
   2. The student will be returning to the residence halls for the upcoming academic year.

B. The Storage Guidelines are as follows:
   1. Any student that meets the storage needs criteria must complete an electronic storage request form by the stated deadline.
   2. If approved, the student will be required to move their belongings into storage during a scheduled appointment with the AC for the hall in which the items have been approved for storage. All information about the student's approval status, which hall the student has been approved to store items in, and the process for scheduling an appointment with the appropriate AC will be shared with that student via the student's campus e-mail after receipt of the Storage Request Form.
   3. Storage is provided solely for larger items such as a refrigerator, microwave, and plastic bins. No smaller individual items will be allowed.
   4. Any item that is not a large appliance such as a refrigerator, microwave, TV or piece of furniture must be placed in a trunk or plastic, waterproof bin or storage container and properly labeled.
   5. Each student is limited to ten (10) large items.
   6. Each item must be clearly labeled with the student's full name, building, and room number for their Fall Housing assignment.
   7. The Office of Residence Life and Housing will properly dispose of and/or pack and store items left in the room after the space has been vacated (whether the space was properly checked out of or the student fails to return for classes). The Residence Life staff will pack and store the belongings of a student who does not appear to be returning after all reasonable attempts to contact the student have been made and/or time for the student to collect the belongings in question have expired. Once placed into storage, these items will only be stored for 45 days and will be disposed of after that time.
   8. The Office of Residence Life and Housing assumes no responsibility for items left in storage (whether placed there by the student or by the Office of Residence Life & Housing after packing up a room). The Residence Life staff will properly dispose of any items left in student storage that have not been claimed by the rightful owner after 45 days (This includes items that have been removed from a room by the Residence Life staff or items that have no information about the owner clearly marked on them). Any items that have been properly stored by a resident in student storage that remain unclaimed 30 days after the start of the fall semester will be properly disposed of, without notification to the rightful owner.

## 36. Summer Housing Policies

Overnight guests will not be allowed in summer housing, and summer visitation hours end at 11:00pm. All other residence hall policies and procedures are in effect for summer sessions, unless informed otherwise by the Director of Residence Life and Housing. When a summer resident moves to their fall housing assignment, they must follow the visitation guidelines in place for Early Arrivals.

## 37. Trash and Room Conditions

A. Trash should be properly disposed of in the appropriate places. All room trash should be removed from the residence halls and disposed of in the dumpsters located next to McNair Hall (across from the tennis courts) or across from Mirse Hall. Trash should not be left sitting in the hallways, stairwells, or community spaces. The trash cans located in the community spaces, including the kitchens, laundry rooms and restrooms, should only be used for small personal items used in those areas such as paper towels and food scraps. Trash should not be swept into the hallways. Any trash not properly disposed of that can be connected to an individual may result in a fine or Judicial proceedings for that student.

B. Students should maintain a clean living environment. The cleaning of each room and suite bathroom is the responsibility of all students sharing that space. The Residence Life staff will conduct Health and Safety Inspections each semester, during which students may or may not be present. Students will be asked to address any concerns regarding the condition of the room during this

time. The Residence Life staff may address any other concerns about the cleanliness and condition of a living space at any point beyond the time of Health and Safety Inspections. If a student or group of students does not rectify any cleanliness or living condition concerns after being requested to do so by Residence Life staff, Facilities Management may be asked to perform cleaning services and the fee will be assessed equally to those students in the living area.

C. Students are expected to report any facilities related concerns to a member of the Residence Life staff in a timely manner so that a service request can be placed. Students are expected to leave the area around the bottom, front, and top of their room Heating and Air Conditioning (HVAC) unit free and open, to allow for proper functioning of the system. In the case of any damage or compounded damage due to a lack of proper reporting of facilities concerns or blocking the air flow of the HVAC unit, the student or students responsible may be assessed the fee for any repairs.

## 38. Unauthorized Access

A. Access to the residence halls is limited for the safety of the students residing in each hall. Students should adhere to the following access related policies while in the residence halls:
   1. Students are required to use the Columbia College identification card issued to them to gain access to the residence halls to which they are assigned. The Desk Staff do not function as a concierge and at times may be limited in their ability to leave the desk immediately.
   2. No doors leading to the exterior of the building should be propped open or left unsecured at any time. Students are encouraged not to allow "tailgating" or the allowance of someone else to enter behind them, especially for those that they do not recognize as residents of that hall.
   3. The use of clearly labeled emergency exits is only allowed during an actual emergency (i.e. the sounding of a fire alarm or evacuation order). Students wishing to leave the residence halls during a time of non-emergency should use the main entrance.
   4. Students are not permitted to be in the residence halls during the times when the halls are officially closed, unless approved to remain in the halls by the Director of Residence Life and Housing or visiting a student that has been approved to stay (while following break guest policies). Students must leave the residence halls by the publicized closing time for breaks and may not gain entry until the break period is over. Any student found to be in the residence halls without proper approval during the breaks may be escorted from the residence halls by CCPD and may face criminal trespassing charges and judicial proceedings.

## 39. Unauthorized Room Changes

A. Unauthorized room changes are defined as those room changes that occur without proper authorization from the Director of Residence Life and Housing. Students who make an unauthorized room change will be assessed up to a $250 unauthorized room change fee and may face possible judicial action or an additional cost for the dual room usage. It is imperative that each student move into the room assigned to that student and not occupy space assigned to another student. Furthermore, the student is responsible for any damage found in the vacated room. In the event of an unauthorized room change, the student(s) will move back into their original assignment(s) until proper authorization can be obtained

B. Students must only occupy the space assigned to them within the room. Unless the student is assigned to a single room with room for only one bed or is paying for an approved double-as-a-single room/privatized room, one side of the room, including one set of furniture, must be clean and easy to access at all times. A student with an open bed in the room may place a limited amount of items on the open side of the room such as a refrigerator, a basic sheet set on the bed, some posters, etc. However, these items may be moved back to the side of the owner by a member of the Residence Life staff or the newly assigned roommate if the owner is not present during the time of the new roommate's move in. If a student appears to be using more than one side of the room and is only paying for the use of one bed, that student may be assessed a fee up to the amount for the use of the entire room.

## WEAPONS POLICY

Except for officers of the Columbia College Police Department, the carrying of weapons or firearms of any type, including open or concealable weapons, is prohibited on the premises of Columbia College, including its parking lots. Possessing, using, storing, or manufacturing any weapon or any facsimile (copy/duplicate) of a weapon on College controlled property or in connection with a College affiliated activity, unless authorized in writing by the Chief of Police is strictly prohibited. If permission is granted, the College's Event Manager will work in conjunction with Facilities Management to ensure usage occurs in an approved location. The term "weapon" means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica and toy – including water guns), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as Orbeez splatter ball guns, bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals, martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, knives with fixed blades, and mechanical knives.

Weapons may be confiscated and student conduct action may be taken. Students may be subject to criminal charges when the incident rises to that level.

Students may possess mace/pepper spray for self-defense purposes only. Use in other ways would constitute a violation of College regulations or criminal charges being file.

## MOTOR VEHICLES & ELECTRONIC PERSONAL VEHICLES

All motor vehicles including but not limited to mopeds, scooters, golf carts and electronic personal vehicles EPVS are all regulated through CCPD. Individuals with disabilities may have wheelchairs including but not limited to mobile mobility scooters and manually powered mobility aids are permitted anywhere that pedestrians travel is permitted. Otherwise, the presence and use of motorized vehicles within college space is prohibited. The speed limit on campus is 15 miles per hour and all applicable South Carolina traffic codes are enforced on campus. Golf carts are only permitted for students with a valid medical need and the approval of the CCPD. A violation of these rules and regulations may result in a citation, fine or other disciplinary measures.

## AUTOMOBILE REGULATIONS

### Vehicle Registration

Properly licensed and insured vehicles may be operated on campus only if they are registered with the Columbia College Police Department. Vehicle use on campus is governed by the regulations provided by the Columbia College Administration and the Columbia College Police Department.

All vehicles must display a College decal. The decal must be affixed with its adhesive backing to the outside of the rear window, in the lower left-hand corner on the driver's side. Vehicles designed with soft tops or convertible tops must affix the decal with its adhesive backing to the outside of the windshield in the lower right-hand corner on the driver's side.

Temporary use of automobiles requires a temporary permit available at the Columbia College Police Department or from the on-duty officer. A fee will be assessed.

Citations with associated fines will be issued to the operators of unregistered vehicles. Penalties for repeated citations will result in towing of the vehicle and loss of operating the vehicle on campus as well as suspension of driving and/or vehicle registration privileges under South Carolina law. To retrieve an impounded vehicle, an individual must pay all associated costs. Penalties include, but are not limited to, costs of parking violations, towing charges, and storage fees.

### Visitors' Parking

Visitors' parking is clearly marked and located throughout campus as well as in specified lots. Visitors may park in Lots A and B (corner of Columbia College Drive and Colonial Drive), Lot G (Colonial Drive), or city parking spaces. Visitors who park in visitor lots are not required to display a College decal or a temporary permit. Divisions, departments, or individuals inviting groups or other persons to campus must inform those groups or individuals of parking regulations.

### Traffic Regulations

1. Parking is not allowed adjacent to yellow lines or curbs or in fire lanes. Violators present a clear impediment to emergency vehicles, and parking in these areas will result in immediate towing. The responsible operator will be required to pay towing and/or storage charges in addition to a fine.

2. Spaces marked "RESERVED," "STAFF," or labeled with a number are reserved for faculty and staff between the hours of 7:00 am and 4:30 pm Monday-Friday. Registered vehicles only may use these spaces between the hours of 4:30 pm and 7:00 am and anytime during the weekend, unless otherwise instructed. There is absolutely no parking in spaces marked "RESERVED 24 HOURS."

3. Handicapped spaces are reserved only for those displaying a legal handicapped decal.

4. Spaces marked "VISITOR" are reserved for visitors only. No student may park in these spaces at any time.

5. Faculty, staff, or students may request a visitor (temporary) parking permit from the Columbia College Police Department. Only two consecutive permits may be issued for periods up to two weeks. For longer periods, a standard registration and decal are required. Road Patrol police officers will issue temporary permits, valid for up to two weeks 24 hours, when the Columbia College Police Department administrative office is closed.

6. Decals are assigned according to your official class standing and residential status at the time of distribution.

7. Junior/Senior residents may park in Lots A, B, C, D, E, F, and H plus the blue and green spaces.

8. Junior/Senior commuters may park in Lots A, B, C, D, E, and H. All commuters are yellow.

9. Sophomore residents may park in Lots A, B, C, D, E, F, and H. Sophomores are green.

10. First-year residents may park in Lots A, B, C, D, E, and F. First-year residents are white.

11. First-year/Sophomore commuters may park in Lots A, B, C, D, and H. Yellow decals.

12. Graduate students may park in Lots A, B, C, D, and H. All graduate students are online and may park in the commuter area when on campus.

13. Guests may park in Lots A and B without a decal, as well as Lots C and D if they have a temporary pass.

14. Move up: Upperclass resident students may only "move-up" to the blue spaces on Russell Street or in the Cottage Parking Lot (between Knox and McNair) between Fridays at 4 p.m. and Sundays at 1 p.m. and must come by the campus police department to verify "move up" status.

15. Fines must be paid or a written appeal received within ten (10) business days from the date of citation. Fines vary from $5-$300 and may be paid at the Columbia College Police Department between 9a.m. and 5p.m. Monday-Friday. The citation should accompany payment. Fines not paid within ten (10) business days will double. DO NOT MAIL CASH. Fines may be paid with credit card tap, cash, check or money order at the Columbia College Police Department.

16. If a violation occurs on campus and the vehicle is not registered with the Columbia College Police Department, the citation will be issued to the legal owner of the vehicle. The owner will be sent a letter notifying them to submit payment within ten (10) business days. Outstanding violations may result in suspension of driving and/or vehicle registration privileges in accordance with South Carolina laws.

17. Occasionally, it is necessary to close roadways and other areas for special events. In such cases, traffic barriers are prominently placed and notices are posted. These notices are official traffic regulations and must be obeyed.

18. Vehicle operators must observe all traffic signs and regulations on campus. The speed limit on campus is 15 miles per hour.

## Violation Citation Appeals

Appeals of citations must be filed through e-mail to the Chief of Police within ten (10) business days of the date of issue. The appeal must include the reason for the appeal, the summons number, vehicle license number, decal number, and the name, address, and telephone number of the person appealing the citation. The appeal will be reviewed and answered within seven business days. If a complainant believes that the Columbia College Police Department has not followed the process, they may file a written appeal with the Vice President for Student Affairs.

## Moving Violations

The Columbia College Police Department utilizes the South Carolina Uniform Traffic Summons. All moving violations are subject to criminal enforcement in a court of competent jurisdiction.
If an individual receives a traffic ticket in Richland County, you must either appear in Traffic Court for trial or post a bond prior to trial. Some violations require a mandatory court appearance.

If a mandatory court appearance is not required, the individual may choose to appear for trial or pay the bond, either in person to the cashier located at the Richland County Central Court or by mail addressed to Richland County Central Court, Post Office Box 192, Columbia, SC 29202. Payment must be received prior to trial time. Payment can ONLY be made by cash, money order, or cashier's check. DO NOT MAIL CASH.

If an individual fails to pay the required bond and does not appear for trial, the person will be tried in their absence and their driver's license suspended for non-compliance. A Bench Warrant may also be issued for the person's arrest.

**NOTE: Some violations have a mandatory court appearance. If a ticket indicates that a court appearance is required, the individual must appear on the date and time indicated and must bring their driver's license.

# APPENDIX A

# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

**Undergraduate College Preamble**

We, the student body of Columbia College, with the goal of unifying the student body through one shared system of self-governance, in order to uphold our honor system and to promote better citizenship by developing a feeling of responsibility and providing practice in democratic living, do hereby establish the Columbia College Student Government Association, pledging to support it, respect it, and sustain it.

**Article I**

**The Association**

***Section 1: Name***

The organization shall be called the Columbia College Student Government Association (CCSGA).

***Section 2: Membership***

When one becomes a student in the Undergraduate College of Columbia College, they become a member of the CCSGA and shall be under the jurisdiction of the Association.

***Section 3: Purpose of the Association***

A. To provide a source of communication from the student body to the College administration, faculty and staff, as well as external constituencies.
B. To provide a structure of democratic governance.
C. To provide an orderly transition of governance from year to year.

***Section 4: Action of the Association***

A. The Association will have two regularly scheduled open meetings each fall and spring semester; these are to be scheduled as Open Forums where all undergraduate students are invited.
B. The Association may be called into session by a petition of thirty (30) signatures from members of the Undergraduate College, by a signed petition of the majority of senators, or by the CCSGA President.
C. The CCSGA President may cancel a session whenever they deem necessary.
D. For the transaction of business, the majority of Senators need to be present. A simple majority vote will be required.

***Section 5: Non-discrimination Policy***

All benefits and privileges of the CCSGA shall be available to all members without regard to race, color, ancestry, national origin, gender, identity sexual orientation, marital status, religion, age, disability, national origin, results of genetic testing or service in the military.

**Article II**

**Executive Board of the Association**

***Section 1: Membership***

A. The Executive Board of the Association shall consist of the following members: CCSGA President, CCSGA Vice President, CCSGA Secretary, and the CCSGA Treasurer.
B. All members of Executive Board of the Association must be in good academic and social judicial standing; (i.e. no judicial action or sanctions taken against them).
C. Members of the Executive Board of the Association are expected to serve for the full academic year.

***Section 2: Powers and Duties***

A. President of CCSGA
   a. Provides executive leadership to the CCSGA and assumes primary responsibility for the fulfillment of the Association's purpose (see Preamble).
   b. Serves as a liaison between the student body and the administration.
   c. Calls and presides over all regular and emergency meetings of the Association and the CCSGA Executive Board.
   d. Serves as a chairperson of the CCSGA Executive Board, voting only in the case of a tie.
   e. Represents the members of the CCSGA at official college functions and other times when such representation is appropriate.
   f. Creates special committees that meet the needs of the student body. Members of such committees need not be Executive Board members.
   g. Attends all Allocations Committee meetings. May veto an allocation made by the Allocations Committee within five (5) school days, subject to override by the Student Senate.
   h. Signs payment vouchers, purchase requisitions, and checks to authorize funding of the CCSGA, subject to approval by the Office of Student Activities.
   i. Represents the student body at the meetings of the full Board of Trustees without vote or voice.
   j. Sits on the Student Senate as a non-voting member and may serve as the Chairperson of Student Senate in the absence of the CCSGA Vice President/President of Senate.
   k. Upholds the CCSGA Constitution and ensures that the other elected officers do the same.
   l. Appoints students to fill temporary vacancies in any branch of the Student Government Association not otherwise provided for in the CCSGA Constitution, with the approval of two-thirds (2/3) of the Student Senate.
   m. Has the power to appoint students to fill a Class Senator or Executive Board position in the case of a vacancy after elections have been held or in the place of a special election if a current Senator or Executive Board member has resigned from a position. This appointment must be approved by two-thirds (2/3) of the Student Senate.
   n. Has the power to veto legislation of the Student Senate. Reasons for this action must be stated.

B. Vice President of CCSGA
   a. Performs all duties of the CCSGA President in their absence or at their request.
   b. Becomes the CCSGA President in the case of the current President's resignation or extermination.
   c. Attends all meetings of the CCSGA Executive Board.
   d. Serves as President of the Student Senate, voting only in the case of a tie.
   e. Responsible for inviting the President of Columbia College to Senate meetings as they deem fit.
   f. Calls all regular and emergency meetings of the Student Senate.
   g. Has the power to veto legislation of the Student Senate. Reasons for this action must be stated.
   h. Appoints special committees within the Student Senate.
   i. Serves as coordinator of the CCSGA Retreat.
   j. Recommends students to the CCSGA President to fill temporary vacancies in the Student Senate.
   k. Serves as the chairperson of the Constitutional Review committee.

C. Secretary of CCSGA
   a. Attends all meetings of the CCSGA Executive Board, and the Student Senate.
   b. Takes minutes at all meetings of the CCSGA Executive Board and the Student Senate.
   c. Takes attendance at all Executive Board and Student Senate meetings. Tracks volunteering requirements.
   d. Publishes these minutes over e-mail no more than five (5) school days following the respective meeting to the members of the CCSGA.
   e. Posts any amendments and/or bylaw additions over e-mail no more than five (5) school days following a vote.
   f. Publishes any amendments and/or bylaw additions to the CCSGA Constitution in a public manner to the campus community.
   g. Submits meeting minutes after every meeting of the CCSGA Executive Board, Student Senate, to the President of Columbia College, the Provost, the Dean of Students, the Chairs of each academic division, as needed, the Director of Eden's Library, and the Office of Student Activities.
   h. Serves as chairperson of the Elections and Public Relations Committee.
   i. Serves as a liaison between the Elections and Public Relations Committee and the CCSGA Executive Board.

D. Treasurer of CCSGA
   a. Attends all meetings of the CCSGA Executive Board and the Student Senate.
   b. Serves as chairperson of the CCSGA Allocations Committee, voting only in the case of a tie.
   c. Serves as a liaison between the Allocations Committee and the CCSGA Executive Board.

d. Keeps a record of all financial activities of the CCSGA Executive Committee and Student Senate, and provides monthly updates to the CCSGA Executive Board.
e. Keeps records of all financial activities of student organizations receiving funding through the Campus Life Fund.
f. Has the power to examine all of the financial records of organizations receiving funding through the Campus Life Fund.
g. Prepares and signs payment vouchers, purchase requisitions, and checks to authorize funding of the CCSGA, subject to approval by the Office of Student Activities.

**Article III**

**Committees of the Executive Branch**

***Section 1: Allocations Committee***

A. Membership:
   a. The Allocations Committee shall be comprised of the following members: the CCSGA Treasurer (Chairperson), CCSGA President, and three Senators.
   b. The Dean of Students and the Director of Student Activities will serve as ex officio members.
   c. Additional and/or at-large members may be nominated by Senate members. Nominees will be asked to accept their nomination and, if accepted, finalized by the Dean of Students.
   d. Members of the Allocations Committee that hold an office in another student organization must excuse themselves from the budget hearing in which that organization is petitioning for funds and does not get to vote on that budget.
B. Powers and Duties
   The Allocations Committee shall have the sole authority:
   a. To hold open budget hearings once a year for organizations applying for funds.
   b. To hold open budget hearings as requested for newly established organizations or for groups requiring additional funding.
   c. To make allocations of student monies, which shall become effective unless vetoed by the CCSGA Treasurer.
   d. To adopt and amend the Committee Bylaws that will govern the operation and procedure of the Committee by the affirmative vote of a two-thirds (2/3) majority of all of its members.
C. Meetings
   a. The CCSGA Treasurer shall call all meetings of the Allocations Committee.
   b. All members of the Allocations Committee shall be notified at least twenty-four (24) hours in advance of emergency meetings.

***Section 2: Elections & Public Relations Committee***

A. Membership
   a. The Elections and Public Relations Committee shall be comprised of the following members: the CCSGA Secretary (Chairperson) and three Senators.
   b. Members shall have the opportunity to run for a CCSGA executive board or class Senator position, but they cannot be involved with the elections process until the Elections Committee is finished with elections.
   c. Additional and/or at-large members will be nominated by Senate members. Nominees will be asked to accept their nomination and, if accepted, membership will be finalized by the Dean of Students.
B. Powers and Duties
   a. The Elections and Public Relations Committee of the CCSGA will preside over, publicize, and coordinate fall, spring and special elections, including those required for the Jerold Savory Award (nominations), Student Choice Award, and those necessary due to vacancies in office.
   b. The actions of the Elections Committee shall be in accordance with the CCSGA Constitution and the Senate Bylaws.
   c. To ensure a fair elections process.
   d. Committee members will publicize any significant events or fundraisers sponsored by CCSGA.
   e. To adopt and amend the Committee Bylaws that will govern the operation and procedure of the Committee by the affirmative vote of a two-thirds (2/3) majority vote of its members.
C. Meetings
   a. The CCSGA Secretary (or co-chair elected within the committee, optional) shall call all meetings of the Elections and Public Relations Committee.
   b. All members of the Elections Committee shall be notified at least twenty-four (24) hours in advance of all emergency meetings.

***Section: 3 Constitutional Review Committee***

A. Membership
    a. The committee shall be composed of the CCSGA Vice President (Chairperson) and two Senators.
    b. In the case of the Vice President's absence, the CCSGA President can serve as the Chairperson.

B. Powers and Duties
    a. The committee is responsible for reviewing the CCSGA Constitution and the Student Senate Bylaws.
    b. The committee is responsible for making recommendations for changes to the Constitution for the betterment of the Association.
    c. The committee is responsible for presenting amendments to the CCSGA Constitution and the Student Senate Bylaws to the Student Senate for a vote.
C. Meetings
    a. The CCSGA Vice President shall call all meetings of the Constitutional Review Committee.
    b. All members of the Constitutional Review Committee shall be notified at least twenty-four (24) hours in advance of all emergency meetings.
    c. The committee will have monthly meetings during the Fall semester.

**Article IV**

**Legislative Branch of the Association:**

**The Student Senate**

***Section 1: Membership***

All members of Student Senate must be in good academic and judicial standing.

A. Student Senate shall have a President, Secretary, and Treasurer.
    a. The President of the Student Senate is the Vice President of CCSGA.
    b. The Secretary of Student Senate is the Secretary of CCSGA.
    c. The Treasurer of Student Senate is the Treasurer of CCSGA.
    d. The CCSGA President shall serve as the President of Senate in the absence of the CCSGA Vice President.
B. The number of Student Senators shall be defined as follows:
    a. The total number of Student Senators shall be a maximum of eight (8).
    b. Two seats are reserved for each class.
C. All CCSGA Senate meetings shall be closed meetings unless guests are approved beforehand or in the case of an Open Forum.

***Section 2: Eligibility***

A. Class Senators must meet the following qualifications:
    a. A cumulative 2.50 GPA. First-year candidates in the fall election are exempt from this requirement until fall-semester grades are posted.
    b. Must have full-time status on the Columbia College campus during term of election and service.
    c. May not be an officer in more than two (2) additional student organizations.

***Section 3: Powers and Duties of the Executive Board***

A. President of the Student Senate
    a. Serves as the chairperson of the Student Senate, voting only in case of a tie.
    b. Serves as a liaison between the CCSGA Executive Board and the Student Senate.
    c. Calls all regular and emergency Student Senate and Executive Board meetings pursuant to the procedures in the Senate Bylaws.
    d. Serves as Chairperson of the Constitutional Review Committee of the Student Senate.
    e. Approves membership of Student Senate committees.
    f. Attends all meetings of the Student Senate.
B. Secretary of the Student Senate
    a. Maintains individual attendance records of meetings of the Student Senate.

b. Keeps minutes of the Student Senate meetings.
c. Distributes minutes to the members of CCSGA via e-mail no more than five (5) school days after the meeting.
d. Prepares and presents to the CCSGA Executive Board a concise summary of the past year of the Student Senate's activities at its final session.
e. Serves as the chair of the Elections Committee.

C. Treasurer of the Student Senate
a. Keeps the financial records of the Student Senate.
b. Drafts the annual budget for the Student Senate.
c. Serves as chair of the Allocations Committee.
d. Attends all meetings of the Student Senate.

***Section 4: Powers and Duties of the Class Senators***

A. Express and debate the views and concerns of the Student Body of Columbia College.
B. Read, understand, and always act in accordance with the CCSGA Constitution.
C. Write legislation and amendments for the CCSGA Constitution.
D. Propose and request improvements to relevant entities of authority on campus.
E. Amend CCSGA Constitution and Senate Bylaws by the affirmative vote of a two-thirds (2/3) majority vote of its members.
F. Serve on a committee and attends all committee meetings.
G. Approve or reject, by a majority vote, all Presidential appointments.
H. Abide by the Bylaws of the Student Senate.
I. Support and volunteer at a minimum of two (2) CCSGA sponsored events per semester, including, but not limited to, sitting at the dining hall table, updating bulletin boards, as well as two (2) co-sponsored events per semester, such as, Koalaween, Involvement Fair, and Fun Day.

**Article V**

**Class Senators of the Association**

***Section 1: Membership***

A. The Senators of the Association shall consist of two members for each respective class: First-Year, Sophomore, Junior, and Senior.

***Section 2: Powers and Duties***

A. Class Senators
a. Attend all Senate meetings.
b. Upholds the CCSGA Constitution and ensures that the other elected Senators do the same.

**Article VI**

**Term of Office**

***Section 1: Executive Board***

A. All members of the CCSGA Executive Board shall serve for a full academic year.
B. Elections will take place in the Spring and the term of office will begin the following Fall and last through the next Spring.

***Section 2: Class Senators***

A. All CCSGA Class Senators shall serve for a full academic year.
B. Elections will take place in the Spring, except for First-Year Senators, who are elected in the fall election. Terms of office begin upon election and last through the following Spring.

**Article VII**

**Elections and Eligibility for Office**

***Section 1: Elections and Public Relations Committee***

A. Purpose
a. The Elections Committee of the CCSGA will preside over, publicize, and coordinate fall, spring, and special elections, including those necessary due to vacancies in office.

***Section 2: Eligibility for CCSGA Office***

A. Class Senators
    a. All candidates must have a cumulative 2.50 GPA. First-year candidates in the fall election are exempt from this requirement until fall-semester grades are posted.
    b. All candidates must remain full-time students attending at least twelve (12) hours of classes on the Columbia College campus during their elected term of office.
    c. Students may not run or hold any other class senator position or Executive Board position at the same time.
    d. Students cannot hold more than two (2) other officer positions in any other student organization.

B. Executive Board of the Association
    a. All candidates must have a cumulative 3.0 GPA.
    b. All candidates must remain full-time students attending at least twelve (12) hours of classes on the Columbia College campus during their elected term of office.
    c. Candidates for CCSGA President must be rising juniors/seniors with at least two (2) consecutive years of experience in a Columbia College student organization(s), one (1) year of experience as an officer of a student organization, and one (1) year of experience in CCSGA.
    d. Candidates for CCSGA Vice President must be rising juniors/seniors with at least two (2) consecutive years of experience in a Columbia College student organization(s), one (1) year of experience as an officer of a student organization, and one (1) year experience in CCSGA.
    e. Candidates for CCSGA Secretary must be rising sophomores/ juniors/seniors with at least one (1) year of experience in a Columbia College student organization.
    f. Candidates for CCSGA Treasurer must be rising sophomores/ juniors/seniors with at least one (1) year of experience in a Columbia College student organization.
    g. CCSGA Executive Board members may not hold offices of president, vice president, secretary, treasurer, or other comparable positions in more than one (1) other Columbia College student organization or serve as an editor of a campus publication during their terms of office.

***Section 3: Procedures for Candidacy***

A. Filing for Office
    a. By 5:00pm on deadline set by the Elections Committee, a student must have completed the following requirements:
        i. Completed the online petition with their electronic signature stating that they have read, understand, and agree to the requirements of the position.
        ii. Submitted an optional Candidate Flyer, which will be posted campus-wide upon confirmation of eligibility for office by the Elections Committee.
    b. There will be a period of one (1) week for students to file for office.
    c. All open positions will include write-in options on the Elections Ballot.
    d. The following will occur the Monday prior to elections: a. Candidates' names will be posted campus-wide and b. Candidate Qualifications and Goals Forms will be distributed campus-wide.

B. Campaigning for Office
    a. A candidate may begin campaigning on the date set by the Elections Committee.
    b. Candidates may campaign and display written publicity in accordance with the campus posting policy and upon approval by the Elections Committee.
    c. Optional Candidacy videos are to be completed and turned into the Elections Committee by required date, to be distributed campus-wide.
    d. Campaign activities will be regulated by the Elections Committee as stated in the Elections Bylaws. The following guidelines apply to all persons campaigning for office.
        i. Each candidate is responsible for removal of their materials from campus by 5:00 pm the day after the election.
        ii. Candidates campaigning for office are not allowed to post or place any campaign materials on or near a resident's door, unless previously approved by the candidate and the residents (via signature on campaign flyer.) The occupants of a room may choose to post or place campaign materials on their respective door independently. Under no circumstances should candidates place campaign materials underneath a resident's door.
        iii. Candidates must campaign in a positive, fair spirit. Negative campaigning is prohibited. Any personal references about your opponent, any derogatory remarks posted on social media about the college or any group on campus, all types of profanity, and any inappropriate language or messages (e.g., references to drugs or alcohol) are

examples of negative campaigning and are strictly forbidden. Evidence of inappropriate or unethical campaigning with the elections process will be referred to the Judicial Coordinator for a conduct hearing.

e. Upon election, officers must state the Oath of office; this includes special elections. Statement of Oath must be stated in front of the Senate Body.

***Section 4: Procedures for Voting***

A. Time Frame
   a. Fall elections shall occur within the first month of class, and spring elections shall occur by final exams week.
   b. Fall and spring elections will be held over a period of two (2) consecutive days.
   c. If a runoff election is needed, in the case of a tie, it will be held on the third (3) day following the consecutive two (2) day period.
   d. The time frame for special elections varies by the type of election.

B. Online Voting
   a. An online ballot will be created for each respective class and sent to members no later than Noon on the first day of voting.
   b. Voting shall end promptly at 11:59 pm on the last day of voting.
   c. Election Committee members shall assist with confirming election results after the ballot has closed. Positions will be announced via email.

C. Student Responsibility
   a. Each student is responsible for voting and may vote only once in a regular, special, or run-off election.
   b. No student shall try to coerce a vote from another student. If there is evidence to suggest coercion, the incident will be referred to the Judicial Coordinator.

## ARTICLE VIII

## Procedure for Resignation or Removal from CCSGA Office

***Section 1: Resignation from Office***

A. A student who wishes to resign from office will:
   a. Meet with CCSGA's advisor to discuss their interest in resigning.
   b. Submit a letter of resignation via e-mail within 72 hours stating their reasons for their resignation.
   c. Receive a letter from the organization's advisor confirming their resignation.
   d. Return officer binder and other organizational materials within 72 hours of resignation to the CCSGA Advisor.

B. Process for filling office: Senate will vote to nominate a person to fill the position. Once the nominee is approved by the CCSGA advisor, per meeting the eligibility requirements, the nominee will be appointed by the CCSGA President.

C. Once voted into office the student will meet with at least one member of the Executive Board to discuss the responsibilities and duties of their role.

***Section 2: Removal from Office***

A. Grounds for removal
   a. Blatant violation of the CCSGA Constitution.
   b. Embezzlement of CCSGA funds.
   c. Repeated negligence of duties.

B. Charges and hearing process: Please refer to the Judicial regulations found in the *Student Handbook*.

C. Removal process: Please refer to the Judicial regulations found in the *Student Handbook*.

D. Process for Filing Office
   a. The student to be removed from office will receive a letter from the Dean of Students indicating the results of the hearing within seventy-two (72) hours of the hearing.
   b. Upon receipt of the letter, the student will be required to meet with the Dean of Students to discuss the results of the hearing. Following this meeting, the student will no longer hold their office within the CCSGA.
   c. The open position will be filled according to the process outlined in Article VIII (B).

d. Senators can report other members for something they deem fit in regards to regulations stated by the constitution of CCSGA. Senators will report the members to the Senate President who will then report to the Dean of Students.

## ARTICLE IX

## CCSGA Funding for Student Organizations

***Section 1: Eligibility for Receiving CCSGA Funds***

A. All registered student organizations recognized by Columbia College are eligible to apply for funding from the Campus Life Fund.
B. All registered student organizations will receive a predetermined sum of money from the Campus Life Fund, with final approval from the Allocations Committee for common expenditures such as supplies, involvement fair, and Koalaween candy.

***Section 2: Guidelines for Requesting Funding***

A. Every student organization must complete the budget quiz before submitting a budget proposal to the CCSGA Allocations Committee, prior to the conclusion of the spring semester.
    a. Presidents and/or Treasurers are required to complete this process.
B. Organizations requesting funding must meet one or more of the following criteria:
    a. Providing weekend programming on campus;
    b. Fostering leadership;
    c. Promoting campus diversity;
    d. Incorporating community service;
    e. Emphasizing religious life;
    f. Endorsing Columbia College; and
    g. Fulfilling the organization's unique mission to involve students on campus.
C. CCSGA funds cannot be used for the following:
    a. Promotional items designated for the organization's members, such as t-shirts, key chains, etc. or an organization banner.
    b. Fees associated with attendance at a conference or convention.
    c. Fees associated with fundraising efforts exceeding $35 per semester.
    d. Dues for organizational chapters.
    e. The cost of member gifts.
    f. Salaries for members, advisors, or directors.

***Section 3: The Funding Process***

A. Each student organization must attend a budget workshop before completing and submitting a budget proposal to the Office of Student Activities by the appropriate deadline.
B. One officer from each student organization must present their organization's funding proposal before the CCSGA Allocations Committee.
C. After listening to all presentations, the CCSGA Allocations Committee will deliberate and disperse funds accordingly.
D. The CCSGA Allocations Committee will notify each organization of its allocated funds in writing within three (3) business days after the allocation decisions have been made. A memo with the decision will be placed in the student organizations' mailbox, located in the Office of Student Activities.
E. The CCSGA Allocations Committee may conduct mid-year evaluations in the fall of each year to assess funds spent and to allocate additional funds.

## ARTICLE X

## Amendments and Ratification

***Section 1: Amending the Constitution and Bylaws***

A. The Constitutional Review Committee shall review the Constitution and Bylaws every academic year.
B. All suggestions from the Constitutional Review Committee must be brought to the Senate.
C. Amendments can only be made by a two-thirds (⅔) majority vote of the Senate.

***Section 2: Ratifying the Constitution and Bylaws***

A. The Constitution and Bylaws shall take effect upon proper ratification by a two-thirds (⅔) majority vote of the Student Senate.
B. Changes will be implemented at the start of the next academic term.

*Revised September 2026*

**ARTICLE XI**
**Student Anti-Hazing Policy**

## I. INTRODUCTION

**Purpose**
**1.1.** The purpose of this policy is to promote the safety and well-being of members of Columbia College community, and support compliance with Federal and State hazing and transparency laws and University standards.

**1.2** This policy governs conduct that occurs on-campus, off-campus, or through virtual/digital means when involving organizations, as defined in this policy.

**2. 1. Scope** This policy applies to all Columbia College students, including undergraduate, graduate, full-time, part-time, residential, commuter, and online students, as well as students participating in any recognized student organization, athletic team, club, or College-sponsored activity.

**This policy is not intended to prohibit**:
a. Customary athletic events, contests, competitions, or organized and supervised practices sponsored by the College; or
b. Activities or conduct that support the objectives of an approved academic curriculum, educational program, leadership development program, or extracurricular activity authorized by the College.

All Columbia College students are expected to read, understand, and comply with the Columbia College Student Anti-Hazing Policy and are responsible for ensuring their conduct aligns with its expectations and requirements.

## II. POLICY

### A. Definitions

1. **Hazing:** Any action is taken, or situation created, intentionally, whether on or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule by a student. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside the confines of the College campus; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or the regulations and policies of the educational institution or applicable state law.

    - Physical acts such as running or calisthenics
    - Forced or coerced into carrying unusual items such as buckets, paddles, rocks, pledge kits, etc.
    - Paddling (striking an individual with hand or object)
    - Branding (burning or scarring of the skin)
    - Forced or coerced eating or drinking of any substance, including alcohol and other drugs
    - Applying any substances to a student's body or belongings
    - Forced to listen to any loud or repetitious music or noise.
    - Physical harassment such as pushing, tickling, yelling, etc.
    - Deprivation of sleep or standard sleeping patterns
    - Lack of average amounts of food and water or excessive amounts of food and water
    - Individuals or groups interrogations such as lineups.
    - Forced or coerced trips such as kidnappings, drop-offs, dumps, etc.
    - Putting students in uncomfortable settings such as cold or hot rooms, smoke-filled rooms, etc.
    - Personal servitude (forcing members to provide services to an active member such as cleaning their house, shopping for them, etc.)
    - Assigning pranks such as streaking, painting objects, panty raids, harassing other individuals or organizations, etc.
    - Calling students derogatory names
    - Deprivation of adequate study time
    - Expectations to do anything for the entertainment of the teams, clubs, or organizations
    - Forced sexual acts in any form
    - Forcing, pressuring, or coercing an individual to wear clothing that is conspicuous, degrading, or intended to cause embarrassment

2. **Student Organization:** an organization in which two or more members are students, whether or not the organization is recognized by the College.

**B. Approval and Oversight**

- Associate Dean of Students for Campus Life
- Vice President of Student Affairs
- Columbia College Policy Committee

**III. PROCEDURES**

**A. Consequences for Hazing**

In addition to educational sanctions, penalties for individuals involved in hazing may include (but are not limited to) the following:

- Fines
- Probation
- Suspension
- Withholding diplomas, degrees, or transcripts
- Expulsion - dismissal from Columbia College
- Referral to law enforcement

Penalties for organizations involved in hazing may include (but are not limited to) the following (in addition to educational sanctions):

- Revocation of campus privileges
- Loss of recognition as a Columbia College organization
- Other sanctions determined through Student Conduct processes

Any student or organization found responsible for hazing may face disciplinary action, regardless of consent from participants.

**B. Reporting, Investigation, and Adjudication**

The College encourages individuals to report any potential hazing activities. The initial report of a suspected violation may be made in person, by phone, or by electronic communication, and may be submitted anonymously. Alleged violations of this policy can be reported through an online reporting system or to the following offices: Associate Dean of Students for Campus Life or the Columbia College Police Department.

Credible and sufficiently detailed reports of hazing will be referred to the Associate Dean of Students Office for Campus Life for further investigation and potential adjudication. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing.

If an investigation concludes that an individual or individuals directed, engaged in, aided, or otherwise participated—actively or passively—in an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

**IV. RELATED POLICIES, DOCUMENTS AND FORMS**

**1**.The Clery Act
**2**.Columbia College Student-Athlete Handbook
**3.** S.C. Code of Laws Section 59-101-200
**4.** S.C. Code of Laws Section 59063-275
**5.** S.C. Code of Laws section 16-3-510 and 16-3-520
**6.** Columbia College Campus Hazing Transparency Report

**V. APPROVAL AND REVISION HISTORY** *(if applicable)*

**VI. APPENDICES**

*Revised August 2026*