



COLUMBIA  
COLLEGE

1854

A photograph of three students walking on a modern, multi-level staircase with large glass railings. In the foreground, a blonde woman in a purple long-sleeved shirt and jeans walks down the stairs, smiling. Next to her, a Black woman in a white knit cardigan and a colorful floral scarf walks up the stairs, also smiling. In the background, another Black woman in a red shirt is walking up the stairs. The scene is brightly lit with natural light from large windows.

# Student Handbook 2018-2019



# COLUMBIA COLLEGE

1854

Dear Students,

On behalf of the Division of Student Affairs, I would like to welcome you to the 2018-2019 academic year at Columbia College! Whether you are a first-year student, a new transfer student, or a returning student, we hope the year ahead will provide you with countless opportunities to grow intellectually, to develop your leadership skills, and to interact with the amazing faculty, staff, and students who make up our community of scholars.

I hope that you will use the *Student Handbook* as a resource to answer questions you may have about services provided to you as a student, resources available to support your academic and personal development, campus expectations, opportunities for involvement, and guidelines for effective decision-making as a member of the Columbia College community. While the *Student Handbook* has been developed to assist you throughout this academic year, it does not constitute the whole of college policies concerning students. The Columbia College *Bulletin* and other official publications and contracts are also important references, and it is your responsibility to know and understand the expectations outlined for you as a Columbia College student. Please note that the College reserves the right to alter its policies, procedures, or other information listed in the *Student Handbook* at any time.

As you begin the academic year, I also hope that you will visit the offices constituting the Division of Student Affairs during this academic year, which includes Career Services, Chaplain, Columbia College Police Department, Counseling & Accessibility Services, Vice President for Student Affairs & Dean of Students, Multicultural Affairs & Community Resources, Residence Life & Housing, and Student Activities. Our goal is to provide a challenging yet supportive environment that encourages you to set and achieve meaningful goals, develop habits for academic and personal success, engage in the campus community, contribute actively outside of the classroom, and fulfill your potential as a Columbia College student and future alum! We want to assist you in your journey to become your best self.

Best wishes for this academic year! If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,

LaNaé Budden, Ed.D.  
Vice President for Student Affairs & Dean of Students

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
OFFICE TELEPHONE NUMBERS.....	3
INTRODUCTION.....	4
THE MISSION OF COLUMBIA COLLEGE .....	4
OPERATION OF THE COLLEGE .....	4
THE FOUR CS (STEPS) OF LEADERSHIP DEVELOPMENT AT CC .....	4
DIVISION OF STUDENT AFFAIRS.....	4
STUDENT AFFAIRS MISSION STATEMENT .....	4
STUDENT AFFAIRS STRUCTURE .....	4
VICE PRESIDENT FOR STUDENT AFFAIRS & DEAN OF STUDENTS .....	4
CAREER SERVICES.....	4
COUNSELING & ACCESSIBILITY SERVICES.....	4
MULTICULTURAL AFFAIRS AND COMMUNITY RESOURCES	5
RESIDENCE LIFE AND HOUSING .....	5
STUDENT ACTIVITIES .....	5
SERVICES AND GENERAL INFORMATION .....	6
COLUMBIA COLLEGE POLICE DEPARTMENT .....	6
MASS NOTIFICATION SYSTEM .....	7
HEALTH CARE INFORMATION .....	7
STUDENT UNION .....	9
DINING SERVICES.....	10
J. DRAKE EDENS LIBRARY .....	11
ACADEMIC RESOURCES .....	11
INFORMATION TECHNOLOGY.....	12
FACILITIES MANAGEMENT .....	13
POST OFFICE .....	13
BOOKSTORE AND CAMPUS SHOP .....	13
STUDENT EMPLOYMENT OFFICE .....	13
CHECK CASHING/LOCAL BANKING .....	13
RELIGIOUS AND SPIRITUAL LIFE.....	14
COMMUTER STUDENT SERVICES .....	14
RESIDENT STUDENT INFORMATION .....	14
GETTING INVOLVED.....	15
STUDENT INVOLVEMENT IN INSTITUTIONAL DECISION- MAKING .....	15
ESTABLISHING A COLLEGE RECOGNIZED ORGANIZATION	15
OFFICE OF CAMPUS SCHEDULING .....	16
COMMUNITY SERVICE.....	16
SORORITIES .....	16
LEADERSHIP EDUCATION AND DEVELOPMENT SYSTEM (L.E.A.D.S).....	16
ORGANIZATIONS .....	16
RELIGIOUS LIFE AT COLUMBIA COLLEGE.....	19
STUDENT PUBLICATIONS.....	20
ATHLETICS .....	21
RECREATIONAL ACTIVITIES AND INTRAMURAL PROGRAMS .....	21
COLUMBIA COLLEGE WELLNESS PROGRAM .....	21
TRADITIONS AT COLUMBIA COLLEGE .....	21
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION.....	22
STUDENT CODE OF CONDUCT, HONOR CODE, AND JUDICIAL SYSTEM.....	30

A COMMUNITY OF HONOR.....	30
STUDENT CODE OF CONDUCT .....	30
SECTION 1: HONOR CODE .....	30
SECTION 2: DEFINITIONS.....	31
SECTION 3: THE STUDENT CODE OF CONDUCT.....	31
SECTION 4: JUDICIAL AUTHORITY .....	33
SECTION 5: JURISDICTION OF THE COLLEGE.....	33
SECTION 6: VIOLATION OF LAW AND COLLEGE DISCIPLINE .....	33
SECTION 7: THE JUDICIAL PROCESS .....	34
SECTION 8: FERPA AND JUDICIAL RECORDS.....	38
SECTION 9: STUDENT RIGHTS AND RESPONSIBILITIES ..	38
POLICY STATEMENTS AND PROCEDURES .....	39
JURISDICTION OF THE COLLEGE .....	39
STUDENT COMPLAINT PROCESS.....	39
ACADEMIC REGULATIONS .....	39
STUDENT ACADEMIC GRIEVANCE PROCEDURE.....	39
CONFIDENTIALITY OF STUDENT RECORDS .....	40
COLUMBIA COLLEGE INTELLECTUAL PROPERTY POLICY	40
NONDISCRIMINATION POLICY .....	41
STUDENT IDENTIFICATION CARDS .....	41
COMPUTER USE POLICY .....	41
SOCIAL MEDIA SITES POLICY.....	44
PUBLIC DISPLAYS OF AFFECTION .....	44
POSTING POLICY .....	44
SIDEWALK CHALK.....	45
SOLICITATION POLICY .....	45
PROSELYTIZING ON CAMPUS POLICY.....	45
SMOKING & TOBACCO POLICY.....	46
FIRE, EMERGENCIES, AND EVACUATION OF BUILDINGS.	46
EMS POLICY .....	46
MISSING STUDENT PROCEDURE AND NOTIFICATION POLICY .....	46
CHILDREN ON CAMPUS .....	46
RELATIONSHIPS BETWEEN STUDENTS AND FACULTY/STAFF .....	46
SEXUAL MISCONDUCT POLICY & PROCEDURES .....	46
POLICY STATEMENT ON THREAT OF HARM TO SELF OR OTHERS .....	54
RETALIATION POLICY .....	55
MEDICAL AMNESTY POLICY .....	55
ALCOHOL AND DRUG POLICY .....	55
ANIMALS ON CAMPUS POLICY.....	57
RESIDENCE HALL POLICIES .....	57
AUTOMOBILE REGULATIONS .....	68
WEAPONS POLICY .....	69



## OFFICE TELEPHONE NUMBERS

### Academic Offices and Services

#### Divisions

Arts & Humanities	803-786-3651/3726
Behavioral Studies & Human Inquiry	803-786-3342
Business, Mathematics, and Sciences	803-786-3724
Education	803-786-3747
Business, Math, & Sciences Tutoring Center	803-786-3680
Center for Leadership and Social Change	803-786-3934
Honors Program	803-786-3589
Library Desk	803-786-3877
Pearce Communication Center	803-786-3633
Provost's Office	803-786-3669
Registrar's Office	803-786-3672

### Student Services

Athletics Department	803-786-3778
Bookstore	803-786-3886
Campus Police	803-786-3343
CCPD Tip Line	803-786-3425
Chief	803-786-3001
Emergency	803-786-3333
Campus Scheduling	803-786-3017
Career Services	803-786-3604
Chaplain	803-754-5342
Cottingham Theatre	803-786-3749
Cottingham Theatre Box Office	803-786-3850
Counseling & Accessibility 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
Financial Services	803-786-3310
Bank	803-786-3616
Tuition Accounts	803-786-3617
Information Technology (Help Desk)	TBD
McNair Center for Entrepreneurism	803-786-3729
Multicultural Affairs & Community Resources	803-786-3888
Post Office	803-786-3665
Residence Life and Housing	803-786-3602
McNair Area Coordinator	803-714-4145
Upper-class Area Coordinator	803-714-4824
Student Activities Office	803-786-3663
Student Employment Office	803-786-3993
Weather Line	803-786-3500

### Other Areas

College Place United Methodist Church	803-754-5342
Women's Business Center of South Carolina	803-786-3729

# INTRODUCTION

## THE MISSION OF COLUMBIA COLLEGE

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

## OPERATION OF THE COLLEGE

Columbia College is comprised of five academic divisions, with approximately 1,400 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 Cs of leadership development at Columbia College – Courage, Commitment, Confidence, and Competence – are an expression of our mission emphases 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 Cs 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 is committed to providing student services and programs that complement the overall mission of Columbia College. To that end, we strive to foster individual learning and growth by encouraging the development of character, ethics, values, and multicultural competence by promoting student engagement, both within and beyond the campus community. By supporting student development in this way, our purpose is to enhance the intellectual, social, cultural, psychological, and physical well-being of all students within a supportive and challenging environment that emphasizes practical application of women's leadership.

### STUDENT AFFAIRS STRUCTURE

The Division of Student Affairs is the collective name for a number of offices that work closely with students in the out-of-class learning environment. The Division of Student Affairs consists of the offices of Counseling Services, Vice President for Student Affairs & Dean of

Students, Multicultural Affairs and Community Resources, Student Activities, and Residence Life and 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 is 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 the Student Government Association and various leadership programs. This office also oversees non-academic policies and procedures and publishes them annually in the *Student Handbook*.

The Vice President for Student Affairs & Dean of Students 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 Harrelson Student Services Center on the 2<sup>nd</sup> floor or to call 803-786-3856 anytime they have a question or need assistance.

## CAREER SERVICES

The mission of the Office of Career Services is to foster an environment where each student has the opportunity to learn about their interests, gain insight into the various career options available to them, understand the criteria necessary to achieve their objectives, and complete the steps necessary to be effective in achieving their professional goals. Upon graduation, our desire is to ensure that students have the acumen to acquire the career of their choice and to be successful in the labor market for the foreseeable future.

## COUNSELING & ACCESSIBILITY SERVICES

The mission of Counseling & Accessibility Services at Columbia College is to support the academic success of students by providing quality mental health care and disability accommodations.

**Counseling.** Counseling supports the 4 Cs of leadership development by encouraging students to (1) take emotional risks, (2) live authentically and congruently with their values, (3) develop insight into their lives, and (4) commit to change behavior that is impeding success. Counseling Services strives to support students by providing individual and group counseling, referral services, 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 personal counseling for help with such issues as anxiety and stress, depression, difficulty adjusting, relationship concerns, grief and loss, trauma, and many other concerns. Individual, short-term counseling is available at no charge, to all currently enrolled, full-time students in the Women's College. There is an eight (8) session limit per semester. 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.

The policies of Counseling Services at Columbia College are guided by the ethical codes of the American Counseling Association, the laws of the State 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.

**Accessibility Services.** Disability Services—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. For more information, please call 803-786-3603.

To make an appointment for counseling or accessibility services, you can call the Director of Counseling & Accessibility Services at 803-786-3603 or the Administrative Assistant for the office at 803-786-3719. Counseling appointments can also be **scheduled at** <https://calendly.com/mmeriwether> or by emailing the Director of Counseling & Accessibility Services at [mmeriwether@columbiasc.edu](mailto:mmeriwether@columbiasc.edu).

## MULTICULTURAL AFFAIRS AND COMMUNITY RESOURCES

The Office of Multicultural Affairs and Community Resources (OMACR) provides student support in four specific areas: International Student Support, Diversity Programs and Services, Study Abroad Advising, and Community Resources.

**International Student Support.** We provide support services, advising on immigration compliance, and programming for international students currently studying at Columbia College. Through monitoring of the College compliance with federal immigration laws, we are able to advise international students in resolving academic, financial and personal difficulties in coordination with campus constituents. An international student orientation is offered for new students. Students can get involved through the Diversity Peer Educator Program and the International Studies Association (ISA).

**Diversity Programs and Services.** We want to help foster respect for multiculturalism and an appreciation for the diverse experiences of our campus community. The OMACR provides campus-wide programming designed to help our students live and work successfully in an increasingly multicultural world. This is accomplished through diversity trainings to increase multicultural competence and educational outreach for faculty, staff, and students through the Diversity Peer Educator Program and the Diversity Resource Room.

**Study Abroad Advising.** Students interested in studying abroad for a semester, an academic year, or during the summer at one of our partnering exchange institutions may receive advising and assistance in planning the experience. We provide program-specific information, including cost analysis and funding guidance; assist students in preparation to assess the viability of the potential experience with their academic advisor; and also provide pre-departure and return education opportunities for students traveling outside the US as well as inbound international orientation programs for students who choose to study abroad at Columbia College.

**Community Resources.** We provide support and assistance addressing difficult life circumstances such as basic medical concerns, financial struggles, family problems, issues navigating local transportation. Access to basic food needs for students in crisis or with a one-time need is met through the existence of our Koala Pantry. To promote sustainability and encourage productive financial practices the Free Store, located on the back of Daniel Hall across from the main entry of the Bush Science Center, provides attire and home goods amongst other items as available at no cost to students and offers an opportunity for students to give back to their community by donating their time and gently used personal items.

The OMACR and Koala Pantry is located on the 2<sup>nd</sup> floor of Harrelson Student Services Center. The Office of Multicultural Affairs and Community Resources can be reached by calling 803-786-3888. Appointments may be scheduled at <https://calendly.com/mbrannen>.

## RESIDENCE LIFE AND HOUSING

Mission Statement:

Residence Life & Housing supports the mission of Columbia College by educating students in a safe living environment. Through intentional engagement fostering a sense of community that develops the varied needs of a diverse population, we encourage personal responsibility while supporting academic pursuits and co-curricular activities for all residential students.

The Office of Residence Life and Housing has three professional staff members, as well as fourteen paraprofessional student staff members. The office is headed by a Director who is a Master's Degree professional and two Area Coordinators (ACs) who are Master's/Bachelor's Degree professionals. There is one Area Coordinator for McNair Hall and one for the upperclassmen area. The office employs fourteen 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. The Residence Life staff also plays a critical role in addressing matters of safety. The ACs, RAs, Desk Coordinators, Desk Assistants, Administrators on Call, and Columbia College Police Department are trained annually in crisis and safety procedures.

## STUDENT ACTIVITIES

Located in the lower level of the Student Union, the Office of Student Activities works to complement the Columbia College academic program with opportunities that foster leadership, social opportunities, beyond-the-classroom learning, and personal development. The Office of Student Activities contributes to a vibrant campus culture that promotes a connection to our campus

community, peers, and the surrounding community. 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 or retreat

**Campus Events.** The Office of Student Activities along with student organizations provide 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. Guides, decoration catalogues, and other resources are also available through the office to help make events successful and fun not just for those attending, but also the event planners.

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 Form), use campus programming and leadership development resources, check student organization mailboxes, work on meeting minutes and programming publicity, or meet informally 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.

**SERVICES AND GENERAL INFORMATION**  
**COLUMBIA COLLEGE POLICE DEPARTMENT**

The Columbia College Police Department (CCPD) is a part of the Division of Student Affairs and 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 answer calls on a 24-hour, 365- days-a-year basis, in vehicles, electric ATV, Segways, 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 Transporting Students**

The Columbia College Police Department maintains a Courtesy Services Division that is responsible for student transportation. Courtesy Officers constantly monitor parking areas and maintain communication with the Columbia College Police Department. Courtesy Services will provide transportation for less than three students, upon request, from parking areas to residence halls and from residence halls to parking areas during the evening hours from 5:00 pm until 7:00 am. CCPD will not transport students between halls or to any other campus location. Transportation is not available during regular business hours. After hours, contact CCPD by calling 803-786-3333 (3333 on campus).

If the Courtesy Staff Personnel are unusually busy, a police officer will provide transportation as outlined above. If any emergency arises or the patrol car is called for a safety matter, transportation may be delayed until the police officer resumes his or her normal duties.

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 transportation or in case of an emergency. After making the call, park your car and lock your doors. When a courtesy officer or patrol vehicle arrives, flash your lights to identify your car.

**Access to Buildings**

All campus buildings, except residence halls, have open access during regular business hours. After regular business hours, access to the Bush Science Center and the Breed Leadership Building is granted by a computer coded student identification card.

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.

Parking is located throughout the campus and is designated for students, staff, visitors, and the handicapped. 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 sexual assault. 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. 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;
4. Adequate lighting;
5. Front entrance use in residence halls. Exit door alarms are set 24 hours a day. Locks on all residents' rooms; and
6. Area Coordinator, Resident Assistant, and Graduate staff trained in crisis and safety procedures.

### **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 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 works collaboratively with Richland County Sheriff's Department to assist victims of crime. A Victim Advocate for the sheriff's department will make referrals, follow-up investigations, and assist with the prosecution of crimes.

### **MASS NOTIFICATION SYSTEM**

The Mass Notification System used at Columbia College broadcasts a campus wide audible alert and immediate e-mail, text, and voice-mail messages to those who have chosen to participate in the program. The Columbia College Police Department (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, follow-up information may be disseminated to the community via the messaging system or by email, as needed.

Columbia College maintains a subscription to a third party voice and email messaging service that enables the notification system and CCPD to send voice and email messages for emergency alerts to students, faculty, and staff of Columbia College and send them to a list of subscribed cell phone or other wireless device users, as well as email accounts. The emergency messaging service requires users to opt-in to the service by subscribing their cell phone or wireless device number and email address. To sign-up for the Mass Notification System, log-in to Koala Connection, click on the Student Tab, and then click on the Emergency Preparedness Documents.

### **HEALTH CARE INFORMATION**

Columbia College offers a wide array of programs and services to help students understand the importance of maintaining good health through proper diet, exercise, and routine wellness care. 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 under Office of Multicultural Affairs and Community Resources or online at <http://tiny.cc/CCofSCHealth>.



## 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 or the Office of Multicultural Affairs & Community Resources 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 located in Columbia and near campus.

## 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 call or visit the Office of Multicultural Affairs & Community Resources or 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, 8:00 am – 5:00 pm

*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.*

### **Celia Saxon Health Center\***

2133 Walker Solomon Way

Phone number: 803-296-3244

Hours: Monday - Friday, 8:30 am – 5:00 pm

*This is a free clinic offering primary care medical services to help patients who qualify with medical, social and emotional needs. New patients must complete a financial screening in order to determine if they're eligible for care with this provider.*

## 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.

### **Convenient Care: Palmetto Health\***

101 Business Park Blvd., Suite A

Phone: 803-296-9290

Hours: Monday - Saturday, 8:00 am – 8:00 pm

*This provider is a same-day orthopedic care practice.*

### **First Care: Palmetto Health\***

115 Blarney Dr., Suite 205

Phone number: 803-736-2530

Hours: Monday - Friday, 10:00 am – 6:00 pm

*This provider is a walk-in care practice.*

### **Palmetto Health Mobile Clinic\***

Currently located at 5 Medical Park Rd.

Phone number: 803-296-4744

*Please call for the most up to date location and hours of operation.*

### **Doctors Care**

1538 Main Street

Phone number: 803-726-6737

Hours: Monday - Friday, 7:00 am – 5:00 pm

### **Doctors Care**

4500 Forest Drive, Suite A

Phone number: 803-738-9522

Hours: Monday - Friday, 8:00 am – 8:00 pm;

Saturday - Sunday, 9:00 am – 5:00 pm

### **Medcare**

7418 Garners Ferry Road

Phone number: 803-509-6310

Hours: Open every day 8:00 am – 8:00 pm

### **MedCare - West Columbia**

110 Medical Circle, West Columbia, SC 29169

Phone number: 803-509-7316

Hours: Open every day 8:00 am – 8:00 pm

### **American Family Care**

3304 Forest Drive

Phone number: 803-223-9329

Hours: Monday - Friday, 8:00 am – 8:00 pm;

Saturday - Sunday, 9:00 am – 4:00 pm

## After Hours Emergency Care

Any illness or injury requiring immediate attention after 5:00 pm 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 - [Palmetto Health](#), [Providence Health](#), and [Lexington Medical](#).

### **Palmetto Health Richland\***

5 Richland Medical Park Drive

Main number: 803-434-7000

Emergency number: 803-434-6350

Patient Information: 803-434-6111

### **Palmetto Health Baptist\***

1333 Taylor Street

Main number: 803-296-5010

Emergency number: 803-296-5050

Patient Information: 803-296-5440

### **Lexington Medical Center\***

2720 Sunset Boulevard  
Main number: 803-791-2000  
Emergency number: 803-791-2350  
Call a Patient: (803) 739-3 Room #

### **Providence Health\***

2435 Forest Drive  
Main number: 803-256-5300  
Emergency number: 803-256-5320

### **Providence Northeast (Orthopedic Hospital)\***

120 Gateway Corporate Boulevard  
Main number: 803-865-4500  
Information line: 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 Office of Multicultural Affairs & Community Resources is here to help. The following pharmacies are the closest stores 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-Sunday: 8:00 am - 10:00 pm  
Pharmacy Hours:  
Monday-Friday: 8:00 am - 9:00 pm  
Saturday: 9:00 am - 6:00 pm  
Sunday: 10:00 am - 6:00 pm

### **Cooperative Health Pharmacy**

4605 Monticello Road, Building A, Suite 2  
Phone number: 803-252-3770  
Hours of operation:  
Monday - Thursday: 9:00 am - 7:00 pm  
Friday: 9:00 am - 5:00 pm

## **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. Students without vehicles on campus may request a bus pass by contacting the Office of Multicultural Affairs and Community Resources at 803-786-3888 or on the 2<sup>nd</sup> floor of Harrelson during business hours. Resident students needing transportation after

business hours should contact a local 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 Dean of Students Office and the Office of Accessibility Services so the appropriate staff members can best assist the student, if needed. All medications, prescription 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 should contact the Office of Multicultural Affairs & Community Resources or the Office of Accessibility Services.

## **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 faculty member.

## **Medical Records**

Students wishing to request a copy of their medical records/immunizations may do so by submitting a Release of Medical Information form to the Division of Student Affairs (Harrelson Student Center, room 201). 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, 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.

See the Dining Services and the Student Activities sections of the *Student Handbook* for more information on these Union services.

### ***Student Union Hours***

Sunday - Thursday: 6:00 am - 2:00 am  
Friday - Saturday: 6:00 am - 3:00 am

## DINING SERVICES

### Student Union Food Court

The primary dining facility for resident students, the Student Union Food Court, serves 19 meals per week, cafeteria style, unless otherwise posted.

Students living on campus may select a 19, 15, or 10 meal plan. The 19-meal plan is required for all resident first-year students. "Unlimited seconds" are provided at every meal, except for premium entree meals, but **only one entree will be served at a time**. Meal plans are non-transferable. You must swipe your ID at cashier stand to enter servery during each meal period. You can swipe up to 19 times per week if on 19 meal plan, 15 times per week if on a 15 meal plan, and 10 times per week if on a 10 meal plan. **Meals due not carry over to the next week. Meal plans are reset every Sunday morning.** A valid Columbia College ID is required for use of all meal plans. If a student has lost an ID, a temporary ID can be obtained from the CCPD for short-term use until the ID is located. If the ID is not located within a few days, the student must purchase a new ID from CCPD. Questions about the meal plan should be directed to the Office of Residence Life and Housing.

Commuter students and guests are welcome in the Food Court. Commuter students may purchase a 5, 10, 15, or 19 meal plan with financial aid through the Residence Life and Housing Office. **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 \$6.75, brunch and lunch \$7.50, and dinner \$7.75. Special event dinners are considerably more expensive due to premium entrees, and guests may be charged extra accordingly.

All students can purchase declining balance dollars or Koala Bucks to be put on their ID card anytime the Food Court 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 [Columbiasc.sodexomyway.com](http://Columbiasc.sodexomyway.com).

**All dishes, glasses, and silverware must stay in the dining room.** No food is to be taken out of the Food Court except for take-out boxes, boxed lunches, one piece of fruit, or one ice cream cone. Due to health regulations, shoes must be worn in the dining room and servery always. Alternative dining arrangements by 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.

### Dining Hall Hours for 2018-2019

#### BREAKFAST

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

#### CONTINENTAL BREAKFAST

Monday - Friday: 10:00am - 11:30 am

#### LUNCH

Monday - Friday: 11:30 am - 2:00 pm

#### (Light) LUNCH

Monday - Friday: 2:00pm - 5:00 pm

#### BRUNCH

Saturday - Sunday: 11:00 am - 1:00 pm

#### DINNER

Monday - Thursday: 5:00 pm - 7:30 pm

Friday - Sunday: 5:00 pm - 6:00 pm

#### LATE NIGHT DINING

Monday - Thursday: 10:00 pm - 12:00 am

## 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. 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 Vice President for Student Affairs & Dean of Students' 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 meal time, a boxed lunch (deli sandwich, chips, fruit, and drink) may be prepared for early pickup. A student requiring a boxed lunch should take her schedule to the Dining Services Manager at least 24 hours in advance to schedule pickup. This service is ideal for student teachers. 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 Dining Services Manager for assistance.**

### The Terrace Café

This coffee bar/deli located on the second floor of the Student Union offers a variety of deli meals and beverages. If a student wishes to convert her meal to an equivalency in the Terrace Café, she should keep in mind that she will not be allowed to enter the servery without the purchase of an additional meal.

The Terrace Café offers the following equivalency choices:

Breakfast at the equivalency of \$3.75 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, ice tea, or juice. No substitutions with this combo.
2. A build your own breakfast package. The student/individual is responsible for any amount over the equivalency.

Lunch or Dinner at the equivalency of \$5.50 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 sandwich with chips and 16 oz. soda or ice tea.
2. Traditional deli sub, wrap or pita sandwich with 16 oz. soda or ice tea.
3. Traditional deli sub, wrap or pita sandwich with 1 piece of whole fruit and 16 oz. soda, ice tea.
4. Daily special, if available, to be posted.
5. A 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 the equivalency.
  - c. Any amount over the equivalency will be taxed.
  - d. Those with Koala Bucks may use them to pay the difference.

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 appreciate all comments and suggestions.

#### **Meal Plan Equivalency Hours at the Terrace Café**

Breakfast: 8:30 am - 10:45 am  
Lunch: 10:45 am - 4:30 pm  
Dinner: 4:30 pm - 8:00 pm

#### **Terrace Café Hours for 2018-2019**

Monday – Thursday: 8:30 am - 8:00 pm  
(Deli Hours: 10:45 am - 8:00 pm)  
Friday: 8:30 am - 2:00 pm

## **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 through the library's website which provides access to the print and media collections, tens of thousands of full-text articles and other resources. Help locating and using materials is available from Reference librarians on the main floor of the library, by phone, and by e-mail. The library is Wi-Fi enabled and has computer labs for student use. Study rooms with whiteboards are also available for individual and small group use on a first-come, first-serve basis. 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.

*Eating is not allowed in the library.  
Drinks with lids are allowed.*

## **Library Hours**

The regular semester hours are:

Monday-Thursday: 8:00 am - midnight  
Friday: 8:00 am - 5:00 pm  
Saturday: 10:00 am - 5:00 pm  
Sunday: 3:00 pm - midnight

Changes in library hours for holidays, interim periods, and summer terms will be posted near the library entrance and on the library's web page.

## **Reference Hours**

Monday-Thursday: 8:00 am - 9:00 pm  
Friday: 8:00 am - 5:00 pm  
Saturday: 10:00 am - 1:00 pm  
Sunday: 3:00 pm - 9:00 pm

## **Circulation Policy**

Students can check out books and other materials at the Circulation Desk by presenting their student identification card. Books circulate for three weeks, and videos circulate for one week. The fine is \$0.10 per day for a book and \$0.50 per day for a DVD. The fine rates for reserve materials vary. 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 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.

## **Reserve Materials**

Students can check out reserve materials at the Circulation 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. The fine rates for reserve materials vary.

## **Educational Technology**

The Educational Technology office is located on the lower level of Edens Library. This Library department works in tandem with IT to support instruction at Columbia College through the use of technologies such as Google apps, SMART Boards, video editing tools, social media, 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. Educational Technology strives to troubleshoot technical issues as well as enrich curriculum through new tech tools. Many helpful resources can be found on Educational Technology's website and through its social media channels. Jesika Brooks, Educational Technology Librarian, can be reached at 803-786-3716 or emailed at [jbrooks@columbiasc.edu](mailto:jbrooks@columbiasc.edu).

## **ACADEMIC RESOURCES**

### **Business, Math and Sciences Tutoring Center**

Located in Room 126 of the Barbara Bush Center for Science and Technology, the Business, Math and Sciences Tutoring Center serves as an important resource for Columbia College students. It provides a supportive learning environment for students who need assistance outside of the classroom in Biology, Business, Chemistry, CIS and



Mathematics courses. Student tutors are available numerous hours during the week, including evening and some weekend hours to guide students with homework problems and/or class projects. A list of available tutors and their hours will be displayed outside the center. The Business, Math and Sciences Tutoring Center also provides access to computers, calculators, books, DVD's, and other resource materials for student use while in the center. Business, Math and Sciences Tutoring Center Phone: 786-3680.

## Center for Leadership

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 Center for Leadership serves as a centralizing resource for leadership development experiences both on- and off-campus. Specific initiatives include:

- Leadership Awareness Award Certificate
- Emerging Leaders Academic Certificate
- Leadership Badges
- Leadership Minor
- Leadership Semester

More information on the Center for Leadership initiatives can be found in the basement of Edens Library, office 117L. Stop by or call 803-786-3934 to get involved!

## Pearce Communication Center

The Pearce Communication Center, located in the lower level of Edens Library, offers students guidance with (1) outlining and delivering speeches, (2) drafting and revising papers, and (3) speaking and writing in French and Spanish. Appointments can be made online, and students come to the Center to receive one-on-one peer coaching. Morning, afternoon, and evening hours are available throughout the academic year. The center is also equipped to record speeches so that students can review their progress with the assistance of a trained communication consultant. 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.

## Office of Student Success

Columbia College is committed to providing educational opportunities for all students and assisting them in making their college experience successful and positive. This office is located in the Center for Career Coaching & Professional Development. The mission of the Office of Student Success is to create an academically, socially and physically accessible environment for all students by removing barriers to learning.

### GOALS:

- Create equal opportunities for **all students to learn** and participate
- Increase students' knowledge of **academic success** behaviors and habits
- Increase access to and facilitate use of **success resources** at Columbia College as well in the community
- Assist underprepared, prepared and high-achieving students in developing the skills necessary to achieve their **academic goals**
- Provide individual learning strategy instruction, ongoing support via **peer mentoring** assistance (Student Success

Leaders), 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 in housing, and staff information sessions.
- Provide individual support for incoming & **first year students**.

### SERVICES:

- General Academic **Advising** (major/minor selection, course withdrawal, medical withdrawal)
- **Academic Probation** and **Early Alert** Recovery Guidance
- Assistance w/accessing **campus resources** (tutoring, counseling, off campus medical support)
- **Peer Mentoring**– Connect with a Student Success Leaders to obtain help with study skills, time management, campus acclimation

## McNair Center for Entrepreneurism

- McNair Fellows program
- Entrepreneurship workshops and immersion experiences
- Micro-Seed Fund
- Unique co-working space is open for student organizations and group work, through reservation and through regular office hours (8:30 am – 5:00 pm M-F). The McNair Center is not a place to do homework or socialize but it is a place to be creative and solve problems.
- Co-located with the Women's Business Center of South Carolina, which offers weekly educationally, networking and coaching programming
- Located in Harrelson First Floor

## INFORMATION TECHNOLOGY

### E-mail

Columbia College provides an e-mail account for all enrolled students. E-mail accounts are set up by Information Technology and will be given out during Orientation. Those students who miss Orientation or register late must contact Information Technology to get their e-mail address and password. IT is located in J. Drake Edens Library, Suite 122. Students will go to [www.outlook.com/my.columbiasc.edu](http://www.outlook.com/my.columbiasc.edu) to access email. Email addresses will be username@my.columbiasc.edu.

### Internet

Internet access is available to all enrolled students in the computer labs on campus and to all students with computers living in the residence halls. Wireless access is available in all residence halls and other common areas on campus.

Internet access is available to all enrolled students in the computer labs on campus and to all students with computers living in the residence halls. Wireless access is available in all residence halls and other common areas on campus. Students can use their network username and password to access the campus Wi-Fi. 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

Information Technology maintains three computer labs on campus. The Edens Library lab has a campus print station accessible for printing by students with a valid user name and password. Other print stations are available around campus. Printing will be monitored, and students are allotted 500 credits per semester. Additional pages can be purchased using your credit or debit card through the campus print station. See the *Student Handbook* section entitled "Printing Policy."

### **The labs are in the following locations:**

Breed Leadership Center Room 304

Bush Science Center Room 121

Edens Library Room 121

## Software

Columbia College requires that all students connected to the college network have an anti-virus program, that it is licensed throughout the entire academic school year and kept up to date with the latest signatures.

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. For information on downloading and installing this software contact the IT Department.

## 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 7:00 am – 5:00 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 Harrelson Student Services Center processing United States Postal Services (USPS) communications and intra-campus communications with the exception of international/overseas parcels. Inquiries can be made at the Campus Post Office for processing procedures for international/overseas parcels. Normal business hours are Monday – Friday, 11:00 am – 4:30 pm. Postage may be purchased from the Campus Post Office during normal business hours.

United Parcel Services (UPS) and Federal Express deliver and pick up parcels on a daily basis 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 and commuter student is assigned a Campus Post Office mailbox through the Division of Student Affairs.**

## BOOKSTORE AND CAMPUS SHOP

The Columbia College Bookstore, located in the first floor of the Harrelson Student Services Center, provides new, used, and electronic textbooks for purchase or for rent. The Bookstore also

sells insignia clothing and gift items, school and art supplies, general reading books, study aids, food and drink, health and beauty items. Gift cards to the Bookstore are available for purchase as well. Books are bought back every day at the current guide value and as much as half the purchase price at certain times of year. Textbooks can be rented year round from the Bookstore and are due at the end of the term. Please see the website for more information about the Bookstore, including hours, important dates, and online ordering: [www.columbiascshop.com](http://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 on campus employment. The following is a brief description of these different work programs:

### Federal Workstudy-FWS

Federal Workstudy 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.

### Workshop-WS

Workshop is an institutionally funded program awarded to students based on their skills and the campus student work needs. This program, which assists students who do not qualify for FWS funds, but express a desire to work on campus, is subject to limited funding levels and budget decisions 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 Workstudy or Workshop) and off-campus work study (Community Service) positions must submit a Student Employment Application (<https://www.columbiasc.edu/current-students/campus-information/student-employment>). When jobs become available and you meet the job qualifications, your application will be forwarded to the hiring department. It is up to each department to contact students to be interviewed and then hired.

For more information, you can find us online at [www.columbiasc.edu](http://www.columbiasc.edu) under Current Students/Student Resources/Student Employment. The SEO is located in the Allison building in room 305.

## CHECK CASHING/LOCAL BANKING

An ATM is located in the Student Union. The Tuition Accounts bank window is open from 10:00 am - 3:00 pm Monday through Friday. Students, faculty, and staff may cash personal checks up to \$50 with a picture ID on the third floor of the Allison Administration Building. The College charges \$25 for each check returned by the issuer's bank.

Please note that we do NOT cash paychecks or any Columbia College check at the bank window. Direct deposit is recommended for payroll and refund checks. If you lose or report a college issued check as missing, the college may charge a \$15 reissue fee.

Students are encouraged to open accounts with reputable financial institutions in the area.

## RELIGIOUS AND SPIRITUAL LIFE

As a United Methodist-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 United Methodist Church, serves the entire Columbia College community regardless of religious affiliation or non-religious beliefs. The Chaplain is available to students, staff, or faculty for counseling 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.

### Student Led Religious Organizations

Each year, there are several student-led religious organizations that conduct their own bible studies, worship, service, and mission trips. Such groups are the Baptist Collegiate Ministries, CRU, Kingdom Glory College Ministries, Shandon College Ministries, and others.

### Bible Study

Student led Bible study that goes along with chapel themes are provided each year. There are also various bible studies offered by student-led religious organizations.

### Religious and Spiritual Life Incentive Program

To encourage students to stay or get involved with Religious and Spiritual Life, we offer an incentive program where students may get free devotional books, a t-shirt, and a special cord at graduation for their participation.

## 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 and Columbia College Student Government 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.

### Campus Facilities and Resources

A Commuter Student Lounge, specifically for commuter students, is located in Humphries Hall. The lounge is open from 7:00 am to 10:00 pm 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 the Center for Applied Learning. 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 in the Student Union 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.

### Mailboxes and E-Mail

Every commuter student has a mailbox at the post office located in Harrelson Student Services Center as well as a Columbia College e-mail address. The mailbox is vital to on-campus communication, as is e-mail access, and all students are expected to check both regularly. Contact the Division of Student Affairs for more information about mailboxes and the Office of Information Technology for more information about e-mail and computer labs.

### Parking

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

### Residence Life Staff & Structure

#### Resident Assistants (RAs)

Each Resident Assistant is an undergraduate staff member with at least one year of experience at Columbia College. 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 on 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 Coordinators and 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.

## Graduate Assistants

These individuals serve in many different capacities for the Division of Student Affairs at Columbia College. They work in Student Activities and the Dean's Office. In addition to working in these offices, they may also live in the residence halls and serve as a resource to students. Graduate Assistants living in the residence halls serve in the AC On-Call duty schedule for the campus residence halls.

## Area Coordinators (ACs)

The Area Coordinators are full-time Master's/Bachelor's degree professionals who live in the residence halls and assist 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 judicial process and Judicial Board, and creation of an engaging and vibrant residence life program with faculty collaboration that is linked to the 4Cs 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 Residence Life staff for more information about how to get involved.

## 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 College 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), the Commuter Student Association (CSA), and the 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. Contact the Office of Student Activities and request information and constitution framework required 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 Director 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 Vice President for Student Affairs & Dean of Students 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 April 1st 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.



If at any time during the academic year, the officers, advisor, or constitution changes, the president of the organization is obligated to 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 Vice President for Student Affairs & Dean of Students. 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 CAMPUS SCHEDULING

All student organization meetings and events are scheduled through the Office of Campus Scheduling, reached at 786-3017 or [ocs@columbiasc.edu](mailto:ocs@columbiasc.edu) or by working with the Director of Student Activities at 803-786-3663. All events and meetings sponsored by a recognized student organization or class **must be registered with the Office of Student Activities at least two weeks prior to the event**. Space is available on a first come, first served basis. Failure to register an event could result in the loss of privileges for the organization. Organizations who do not have completed registration forms, with all necessary approvals, may be subject to dismissal from the desired space for their events. For more details on scheduling events on and off campus, refer to the Student Organization Officer Manual published by the Office of Student Activities. Students must complete the online Event Request Form available at: <https://columbiacollegesc.wufoo.com/forms/campus-event-request-form/>.

## COMMUNITY SERVICE

Community Service is a part of the Office of Career Services 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.

## SORORITIES

Columbia College believes sororities 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, Inc*

Columbia College's Upsilon Zeta chapter of Alpha Kappa Alpha Sorority, Inc. was established March 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, Inc.

The remaining two organizations will be vetted by the Director of Student Activities and Vice President for Student Affairs & Dean of Students.

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

## LEADERSHIP EDUCATION AND DEVELOPMENT SYSTEM (L.E.A.D.S)

Students who are elected into campus leadership positions are supported in their roles via the Leadership Education and Development System (L.E.A.D.S), a year-long series of sessions and resources focused on student leadership development. The L.E.A.D.S program is designed specifically to equip student leaders for the important role they play in the life and success of the campus community, as well as the rich and challenging world awaiting them after graduation. Not only do the L.E.A.D.S opportunities cover the basic skills needed for leading student organizations, but the programs also address the responsibilities of holding student leadership positions. They are intended to unite student leaders across organizations in an effort to encourage collaboration and the development of community on campus. L.E.A.D.S rewards and recognition are for the benefit of organizations and student leaders; however, all programs and resources are open to all students interested in becoming a leader or looking for a way to build upon their current leadership skills and knowledge. Student organizations receiving CCSGA funding are expected to fulfill requirements for the minimum L.E.A.D.S level by completing organization renewal, creating a campus group on Koala Connection, and attending Officer Training. Organizations are encouraged to participate in all L.E.A.D.S opportunities, including workshop sessions, instructional videos, conferences, and webinars.

More information on the Leadership Education and Development System may be found online at [tiny.cc/ccorgs](http://tiny.cc/ccorgs).

## 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.

### Special Interest Organizations

#### *College Republicans*

The Columbia College Republicans, a member of the South Carolina Republican Federation, is an organization of politically-interested college students. The club provides the student body a means for getting practical political education, as well as encouraging participation in the activities of the Republican Party. The club works jointly with the state and all county headquarters in campaign production and pre-campaign activities of the Republican Party.

#### *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 such as Ludy Bowl, Mom's Day, and Dad's Night.

#### *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.

#### *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. We seek to promote academic excellence and leadership among Latina students. We welcome students and individuals of all backgrounds who want to promote our cultures and educate themselves about the diversity and richness of the Hispanic communities.

#### *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 aims of the College Chapter of the NAACP are 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.

#### *Residence Hall Association*

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

#### *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.

#### *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.

#### *Young Democrats*

The Young Democrats, organized for those interested in the political affairs of the state and nation, introduces members to the internal workings of political organizations. This is brought about by experiences gained working with government officials, getting involved with campaign activities, and observing a variety of governmental activities. It is not necessary to have full Democratic leanings to belong.

## Service Organizations

#### *CC Serves*

The purpose of CC Serves is to engage students, faculty, and staff in community service opportunities on campus, in the Columbia area, and throughout South Carolina. CC Serves offers a variety of opportunities for the Columbia College community to serve, including: Fall Orientation Day of Service, TGIF Service Projects, Martin Luther King Day of Service and Alternative Break trips.

#### *Columbia College Action Committee*

The purpose of the Columbia College Action Committee (CCAC) is to act as the service organization for the McNair Scholars.

#### *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.

#### *Collegiate Sertoma Club*

The Collegiate Sertoma Club encourages professional interest and leadership among Columbia College students in the study of normal and disordered human communication behavior. The organization also disseminates professional information and promotes developing acquaintances, friendships, and fellowship as an opportunity for providing "SERVICE TO MANKIND".

#### *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.

#### *Honors Student Association*

The purpose of the Honor Student Association (HSA) is for Honors Program students to assist the Honors Program with curricular and co-curricular ventures. HAS works closely with the Columbia College Honors Program to encourage student involvement in honors courses and attendance at conferences. Membership in HSA is limited to persons officially connected with the College Honors Program as students, faculty, or staff.

#### *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, and to provide 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 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.

#### *Alpha Lambda Delta*

The purpose of Alpha Lambda Delta is to encourage superior scholastic achievement among students in their first year at Columbia College, to promote intelligent living and a continued high standard of learning, and to assist women in recognizing and developing meaningful goals for their roles in society.

#### *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.

#### *Columbia College National Dance Education Organization*

The purpose of the Columbia College National Dance Education Organization (CCNDEO) is to reward those students who excel in dance and to provide opportunities for success in dance education.

#### *Kappa Delta Epsilon*

The purpose of Kappa Delta Epsilon is to stimulate interest in the teaching field and to foster teaching excellence. Organized at Columbia College in 1945, this national educational honor society is open to junior and senior education majors who maintain a "B" average in education classes.

#### *Lambda Pi Eta*

Lambda Pi Eta is the national communication honor society, and Columbia College's Sigma Gamma Chapter was founded in 2005. Sanctioned by the National Communication Association and a member of the Association of College Honor Societies, Lambda Pi Eta functions, in part, to recognize, foster, and reward outstanding scholastic achievement in communication studies.

#### *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.

#### *Omicron Delta Kappa*

The purpose of Omicron Delta Kappa is to recognize those who have attained a high standard of efficiency in collegiate activities and to bring together the most representative students in all phases of collegiate life. Omicron Delta Kappa recognizes and encourages achievement in scholarship, athletics, social service, religious activities, campus government, journalism, speech and the mass media, and the creative and performing arts.

#### *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.

#### *Phi Alpha Theta*

The Beta Eta Chapter of this international honor society was established at Columbia College in 1948. The objective of Phi Alpha Theta is to promote the study of history through research, teaching, publication, and the exchange of learning and thought among historians. Membership is open to sophomores, juniors, and seniors with a minimum of 12 hours in history and with a minimum GPR of 3.0 overall and above a 3.0 average in all history courses.

### *Pi Delta Phi*

The purpose of the National French Honor Society is three-fold: 1) to recognize outstanding scholarship in the French language and literature; 2) to increase the knowledge and appreciation of Americans of the contributions of France to world culture; 3) to stimulate and encourage cultural activities which will lead to a deeper appreciation of France and its people. Members of this organization must rank in the upper 35 percent of their class in general studies and have a "B" average in French.

### *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 Delta Phi*

As a National Spanish Honor Society, the purpose of Sigma Delta Phi is to honor those who seek and attain excellence in the language, literature, and culture of the Spanish-speaking people. Election to the society is based on high scholarship in general. The Lambda Mu Chapter was established at Columbia College in 1976.

### *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 women 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.

## **RELIGIOUS LIFE AT COLUMBIA COLLEGE**

Columbia College offers several diverse organizations and opportunities for spiritual growth and development. Religious activities are varied and include weekly chapel services, Bible studies, interfaith dialogues, special guest speakers, and service projects. Within the college community of diverse Christian denominations and religious faiths, religious activities exhibit and encourage respect for different religious faiths and practices.

A chapel is available for silent reflection and prayer at College Place United Methodist Church (CPUMC). CPUMC is open 7:00 am-7:00 pm every weekday and on Sunday mornings. There is also an Interfaith Prayer Room, called The Oasis, in the basement of Wesley Hall. Mitzi's Prayer Labyrinth and Meditation Garden is located behind Harrelson Student Center.

Students who desire to organize additional religious organizations, Christian or otherwise, are encouraged to do so. To learn the steps toward formal incorporation and approval as a student religious organization, contact the Director of Student Activities (see Guidelines for Establishing a College Recognized Organization in this section of the *Student Handbook*).

## **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.

### *Bethel Campus Fellowship (BCF)*

Bethel Campus Fellowship at Columbia College has been established for the purpose of providing opportunities for students to grow in their faith through weekly events and hangouts. Our goal is to provide genuine fellowship, encouragement, spiritual development, and academic support to students in a group setting. BCF is open to every CC student (This includes evening students.) and is an awesome opportunity to worship, praise, listen, and discuss the Bible.

### *CRU*

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

### *Columbia College Catholics*

St. Julian's Columbia College Catholics is a group committed to creating a fellowship among Roman Catholics and other students interested in learning more about Catholicism. Through this fellowship, Columbia College Catholics (CC Catholics) offer students opportunities to converse with fellow Catholic students, strengthen their faith, serve God, and listen to special speakers on topics of interest. Although CC Catholics is an on-campus group, members work closely with local Catholic priests and participate in joint programming with other colleges and universities in the Diocese of Charleston. Many exciting opportunities are available as the Columbia College Catholics continue to mature and grow.

### *Heavenly Creations Gospel Choir*

Heavenly Creations Gospel Choir (HCGC) is a group of young women 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 students interested in gospel music are encouraged to join the choir.

### *Kingdom Glory College Ministries*

The purpose of Kingdom Glory College Ministries is to unify the body of Christ through praise and worship, liturgical dance, and biblical life enrichment studies.

### *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 require prerequisites; such as an application, interview, and/or department approval.*

#### *C'sters*

C'sters act as ambassadors for the College and assist with the recruitment of prospective students. Members of C'sters host receptions, house students in their rooms for overnight campus visits, and give campus tours. In the fall, C'sters help first-year students move into the residence halls.

#### *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.

#### *Business, Math, & Sciences Tutoring Center Tutors*

Refer to page 11 to find out more about the Business, Math, & Sciences Tutoring Center.

#### *Model UN*

As Columbia College Model UN Delegation, it is our responsibility to show the highest standards in academic integrity, educate our fellow students on how Columbia College ladies perform on the national and international stage, and promote Columbia College and the Model UN as embodiment of the 4Cs.

#### *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 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.

#### *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.

#### *Residence Life and Housing*

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

### *Student Success Leaders*

Refer to page 11 to find out about the role student success leaders play in Office of Accessibility and Student Success.

## **STUDENT PUBLICATIONS**

### *The Columbian*

The yearbook is an official publication of Columbia College. Each year the yearbook staff seeks to record the spirit of the College as represented by students, faculty, and staff in a variety of academic and extracurricular, as well as day-to-day activities. *The Columbian* provides a pictorial retrospective of campus life. The editorial staff of *The Columbian* works closely with their advisor and various administrative officials to ensure accuracy and balance.

### *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.

### *The Post Script*

The College newspaper is published online and contains news concerning current events, student life, College activities, and community news important to the campus. *The Post Script* is an independent publication with students largely responsible for its editorial content and news. The advisor is a Columbia College professor who teaches journalistic practices and serves as a consultant to the student reporters and editorial staff. The purpose of *The Post Script* is to encourage originality, independent thinking, journalistic best practices, and interest in the field of mass communications. Participation in the campus newspaper is offered for credit.

### *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 emailed to each new and returning student in the Women's College at the beginning of the fall and spring semesters.

## **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 her 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 & Dean of Students 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, in some cases more specifically for one publication than for others, but nonetheless appropriate for *The Post Script* and *The Criterion*:

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.

## ATHLETICS

Columbia College competes as a member of the Appalachian Athletic Conference (AAC) within the National Association of Intercollegiate Athletics (NAIA) in basketball, cross country, golf, lacrosse, soccer, softball, swimming, tennis, track & field and volleyball. Scholarships are available to qualified student athletes. If interested in trying out for a sports team, please contact the Director of Athletics at 803-786-3723.

## RECREATIONAL ACTIVITIES AND INTRAMURAL PROGRAMS

Recreational Activities and Intramural Programs enhance the Columbia College experience and are offered throughout the year. Opportunities are available for a variety of sports including flag football, dodgeball, volleyball, basketball and kickball. Experience in any area is not necessary. To participate in any of these activities, contact the Office of Student Activities at 803-786-3663.

## 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 through the Department of Athletics or through the Dance program to the Humphries Fitness Trail, George's Gym (during posted hours), an indoor swimming pool (during posted hours), two dance studios, a 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 Columbia College Fitness Center (George's Gym) is located near the rear entrance to the Godbold Center. The available hours for George's Gym and for the indoor swimming pool are posted outside the entrance. George's Gym 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 15-20 minute orientation and receive a member number to use the facility. Please contact the Fitness Center Coordinator at 803-786-3060 to schedule an orientation.

## TRADITIONS AT COLUMBIA COLLEGE

### Ludy Bowl

Ludy Bowl is the highlight of our annual Family and Friends Weekend celebration. It is named in remembrance of Miss Lucille Godbold, a beloved long time employee of CC. "Miss Ludy" was a 1922 Olympic gold medalist and taught in the Physical Education department at CC. She was loved by all who knew her, and an athletic game is played in her honor each year.

### Mom's Day

A tradition since 1972, Mom's Day is a special day for Columbia College students to honor their mothers or other special guests with a day on campus just for them. It usually includes a shopping opportunity with local vendors, a meal, and fun activities and entertainment.

### Dad's Night

Begun in 1968, Dad's Night is a time for Columbia College students to honor their fathers or other special guests each spring. This is a great night of fun and fellowship and includes games and live entertainment.

### Spring Formal

This event is held in the spring off-campus and involves music and dancing. Each year students vote on a theme and dress the part for a fun evening with friends or a date.

### Fun Day

This tradition is held during that last week of the spring semester before exams. Students gather on the Green for stress-busting games, music, and, of course, surcies.

### 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.

### Junior Ring Ceremony

During this traditional ceremony, the Columbia College ring is distributed to the Junior Class. 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.

### Follies

Begun in the early 1950s and sponsored by Omicron Delta Kappa, Follies are original skits presented for the purposes of class unity, creativity, and originality. The skits are judged by local community members.

### Surcies

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

### Alpha Service and First-Year Communion

This event is held during Fall Orientation and is an inspirational community service followed by communion so new students can reflect and worship together.

## Omega Service and Graduation Communion

The Omega Service and Graduation Communion is a time for graduating seniors to celebrate and worship together the afternoon before graduation.

## Senior Dinner

After the Omega Service and Graduation Communion, faculty and staff serve the Seniors dinner and also sing to them in the Dining Hall.

## Commencement Bibles

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

## The Savory Award

This award, previously called the "Most Womanly" 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. Nominated by the Junior and Senior Classes and elected by the Senior Class, this award honors the Columbia College Senior woman 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 women of that year. The Columbia College Doll Collection is housed in the parlor of Alumnae Hall.

## Big & Little Sister Program

The Big & Little Sister Program is a campus tradition that came back to life in the fall of 2009. Designed by members of the Class of 2011, the mission of the Big & Little Sister Program is to provide an avenue for first-year students and members of the junior class to establish meaningful friendships. Through these friendships the junior class hopes to help acclimate first-year students to the campus community and to provide them with an important support system. Big and Little Sisters are matched through a process conducted by the Junior Class Officers. Little Sisters learn the identity of their Big Sisters during Reveal Night, the culminating event of Secret Sister Week.

## 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, resident and commuter, to come together and relax during a stressful time of the semester.

# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

## Women's 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 Women's 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 constituents.
- 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 one regularly scheduled meeting each fall and spring semester; these are to be scheduled as Open Forums.
- B. The Association may be called into session by a petition of thirty (30) signatures from members of the Women's 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

- A. All benefits and privileges of the CCSGA shall be available to all members regardless of race, color, religion, gender, national origin, age, ability, or sexual orientation.

## **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)

#### **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.
- o. Serves as a liaison between the Executive Board and an assigned Class.

#### **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 she deems 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 Student Senate 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.
- l. Serves as a liaison between the Executive Board and an assigned Class.

#### **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. Publishes these minutes over e-mail no more than five (5) school days following the respective meeting to the members of the CCSGA Executive Board and/or the Student Senate.
- d. Posts any amendments and/or bylaw additions over e-mail no more than five (5) school days following a vote.
- e. Publishes any amendments and/or bylaw additions to the CCSGA Constitution in a public manner to the campus community.
- f. Submits meeting minutes after every meeting of the CCSGA Executive Board, Student Senate, to the President of Columbia College, the Provost, the Vice President for Student Affairs & Dean of Students, the Chairs of each academic division, as needed, the Director of Eden's Library, and the Office of Student Activities.
- g. Serves as chairperson of the Elections and Public Relations Committee.



- h. Serves as a liaison between the Elections and Public Relations Committee and the CCSGA Executive Board.
- i. Serves as a liaison between the Executive Board and an assigned Class.

**D. Treasurer of CCSGA**

- a. Attends all meetings of the CCSGA Executive Board and the Student Senate.
- b. Takes attendance at all Executive Board and Student Senate meetings. Tracks volunteering requirements.
- c. Serves as chairperson of the CCSGA Allocations Committee, vot-ing only in the case of a tie.
- d. Serves as a liaison between the Allocations Committee and the CCSGA Executive Board.
- e. Keeps a record of all financial activities of the CCSGA Executive Committee and Student Senate, and provides monthly updates to the CCSGA Executive Board.
- f. Keeps records of all financial activities of student organizations receiving funding through the Campus Life Fund.
- g. Has the power to examine all of the financial records of organizations receiving funding through the Campus Life Fund.
- h. Prepares and signs payment vouchers, purchase requisitions, and checks to authorize funding of the CCSGA, subject to approval by the Office of Student Activities.
- i. Serves as a liaison between the Executive Board and an assigned Class.

**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, Class Treasurers, and two at-large members.
- b. The Vice President for Student Affairs & Dean of Students and the Director of Student Activities will serve as ex officio members.
- c. Additional and/or at-large members will be nominated by Senate members. Nominees will be asked to accept their nomination and, if accepted, finalized by the Vice President for Student Affairs & Dean of Students.
- d. Members of the Allocations Committee that hold an office in an-other 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 apply-ing 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 effec-tive 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), Class Activities and Public Relations Officer, Class Secretaries, and two additional members of the Association (at-large members).
- b. The Class Activities and Public Relation Officer that is nominated and elected by the voting members of the Student Senate by a majority vote (50% + 1) will serve as the co-chair for the committee.
- c. Members shall have the opportunity to run for a CCSGA executive board or class officer position but they cannot be involved with the elections process until the Elections Committee is finished with elections.
- d. 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 Vice President for Student Affairs & 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, 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 Elections Committee Bylaws.
- c. To ensure a fair elections process.

- d. The Activities and Public Relations Officers on the committee will publicize any significant events or fund-raisers 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 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 the four (4) Class Vice Presidents
- 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 social judicial standing.

- A. Student Senate shall have a President, Secretary, Treasurer, Parliamentarian, and Chaplain.

- 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 Parliamentarian and the Chaplain shall be elected by the Student Senate in the fall of each year.
- e. 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 twenty-four (24).
- b. Five seats are reserved for each class, and two must be filled.
- c. The Class President and Class Treasurer position must be filled for a class to remain active in CCSGA and to access their budget.

- 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.
- 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.

**Article V**  
**Class Senators of the Association**

**Section 1: Membership**

- A. The Class Senators of the Association shall consist of the following members for each respective class: Class President, Class Vice President, Class Secretary, Class Treasurer, and one Class Activities and a Public Relations Officer.

**Section 2: Powers and Duties**

- A. President of a Class
  - a. Attends all class meetings, Senate meetings, as well as class senator and advisor meetings.
  - b. Provides leadership to their respective class.
  - c. Presides over all class senator/advisor meetings as well as class meetings.
  - d. Represents the members of their class at official college functions and other times when such representation is appropriate.
  - e. Signs payment vouchers, purchase requisitions, and checks to authorize funding of class activities, subject to approval by the Office of Student Activities.
  - f. Upholds class traditions.
  - g. Upholds the CCSGA Constitution and ensures that the other elected class senators do the same.
  - h. Must hold class meetings as well as class senator and advisor meetings at least once a month.
  - i. Communicate information pertaining to the class with class officers forty-eight (48) hours in advance from when the information is needed.

- B. Vice President of a Class
  - a. Attends all class meetings, Senate meetings, as well as class senator and advisor meetings.
  - b. Performs all duties of the Class President in their absence or at their request.
  - c. Becomes the Class President in the case of the current President's resignation or extermination.
  - d. Assists President in upholding class traditions.
  - e. Serves on the Constitutional Review Committee.

- C. Secretary of a Class
  - a. Attends all class meetings, Senate meetings, as well as class senator and advisor meetings.
  - b. Takes minutes at all class meetings and class senator and advisor meetings.
  - c. Publishes these minutes over e-mail no more than five (5) days following the respective meeting to all class senators, the class advisor, members of the class, and the Office of Student Activities.
  - d. Serves on the Elections Committee.

- D. Treasurer of a Class

- c. Distributes minutes to the members of the Student Senate 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.

- D. Parliamentarian
  - a. Has a working knowledge of the rules of parliamentary procedure, specifically Robert's Rules of Order, and advises the Student Senate on points of procedure.
  - b. Attends all meetings of the Student Senate.
  - c. Assists the President of the Student Senate in the maintenance of order.
  - d. Monitors time limits in all proceedings of the Student Senate.

- E. Chaplain
  - a. Serves the members of the Student Senate by presenting an inspirational quote or thought provoking passage at all regular meetings of the Student Senate.

**Section 4: Powers and Duties of the Student 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 Bylaws by the affirmative vote of a two-thirds (2/3) majority vote of its members.
- F. Learn and understand parliamentary procedure and apply it during meetings.
- G. Serve on the committee(s) as set forth in the CCSGA Senate Constitution and Bylaws.
- H. Approve or reject, by a majority vote, all Presidential appointments.
- I. Abide by the Bylaws of the Student Senate.
- J. Attend all class meetings and class senator and advisor meetings as scheduled by the Class President.
- K. 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, and Mix It Up Day.

- a. Attends all class meetings, Senate meetings, as well as class senator and advisor meetings.
- b. Keeps records of all financial activities of the class.
- c. Presents a financial report each month of all expenses to the Class President.
- d. Prepares and signs payment vouchers, purchase requisitions, and checks to authorize funding of class activities, subject to approval by the Office of Student Activities.
- e. Serves on the Allocations Committee.

**E. Activities and Public Relations Officer of a Class**

- a. Attends all class meetings, Senate meetings, as well as class senator and advisor meetings.
- b. Organizes, executes, and publicizes all class meetings, events, and fundraisers.
- c. Informs the class of and publicizes any significant events or fund-raisers sponsored by CCSGA.
- d. Helps to organize all committees responsible for upholding class traditions.
- e. Serves on the Activities and Public Relations Committee.

**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 until 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 and the term of office will begin the following Fall and last until the next Spring.

**Article VII  
Elections and Eligibility for Office**

**Section 1: Elections Committee**

- A. Purpose
  - a. The Elections Committee of the CCSGA will preside over, publicize, and coordinate fall, spring, and special elections, including those required for the Jerold Savory Award, Student Choice Award and those necessary due to vacancies in office.
- B. The Elections and Public Relations Committee shall be comprised of the following members: the CCSGA Secretary (Chairperson), Class Activities and Public Relations Officer, Class Secretaries, and two additional members of the Association (at-large members).

**Section 2: Eligibility for CCSGA Office**

**A. Class Senators**

- a. All candidates must have a cumulative 2.50 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. 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, 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, and one (1) year of 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. Reviewed and completed the Elections Information Quiz.
- b. Receive at least 90% on the quiz. One try per candidate.

- c. Completed the online petition with their electronic signature stating that they have read, understand, and agree to the requirements of the position.
- d. Submitted an optional Candidate Flyer, which will be posted campus-wide upon confirmation of eligibility for office by the Elections Committee.
- e. There will be a period of two (2) weeks for students to file for office.
- f. All open positions will include a write-in options on the Elections Ballot.
- g. The following will occur one (1) week 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.
- e. Each candidate is responsible for removal of their materials from campus by 5:00 pm the day after the election.
- f. 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.
- g. 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 Judicial Board hearing.
- h. 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 or during the Honor Code chapel.

### **Section 4: Procedures for Voting**

#### A. Time Frame

- a. Fall elections shall occur by September 15 and spring elections shall occur by April 1.
- b. Fall and spring elections will be held over a period of three (3) consecutive days.
- c. If a runoff election is needed, in the case of a tie, it will be held on the fourth (4th) day following the consecutive three (3) day period.
- d. The time frame for special elections varies by the type of election (refer to the Elections Bylaws).

#### 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 the Koala Weekly, Email, and Social Media.

#### 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 the organization's advisor (Vice President for Student Affairs & Dean of Students) to discuss their interest in resigning. A Class Senator or Executive Board Officer resigning from office must propose a plan of action to fill their position within 72 hours of the meeting.
- b. After consulting with the organization's advisor the officer must meet with the organization's other officers and class advisor within a week of the initial meeting.
- c. Communicate with other class officers and the class advisor a plan of action.
- d. Submit a letter of resignation via email within 72 hours before the meeting with the officers, advisors and class advisor stating their reasons for their resignation.
- e. Receive a letter from the organization's advisor confirming her resignation.



- f. Return officer binder 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 Vice President for Student Affairs & 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 Vice President for Student Affairs & 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 Vice President for Student Affairs & Dean of Students.

## **ARTICLE IX CCSGA Funding for Student Organizations**

### **Section 1: Eligibility for Receiving CCSGA Funds**

- A. All student organizations recognized by Columbia College are eligible to apply for funding from the Campus Life Fund.

- B. The following organizations will receive a predetermined sum of money from the Campus Life Fund, with final approval from the Allocations Committee:
  - a. Student Leadership Development
  - b. First Year Class
- C. The Sophomore, Junior, and Senior classes are guaranteed funds based upon the needs expressed within their respective funding proposals to the CCSGA Allocations Committee. However, these classes are not guaranteed to receive all of their requested funding.

## **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 women's 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 in order 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 ( $\frac{2}{3}$ ) 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 ( $\frac{2}{3}$ ) majority vote of the Student Senate.
- B. Changes will be implemented at the start of the next academic term.

## **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 women 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 Contract.

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 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 of Columbia College, I am honor bound to refrain from cheating, stealing and lying. I choose 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" is used in the imperative sense.
12. The term "may" is 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), 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.
3. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission, affiliation with, or as a condition for continued membership in an organization, group, or team.
4. Any act as defined in the Sexual Misconduct Policy, as referenced later in the *Student Handbook*.
5. 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.
6. 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 server and must use a new meal swipe if leaving the Dining

- Hall for any reason for an extended amount of time and returning.
7. 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, 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.
  8. 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.
  9. 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 her/his 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.
  10. 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.
  11. Use, possession, or distribution of alcoholic beverages and paraphernalia on College property or illegally off campus.
  12. Public intoxication by students on College property or at any College sponsored event.
  13. Possession of explosives, fireworks, or dangerous chemicals on College property.
  14. 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.
  15. Use, possession, or storage of any type of hoverboard while on Columbia College property.
  16. 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.
  17. 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.
  18. 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*.
  19. Any posting of items, fliers, marketing, advertising, or other information not done in accordance with the Posting Policy, referenced later in the *Student Handbook*.
  20. Any act of solicitation not done in accordance with the Solicitation Policy, referenced later in the *Student Handbook*.
  21. Any act of proselytizing as defined in the Proselytizing on Campus Policy, referenced later in the *Student Handbook*.
  22. The bringing of children/minors on College property not in accordance with the Children on Campus policy, referenced later in the *Student Handbook*.
  23. The bringing of animals on College property not in accordance with the Animals Policy, referenced later in the *Student Handbook*.
  24. 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).
  25. 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*.
  26. Any act of discrimination based on a person's race, color, religion, national origin, sex, gender, pregnancy, disability, age, genetics, or sexual orientation.
  27. Conduct which is disorderly, lewd, indecent or inconsistent with the values of Columbia College.
  28. 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.
  29. 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.
  30. Any act that is considered to be a violation of the Social Media Sites Policy, referenced later in the *Student Handbook*.
  31. 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; or (4) submitting of an assignment for more than one course without the permission of the instructor(s).
    - 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 and representing them as one's own is plagiarism, whether those words come from printed source material or from the Internet. All source material-whether directly quoted or paraphrased-must be properly cited, and direct quotes must also be identified as such with quotation marks. 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 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.
  - f. Any misrepresentation of the truth in academic work. This offense shall include, but is not limited to, lying to a faculty member, a member of the administration or other College official, or Judicial Board.
  - g. Turning someone else's name in or having someone turn your name in 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 person receiving assistance 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.
32. 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.
33. 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.
34. Violation of federal, state, or local law while a College student, regardless of the location of the violation.
35. Violation of any of the Residence Hall Policies, as referenced later in the *Student Handbook*.
36. Violation of all other published College policies, procedures, or community standards not listed in the *Student Handbook*, Housing Contract, or Undergraduate Bulletin.

## 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 independent 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 his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code 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 proceeding. 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 Residence Life 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 Residence Life 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 Residence Life 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. Communication Information Forms are available from Student Affairs or Residence Life staff members. Reports should be submitted to the Judicial Coordinator.
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 to contact her or him by the date listed on the notification

(typically within three (3) but not more than five (5) business days after the student has been notified of the charges) to schedule a hearing. Notification will be sent to the student's campus e-mail address. During the initial meeting, the student will be asked to come to the Office of Residence Life and Housing (or the assigned Area Coordinator's office) to sign, pick up the official judicial notification, and speak with the assigned Judicial Officer about the process. In most cases, it is during this meeting that the hearing will be scheduled. Should a student fail to pick up the notification and meet with their Judicial Officer by the due date as specified in the initial email, the Judicial Officer may schedule the hearing. If the student fails to appear for a hearing, 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 email.

#### D. Administrative Hearings

1. A time shall be set for the initial meeting, not less than five (5) nor more than fifteen (15) business days after the student has been notified. The Hearing will usually be held within three business days of the initial meeting. 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 his or her 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 original hearing notification 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 his or her 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, in order 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 his or her 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 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 his or her 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 opposing party, 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. In answering a question, the student may seek assistance from the campus advisor;
    - c. afforded the privilege to present witnesses of fact and information on her/his 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 her/his 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 her/him in any proceeding;
    - i. afforded the privilege to question witnesses in any proceedings; and
    - j. afforded the privilege to appeal a decision by the Judicial Board to an Appellate Board (see the Appeals information in this section).
  9. 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.
  10. 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 she/he has been charged in writing with violating.
  11. 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.
  12. 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.
  13. 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. All sanctions are made in the form of a recommendation to 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 or 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, with the exception of 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 she or he is violating or has 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 of time 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 of time.
  - 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. Student 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 of time, 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 of time, 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.
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 about 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. Only the Judicial Coordinator may place judicial 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 an Appellate Board 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 Appellate Board may deny the appeal if it does not address one or more of the above or if it does not believe the appeal is meritorious.

3. If the Appellate Board upholds the appeal, the matter shall be sent back to the Judicial Coordinator or judicial body for a re-hearing if the basis of the Appellate Board's decision is for any of the reasons expressed above. If the Appellate Board 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 Appellate Board 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. Any subsequent appeal of a new hearing will be made to the Board of Trustees through the President of the College. Such appeals must conform to the provisions outlined in Section I, Appeals, numbers 1 and 2, located in this section, and be received within five (5) business days of the decision of the re-hearing judicial body. In such cases, the decision of the Board of Trustees through the President of the College shall be final and binding.
4. If the accused disagrees with the decision of the Appellate Board, the accused may appeal in writing to the Board of Trustees through the President of the College, within five (5) business days of the decision of the Appellate Board, delivering the appeal to the appropriate Judicial Coordinator unless notified to submit the appeal to another judicial body in the decision letter. The appeal must conform to section I, Appeals, numbers 1 and 2, located in this section. In such cases, the decision of the Board of Trustees through the President of the College shall be final and binding.
5. In cases involving appeals by a student accused of violating the Student Code of Conduct, review of the sanctions by the Appellate Board or the Board of Trustees through the President of the College may not result in more severe sanction(s) for the accused student.

## SECTION 8: 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 9: 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 on 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 the 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 including the reasonable and legal use of those services and facilities intended for students' education and development.
12. The right to a campus advisor during a judicial process if the student requests such assistance.

### 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 Columbia College 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

When a student is admitted to Columbia College, she 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.

### 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 area director then the Vice President for Finance. Concerns about student life should be reviewed with the area director 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 her college education. Likewise, the student has a responsibility for her education that goes beyond class attendance and the preparation of assignments. The student's responsibility includes a thorough knowledge of academic requirements and procedures. Through an understanding of these matters, a student can participate in the planning of her formal education and at the same time better understand the wide range of intellectual opportunities provided at Columbia College. Each student is expected to be familiar with the section in the Columbia College *Bulletin* entitled "General Academic Information and Academic Program." Should the student have any questions, she should seek advice from her 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 GRIEVANCE PROCEDURE

- A. Student's Academic Grievance Procedure
  1. A student who feels that she/he has been unjustly evaluated by a professor must first contact that professor to discuss the complaint.
  2. If the matter remains unresolved, then the student and professor must confer with the Division Head of the specific division concerned. (If professor concerned is the Division Head then omit this step.)
  3. If the matter is not resolved, then the student must submit a written petition and pertinent documentation to the Division Head of the division concerned. The Division Head must schedule a meeting with the student and the professor. All documents to be considered must be made available to all parties prior to the meeting. After reviewing the petition and documentation and discussing the issue with the student and professor, the Division Head must notify the student and the professor in writing of her/his decision.
  4. If the matter is yet unresolved, then the student must submit a written petition to the Provost who will convene the Student's Grievance Committee. The Provost will make a copy of the written petition available to all members of the Grievance Committee prior to the meeting. The Grievance Committee is chaired by the Provost and consists of three members of the Academic Standards Committee and two students appointed by the Provost. The Provost has no vote in the Grievance Committee's deliberations.
  5. The Provost must inform the student and the professor in writing of the Grievance Committee's decision. This decision must be limited to the issue of the grade. If the grade is changed, the Provost must notify the Registrar's Office.
  6. If this decision does not resolve the grievance, then the student may petition in writing the President of the College. The decision of the President must be communicated in writing to the student and the professor.
  7. The student lodging the grievance action may ask another student, faculty member, or staff member to accompany him/her to any of the conferences or Grievance Committee meetings scheduled as part of the complaint process, as a campus advisor. The complainant is responsible for

presenting his or her arguments; therefore, campus advisors are not permitted to speak or to participate directly in any conference or hearing, but the complainant may confer with their advisor.

- B. The grievant has 45 days from the end of the academic term in which the grade was recorded to notify the Provost in writing of her/his intent to request a hearing before The Grade Grievance Committee. Section A, steps 1-4 must be followed before the student may submit a request for a hearing. Failure to follow the established procedure may result in the denial of the request.

## CONFIDENTIALITY OF STUDENT RECORDS

(Family Educational Rights and Privacy Act of 1974)

With the exception of limitations herein stated, Columbia College permits any student, presently or previously enrolled, access to her/his official records created during her/his 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 access to her file or record must present to the appropriate office personal identification credentials, along with her 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 .....	Vice President for Student Affairs & Dean of Students
Student Accounts:	
Office of Financial Services .....	Controller
Praxis Scores:	
Division of Education .....	Dean of Division

## 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. Exceptions to this rule will be handled 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.

## NONDISCRIMINATION POLICY

Columbia College does not discriminate on the basis of race, color, religion, national origin, sex, gender, pregnancy, disability, age, genetics, or sexual orientation.

## Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)

Recognizing current information provided by the Center for Disease Control stating that the Human Immunodeficiency Virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS) is not transmitted by casual contact, Columbia College does not discriminate against students or employees who have or may have been exposed to HIV/AIDS. This policy applies to all matters, but particularly to admission, housing, student activities, hiring, and retention. Columbia College offers education and information on risk reduction, psychological counseling or referral, and medical referral. Confidentiality within the law is maintained in each case.

The American College Health Association has recommended that colleges provide their students with information concerning HIV/AIDS, since AIDS education can help prevent the spread of HIV. Columbia College will, therefore, offer information in a manner consistent with the mission of each department or administrative area.

## Immunizations Required

All students entering Columbia College must 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. Failure to comply will result in delayed registration for the subsequent semester.

Pursuant to South Carolina law, the Columbia College institutional policy, and endorsement by the American College Health Association, all students in the Women's College are REQUIRED 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)

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 her tenure at Columbia College. Any student wishing to receive a copy of her 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 carried at all times. 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*.

Identification cards are issued the first time without cost. After this time, IDs must be made at the Columbia College Police Department during normal business hours. 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 her Student ID may request a temporary ID from CCPD to allow her access to the Dining Hall. Temporary IDs are only valid for 24-72 hours.

## COMPUTER USE POLICY

### Section 1: Definition of Terms

**Acceptable Use:** Use of Columbia College's information and/or information technology (especially Internet) in a manner consistent with this policy and consistent with the mission and goals of the institution.

**Commercial Use:** Unauthorized use of or sharing of institutional data, courseware, web sites, or any other College-owned or College-sponsored information and/or information technologies (especially Internet) for the purpose of securing personal gain or profit or to enable others to secure profit.

**Information Technology Resources:** Hardware and software owned or managed by the College, to include all servers (Internet, local area networks, and Voicemail), networks (includes phone, cable TV, and data), classroom teaching technology, satellite receivers, and desktop computers.

Unacceptable Use: Use of Columbia College's information and/or information technology (especially Internet) in a manner that violates the College's mission and that is not in keeping with the responsible and ethical behavior expected of the College's students, faculty, and staff.

## Section 2: Policies

As student, faculty, and staff access to campus resources becomes a routine expectation, Columbia College has formulated a policy on the acceptable use of information technology resources. This policy will cover specifically a number of technology usage issues, but the basis of the policy is simple:

Columbia College expects its students, faculty, and staff to support and adhere to the ethical and legal standards surrounding information technology. An understanding of those standards is prerequisite. This expectation is grounded in the College's Honor Code and Student Code of Conduct and in the long-standing principles of integrity, truth, and intellectual freedom crucial to the success of an academic community. Information Technology resources contained on College-owned equipment are property of the College. Any unauthorized use of College-owned equipment is strictly prohibited.

It is the responsibility of each member of the campus community to understand and comply with the requirements of this policy.

### *Access to Computing Facilities*

Columbia College computing facilities are made available to authorized faculty, staff, and students of the College and to other users by special arrangement. Proper authorization is provided by means of a username requested and granted by Information Technology. When a member of the College community becomes an authorized user of the College's computing resources, that individual agrees to abide by all provisions of the Columbia College Computer Use Policy.

User IDs and passwords must be kept confidential by users, and the sharing of user IDs or passwords is prohibited. Each employee, staff member, or faculty member using the College's system must identify herself or himself honestly, accurately, and completely when using the system.

### *Hours of Operation*

The hours of operation for the Academic Computing Lab, housed in the basement of Edens Library, coincide with library hours including late access during peak student demand times toward the end of the semester. Student monitors are frequently, though not always, on duty in this lab. Student monitors are on duty to assist with hardware and software problems and to help ensure that lab policies and procedures are followed.

Computer facilities are also available in the Bush Science Center seven days a week, 24 hours a day, during the regular semesters. Computer facilities in the Breed Leadership Center are available during normal working hours. These buildings are open during regular working hours and the Bush Science Center facilities may be accessed after hours with a computer coded student identification card.

### *Printing Policy*

Individuals must have a valid user name and password to access the print Kiosk on campus. Students are allotted 500 print credits each semester in the lab. Print credits are indicated in dollar amounts. Each student is provided with \$50 of print credit per semester. Black and white prints are charged at \$.10 a print. With the College's print system (ePrint), color prints are available and charged at \$.40 a print and photo quality color prints are charged at \$1.00 a print. All these prints are expensed against the \$50 print credit per semester until exhausted. If a student requires additional pages or color copies, she/he can purchase them 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 is available on reserve in Edens Library in a book by Janis Bruwelheide entitled *The Copyright Primer for Librarians and Educators* (Washington, D. C.: National Education Association, 1995). No Columbia College student or employee may copy purchased software except as allowed under the terms of the contract under which the software has been acquired. All software licensing agreements will be strictly followed. Also, no illegally copied software product may be stored on College systems or transmitted over College networks.

### *File Sharing Policy*

The Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) vigorously pursue infringements of copyrights owned by their individual members, as is their right under the U.S. Copyright Law.

Downloading copyrighted music and movies from the Internet to one's own personal computer without permission of the copyright owner is illegal and a violation of the law; and strictly forbidden on Columbia College's network.

Because of the illegality of sharing copyrighted material without permission and the negative impact on the network, sharing programs such as BitTorrent are prohibited on the Columbia College network. If this type of activity is discovered or reported by outside agencies such as the RIAA, the network connection to the suspected computer will be terminated immediately. The student will receive a letter detailing the infraction. A copy of the letter will be sent to the appropriate Judicial Coordinator, who will follow the appropriate procedures.

It is the student's responsibility to remove the offending file share program and to prove this has been done in order to regain access to the Columbia College Network. The student should contact Information Technology (IT) at 803-786-3007 to schedule an appointment to verify the removal of the offending program. This process could take several weeks, during which time the student will be without an internet connection in her residence hall room. In some cases this will affect all the students in that room. It is important for a student to remove these programs and materials immediately from her computer in order to avoid consequences of having one's network connection disabled or worse to be sued by the RIAA or MPAA.

## *Institutional Data Access*

Columbia College institutional data is important to the College, and access to this data by faculty or staff members who have a “need to know” is vital to the conduct of College business. Institutional data must be used solely for the legitimate business of the College and must not be modified, destroyed, or disclosed in any way that is detrimental to the purposes of the College and/or that violates the provisions of the Family Education and Right to Privacy Act (FERPA).

A data custodian is responsible for specifying the use and protection of computerized institutional data and for approving access to institutional data. The following listing indicates the College’s primary institutional data categories and the related data custodians:

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

An individual who has been granted access to institutional data is a data user. Each data user must ensure that she/he uses data services and facilities only as required in the performance of job functions.

## *Columbia College E-mail*

E-mail is considered an official method of communication at Columbia College. Columbia College e-mail provides easy communication among students, faculty, and staff. It delivers information in a convenient, timely, and effective manner. The Columbia College e-mail system is intended to meet academic and administrative needs of the campus.

### **Format Guidelines/Assignment of Student E-mail Accounts**

Columbia College provides an e-mail account to all enrolled students at the College. Students have access to their Columbia College e-mail from both on and off campus. Accounts are created by the Columbia College Information Technology Department.

### **Expiration of Accounts**

Students are allowed to keep their accounts for 6 months after graduation after which the accounts will be removed and all data will be lost.

### **Accessing Columbia College E-mail**

Students can access their Columbia College e-mail via the Internet at [www.outlook.com/my.columbiasc.edu](http://www.outlook.com/my.columbiasc.edu).

### **Faculty/Staff Expectations and Educational Use of E-mail**

E-mail is a tool for Columbia College faculty and staff to communicate with members of the campus community and to post news, activities, and announcements related to the Columbia College community via the Koala Weekly. Faculty members will determine how e-mail is used in their classes and may require students to use their e-mail. For example, the class syllabus may be posted and/or assignments may be sent out via e-mail.

### **Expectations Regarding Student E-mail**

All students are required to check their Columbia College e-mail on a frequent and consistent basis in order to stay current with college-

related communications. Students have the responsibility to recognize that certain communications are time-critical and not checking their e-mail is not an acceptable excuse for missing official College communications via e-mail.

### **Authentication and Confidential E-mail**

No one is to use e-mail to impersonate a College office, faculty/staff member, or student. To minimize the risk, all e-mail accounts are password protected. Passwords should be changed on a regular basis and kept confidential. To change one’s password:

1. Log in using a computer on the campus network. After log in is complete, push the ctrl, alt, and delete keys at the same time. A “Window Security” window will pop up with six options. Select “Change Password” and enter the information requested. Then restart the computer. After it boots up, the new password can be used to log in and then used to check e-mail.
2. Call the Help Desk Monday - Friday 8:00 am -5:00 pm or submit a work request on our website: <http://koalatech.columbiasc.edu>. Remember that one’s e-mail username and password are also her/his network username and password. (They are the same.) When one is changed, both are changed.

### **Appropriate Use of E-mail**

All use of e-mail will be consistent to other Columbia College policies, including Columbia College’s Appropriate Use of Information Technology Resources. All use of e-mail will be consistent with local, state, and federal laws.

### **Prohibited Use of E-mail**

The Columbia College e-mail system is not to be used for the following: personal gain, chain letters, and solicitations for contributions for non-college entities, pyramid schemes, harassment of an individual or organization, and any illegal activity of unlawful purpose. Note: This prohibition does not extend to distribution of community service opportunities for the campus.

No one should intercept, receive, and/or view another individual’s e-mail without that user’s consent.

The misuse of the Columbia College system will be adjudicated by the appropriate College oversight body. Penalties range from verbal or written denial to access campus computer resources to suspension or dismissal from the College.

### **Columbia College Distribution Lists**

Individual students are prohibited from sending e-mail messages to the College distribution lists. However, students and student organizations can have messages sent via their advisor by posting them in The Koala Weekly. The advisor must approve and send the requested messages to the Koala Weekly database. There are a limited number of College administrators with access to the College distribution lists. All messages sent to distribution lists must be associated with official College business.

### **Network Security**

Use of computers on the College Network to promote commercial business is prohibited. The College reserves the right to periodically monitor traffic to ensure that things are operating safely and efficiently. Students should not tamper with any wall jacks and wiring. Each machine will be dynamically assigned an IP address. Configuring one’s system in any way is prohibited.



### **Internet Access, Chat Groups, News Groups**

With regard to Internet access, chat groups, news groups, and social media, all users are reminded that such forums are public forums and that appropriate conduct as otherwise required by the *Student Handbook*, *Faculty Handbook*, and *Staff Handbook* should control their actions.

### ***Appropriate Use of Computer Facilities***

The usage demand for campus computer facilities continues to increase. In an effort to fulfill the educational mission of Columbia College and to provide all users fair and equitable access to the system resources, it is imperative that all students comply with the following:

- Use only your username and password to access the network. Do not allow other users to use your username and password to access the system.
- Keep your password confidential.
- Use courtesy to maintain a peaceful and quiet lab environment

### ***Unacceptable Use***

The uses of information technology resources summarized in this section describe some, but not all, of the ways that users of the College's information technology system can violate the College Computer Use Policy. As emphasized in the introduction to this document, Columbia College expects all members of the College community to abide by the legal and ethical standards pertaining to electronic transfer of information.

#### **Damage or Disruption**

Users may not damage computer systems or knowingly disrupt the operation or use of a computer system. Disruptions include the injecting of computer viruses and sustained high volume network traffic that hinders others in the use of the network.

#### **Personal or Commercial Gain**

Users must not use the computer systems for personal gain or profit, such as selling access to institutional data or performing work for profit with College technology resources in an unauthorized manner.

#### **Excessive Use**

Users must not monopolize systems, overload networks with excessive data, or waste computer time, disk space, printer paper, or other resources.

#### **Downloading Programs**

With the exception of Information Technology personnel, absolutely no one is allowed to download or install programs on any Computer Lab PC.

### **SOCIAL MEDIA SITES POLICY**

Wise use of social networking promotes healthy communication. Students may be held accountable for information shared in the public arena that could be in violation of College policy, indicate illegal activity, or appear to be libelous information regarding a member or policy of the College. Posts and other content specifically added by administrators of the College's page are official Columbia College content. Opinions expressed by other users do not necessarily reflect the opinion of the College. User provided content that is not categorized as official Columbia College content is not screened or evaluated during the submission process.

The College is not responsible for content posted on individual personal faculty, staff, and student social media pages. Further users are expected to abide by applicable laws, regulations, rules, and policies including the Columbia College *Student Handbook*, the Columbia College Faculty/Staff Manual/ Handbook, and other regulations and policies concerning public communications. The College reserves the right to remove content from its page and encourages users to report content that violates Facebook's Code of Conduct.

## **Section 3: Enforcement and Penalties**

### ***Administrative Responsibility***

While all academic divisions and administrative offices are required to ensure that information technology is used responsibly within each respective division or office, the Office of the Provost is responsible for the establishment of the campus-wide Computer Use Policy and for the overall administration and compliance with the policy's provisions. Administration of specific issues of oversight and implementation is delegated to Information Technology. The imposition of penalties for those who have violated the College Computer Use Policy will be handled by the following administrative areas:

**Student Violator:** Students may face sanctions as described in the *Student Handbook*. These sanctions fall under the purview of the Vice President for Student Affairs & Dean of Students.

**Faculty Violator:** These actions fall under the purview of the Provost.

**Staff Violator:** These actions fall under the purview of the Vice President for Finance.

### ***Penalties***

Persons found responsible for violating the Columbia College Computer Use Policy will be sanctioned by the appropriate College oversight body. Penalties may range from verbal or written warning to denial of access to campus computer resources to suspension or dismissal from the College. Following appropriate investigation and hearing procedure and determination of responsibility in cases of policy violation, penalties may be imposed in accordance with the above established guidelines.

## **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 and is located on the first floor of Harrelson Student Services building.

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 (e.g. RAs 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. An electronic copy can be submitted to the "Flyer and Tshirt Approval" online form prior to printing available at <https://columbiacollegesc.wufoo.com/forms/osa-flyer-shirt-approval/>. The name of the sponsoring organization, division, department, or group must appear on all postings as well as all relevant event information (time, date, place, what, and who).
3. 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. After receiving permission, the organizing group must request space, if appropriate, and is responsible for making arrangements with Facilities to put up and take down their requested item.
4. 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. *Please be courteous with event posts that span a long period of time. We suggest no more than a week of events per flyer as space is limited and those with more will be removed as needed to accommodate advertisement of other events.*
5. The College reserves the right to remove any and all postings, notices, and flyers from College

## 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 will 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 Koala Connection at [tiny.cc/cccampuslife](http://tiny.cc/cccampuslife).

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 Assistant Vice President for Advancement must approve all requests for student organization fundraisers, sponsorships, or solicitations involving external companies, organizations, or individuals.

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 Director of Student Activities. 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 Kneec 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 Ariail-Peele 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 POLICY

If a faculty or staff member calls CCPD because he/she 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.

## MISSING STUDENT PROCEDURE AND NOTIFICATION POLICY

If a member of the College Community has reason to believe that a student is missing, they should immediately notify the Columbia College Police Department at (803)786-3333. 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 not located within 24 hours of receiving the initial report, notification of the missing student's biological and physical information will also be provided to other law enforcement agencies to help locate student. In accordance with the College's Missing Student Procedure and Notification Policy, each student is required to identify the specific person whom the College should contact within 24 hours of determining that the student is missing. For students under the age of 18, the contact person must be the custodial parent. This information will be requested annually via Koala Connection.

## 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.

## SEXUAL MISCONDUCT POLICY & PROCEDURES

### 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 on or off campus, and whether directed against a member of the Columbia College community or someone outside the Columbia College community (“Prohibited Conduct”).

College students are especially vulnerable to Sexual Misconduct. Unfortunately, acts of Sexual Misconduct are vastly underreported. Sexual Misconduct can occur in any relationship regardless of gender. Survivors can suffer profound and long-lasting changes in their lives that affect them socially, academically, and developmentally, including post-traumatic stress disorder, abuse of alcohol and drugs, and contemplated suicide.<sup>1</sup> Quick access to services can reduce the long-term impact of sexual trauma. If you are a survivor of Sexual Misconduct, no matter when the Sexual Misconduct occurred, please reach out to the resources provided at Columbia College or the additional resources noted in this policy so you can get the support you deserve.

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.

- 24 people per minute are victims of rape, physical violence, or stalking by an intimate partner in the U.S. (12 million women and men in one year).<sup>2</sup>
- 1 in 4 women and 1 in 7 men have experienced severe physical violence by an intimate partner.<sup>2</sup>
- 3 in 10 women and more than 1 in 4 men in the U.S. have experienced rape, physical violence, and/or stalking by an intimate partner at some point in their lifetime.<sup>2</sup>
- In 78% of assaults, the perpetrator is someone that the victim knows (relative, partner, or acquaintance/friend).<sup>3</sup>
- 80% of female rape victims are under the age of 25.<sup>3</sup>

## II. WHAT TO DO

A. If you have been assaulted:

1. Exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or dialing 911.

2. Seek prompt medical attention, preferably at Palmetto Richland Hospital or the closest hospital to you if you are outside of the Columbia area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action. There will be no charge for the evidence collection process. The survivor will be met by a confidential advocate.
  3. Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:
    - a. Should not bathe or douche;
    - b. Should not urinate;
    - c. Should not drink any liquids;
    - d. If oral contact has occurred, the victim should not smoke, eat or brush teeth, and;
    - e. The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.
- B. If you have been harassed:
1. Exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or by dialing 911.
  2. If you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and request that the conduct cease immediately.

## 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 and part-time 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.

## 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 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. 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 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:

- A. Provide prevention programs on topics related to Sexual Misconduct;
- B. Provide information to all students regarding our Sexual Misconduct Policy and reporting requirements twice a year;
- C. Train all College employees on Sexual Misconduct and reporting;
- D. 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;
- E. Discuss the topic of Sexual Misconduct and the College's expectations for an environment free of Sexual Misconduct during first year fall orientation; and
- F. Distribute Sexual Misconduct awareness materials and flyers with information about where to go for help in several high-traffic areas twice a semester.

**VI. 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 on or off campus, 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, and in certain cases, may also be a criminal violation.

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. 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.

**A. DEFINITIONS**

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 sex.
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.
  - a. Sexual harassment includes any conduct or incident that is sufficiently serious that it is likely to limit or deny a student's ability to participate in or benefit from Columbia College's educational programs, which may include a single incident of sexual assault or other serious Sexual Misconduct.
3. **SEXUAL ASSAULT** is any sexual penetration or sexual contact with another individual without consent.
4. **CONSENT** is defined as words or actions that clearly indicate voluntary agreement to engage in sexual activity. Consent is always freely informed and actively given. Silence or lack of resistance does not imply consent. Consent must be ongoing, and it may be withdrawn at any time. Consent for one sexual act does not imply consent for any subsequent sexual activity. Consent may never be obtained through use of coercion, intimidation, force, or threats. Consent cannot be obtained from an individual who is incapable of giving consent because the person:
  - a. Has a mental, intellectual, or physical disability; or
  - b. Is under the legal age to give consent (In South Carolina the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.); or
  - c. Is asleep, "blacked out," unconscious, or physically helpless; or

- d. Is incapacitated, including through the consumption of alcohol or drugs.
5. 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.
  6. COERCION is to force a person to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.
  7. 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.
  8. 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.
  9. 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 him or her; 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.
  10. RELATIONSHIP VIOLENCE (also known as *Dating Violence* or *Domestic Violence*) is a pattern of abusive behavior that is 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.
  11. STALKING is engaging in a course of behavior directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or 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, emails, 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.
  12. RETALIATION  
It is a violation of this policy to engage in any form of retaliation or intimidation in connection with complaints of sexual harassment, misconduct, or assault. Any Student, Employee, Trustee or Third Party engaging in any such retaliation or intimidation may be found responsible for a conduct violation. Any such acts of retaliation or intimidation should be promptly reported to the Title IX Coordinator. This policy and related processes may also apply to any allegation that a Student, Employee, Trustee or Third Party has attempted to prevent an individual from reporting Prohibited Conduct or has engaged in any acts of intimidation or reprisal with respect to any reported Prohibited Conduct.

## VII. CONFIDENTIAL RESOURCES & FOLLOW-UP AND RECOVERY SERVICES FOR SURVIVORS

Follow-up support and counseling is of significant benefit to a survivor 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 survivor, whether or not the 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 contact our Director of Counseling Services, who is a confidential employee. Information shared to other College employees will have to be reported to the College's Title IX Coordinator.

Mimi Meriwether, Director of Counseling & Accessibility Services:  
803-786-3603

### Off-Campus Resources

Police: 911

Palmetto Health Richland Hospital Emergency Room:  
803-434-7000

*A Sexual Assault Nurse Examiner (SANE) is available at this location*

Sexual Trauma Services of the Midlands:  
803-771-7273 (24-hour hotline)

*Free and confidential off-campus counseling*

## VIII. 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.

## IX. CRIMINAL PROCEEDINGS

If the incident occurred on campus and you wish to pursue criminal charges, please contact the Columbia College Police Department (CCPD) at 803-786-3333. 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 the Richland County Department of Social Services at (803) 714-7300.

## X. 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.

## 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.

#### Title IX Coordinator:

Name: Dr. Shirley Huisman

Office Location: Wil Lou Gray, Room 104

Telephone Number: 864-674-4184

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 and current faculty or staff members. 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. If the survivor chooses to report and pursue criminal charges against an alleged assailant, Columbia College will support and comply with the criminal justice process.

According to the Clery Act, there may be instances when a timely warning must be issued to the entire campus. Also, the College must submit an annual Crime and Fire Safety report with data regarding the number of sexual assault or harassment incidents that have occurred on our campus. A survivor's name will not be disclosed by Columbia College in either of these incidents.

### III. INTAKE MEETING WITH TITLE IX COORDINATOR

The Title IX Coordinator is 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. Upon receipt of notice of any allegation of Prohibited Conduct, the Title IX Coordinator 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 support or immediate



interventions available to the Complainant. The intake meeting may also involve a discussion of any immediate accommodations that may be appropriate concerning the Complainant's academic, College housing, and/or College employment arrangements. Below are interim measures that may be taken:

- A No Contact Order;
- 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;
- A thorough, impartial, and timely investigation; and
- Other accommodations as needed.

#### IV. RESOLUTION

##### A. COMPLAINANT WISHES TO PURSUE A RESOLUTION

When a Complainant wishes to pursue a resolution, the Title IX Coordinator will determine the name of the Respondent and the date, location and nature of the alleged Prohibited Conduct, and will schedule an individual intake meeting with the Respondent in order to provide the Respondent with a general understanding of the Sexual Misconduct Policy and to identify forms of support and/or immediate interventions. The Title IX Coordinator will also forward a formal complaint to the assigned Title IX Investigator(s), which will include the name of the Complainant and Respondent and the date, location and nature of the alleged Prohibited Conduct. Both the Complainant and the Respondent may inform the Title IX Coordinator of potential conflicts of interest with the assigned investigators or hearing board members.

##### B. COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY

If a Complainant is reluctant to participate in the investigative process, the College will make every attempt to follow the wishes of the Complainant, while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant does not want to participate in the investigative process, but has no aversion to the College pursuing a resolution with respect to the named Respondent, the College will proceed with the investigation to the extent possible. If the Complainant does not want the College to pursue the report in any respect, the College may investigate further if there is reason to believe that a significant continuing threat to the campus community exists. The following factors will guide the College in its decision to proceed with an investigation:

1. The seriousness of the alleged conduct;
2. The Complainant's age;
3. Whether there have been other conduct complaints about the same individual; and
4. The Respondent's right to receive information about the allegations if the information is maintained by the school as an "education record" under FERPA.

Disclosure of Sexual Misconduct by or about a Complainant who is under the age of 18 must be reported to the Richland County Department of Social Services at (803) 714-7300.

##### C. ANONYMOUS OR THIRD PARTY REPORTING OF PROHIBITED CONDUCT

If a report is made anonymously or by a third party (e.g. not the Complainant or Respondent), the Title IX Coordinator will inquire, gather, and review information about the reported Prohibited Conduct and will evaluate the accuracy, credibility, and sufficiency of the information. Anonymous reporters

should provide as much information as possible. Incidents reported by anonymous or third parties will not be forwarded to an Investigator unless there is reasonable cause to believe the Policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or Complainant statement.

When an initial report of Prohibited Conduct is reported anonymously or by a third party and the identity of the victim is not available, the Investigator will investigate the reported incident to the fullest extent of the information available. Unsupported allegations that lack reasonable cause will not be forwarded to the Title IX Hearing Board.

##### D. INVESTIGATION

After the Complainant and Respondent meet with the Title IX Coordinator, the Title IX Investigator(s) (Columbia College faculty or staff members) will conduct a thorough, reliable, and impartial investigation of the reported incident. The investigation includes interviewing the Complainant and Respondent, interviewing witnesses, collecting evidence, and creating timelines. 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, email and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).

If the Complainant or Respondent believes there is a conflict of interest with one of the Investigators, they must notify the Title IX Coordinator. An investigation should begin within one week of receipt of the initial report.

At the conclusion of the investigation, the matter will be referred to the Title IX Hearing Board. A hold may be placed on the Student Respondent's account that would prevent the Respondent from receiving his or her transcript until a decision has been rendered from the Title IX Hearing Board. The Complainant and Respondent will be given a copy of the Investigator's report.

The Title IX investigation and hearing should be completed in a timely manner. Every effort will be made to complete the investigation and hearing within 60 days while balancing the interest of fairness to all parties.

##### E. IF RESPONDENT ADMITS RESPONSIBILITY

In the event the Respondent admits responsibility of a violation under the Policy, appropriate Board will decide the sanction (see subsection IV(K)).

##### F. TITLE IX PRE-HEARING PROCEDURES

1. **NOTICE LETTER:** The Title IX Coordinator shall present all charges in writing to the Complainant and Respondent and promptly schedule a hearing after the Complainant and Respondent have been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Title IX Coordinator. 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 Letter. 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 the Title IX Coordinator.

2. ATTENDANCE AT HEARING: If the Respondent and/or Complainant fail(s) to appear for a hearing and the Title IX Coordinator has, 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 witnesses. The College will allow release time from work and/or class for appearance at the hearing.
  3. 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(I)) at the conclusion of the hearing.
  4. 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.
  5. 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 to assist them in eliminating redundant information. Thereafter, the Investigator's report will be provided to the Hearing Board in advance of the hearing.
  6. 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.
- G. TITLE IX HEARING PROCEDURES
1. Hearings shall be conducted by the Title IX Hearing Board according to the following guidelines:
    - a. All hearings will be conducted in a manner that is fair to all parties.
    - b. The Respondent is presumed not in violation of the Policy until a violation is determined by the Title IX Hearing Board.
    - c. Hearings shall be conducted in private, and arrangements can be made so the Complainant and Respondent are not in the hearing room at the same time.
    - d. 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.
    - e. 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 her own case; therefore, advisors are not permitted to speak or to participate directly in any part of the hearing. 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.
    - f. 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.
    - g. All procedural questions are subject to the final decision of the Chairperson. The Chairperson may consult with the Title IX Coordinator on procedural issues as the Chairperson deems necessary.
    - h. 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.
    - i. The Complainant, the Respondent, 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.
    - j. The parties will be given an equal opportunity to present relevant witnesses and other evidence. This includes the following:
      - The privilege to remain silent;
      - The privilege to present relevant witnesses of fact and information on her/his behalf;
      - The privilege to be informed that any oral or written statements they may make pertaining to the alleged violation may be presented in any subsequent proceedings;
      - The privilege to prepare a written statement concerning the alleged violation(s);
      - The opportunity to review all evidence, statements, and the investigative report;
      - The privilege to question the other party, witnesses and the Title IX Investigators through the Chairperson; and
      - The privilege to appeal a decision by the Title IX Hearing Board (See Item H: Appeals).
- H. DELIBERATIONS: After the hearing, the Title IX Hearing Board shall convene outside the presence of everyone else and determine by a unanimous vote whether the Respondent has violated the Policy, which he or she has been charged in writing with violating.
- I. STANDARD OF PROOF: The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate evidence of alleged Prohibited Conduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. 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.
- J. 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. Parties are not permitted to make their own recordings.

#### K. SANCTIONS

##### 1. WHERE THE RESPONDENT IS A STUDENT

Prior to considering sanction, 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:

- The record of past violations of any College policy, as well as the nature and severity of such past violations;
  - The acknowledgment of wrongdoing by and the commitment of the Respondent to conform her/his conduct to acceptable standards in the future;
  - If the Respondent poses a continuing risk to the Complainant and/or College community;
  - The impact on the Complainant;
  - The impact on the College community; and
  - 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(K)(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 convene a hearing within two days of receiving the Outcome Letter. Prior to considering sanction, 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(K)(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 (K)) 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.

#### L. APPEALS

- A decision or sanction may be appealed by the Student Respondent or Student 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, 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.
- 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 procedural defect that would very likely impact the outcome;
  - Newly acquired evidence that was not previously available; and

#### V. 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.

#### **Sexual Misconduct Policy & Procedures End Notes**

- Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts, April 4, 2011.
- National Intimate Partner & Sexual Violence Survey, 2010.
- U.S. Department of Justice. National Crime Victimization Survey, 2005-2010.

## 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 and Dean of Students 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 as harmful to the student or another and what behaviors might be deemed as 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. B.

Return Hospital Discharge paperwork to CCPD upon return to campus. This paperwork will be provided to the student by a member of the Student Affairs Administrator On-Call staff.

5. A student may be allowed to come back to campus for class and the residence hall (if applicable) after providing CCPD with the proper documentation (Hospital Release paperwork), signed by a mental health professional/hospital staff member. If a student disagrees with the terms, they may appeal to the Provost. If the student does not agree with the decision of the Provost, the student may appeal to the President and to the College's Board of Trustees, through the President.
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 – Counseling Services, the Vice President for Student Affairs and Dean of Students, the Area Coordinator On-Call, or the Administrator On-Call. If after hours, the student may be required to seek help off campus.

### Initial Incident Review

The Vice President for Student Affairs and 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 Vice President for Student Affairs and 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 and Dean of Students, or any College official designated by the Vice President for Student Affairs and 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 he or she 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 and 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 and 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 an assessment conducted by a licensed mental health professional, either a psychologist, psychiatrist. 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 and Dean of Students**

The student must arrange for the mental health professional who evaluated the student to contact the Vice President for Student Affairs and 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 and 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 accommodations 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 and 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 and 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 and 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 and 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 with the Vice President for Student Affairs and Dean of Students. In some cases, the Vice President for Student Affairs and 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 and 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 and Dean of Students to hear why the student has not been cleared under this policy and what steps the Vice President for Student Affairs and Dean of Students recommends the student take in order to receive clearance under the policy.
- (2)** file an appeal to the Provost if the student believes that the decision rendered by the Vice President for Student Affairs and 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 Provost shall review the written appeal and may confer with the Vice President for Student Affairs and Dean of Students regarding the decision that was made. If the Provost finds a lack of substantial evidence to support the decision rendered by the Vice President for Student Affairs and Dean of Students, or that the decision was so contrary to the weight of the evidence that it was

arbitrary and capricious, the Provost may modify the decision. The decision of the Provost, or the Provost's designee, 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 and sanctions, 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 will be required to seek an outside alcohol and/or illegal drug/substance abuse assessment, at cost to the student. However, no judicial proceeding or sanction will be listed on the student(s)' judicial records, unless the student(s) refuses to provide proof of the required assessment.

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 DRUG POLICY

Columbia College is a drug- and alcohol-free institution. 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).

## 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 assistance is 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.

<i>On-Campus Help</i>	
Office of Counseling & Accessibility Services, Division of Student Affairs Harrelson Student Services Center	803-786-3603
Columbia College Police Department 4825 Burke Avenue	803-786-3343
<i>Off-Campus Help</i>	
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 her/his 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 solitary 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**

- Harder to get alcohol-induced high regardless of quantity consumed.
- Conceals drinking. Hiding or covering a drink or lying about amount consumed. Avoids talking about alcohol and gets upset if someone brings up the subject.
- Has guilt feelings.
- Blackouts increase. e. 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 ulcer.

### **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 her/him 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 her/himself.
- *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 her/him, 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 her/his side, not her/his 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, classrooms, and College Place United Methodist Church. Exceptions to this policy are animals used in the service 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. Any student who has or has allowed unapproved animals in the Residence Hall may be assessed a cleaning fee up to \$250.00.

## **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 (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. Student must be enrolled as a full-time undergraduate student in the Women's Day program 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. Part-time students may be granted eligibility by the Director of Residence Life and Housing on a case-by-case basis.
- D. Students must complete and submit the following:
  - 1. Housing Application Form
  - 2. Housing Contract
  - 3. Initial Housing Payment
- E. Room assignments for new students are made by the Office of Residence Life and Housing prior to the beginning of each semester.
- F. 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.
- G. 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.

- H. 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 available in the Office of 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/Assistant 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 an 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 stresses 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 as Women's Day program students 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 will send the break pass request link to each resident student through their campus email.
  - 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 \$15.00.
  - 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 and 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.

## 7. Summer Housing

Summer housing is provided for the entirety of the summer for students in the Women's Day 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 is allowed by the Director of Residence Life and Housing. The summer period is not included in the academic year housing contract and there is a separate fee for summer housing. Those students needing summer housing must complete a summer housing application and contract. 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

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 housing withdrawal form, available in the Office of Residence Life and Housing. Students leaving the halls for any of these reasons should follow all policies and procedures when vacating the room.

## 9. Housing Refunds and Cancellations

- A. For incoming students, the Initial Housing Payment is collected within the \$200 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 \$100 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 contracts 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 contract will be granted to rising juniors and rising seniors if written notification is received by July 1 for the upcoming academic year. A contract 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 Contract. 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 contract 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 Contract;
  - 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 *Women's College Bulletin*.

## 10. Residence Hall Security

- A. The following measures should be followed for the safety of all residents:
- B. The best security a student has is a locked room. Always keep doors locked.
- C. A room key and a front door access card (Student ID) for the residence hall are issued to each resident upon arrival. Students should keep these items in their possession at all times.
- D. 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 \$90 and up per key.
- E. 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 Residence Life and Housing upon immediate vacating of the room.
- F. 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.

- G. 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.
- H. 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.
- I. 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.
- J. 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 parent or guardian's home owners 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 a brochure regarding purchasing personal property insurance from an outside vendor not affiliated with Columbia College.

## 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 54 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, with the exception of 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 Accessibility and Student Success.
- C. Students found in violation of this policy will be fined a cleaning fee up to \$250.00.

## 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 two power strips may be used in any residence hall room (U.L. approved surge protectors or power strips with surge protectors are encouraged.).
  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 devices 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 not to exceed starting amps of 14 and running amps of 7.6.
  2. Refrigerators 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 with automatic shut-off. This includes single serve coffee makers.
  5. George Foreman type grills to only be used in the kitchen areas.
- 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 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 or not an appliance is allowed, ask your RA or AC/AAC 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. The staff does reserve 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. Students who have children and also 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 Checkouts

- A. 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.
- B. To properly check in:
  - 1. A student must complete an emergency contact card, a Room Condition Report (RCR), and receive a room key, all with the assistance of a Residence Life staff member. Students must show a photo id in order to receive their room key.
  - 2. The student should not enter or attempt to gain access to the assigned residence hall room before this proper check-in has occurred.
  - 3. Students may check in at the Office of Residence Life and Housing during business hours, unless notified of a special check-in time and location.
- C. To properly check out:
  - 1. A student may complete a proper checkout with a Residence Life staff member (typically an RA or AC) or complete an Express Checkout. A student may contact a member of Residence Life to schedule a checkout time, during which the Residence Life staff member will walk through the assigned room with the student and complete the remaining half of the RCR.
  - 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.
- D. 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).
- E. 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.
- F. 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 checkout. A limited amount of time may be granted, if possible, to allow for the late return of room

keys from improper checkouts but the improper checkout fine may still be assessed.

## 18. 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.

## 19. 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 damages 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.

## 20. 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 very top of the walls. This includes the 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. No items should be placed across the doorways or under carpets. No items should hang across the room.
5. 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.
6. 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.
7. 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.
8. 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.
9. Loose glitter and spray paint should not be used inside the residence halls.
10. 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.

## 21. 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, and fuel of any type are prohibited. Electronic flameless candles are allowed.
  3. The burning of candles and incense is prohibited.
  4. Smoking of any type is not allowed.
  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 be available at all times 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.

## 22. 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 College recognizes there is a difference between guests who are visitors of the College and those who are students of the College. Regardless of the type of guest, 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, breaks and summer.
  3. Resident students or hosts must escort their guest(s) at all times, 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 four guests at any given time, only two of whom may be male, including male 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 that hall. 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-women's 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. In Knox and Kneec Halls, there is no desk staff and students are on their honor to follow all components of the guest policy, including properly signing in and out guests using the guest logbook in the Lobby of your Hall.
    2. All overnight guests who are not women's college 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, Saturday, or Sunday. 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 male guests will only be allowed in, Mirse, Wesley, Knox, and Kneece Halls and only on Friday and Saturday nights.
  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 women's 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 ensure the security of residents and their guests at all times, 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. In Knox and Kneece Halls, there is no desk staff and students are on their honor to follow all components of the guest policy, including properly signing in and out guests using the guest logbook in the Lobby of your Hall.
  2. Guests who are residential students from other halls on campus or women's 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. 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.
  4. Overnight guests will not be allowed at the beginning of the fall semester, during breaks or during summer.

Information about these restrictions will be shared through the Office of Residence Life and Housing.

5. Any women's 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 (7 Days a Week)	9:00 am – 2:00 am

- 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 students must still be signed in and escorted at all times 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 written permission from a parent or legal guardian if not accompanied by a parent or legal guardian. This written permission shall be in the form of a letter granting Parental Permission for Visitation of the Minor. The letter must include:
  1. Full name and age of the minor;
  2. The dates the minor is allowed to stay on campus;
  3. Full name and room number of the hosting student;
  4. The contact information for the Parent or Legal Guardian; and
  5. The signature of the Parent or Legal Guardian.
- B. Visitors under the age of 12 must be accompanied by a parent or legal guardian at all times 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 48-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 Parental Permission letter. Only minors 12 years and older are eligible to stay overnight. Exceptions to this policy may be made for special weekends (e.g. Ludy Bowl, Follies, 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 his or her person 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	9:00 pm – 8:00 am
Friday and Saturday	12:00 am – 9:00 am
<i>*Twenty-four-hour quiet hours will be in effect during exam weeks and will be clearly published in all closing materials and marketing.</i>	
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. Recycling in the Residence Halls

- A. Students are encouraged to recycle at Columbia College, both in the residence halls and in other locations on campus. Bins for aluminum, plastic and paper (including newspaper) are located in each residence hall lobby. Resident students are asked to bring recyclable items from their residence hall rooms to the collection bins on a regular basis. Students are asked to rinse out all aluminum cans and plastic bottles before depositing these items in the bins.
- B. If students have larger collections of recycled items, those collections can be taken to one of the outside collection areas, located between Hudson Hall and Wesley Hall and McNair Hall (across from the tennis courts). Glass and other recycled items can be recycled at these outside locations as well.
- C. Students are also encouraged to recycle cardboard. Cardboard can be placed in the trailers located in the Student Union loading dock or behind the Center for Career Coaching and Professional Development. For more information about the College's Recycling program, contact the Office of Residence Life and Housing.

## 30. 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.

## 31. 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; 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, AAC, and RAs may conduct announced inspections of students' rooms once 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 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).

## 32. 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

## 33. Smoking & Tobacco Use in the Residence Halls

For the health and safety of everyone, smoking of any type, including E-cigarettes, 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*.

## 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 Director of Student Activities, 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 2.5 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 a Storage Request Form and return it to the Office of Residence Life and Housing 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.
5. Each student is limited to ten (10) large items.
6. Each item must be clearly labeled with the student's full name.
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 60 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 60 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

Male overnight guests will not be allowed in summer housing. 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 a publicized time, during which students may 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 a \$50 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 damages 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.

## 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. 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.

### 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 parking permit from the Columbia College Police Department. Only two 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 24 hours, when the Columbia College Police Department administrative office is closed.
6. Junior/Senior residents may park in Lots A, B, C, D, E, F, and H plus the purple and green spaces.
7. Junior/Senior commuters may park in Lots A, B, C, D, and E.
8. Sophomore residents may park in Lots A, B, C, D, E, F, and H plus the green spaces.
9. First-year residents may park in Lots A, B, C, D, E, and F.
10. First-year/Sophomore commuters may park in Lots A, B, C, and D.
11. Evening/Graduate students may park in Lots A, B, C, and D.
12. Guests may park in Lots A and B without a decal and also Lots C and D, if they have a temporary pass.
13. Commuter and off-campus students should never park in lot H.
14. Move up: Upperclass resident students may **only** "move-up" to the purple 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.
15. Fines must be paid or a written appeal received within ten (10) business days from the date of citation. Fines vary from \$5-\$200 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.
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 him/her 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, she/he may file a written appeal with the Vice President for Finance.

## 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.

**\*\*PLEASE NOTE\*\*** Some violations have a mandatory court appearance. If a ticket indicates that a court appearance is required,

## WEAPONS POLICY

Possessing, using, storing, or manufacturing any weapon or any facsimile 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. 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), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as 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, and knives with fixed blades longer than three (3) inches. Inter

the individual must appear on the date and time indicated and must bring their South Carolina Driver's License.

Possessing, using, storing, or manufacturing any weapon or any facsimile 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. 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), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as 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, and knives with fixed blades longer than three (3) inches.

Weapons will be confiscated and student conduct action will be taken. Students are 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.

*Please reference SC Code of Laws, section 16-23-420 which states "It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property," and SC Code of Laws, section 16-23-430, which states "It shall be unlawful for any person, except state, county, or municipal law enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death."*