Table of Contents

WELCOME .................................................................................................................................................. 6

ADMINISTRATION ........................................................................................................................................ 7

BOARD OF TRUSTEES ............................................................................................................................. 8

REGISTRAR’S OFFICE .............................................................................................................................. 15

TECHNOLOGY SERVICES ..................................................................................................................... 20
Charleston Southern University reserves the right to amend this Handbook as required. As a student at CSU, whether a commuter or resident, part time or full time, you are responsible for the contents of the CSU Student Handbook.

WELCOME
A message from the President...

Dear Buccaneer:

Greetings and welcome! We are delighted that you have chosen to further your education at Charleston Southern University. Our mission is to provide an excellent liberal arts education in a Christian environment. We strive to weave academic excellence and spiritual values into every facet of campus life.

At CSU, you are much more than just a number. You are now part of the CSU family. Our faculty and staff pledge to do all we can to assure your success. We applaud your decision to pursue your educational goals. Please feel free to call on us for guidance and assistance. We'll do all we can to help you make the most of your university experience.

Dr. Jairy C. Hunter, Jr.
President
Administration

Dr. Jairy C. Hunter, Jr. – President
Dr. Jacqueline Fish – VP for Academic Affairs
Faye Wood – Executive Assistant to the President
Ethel Croft – Executive Assistant to the VP of Academic Affairs
Mr. Luke Blackmon – VP for Business Affairs
Mrs. Debbie Williamson – VP for Enrollment Management
Mr. David Baggs – VP for Advancement
Mr. Bill Ward – Ex. Director for Development
Ms. Cady Nell West – Executive Director for External Relations
Mrs. Jan Mims – Associate VP for Business Affairs
2015 BOARD OF TRUSTEES
Chairman: Dr. Jerry Williams
Vice Chairman: Mr. Bill Carpenter
Secretary: Rev. Rob Pierce

ACADEMIC AFFAIRS
Dr. Judy Kneeece Hetz
Dr. Joe Wren

DEVELOPMENT
Dr. Wendell Estep
Dr. Gloria Thiem
Mr. Michael Roberts
Mrs. Kathy Weiss

FINANCE & FACILITIES
Mr. Kevin Chafin
Mr. Randy Eller
Mr. Chris Niebuhr
Mr. Dusty Rhodes
Mr. Michael Williams

INVESTMENTS
Mr. Frank Bullard
Mr. Harold Wall
Mr. Earl Wheeler
Mr. Fred Yohe

STUDENT AFFAIRS/ATHLETICS
Dr. Sonny Holmes
Dr. Frankie Melton
Mr. Dean Murphy, III

ENROLLMENT
Mr. Johnny Caruso
Mr. Matt Provost
Mrs. Jane Warren

Charleston Southern University

Guiding Principles

Founding Principle: Matthew 28:19-20
“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.”
Mission: Promoting Academic Excellence in a Christian Environment

Vision: To be a Christian university nationally recognized for integrating faith in learning, leading and serving

BIBLICAL CORE VALUES: WHAT WE BELIEVE ABOUT...

Scripture: II Timothy 3:16 “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” The Bible is the inerrant and infallible record of God’s revelation to humanity, and it is the only sufficient source of appeal on matters relating to the Christian faith.

God: Genesis 1:1 “In the beginning, God created the heavens and the earth.” John 1:3 “All things were made by him; and without him was not anything made that was made.” There is one and only one living and true God. The historical account of Genesis decrees that He is the personal and direct Creator of all that exists, including the first human beings Adam and Eve. To Him we owe the highest love, reverence, and obedience.

Jesus Christ: John 14:6 “Jesus said unto them, I am the way, the truth, and the life: no man cometh unto the Father but by me.” God made provision through Christ for the redemption of sinful humanity by His substitutionary atonement on the cross, and He alone is sufficient as Savior.

Salvation: John 3:16 “For God so loved the world that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.” Salvation involves God’s gracious redemption of individuals and is offered freely to all who accept Jesus Christ as personal Lord and Savior by repentance and faith.

Life of the Believer: Romans 12:2 “And do not be conformed to this world, but be ye transformed by the renewing of your mind, that ye may prove what is that good and acceptable and perfect will of God.” Christians are to be consistent with Scripture in their character and conduct.

Evangelism and Missions: Acts 1:8 “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth.” It is the privilege and duty of every Christian to share the Gospel of Christ personally and by all other methods in harmony with the Gospel.

Biblical Design for Human Sexuality

We believe that all people should be treated with dignity, grace, and holy love, whatever their sexual beliefs.

Sexuality is one of the ways by which the marriage covenant between a husband and a wife is sealed and expressed. Marriage is God’s unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage in the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. It is important to note that Christian teaching on
marriage and sexuality is in the narrative of all Scripture – from Genesis to Revelation. Marriage, gender and sexuality are not just appendages tacked onto Scripture, but are icons of the Gospel and human flourishing (Matthew 19:4-6; Ephesians 5:22-33; Hebrews 13:4).

Sex misses its purpose when treated as an end in itself or when cheapened by using another person to satisfy pornographic and sinful sexual interests. We view all forms of sexual intimacy that occur outside the covenant of heterosexual marriage, even when consensual, as distortions of the holiness and beauty God intended for it.

**Strategic Themes and Goal Statements**

**Faith Integration:**
To establish a culture where biblical faith permeates all aspects of University life.

**Admissions and Enrollment:**
Recruit a diverse student body of undergraduate and graduate students in sufficient number and academic quality to have a positive impact on student satisfaction, retention rates, graduation rates and the financial stability of the University.

**Student Success:**
Prepare students to succeed intellectually, professionally, spiritually and personally.

**Faculty/Staff Development:**
Develop a community of faculty and staff committed to integrating faith and work.

**Distance Education:**
Enhance learning opportunities through online programs.

**Institutional Identity:**
Build a distinctively Christian identity that highlights excellence.

**Space and Facilities:**
Provide appropriate facilities and space consistent with the expansion of enrollment, programs and services.

**Financial Stewardship:**
Generate sufficient resources to achieve institutional goals and financial stability.

**Honor Pledge**

All Charleston Southern University students are bound by the Honor Pledge, Article VII of the Student Government Association. The Honor Pledge is as follows:

“I do hereby pledge to uphold the honor of Charleston Southern University by refraining from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake, both by upholding the Honor System and by helping others to do so. I understand the Honor System and realize that a plea of ignorance will not be accepted.”
Academic Integrity Policy  
(Effective June 1, 2003)  
A Community of Honor

As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Charleston Southern University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally. For these purposes, the following rules and guidelines will be applied.

Academic Dishonesty

Academic Dishonesty is the transfer, receipt, or use of academic information, or the attempted transfer, receipt or use of academic information in a manner not authorized by the instructor or by University rules. It includes, but is not limited to, cheating and plagiarism as well as aiding or encouraging another to commit academic dishonesty.

Cheating is defined as wrongfully giving, taking or presenting any information or material borrowed from another source - including the Internet - by a student with the intent of aiding himself or another on academic work. This includes, but is not limited to, a test, examination, presentation, experiment or any written assignment, which is considered in any way in the determination of the final grade.

Plagiarism is the taking or attempted taking of an idea, writing, a graphic, music composition, art or datum of another without giving proper credit and presenting or attempting to present it as one’s own. It is also taking written materials of one’s own that have been used for a previous course assignment and using it without reference to it in its original form.

Students are encouraged to ask their instructor(s) for clarification regarding their academic dishonesty standards. Instructors are encouraged to include academic dishonesty/integrity standards on their course syllabi.

Procedure

A. It is the responsibility of an instructor to certify that academic assignments are independently mastered sufficiently to merit course credit. The responsibility of the student is to independently master academic assignments, refrain from acts of academic dishonesty, and refuse to aid or tolerate the academic dishonesty of others.

B. If an instructor determines that the student is guilty of academic dishonesty, the instructor informs the student either in person or by e-mail. In the event the instructor cannot reach the student, such as when the student has gone home at the end of a semester, the instructor may choose to assign a grade of "I" (Incomplete) until the matter of academic dishonesty can be discussed. The instructor then completes the "Academic Violation Form," which should include evidence and other necessary documentation. The instructor will determine the appropriate penalty: either to assign a grade of zero on that assignment in question or a grade of "F" in the course. The student will designate whether he/she accepts the penalty for the violation of the dishonesty policy or wishes to appeal the instructor's decision. If a student elects to appeal, the "appeal due date" line will be completed on the Academic Violation Form by the Registrar's office upon receiving the form. (See the Appeals section below for more
information regarding the appeals process)
C. Upon completion, the instructor forwards the Academic Violation Form to the Registrar's office for the placement in the student's academic records. The Registrar will forward copies of the Academic Violation Form to the student, the faculty member, department chair, academic dean, dean of students, provost or VPAA, and president. Not appealing when the form is first completed or by the appeal due date will be taken as an admission of guilt, except under compelling circumstances to be determined at the sole discretion of the provost or VPAA.
D. If upon receipt of the Academic Violation Form the Registrar determines this is the second offense committed by the student, then a grade of FD (Failure Due to Academic Dishonesty) will be assigned by the Registrar for the course regardless of the penalty specified on the Academic Violation Form. Assigning the FD is to be done by the Registrar when the second Academic Violation Form is placed in the student's record, and the Registrar will notify all parties in writing. The student is then permanently disbarred from membership in any honorary society and is permanently ineligible for any CSU honor list. The student may petition the Academic Integrity Appeals Committee to have the dishonesty notation removed from the transcript after one year or upon graduating from the University if no additional dishonesty offenses occur and the student satisfactorily completes the Academic Integrity Program as approved by the Faculty Senate. The grade of F remains on the transcript. Upon receipt by the Registrar of a third offense, the Registrar will assign the grade of FD and then notify all parties. After all appeals are exhausted, if the third offense still stands, then the student will be permanently expelled from the University. The notice of expulsion will be forwarded to the student, department chair, appropriate academic dean, dean of students, provost or VPAA, and president. A copy of the final report with the three offenses will become a part of the student's permanent record. The university reserves the right to expel the student after a first or second offense, depending on the circumstances and at the sole discretion of the provost or VPAA.

**Minimum Sanction for Academic Dishonesty**

First Offense  *Disciplinary probation (one full semester or four months). *For all students, the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to two-tenths (20 percent) of the semester’s scheduled events. *For athletes, this means the convicted person will not be able to represent CSU on the field of play for a term equal to two-tenths (20 percent) of the season’s schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.

Second Offense *Disciplinary probation of at least one academic year. *For all students, this means the convicted person will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-half (50 percent) of the semester’s schedule of events. This suspension will be in effect for consecutive events. *For athletes, this means the convicted person will not be allowed to represent CSU on the field of play for a term equal to one-half (50 percent) of the season’s schedule. This suspension will be in effect for consecutive games, meets, matches, or tournaments.

Third Offense * The student will be permanently expelled from the University.

**Appeals**
A. The student who wishes to appeal an academic violation charge should submit his/her appeal in writing by post or by e-mail to the Registrar’s office by the appeal due date indicated on the Academic Violation Form, which is normally within ten regularly scheduled class days after the received date of the Academic Violation Form by the Registrar. This statement should contain the reasons for which the student is appealing the instructor’s decision. The burden of proof lies with the student in such a case to show that an error or malfeasance has occurred. Within ten regularly scheduled class days of receiving the written appeal, the department chair will notify in writing the instructor, the student, and the Registrar of the chair’s decision. If the department chair is also the instructor who files the Academic Violation Form, then the student must appeal to the appropriate academic dean.

B. When, in the opinion of the department chair or dean, the student fails to show reasonable cause for further investigation, the chair or dean may deny the appeal. When, in the opinion of the department chair or dean, a student’s appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair or dean will meet with the faculty member and with the student and render a decision within ten regularly scheduled class days of the receipt of the appeal. If the decision favors granting the student’s appeal, the department chair or dean will request that the Registrar remove the Academic Violation Form from the student’s record. The chair or dean will notify both the student and the instructor of this action. If the student appeal is received during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters and if the instructor, department chair, or dean is not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term (Fall or Spring semesters). In extreme or unusual circumstances regarding the timeliness of the appeals process, the provost or VPAA will make the final determination.

C. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Academic Integrity Appeals Committee in writing within ten regularly scheduled class days of receiving the response from the department chair. The appeal should be turned into the Registrar's office. Upon receipt of the appeal, the Academic Integrity Appeals Committee will review the matter and issue a decision within fifteen (15) regularly scheduled class days. If the appeal to the Academic Integrity Appeals Committee is submitted during Maymester, Summer I, Summer II or during final exam week of the Fall or Spring semesters, and if members of the Committee are unavailable, the due date for a decision shall be within fifteen days from the beginning of the next major semester (Fall or Spring). The Academic Integrity Appeals Committee has the authority to deny the appeal, reduce the penalties in the event of extenuating circumstances, or direct the Registrar to remove the record of the Academic Violation Form from the student's permanent record. The results of the Academic Integrity Appeals Committee are final.

D. All results from the proceedings of the Academic Integrity Appeals Committee should be reported to the appropriate academic dean, dean of students, provost or VPAA, and president as information.

E. The Academic Integrity Appeals Committee will be composed of five members: three faculty and two students. Faculty members must be full-time faculty and are elected by the general faculty: one from the College of Humanities and Social Sciences, one from the College of Science and Mathematics and one from the Professional Schools. Faculty members are elected for three-year terms. Service dates are staggered, so only one position is up for election each year. The two student members are appointed by the Student Government Association officers for one-year terms. Students who have been found guilty of an academic misconduct violation may not serve on the Academic Integrity Appeals Committee. If a member of the Academic Integrity Appeals Committee is unavailable, is involved in the matter being appealed, or feels that he/she must excuse himself/herself, then that member will be replaced. If the member being replaced is a faculty member, then the provost or VPAA will select the replacement. Similarly, if the member being replaced is a student, then the Student Government Association officers or dean of students will select the replacement. The Academic
Integrity Appeals Committee is distinct from the Faculty Appeals Committee that hears appeals of final grades as defined in policy R-45 of the CSU Policy and Procedure Manual. Note: During the appeals process, the student may continue to attend the class in which the violation occurred.

Withdrawal from the University

A Withdrawal Form must be completed online to officially withdraw from CSU. The form is found in the "Student" section of "MyCSU" under "Forms." Students must first login using their student ID’s and PIN’s. Students are responsible for appropriate tuition and fees for all courses attempted, regardless of grades assigned. Note that all financial and university property obligations must be satisfied to prevent “holds” from being placed against the student’s academic records. Such holds normally prevent transcript requests from being processed, and can prevent future registration for classes. Other holds may apply.

CSU wishes to have student input regarding reasons for withdrawal, including any problems that may have caused the withdrawal decision. This information is requested during the online withdrawal process. Students may be contacted as part of an effort to improve student services.

Withdrawal by Request of the University

Charleston Southern University reserves the right to require the withdrawal of a student whose conduct, general attitude, or influence is considered harmful to the University. Such administrative withdrawals or suspensions are generally handled through the Dean of Students Office.

Satisfactory Academic Progress (SAP), Academic Probation, Suspension & Expulsion

Probation
A student will be placed in a probationary status after any major term (fall, spring) that his/her GPA does not meet the following Satisfactory Academic Progress scale (GPA is not “rounded up”):

<table>
<thead>
<tr>
<th>Hours Attempted*</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-59</td>
<td>1.8</td>
</tr>
<tr>
<td>60-75</td>
<td>1.9</td>
</tr>
<tr>
<td>76 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Note: Hours attempted for SAP purposes include all credit attempted at CSU, all transfer credit and all nontraditional credit awarded.

Probation will not be applied to Maymester, Summer I or Summer II (minor terms). While a student cannot be placed on probation as a result of coursework in a minor term, he/she can remove a probation status as a result of coursework completed in a minor term. To remove a probationary status in a minor term, a student must take the courses in residence at Charleston Southern University (CSU).

Once a student has been placed on probation 1 or 2, the probation cannot be removed by taking classes at another institution. However, students serving probation may request permission to earn credit (hours only) at approved out-of-town institutions when our fall and spring semesters are not in session, and the student’s permanent address is outside the greater Charleston area. Local resident students must attend CSU unless permission is given
to earn credit at a local consortium institution due to special circumstances. Appropriate forms are available in the Office of the Registrar.

**Suspension**
When placed on probation, a student has two consecutive major terms in which to meet the “satisfactory progress” requirements. Failure to do so results in academic suspension. A student suspended for academic reasons will not be permitted to attend CSU for six months. A student who served academic suspension may return to CSU, and will be automatically placed on probation 2.

Once a student has been placed on suspension, he/she may not remove the suspension status by taking courses at another institution. If the student takes courses at another institution while suspended, they will not be transferred into CSU. A student wishing to return after having been suspended must complete an Application for Admission (for readmission approval), with Enrollment Services.

**Expulsion**
After returning from academic suspension, a student will have one major semester to meet the satisfactory academic progress scale. Failure to do so results in permanent expulsion from the University.

**Registrar’s Office**

**Class Cancellation/Withdrawals**

**Class Cancellation**
A class may be canceled if its enrollment is ruled insufficient by the Vice President for Academic Affairs.

**Withdrawal from a Course**
Once registered, a student is removed from a class role with no grade recorded, if the class is dropped before the last date to drop/add a class for that term. After the last date to add a class, grades are recorded even if one withdraws.

A student **may not** change the status of a course to “AUDIT” after the last date to drop/add a class. A student who drops all courses during a major semester must complete the procedure for withdrawal from the University.

For deadline dates, refer to the Academic Calendar on the University’s webpage.

**Final Grades**

**Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Computed in Grade Point Average (GPA)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>YES</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>YES</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>YES</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>YES</td>
</tr>
<tr>
<td>C</td>
<td>Average/Fair</td>
<td>YES</td>
</tr>
<tr>
<td>D</td>
<td>Poor, Passing</td>
<td>YES</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>YES</td>
</tr>
<tr>
<td>FA</td>
<td>Failure for Absence</td>
<td>YES</td>
</tr>
<tr>
<td>FD</td>
<td>Failure due to Academic Dishonesty</td>
<td>YES</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>YES</td>
</tr>
</tbody>
</table>
**P**  Pass  NO
**WP**  Withdrawn Passing  NO
**W**  Withdrawn (prior to Midterm)  NO
**WF**  Withdrawn Failing  YES
**AW**  Administrative Withdraw  NO
**AU**  Audit*  NO

*Note: The grade of “AU” (AUDIT) is assigned, and no grade points or credit hours are awarded for students “auditing” a class. The intent to audit a class must be indicated on a registration form and submitted to the Office of the Registrar before the end of the drop/add period for each term or session. Students who register to “audit” a course may not seek to obtain credit for those courses after the last date of drop/add. Regular tuition and/or fees for the course apply.

Supplementary grade codes (not considered academic grades):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Effect on GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>Not Reported (pending)</td>
<td>-</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (typically used for transfer credit not granted)</td>
<td>-</td>
</tr>
<tr>
<td>WIP</td>
<td>Work in Progress, or registered for a future term</td>
<td></td>
</tr>
</tbody>
</table>

**For the purpose of computing a Grade Point Average (GPA), grade points per credit hour are assigned as follows:**

- **A=** 4.0 points
- **B+=** 3.5 points
- **B=** 3.0 points
- **C+=** 2.5 points
- **C=** 2.0 points
- **D=** 1.0 point

All other grades = 0 points

Note: GPA is derived from credit attempted at Charleston Southern University only. GPA is calculated by dividing the total number of quality points by the total number of applicable credit hours.

**Midterm Grades**
The following grades are assigned as Midterm grades:

- A, B, C, D, F, FA, I, W

Note: Students in “Pass/Fail” classes may receive grades of “P” (Pass). Midterm grades are not assigned grade points and do not affect GPA. They are used simply as a progress indicator after midterm of the fall and spring semesters.
**Incomplete Grade**

The temporary grade of "I" can only be awarded in cases when a student has completed and passed a majority of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course in the time frame of the term enrolled. Incomplete grades are contingent upon instructor discretion, and instructors are under no obligation to grant them. Incomplete grades should only be assigned when, in the instructor's judgment, it is feasible for the student to complete the coursework while not enrolled, without attending additional class meetings to complete course requirements. An Incomplete should not be given as a substitute for a failing grade or because a student failed to complete assignments over the course of the academic term. To award a grade of "Incomplete" an instructor should fill out a Request to Receive an Incomplete Course (found on MyCSU) and submit to the office of the Registrar.

**Grade Changes/Appeals**

Based on individual student circumstances, a professor may change a grade within the six-month period following the end of the course. Between six months and one year, both the professor and the department head must approve the grade change. After one year, the Vice President for Academic Affairs must also approve the grade change. A grade change after one year must be due to clerical error.

**Appealing a Final Course Grade**

A. The first level of appeal for a student who is dissatisfied with a grade received is to the professor assigning the grade. In a direct, personal interview, the student should explain the basis of dissatisfaction, and the professor should explain the basis for the grade. The student must request an interview within 10 days of the posting on the final grade report from the registrar. The request must be made in writing to the professor (email is acceptable as well). Once the faculty member has received the request, an interview must be scheduled within normal working hours (8 a.m. - 5 p.m.), Monday through Friday within 10 days of the student’s request (see item D below concerning requests that do not fall within a major term). Failure by the faculty member to schedule the interview within the established time will be considered a violation of the University policy. Failure of the student to appear at the scheduled interview ends the appeals procedure. If the student has not been contacted by the professor within 30 days of mailing the appeal, the student should file the appeal directly with the department chairperson.

B. The student who, after such an interview, is still dissatisfied, should submit a written statement to the chair of the department within 10 days of the interview. This should contain the reasons for dissatisfaction and the specific changes the student regards as fair and desirable. The burden of proof lies with the student in such a case to show that an error of malfeasance has occurred. Within 10 days of receiving the written appeal, the department chair will notify in writing both the professor and the student of the chair’s decision. When, in the opinion of the department chair, the student fails to show reasonable cause for further investigation, the chair may deny the appeal without taking further action.

C. When, in the opinion of the department chair, a student’s appeal raises reasonable doubt as to whether a mistake or malfeasance has occurred, the chair shall appoint within 10 days, a committee of three faculty members whom the chair considers most nearly competent in the subject matter. This committee will meet and issue a decision in writing to the department chair, professor and student within 10 days of the request. Both the professor and student should be asked to bind themselves in advance to accept the committee’s decision. Neither may be required, however, to bind themselves.

D. If the student files the initial request at a time other than during a major term and if
the professor or department chair are not available during that time, all of the foregoing time requirements begin to run with the first day of class in the next major term.

E. Any student who has exhausted the remedies open under the procedures outlined above may appeal the entire matter to the Faculty Appeals Committee. The student should be advised by the department chair that the Faculty Appeals Committee will not alter a grade under these circumstances, but if the student can show compelling evidence that the procedures outlined above have been violated, the Committee may recommend that a reexamination or other appropriate assignment be given to the student, that the appropriate academic dean investigate the entire matter or other appropriate action be taken.

F. All results from these proceedings of the Faculty Appeals Committee should be reported to the appropriate academic dean and VP for Academics as information.

**Guidelines for the Research Paper**

The research paper is defined as any piece of writing that uses material borrowed from outside sources. This includes material that is quoted, paraphrased or summarized. The student must give credit for all borrowed material using the style of documentation determined by the professor of the course for which the paper is intended.

The following requirements are shared by all styles of documentation:

1. The student must clearly indicate within the text which material is borrowed.
2. Such citations must relate clearly to an item listed in a bibliography at the end of the paper.
3. All quoted material must be put within quotation marks. Papers having serious problems with documentation will be considered plagiarized.

**Repeating a Course**

Students may repeat any course taken at Charleston Southern University in which they have earned a previous grade. However, the University limits the number of times students may attempt a credit-earning course to three, and the number of times students may attempt a remedial, noncredit course to two. All attempts (or repeats) count, including those with grades of “W,” “WP,” “WF” and “FA.” A course may not be repeated within the same semester (i.e., taking an accelerated course within a semester). For students accepted into The Bridge Program, the attempts to earn a passing grade in the remedial courses must be consecutive. (For more information, these students may refer to the information listed under the Bridge Program in this catalog.)

Any requests to appeal this policy are treated on a case by case basis. Such appeals must be submitted to the University Registrar in writing, and will be heard by the Admissions Committee.

Note: Some academic departments require certain courses to be taken in numerical sequence. Taking a lower level course in the sequence (for the first time at CSU) after credit has been earned in a higher level course (at Charleston Southern University or transferred from another institution) in the sequence is not permitted in certain majors and/or minors. Refer to the information about your major and/or minor in the appropriate section of this catalog.
Transcript Fee
The fee for each transcript request is $5.00. In the event a student requests that a transcript be (1) generated for mailing and (2) generated for faxing, it is considered to be two requests. Fax requests require the generation of a transcript on special “Fax-Safe” paper and are subject to a separate $5.00 processing fee. A transcript cannot be processed and released for a student with a “hold” on their records from any CSU office. Once all holds are removed, students who have requested transcripts must notify the Transcript Specialist in the Office of the Registrar to process any transcript requests which were denied due to the hold(s).

Transcripts received from other institutions become the property of Charleston Southern University and will not be released or copied for third parties. Any exception to this must be approved by the University Registrar, with the student’s written consent.

Graduation Information and Requirements

Applications for Graduation and Degree Checks
It is solely and only the student's responsibility to meet the requirements for graduation. All forms of advising are for informational purposes only. Students may view their unofficial advising worksheet (degree audit) through their MyCSU account. After logging in, click on the student tab, then click on courses and grades, then click on Course Needs (Advising Worksheet). Your advising worksheet is an unofficial check of the requirements you have completed and the requirements you have remaining. While unofficial, it should accurately reflect your progress in meeting your graduation requirements. If you believe there is an error, it is your responsibility to contact the Office of the Registrar. If you do not understand how to read your audit, please contact your academic advisor.

Once you have earned 61 hours or more, you can request an official degree audit through your MyCSU account. Click on the student tab, on the left click on forms and fill out the online form. You will receive an email from the Registrar’s Office within two weeks with your audit. Students can only receive one official audit. When you apply to graduate, we automatically audit your record.

Commencement Awards
Each year at the Commencement Ceremony, these awards are made to outstanding graduates who meet the requirements.

The John Barry Christian Scholar Award
Presented each spring to the graduating senior who has achieved the highest scholastic ratio and who, in the judgment of the faculty, evidences the greatest promise for future scholarship.

The Myrtle K. Hamrick Award
A medal is awarded annually to the Charleston Southern University female graduate who possesses the highest virtues of Christian womanhood.

The Hunter Cup
The Hunter Cup is presented to a member of the graduating class who has best served the university and whose character, scholarship and athletic ability are deemed outstanding.
Graduation with Honors
Students who earn a Grade Point Average (GPA) of 3.9 - 4.0 will graduate Summa Cum Laude. Students who earn a GPA of 3.75 - 3.89 will graduate Magna Cum Laude. Students who earn a GPA of 3.50 - 3.74 will graduate Cum Laude.

To be eligible for graduation with honors, at least 60 hours of the coursework to be applied to the degree must have been earned at Charleston Southern University. For the purpose of calculating Grade Point Average (GPA) for graduation with honors, all coursework taken at Charleston Southern University will be included, and the calculation will be cumulative.

Chapel
All full-time day students are required to attend Chapel as a requirement for graduation. See Chapel.

Bachelor Degree
A student will be eligible for graduation upon successful completion of at least 125 credit hours (some programs require more), including all liberal arts core, major and minor requirements, with a minimum of a 2.0 overall Grade Point Average (GPA), a 2.0 GPA in the major and a 2.0 in the minor. Only credit earned with grade points will be included in these calculations. Courses included in this calculation are those which are listed in the catalog as Major/Minor Studies, Major/Minor Electives, or Professional Education. Required and/or suggested courses listed as Prerequisites, Liberal Arts Core, Required Supporting Studies, and Suggested or Recommended Electives will not be calculated in the Major or Minor GPA for graduation purposes. However, in the event the Major/Minor requirements state that certain Liberal Arts Core courses are considered a part of the Major/Minor, those courses will be included in the GPA calculation.

Residency Requirements must also be met (see below). Some departments have a requirement that all credit earned in one’s major and/or minor must have minimum grades of “C.” Refer to the appropriate section of this catalog for specific major/minor requirements.

Residency Requirements
Baccalaureate Degrees: All Baccalaureate Degree programs, including the Bachelor of Technology, require that 36 of the last 46 credit hours must be earned at Charleston Southern University to satisfy residency. All students must take at least twelve credit hours of upper level (300-400) courses in the major, or 15 upper level credit hours in the cognate for the Bachelor of Technology Degree program. At least six credit hours of upper level courses are required in the minor (when a minor is required), and eighteen additional credit hours in major, minor, liberal arts core or electives at Charleston Southern University.*

Technology Services

Email
The students’ official email is csustudent.net or BucMail. There is no cost for this email account. Contact Information Technology Services at 843-863-8022 for more information, or by visiting the Information Technology Services student email web page: http://www.csuniv.edu/facultyandstaff/technology/student-email.html.
Computer Labs

There are several computer labs available for student use on campus. These labs are provided to aid students with coursework, conduct research and to communicate with others. They are to be used in a considerate and responsible manner. **NO FOOD OR DRINKS ALLOWED.** Please keep paper waste to a minimum (see printing below). For operation hours, please contact the Director of Computer Lab Services at 843-863-7035.

Ashby Hall Lab Room 203 (Networking Lab)
Ashby Hall Lab Room 207 (Networking Lab)
Ashby Hall Lab Room 208
Norris Hall Lab Room 203
Norris Hall Lab Room 210
Brewer Center Lab –Will be moving to new location Russell West 2nd Floor Lounge soon
DPW Nursing Lab Room 129 (nursing students get precedence)
Nursing Clinical Lab (reserved for nursing students)
Bibliographic Instruction/Library Tech. (BILT) Center-Library 2nd floor (Available when library classes, workshops and training sessions are not being held. Hours of operation are posted on the doors, or call the library at 843-863-7951.)

Printing

Printing in the computer labs is controlled by a program called PaperCut. To print, each student must login to the program using his/her MyCSU username and password. Once logged in, the print job will print to the chosen printer. Students will need to login to approve each print job they send to the printer. Students should use the Print Preview option to check their print job before logging in to print. Students can check their balance at any time by logging into PaperCut and clicking the details link. Students will then be able to login to their account balance page and check their balance. Each academic year, all students are given an $11.25 credit to their print account. Computer labs have black and white printers that charge $0.05 a page. Color printers can be found in the library, the charge for color is $0.25 a page. Once the initial credit is depleted, students can buy print cards from the campus book store in $5.00 increments. This card can be redeemed on their account balance page by clicking the Redeem Card link. Any unused credit will expire at the end of Summer II. For questions about printing, contact the Director of Computer Lab Services at 843-863-7035.

Student Technology Work Orders

Students who need help with technology issues, Student Wireless Network, BucMail, Blackboard, and BucAlert, can submit a work order via the Student Work Order link on the Student Tab in MyCSU.

Social Networking Policy

Students are reminded to use extreme caution when visiting social networking websites such as Twitter, Facebook, etc. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such Websites or blogs. In addition, please be advised that offensive or inappropriate
material posted by CSU students to such sites, which brings discredit to Charleston
Southern University, will not be tolerated. Offensive and/or inappropriate material
includes, but is not limited to, photographs, audio or video streams and abusive,
profane or threatening language. **Material that violates the student Code of
Conduct and constitutes a disciplinary offense as outlined in the Student
Handbook will be dealt with accordingly.** Student Code of Conduct violations will
lead to disciplinary action being taken through the campus judicial process.

**STUDENT LIFE OFFICES & RESOURCES**

**Student Affairs and Athletics**
Richard B. Brewer, Jr., B.S., M.B.A., Ph.D.
Vice President for Student Affairs and Athletics

**Shirley Nuckolls**
Executive Assistant to the Vice President for Student Affairs and Athletics

**Clark Carter, B.A., M.Div.**
Dean of Students

**Julia Ard**
Executive Assistant to the Dean of Students

**Campus Life**
Student Involvement

**Clubs and Organizations**
A wide variety of clubs and organizations are available for student membership. A listing of
academic and service clubs is available online www.charlestonsouthern.edu

**Living on Campus**
**Residence Life**

In keeping with the mission of CSU, the Office of Residence Life strives to create an
environment that is conducive to the intellectual, emotional, spiritual and relational well-being
of each residential student. Integration of faith in learning, leading and serving are elements
that produce opportunities for Residence Life to partner in building a thriving learning
community within our dorms.

The Residence Life office is located on the first floor, short wing of Russell West. Times of
operation are 8 a.m. until 5 p.m., Monday through Friday. The telephone numbers are 843-
863-7104 or 843-863-7103.

Change in Full-Time Status: The Dean of Students, considering all appropriate prevailing
circumstances, will review and make a determination of the continued eligibility for campus
housing of students who cease to retain full-time status during a major semester.

Residence Halls

Russell West (Men and Women)

- Russell West first and second floors are designated for returning women. The first floor, short hall is also designated for Residence Life offices as well as Campus Security offices. The short hall on the second floor houses Counseling Services and U.S. Air Force ROTC. The third floor houses new male residents. Laundry rooms are located on the first floor, long hall and the third floor, short hall. Russell West has two lounges: a social lounge on the third floor and a study lounge on the second floor.

Russell East (Women)

- Russell East has three floors designated for new students. There are two social lounges located on the second and third floors. Russell East has laundry rooms on the first and third floors.

Women’s North and Women’s South (Women)

- North and South are designated for freshmen, returning and transfer residents. There are social lounges located on the second and third floors of each residence hall. Laundry rooms are located on the third floors of each building.

Littlejohn Parlor

- Littlejohn Parlor is the largest social lounge in the residence halls and connects Women’s North and Women’s South. This lounge contains snack and drink machines, and a Security booth.

The Quads (Men)

- Quads 1, 2 and 3 are designated for housing men. Each quad has a laundry room. Quad 1 is designated new male students. Quad 2 is designated for freshmen, returning and transfer residents. Quad 2 also has two social lounges and an outdoor volleyball court. Quad 3 houses returning residents.

Residence Hall Check In/Check Out

Each student must officially check in and out with the appropriate housing official at the beginning and end of each semester. Moving into a residence hall without going through the proper procedure will result in a $100 fine. Improper check out will result in a $100 fine. These fines apply to early or late check ins/check outs without prior approval. All students must be properly checked out 24 hours after their last exam. Any items left behind when a student checks out for the summer, when not returning for the next session, or when student has not completed a waiver will be considered abandoned and discarded. The University will not be accountable for these items. If a student is required to stay on campus for commencement, he or she must be checked out by 5 p.m. the day of commencement.
Housing
Living within the campus community is an important aspect of a student’s personal
development and education. Research continues to demonstrate that students who live on
campus benefit in a number of ways. In fact, students who live on campus beyond their
freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contacts with faculty and peers
- Experience greater personal growth and development
- Have higher academic engagement and grade point average
- Have higher social-interpersonal engagement
- Participate more in out-of-class activities
- Have more positive and inclusive attitudes and openness to diversity
- Find more satisfaction with their undergraduate experience

(Source: How College Affects Students: A Third Decade of Research by
Ernest Pascarella and Patrick Terenzini. San Francisco: Jossey-Bass
Publishers, 2005)

For this reason, all students under 20 years of age who are enrolled as full time students and
classified as dependent (except veterans and married couples) must live on campus.

Students must reach the age of 20 prior to the start of a major semester to reside off campus.

Students may reside with their parents, grandparents, or aunts/uncles provided their
permanent address is in the Charleston area for tax purposes. Relatives must be of a
"reasonable" parental age. Also, students who have lived in the residence halls for four (4)
consecutive major semesters, but who still have not reached 20 years of age will be
considered for an exception.

These are the only exceptions that will be considered and other requests that do not meet the
above criteria will not be approved.

Failure to follow this policy will result in the student being billed for the cost of the room and
board.

For further questions about this policy, contact the Dean of Students office at (843) 863-8008.

Resident Advisors (RA)

The RA is a student member of the Resident Life Department, who is selected on the basis of
his/her ability and desire to develop counseling, advising, and leadership skills necessary to
create an effective learning environment. The RA is responsible with assisting student in
making a smooth transition to campus life, enforcing rules and policies, providing answers to
questions, handing student conflicts, facilitating residence hall activities, and other duties that
may arise in the residence halls. The RA provides assistance and guidance by leading the
residence hall in discipline and discipleship from a peer’s perspective. The RA makes the
commitment to love, pray for, and disciple every student he/she is.

Residence Life Coordinators (RLC)

RLCs are full-time CSU staff members who supervise the student resident directors and
student resident assistants in the performance of their duties and are responsible for all
aspects of the residence life system. The RLCs act on behalf of the Director of Residence Life
in his absence and are the primary facilitators of all residence hall programs. The RLCs are present to assist students with any problems that may arise in the residence halls.

**Room Assignments**

All residence hall floors are single gender. New students will receive housing applications in late April each year. Room assignments will be made beginning in May and on an ongoing basis thereafter. Every effort is made to match roommates based on the information provided on the roommate questionnaire and individual discussions with CSU’s enrollment counselors. At the end of the first two weeks there is an open room switch should problems arise. By this time most people have made some new friends, or problems between roommates have been worked out. Permission to change rooms must be approved by the Director of Residence Life prior to the move.

**Room Changes**

After the first two weeks of the fall semester and after preregistration for spring semester, students are given the opportunity to change rooms and/or roommates at a time designated by the residence life office. Students may NOT move into any room other than the one assigned to him/her without approval of the RLC or Director of Residence Life. Violation of this policy could result in a fine and/or immediate withdrawal from campus housing. The University reserves the right to move a student to another room upon proper notification.

Further, if a student wants to change his/her room assignment during the academic year he/she must do it through a written request. Requests must be given to the requestor’s RLC. The RLC and RA will then make a recommendation to the Director of Residence Life. The Director of Residence Life will only entertain the request after peer mediation exercises have been attempted.

**Room Design**

Residence hall rooms are arranged in spacious suites. Each room is joined by a bathroom and has cable TV, wireless internet access, and heating and air-conditioning.

Each room has a tiled floor, a window and two closets. The room is furnished with beds, chairs, desks, a dresser and venetian blinds. The windows are 65.5 inches long and 49.5 inches wide. Dimensions of the rooms are 11’5” to 15’5” by 18’7” to 22’.

When requested by a student, Charleston Southern University will activate a modular telephone jack in his/her residence hall room. Requests to activate the modular jack may be made via MyCSU.

**Telephones**

You can sign up to use the telephone “land line” in your residence dorm room for on campus, local and toll-free calls at no additional charge. If you want to use the land line for on-campus, local, toll-free and calling card phone service, you or your roommate must bring a telephone. You may also bring an answering machine; CSU does not provide voicemail service. (A personal calling card will enable you to use the land line for long-distance calls; no long-distance rate plans are available through the college.)

You will be responsible for connecting your personal telephone, and answering machine, to the campus phone service. The campus will provide dial tone to your room after receiving your request for phone service. Requests to activate the landline must be made each semester by the student via their MyCSU login.
Instructions for using the campus land line:
- On-campus calls: Dial the 4-digit extension only.
- For 911 calls, just dial 911.
- All other calls: Dial 9, wait for the dial tone, and then simply dial as you would any other phone.

Questions about campus phone service can be answered by contacting the telephone communications service at 7929.

Room Health and Wellness Inspection

Room inspections are done once a month with additional ones as needed.

Penalties:
* 1st = warning and re-inspection within 24 hrs.
* 2nd = $50.00 fine & more frequent room inspections.

Students notified 24 hours in advance of scheduled inspections.

Room Registration

Students are required to:
1. Be sure that all accounts with the business office are clear.
2. Register for Fall/Spring semester classes and retain proof of registration via class schedule.
3. New students pay a $200 room deposit; $100 will be applied to your housing bill each semester. Returning students pay $100.00 room deposit to the business office and retain the receipt. This deposit will be applied to your Fall housing bill upon occupancy.
4. Bring both your class schedule and deposit receipt to your RLC’s office when you register for housing.
5. NOTE: Request for housing deposit refund must be made 60 days prior to the first day of the semester.

CSU’s residence life office will post a schedule with date, time and location for room registration (by academic class) accordingly.

Room Search and Seizure

Authorized representatives of CSU shall have the right to enter any space at any time for the purpose of: inspecting for cleanliness, orderliness, maintenance of space and equipment, assessing damages, investigating possible infractions and enforcement of University rules and regulations. No one, other than authorized representatives of the University, shall enter a student’s room without the resident student’s permission. Individuals are responsible at all times for articles or substances present, whether brought to their room by themselves or others. Neither students nor their personal belongings, vehicles or residence hall rooms shall be subject to arbitrary searches. If, however, reasonable suspicion exists to believe that a search will reveal that University regulations or public laws are being violated by the presence on campus of a prohibited substance, article, or individual, a search for such substance, article, or individual may be conducted by any member of the University administration or staff, including resident assistants and security personnel. Reasonable suspicion includes, but is not limited to, words, actions, or anonymous tips, which are suspicious in the opinion of an official. Charleston Southern University reserves the right to use drug detection canines to preserve the safety, health and welfare of the University campus.
Residence Hall Policies and Procedures

Air-Conditioning/Heating

- Every residence hall room is equipped with an air-conditioning/heater unit.

Banking Services

Located nearby campus:

- First Citizens Bank with an ATM
- Bank of America ATM
- South Carolina Federal Credit Union ATM in CSU’s Strom Thurmond Center

Bed Bug Policy

Charleston Southern University and the Department of Residence Life are proactive in preventing Bed Bugs. The senior management team and residence life staff at the university treats bed bugs in a proactive manner throughout each academic year and between major semesters by utilizing a dust called DE, heat treatment and a bed bug dog.

In the event of a confirmed case of bed bugs CSU’s Residence Life staff will have the room treated within the day of confirmation or within 24 hours. If unable to treat the day of a confirmed case Residence Life will allow the student(s) to relocate to another approved room within CSU’s Residence Halls until treatment has been conducted.

Following treatment of a room, students will return to their original room. The Residence Life staff will heat treat all rooms of a confirmed case. A bed bug dog is also tasked to confirm a case if residents state they are being bit to ensure bed bugs are eradicated post treatment. Charleston Southern University will treat a confirmed case; however, if a second case occurs the student(s) may be held responsible for treatment charges. Residential students are reminded to clean their rooms on a daily basis, wash and dry their bed linen to minimize the possibility of having bed bugs.

Students who choose to bring outside furniture to be used in their residence hall must know the origin of the item(s). Students may bring new furniture or furniture from home or other trusted sources. However, students should use extreme caution when bringing furniture purchased at second hand stores, yard sales, or other venues where the history of the item is unknown because these items may contain bedbugs or other types of insect infestations. Students who bring in outside furniture that is found to be the source of the infestation may be held liable for cost incurred for treatment.

CSU’s Residence Life staff will work with each resident student on changing out mattresses, beds, desks only after treatment is conducted, and if the furniture is available.

Bicycles, Skateboards, Roller Blades, etc., Policy

Failure to comply with this policy could impede the safety of self and/or others and therefore result in disciplinary action:

1. Any student who chooses to operate these conveyances does so at his/her own risk.
2. Although not mandatory, the use of protective gear such as helmets, knee and elbow pads and wrist guards is highly encouraged to avoid bodily injury.
3. The use of these conveyances is strictly prohibited inside all buildings on CSU property, including Littlejohn Parlor, the lobby of the Strom Thurmond Center, lobbies of classroom buildings and the breezeway connecting Russell East and West.
4. Parking of bicycles is limited to bicycle racks located near the buildings or inside individual dorm rooms. Bicycles found parked in public access buildings will be removed. It is permissible to park bicycles under the stairs in the Quads. Bicycles parked in such a way that they may endanger pedestrians will be removed.

5. Operators must yield the right-of-way to pedestrians.

6. Operation on the roads should be limited to essential travel, such as crossing or short-term travel from one destination to another. Recreational skateboarding or rollerblading is not permitted on the roads.

**Blinds**

Blinds are provided for all residence hall rooms.

**Cable**

All residence hall rooms have cable television access free of charge. Students are responsible for their own cable connection from the wall to their television.

**Cars/Parking**

Resident students are allowed to bring cars on campus. The University guarantees one parking space per resident student. Student parking decals are available in the campus security office for a minimal fee. Each car must have a decal, which is valid for one calendar year commencing in August. Students must abide by all rules and regulations concerning vehicles on campus and pay attention to where they are allowed to park. Failure to follow prescribed parking may result in the vehicle being towed, wheel locked, ticketed or the loss of on-campus driving privileges.

**Change of Address**

Any change of permanent address and/or telephone number should be reported immediately to the residence life office and registrar’s office, located on the second floor of the Strom Thurmond Center.

**Closures**

All students must vacate the residence halls during official school breaks and closings, with the exception of Thanksgiving and Spring Break. No students may remain on campus during the Christmas break. Food service is not provided during any break.

**Church Services**

All students are encouraged to attend the church of their choice. There are many churches of all denominations within a few minutes driving time. Many have special programs for college students. Representatives from area churches will be on campus during the first week of school to meet students and make arrangements for those who need transportation. If you have any questions about transportation to church, you may contact the campus ministries office at 863-7218.
The University also provides a Sunday church service on campus periodically throughout the year. Summit Church meets every Sunday at 11 a.m. in Lightsey Chapel. Elevate, a program sponsored by Campus Ministries, is available each Thursday at 8 p.m. In addition, campus ministries sponsors several bible study groups.

Conservation of Energy and Resources

Saving energy and resources keeps down the cost of living. Please help by turning off appliances, lights and water when not in use.

Cooking

Thermostatically controlled coffeepots, popcorn poppers, and low ampere microwave ovens are permitted in the residence halls. Due to fire safety and sanitation regulations, no other types of cooking equipment are allowed, including cookers, hot plates, etc.

Copiers

Copiers for student use are located on the first floor of the L. Mendel Rivers Library. Copies are 10 cents each.

Crisis Intervention

In order to maintain the integrity of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with their roommate and other resident community members. Trained and caring staff members provide assistance to the students experiencing temporary emotional crisis or psychological need. Long-term assistance cannot be expected in the residence hall setting and must be obtained through local, private sources or community agencies. Students requiring long-term assistance may be evaluated as to their suitability for continued residence status. In order to provide students with timely and quality assistance, residence hall staff are required to follow standardized procedures whenever a student alludes to or engages in self-destructive or disruptive behavior. This behavior includes but is not limited to remarks about suicide, threats of suicide, suicidal gestures or attempts, etc. All potential suicide situations will be reported by hall staff, so that arrangements for psychiatric consultation can be made. Similar behavior which disrupts the residence hall community may result in disciplinary action. Should a student refuse assessment by CSU Counseling Services or a local provider of his/her choice once an evaluation has been deemed necessary, the residence life office may deny the student’s continuance either as a resident or University enrollee.

Custodial Staff

The custodial staff who work in the residence halls are contracted through the University’s physical plant department. If you have any comments or suggestions regarding custodial staff, please contact the physical plant at 7575 or call the residence life office at either 7104 or 7103.

Damage Policy

Students are responsible for the condition of their rooms and the public areas of the residence
halls. If damage occurs for which no one assumes responsibility, charges will be divided among residents of the room or suite. Damage to the hall will be charged to everyone on the hall. Charges for damage to public areas of a residence hall will be divided among residents of the entire hall. Damage as a result of a guest’s behavior will be charged to the host. Anyone witnessing damage should report it to the nearest RA, RLC, campus safety officer or call the residence life office at 7104 or 7103.

*No food shall be placed down the dorm room sinks. Students will be charged for the cost of repairs and could be fined between $75 and $100 if it is determined that the plugged drainpipe was caused by food being put down the drains.*

**Dart Boards**

Dartboard sets are not allowed in the residence halls. Violations will result in the confiscation of the board and darts, and a $25 dollar fine per person will be assessed.

**Dress Code**

In keeping with the ideals of CSU, each student is expected to dress neatly and appropriately at all times. Clothing displaying alcohol graphics, descriptions, or logos inconsistent with CSU’s Christian mission is also not permissible. Because cleaning crews and maintenance individuals are frequently in the halls, each student must be appropriately dressed when using the hallways, stairwells, when a visitor is present during Open House or when room doors are left open.

**Earthquake Procedures**

Major earthquakes are an infrequent hazard in this area; however, there are certain precautions that should be taken in the event of a major earthquake. The most important thing to remember is if a student is inside, he/she should stay inside; if the student is outside, he/she should stay outside. If indoors, take cover under a heavy desk, table, in a supported doorway, or alongside an inside wall. Stay away from glass. Don’t use candles, matches, or other flame during or after the tremor because of possible gas leaks. If outdoors, move away from buildings and any utility wires.

**Fire Prevention/Safety**

Every residence hall room is equipped with a smoke detector. Procedures for fire alarms/drills are listed on the back of each door. Students are expected to be familiar with and follow these procedures in case an alarm should sound. The following regulations are in accordance with recommendations from the State Fire Marshall:

- CSU policy prohibits smoking on-campus.
- No cooking, except by approved methods, is allowed in the residence halls (see cooking)
- Ironing is permitted only on an ironing board
- All exits must be cleared of obstructions at all times
- Only flame proof curtains and drapes are permitted in the residence hall rooms
- Hanging items from a light fixture is not allowed
- No burning of incense or candles is permitted

**Firearms and Explosives**

Students shall not possess any type of firearm, flammable liquid or explosive on campus
anywhere, anytime. This includes hunting rifles, target weapons, handguns, BB guns, airsoft guns, hunting knives, bottle rockets, roman candles, etc. Possession or use of firearms and explosives, including fireworks and bottle bombs, will result in disciplinary action and may include expulsion from the University.

**Exceptions:** The above restrictions do not apply to **Sworn Police Officers** and to persons authorized to carry concealed weapons pursuant to Section 16-23-430, Article 4, Chapter 31, Title 23, Code of Laws of South Carolina, 1976, when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Anyone bringing weapons to campus may be asked to produce their legally issued “Concealed Weapons” permit. Removal of the weapon from the security of the vehicle while on campus regardless of the reason is a felony violation of the law and a violation of Charleston Southern University’s Student Code of Conduct.

**First Aid**

CSU does not have a medical staff or a first aid dispensary. However, for minor injuries like cuts and abrasions, we do maintain a well-stocked first aid kit in the Residence Life office located on the first floor of Russell West. Also, all residence life and campus security personnel are trained in basic first aid and CPR.

First aid assistance may be obtained anytime by dialing 2020 on CSU landline phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the University. Please notify your RA/RD whenever you seek medical treatment.

**Furniture - Moving Of**

University-owned furniture may not be moved without prior written permission from the Director of Residence Life. This includes room, lobby and lounge furniture. Students moving furniture without permission will be subject to a $100 fine. University provides basic dormitory furniture (including but not limited to a bed, desk and dresser). Students are prohibited from bringing additional or replacement furniture for their room. Three-person rooms are furnished with one bunk bed set and one twin bed. The bunk bed set must remain bunked to meet fire code standards. Students are not allowed to loft beds on other furniture or construct a lofting system. Students can loft their beds by using approved bed risers.

**Guests**

Guests must be of the same gender as the occupant. A Guest Registration Card from the residence life office must be completed at least 24 hours prior to the guest’s arrival on campus. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your roommate, suitemates, or hall mates. No guests are allowed during exam week. Guests, including other CSU students will not be allowed to stay in any room unless the host is present. Exceptions to this policy may be granted by the Director of Residence Life. No babysitting is allowed in Residence Halls.
Hanging Pictures and Posters

Pictures and posters on the walls of residence hall rooms may not: contain advertisement for alcoholic beverages, be pornographic in nature or offensive to others, or present subject matter that contradicts CSU’s Christian mission. Due to hall construction, nails are not permitted. The resident assistant can provide guidance on the most effective means of hanging pictures and posters.

Hurricanes

When a hurricane warning has been issued for the area, the campus will be closed and all curricular and extracurricular activities canceled. In the event of a hurricane, remain indoors and away from windows.

Insects

The University sprays on a regular basis, but there are several things students can do to prevent insect problems:

- Submit a maintenance request work order online http://www.charlestonsouthern.edu
- Keep snacks in tightly covered containers
- Do not allow damp or dirty clothes to accumulate
- Do not allow trash to remain in rooms longer than one week

Insurance, Personal Property

The University is not responsible for items stolen, lost or damaged from students’ residence hall rooms or their vehicles. Students are encouraged to examine their parent’s and/or guardian’s homeowner’s policy to ensure their property is covered. An engraver is available in the campus security office to help identify your valuables.

Items You May Want To Have Available

- Flashlight
- Twin size sheets and bedspread
- Pillow
- Towels and washcloths
- Bath mat
- Alarm clock
- Fire resistant curtains and rod
- Drying rack for clothes
- Broom/dust pan
- Wastebasket
- Iron and portable ironing board
- Stereo, DVD player, TV
- Personal computer
- Airtight containers for snacks
• Low amp. microwave
• Refrigerator (no larger than 3.5 cubic feet)
• First Aid Kit
• Sewing Kit
• Surge Protected Power Strips only - No extension cords

**Items Not Permissible in CSU’s Residence Halls**

• Pets
• Hot plates or any open burner device (including cookers, toasters, toaster ovens and grills)
• Guns (including BB guns and airsoft guns), metal point darts, knives or any object that could be used as a weapon
• Electric blankets
• Electric heaters
• Flammables
• Candles or Incense
• Paintball guns

**Keys**

Each resident will be issued a key when checking into his/her room. Keys should not be loaned to anyone else. There will be a $75 charge for lost keys.

**Laundry Rooms**

Each residence hall is equipped with laundry facilities. Problems with machines should be reported to a link is provided on the Residence Life homepage under Laundry Facilities.

**Lost and Found**

Lost and Found is located in the Security office on the first floor of Russell West.

**Lounges**

There are lounges located in Russell East and West, Women’s North and South and Quad 2. Anyone visiting a lounge must register his or her name on the sign in sheet located in the lounge. All lounges have surveillance cameras that are continuously being monitored by Security Staff. Social lounges are open daily for coed visitation from 8 a.m. until 3 a.m. Study lounges (Little John Parlor and Russell West, 2nd floor) are open 24/7. The Russell West 2nd floor study lounge is equipped with multiple computers and a printer. Students are responsible for ensuring that their guests comply with University policy and will be held accountable for the behavior of their guests. Public display of affection and lying on the furniture are not allowed. Sitting on the backs and arms of chairs and sofas and on the tops of tables is prohibited. Profanity and rough or loud play will not be tolerated. Anyone who violates the residence hall lounge policy will be subject to sanctions determined by House Council.
Mail

An on-campus post office is located on the first floor of the Strom Thurmond Center. All resident students are required to have a campus post office box. There is no charge for mail sent to any on-campus address. Most services of a regular post office are available on-campus at current U.S. postal prices. A $15 charge will be incurred for lost keys.

Your mailing address is:
- Your Name
- Charleston Southern University
- CSU Box ____
- PO Box 118087
- Charleston, SC 29423-8087

Married Student Housing

Married student apartments are limited and are available on a first-come basis. One of the tenants must maintain full-time status during the fall and spring semesters for the contract period. Married students with a child will only be granted housing privileges until the child reaches nine months of age.

Maymester Housing

Students are only allowed to occupy the residence halls during Maymester if they meet one of the following criteria:
1. They are required by their athletic team to be here to participate in practice and/or competition;
2. They are registered for a Maymester class.

Nonvisitation Policy

Residents’ rooms and hallways are off limits to persons of the opposite sex at all times other than designated Open House nights. Only designated lounges are to be used for visiting in the residence halls. The only exceptions are check in and check out days when it is permissible before 5 p.m. Permission from the RLC is required. Violators of this regulation shall be subject to immediate disciplinary action.

Open House Policy

Charleston Southern University makes available an Open House program from 7 p.m. until 12 p.m. on Monday, Tuesday, Wednesday, Friday and Saturday evenings. Complete rules are posted at each residence hall check-in station and lounge. Failure to comply with the Open House program will result in the loss of Open House privileges. Open House days and times are subject to change.

Pets

Pets, with the exception of fish, are not allowed in the residence halls. This includes birds, cats, dogs, hamsters, reptiles, etc.
**Pregnancy**

Due to health and safety concerns, students who are pregnant are permitted to live in campus housing only through the end of the second trimester. This does not apply to residents of married student housing. Exceptions to the housing refund policy will be dealt with on an individual basis.

**Quiet Hours**

Reasonable quiet should be maintained at all times in the residence halls and public lounges. Reasonable quiet means that noise in one’s room or area should be maintained at a level which cannot be heard by persons in another room or area. Quiet hours are in effect from midnight - 8 a.m. nightly.

**Refrigerators**

Students may bring their own refrigerator (no larger than 3.5 cubic feet).

**Residence Hall Security Policy**

Visitors are not allowed in the residential areas between the hours of 3 a.m. and 9 a.m. During this time only resident students are authorized to enter and leave their respective halls. Women’s residence halls are secured from 10:30 p.m. to 7 a.m. At no time should any male be inside the glass doors at either end of the hall. Visitors should be received only in the public lounges.

**Roofs/Ledges**

Students are not allowed on the roofs/ledges of any campus building. Violators will be subject to disciplinary action.

**Room Deposit Refund Policy**

Request for housing deposit refund must be made 60 days prior to the first day of the semester.

**Solicitation**

No person or organization, excluding Charleston Southern University students and/or properly chartered student organizations who must receive prior approval from the Vice President of Student Affairs, shall be allowed to solicit on campus without prior approval from the Vice President for Business Affairs.

**Speakers**

Any individual, committee, organization or other group desiring to bring a speaker to campus must obtain prior approval from the Dean of Students.
Student Assessment

At Charleston Southern University assessment consists of the ongoing, systematic collection of data and information across the institution that can be used to validate the accomplishment of our mission and facilitate improvement of programs and services. The University routinely conducts campus-based surveys and evaluations of student attitude, achievement and satisfaction. Such studies are grouped under the heading of student outcome assessment. Various types of outcome assessments are used to measure the correspondence between the claims CSU makes for its programs and services and what is actually achieved. While every student is not selected for participation in every assessment activity, it is likely that an individual student will be involved in one or more assessment activities while at CSU. Although student participation in a survey completion will often be voluntary, it is only through cooperative participation in the assessment process that students can help us make the CSU experience the very best we can offer for all of our students.

Student Employment

Student Employment Office is located in Hunter Center. This office provides placement services for students in a variety of campus employment opportunities. This office will also assist students with any questions concerning student employment payroll. Call 863-8067 for further information.

Tobacco-Free Policy

CSU is a South Carolina DHEC Model Smoke-free Campus. According to the U.S. Surgeon General’s Report of 2006, the Environmental Protection Agency Report of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke are hazardous to the health of human beings. The EPA reports that secondhand smoke is responsible for an estimated 53,000 deaths per year in nonsmokers. In light of these findings, and in keeping with the University’s mission and vision, Charleston Southern University became entirely Tobacco-free effective August 1, 2009.

Tobacco use is prohibited on all university grounds, both outdoors and indoors and within business-owned or leased vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms and all other grounds and properties of Charleston Southern University. This policy is in effect 24 hours a day, seven days per week. Charleston Southern University prohibits the use of all tobacco products or paraphernalia, including but not limited to, cigarettes, cigars, pipes, electronic cigarettes (e-cigarettes) or other recreational vaporizers, bidis, karets, smokeless tobacco and snuff by all students, faculty, staff and visitors. The sale of tobacco products is prohibited on Charleston Southern University campus, as is the delivery of any tobacco product by any means of a delivery service of any kind.

Vehicle Regulations

University regulations require that all motor vehicles owned and/or operated by students on campus display vehicle permits obtained during the first two weeks of any given session and immediately thereafter as other vehicles are acquired. The permit period extends for 12 months beginning August 1st. The permit must be displayed on the windshield on the driver's
The cost of a permit is $10.00 annually. A copy of vehicle regulations will be provided when vehicle is registered.

All resident vehicles must be the property of the student, student’s spouse, or student’s parents.

Physically handicapped students may obtain special parking consideration by submitting a request to the campus security office.

The University assumes no responsibility for the care or protection of any vehicle or its contents while on University property.

Vehicle maintenance is not allowed on campus at anytime.

Registered drivers are responsible for any violations involving their vehicles.

**Withdrawal from Campus Housing**

If a student moves into campus housing then chooses to move out prior to drop/add a prorated daily charge will be assessed.

If a student decides to withdraw from campus housing during the semester, he/she must follow these procedures:

1. Make an appointment with the RLC to complete the residence hall withdrawal form. A charge will be assessed for any and all damages found in the room. The room must be emptied of all personal belongings prior to check out.

2. Any student failing to return the key upon checking out will be charged $100.

3. No refund is made if the occupant vacates before the end of the semester. A prorated refund will be made for meals not taken after official withdrawal from the residence hall. The refund will become effective the first Friday after withdrawal.

**Campus Ministries**

The mission of the campus ministries department is to provide the University community opportunities for worship, discipleship, evangelism and service. Students, faculty and staff are encouraged to be involved in religious activities both on and off campus according to their religious preference. The Campus Ministries Office is located in the Brewer Center. For more information about Campus Ministries activities, call 843-863-7218 or check out our Website on the CSU homepage.

**ELEVATE** is the weekly campus-wide ministry designed to minister to all students. Join students from all denominations for dynamic worship and a relevant message. It is an exciting hour featuring student-led praise and worship followed by Bible teaching that is real and relevant to where you are as a student. Elevate is also a great opportunity to meet new friends and build better relationships with old ones. Elevate meets each Thursday night at 8 p.m. in the dining hall (unless otherwise noted).
The student-led Elevate Praise Band is made up of students from all denominations who desire to lead students into an exciting, energetic time of praise and worship, as it ought to be. The Elevate Praise Band serves each week during Elevate, as well as for Campus Worship and other opportunities. The Elevate Praise Band meets weekly for prayer and to practice as well as serving at Elevate.

**BAPTIST COLLEGIATE MINISTRIES** assists “in fulfilling the mission of the church by leading students and others in the academic community to faith in Jesus Christ as Savior and Lord, to guide them in Christian growth and church membership.” (Baptist Student Ministry Guidebook)

**RESIDENCE LIFE SMALL GROUPS (D-Groups)** provide students weekly opportunities for fellowship and discipleship. These student-led Bible studies come in a variety of shapes and sizes. Groups meet weekly at various times and locations to best meet the varied schedules, needs and levels of spiritual maturity of students. There is a group that best suits your particular needs.

**MINISTRY TEAMS** is open to all students interested in sharing their faith through teaching and discipleship. This group rotates throughout the semester so that every student is not away every weekend. It ministers to youth at various churches throughout the semester for the purpose of discipleship and ministry and is open to those students with a commitment to discipleship and youth ministry outreach in regional churches. Contact the Campus Ministries for more information.

**FELLOWSHIP OF CHRISTIAN ATHLETES** exists “to present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.” (FCA Playbook) FCA holds a “Rally” the first Monday of every month at 8 p.m. in the Brewer Center where coaches, players, and friends gather for an inspirational time. All sports teams also have a team chaplain.

**MISSION TRIP** The Spring Break Mission Trip provides opportunities for Christian students to be challenged to integrate faith in learning, leading and serving. Many students return with renewed commitment to serving and sharing Christ at home.

**Campus Security**

Charleston Southern University provides 24-hour security patrols on campus. Coverage utilizes a combination of trained professional University and contracted security officers. Although the University makes every reasonable effort to provide a safe and secure environment, it is up to each individual to exercise due care at all times to protect his/her personal safety. For on-campus emergencies, 2020 may be called from any CSU landline phone. From your cell phone or an off-campus phone dial 843-553-5896 for emergencies. A crime-stopper’s program has also been implemented to give students the opportunity to share information regarding campus crime without being identified. Anyone may submit a crime-stoppers report anonymously through the Website.
Campus Security Precautions

1. Residents should keep their rooms (suites and outside doors) and vehicles locked at all times.
2. Retain possession of your keys. Do not loan them out.
3. Report lost or stolen items immediately to the campus security office. Fill out a theft report regardless of the amount or value of the items lost.
4. Record the serial number of any item of value.
5. Mark any item with an identification mark and keep a record of it.
6. Cooperate with the residence hall staff, campus security and police.
7. It is advisable that you purchase insurance for your possessions; the University is not liable for lost or stolen items.
8. Textbooks are items of value; students should mark their books

BUC ALERT EMERGENCY INFORMATION SYSTEM

The University uses an emergency response system to alert students, parents, faculty and staff when a credible threat has been identified. This is a reminder that all students should register to receive these notifications if you have not already done so. You may register for alerts to be sent to your room phone, your cell phone, your parent’s home phone or cell phone, your e-mail account, or text messages. To register or to update your information, go to MyCSU on our website and log in with your CSU Identification # and your PIN.

Emergencies

Campus Safety is on call 24 hours a day and may be reached by either dialing 2020 from any campus landline or from off-campus, call 843-553-5896. Give your exact location and the nature of the emergency.

Emergency Phone Locations on Campus

1. Physical Plant Side of Art Lab
2. Back Side of Quad 1
3. Front Side of Quad 3
4. Back Side of Library
5. Reflection Pond Side of Science Building
6. Parking Lot Side of Science Building
7. Parking Lot Side of Wingo/Norris
8. Parking Lot Side of Ashby/Jones
9. Parking Lot Side of Wingo Nursing Building
10. Parking Lot Side of Hunter Reception
11. Communications Building by Pool
12. Reflection Pond Side of Strom Thurmond
13. Softball Field End of Russell West
14. Russell Side of Women’s North
15. Parking Lot Side of Women’s North
16. Softball Field Side of Women’s South
17. Baseball Field Press Box
18. Parking Lot Side of Field House
19. Stadium Center

Escort Policy

Security escorts are available for any location on campus. If a student requires an escort, he/she should dial 2020 from any campus landline phone and give his/her location and destination. Students are encouraged to use this service and not walk alone after dark. Escorts are uniformed officers who are easily visible.

Fire Prevention/Safety

Every residence hall room is equipped with a smoke detector. Procedures for fire alarms/drills are listed on the back of each door. Students are expected to be familiar with and follow these procedures in case an alarm should sound. The following regulations are in accordance with recommendations from the State Fire Marshall:

- CSU policy prohibits smoking on-campus.
- No cooking, except by approved methods, is allowed in the residence halls (see cooking)
- Ironing is permitted only on an ironing board
- All exits must be cleared of obstructions at all times
- Only flame proof curtains and drapes are permitted in the residence hall rooms
- Hanging items from a light fixture is not allowed
- No burning of incense or candles is permitted

The Career Center

The Career Center offers services to traditional and nontraditional students. Personality, skills and spiritual assessments, such as the Myers-Briggs Personality and the PLACE are provided to guide students through career planning decisions and match students’ abilities to specific careers.

The Career Center provides a combination of in person and virtual services:

- career counseling
- portfolio critique (resumes, cover letters, references and graduate school essays)
- mock interviews
- job search assistance
- job fairs
- GNED 201 Career Planning Seminar class
- GNED 398/399 Applied Learning Experience Internships (APPLE) classes
- health professions night
- dress for success workshops
- free Kaplan practice professional testing.

A wealth of career development literature is available, and students may check out books from the center library. Center employees are available for class presentations and workshop presentations to student organizations. Visit the center online at charlestonsouthern.edu/careers or call 863-8019 to make an appointment. The doors are always open Monday through Friday from 8 a.m. - 5 p.m. on the first floor of the Strom
Thurmond Center.

Counseling Services

CSU Counseling Services provides professional mental health counseling to students in the form of individual counseling for a wide range of issues. Counseling Services also offers special events throughout the academic year to promote student wellness. Counseling Services are available to all enrolled CSU students free of charge. Information shared in counseling sessions is kept confidential according to the American Counseling Association standards. Students can request a non-urgent appointment by calling the counseling line at 843-863-8010 or stopping by the Counseling Services office on the 2nd floor of Russell West during normal business hours. In case of an emergency, students are directed to call 911 or to go to the nearest emergency room.

Dining Services

Dining hall meals are automatically included for CSU student residents. Remember to take your I.D. card to the dining hall. Presentation of this card is necessary because it serves two purposes: 1) it provides statistical information necessary for dining services to determine future contract rates, 2) it prevents unauthorized use of your meal plan if your I.D. card is lost or stolen. I.D. cards are not transferable nor to be used by anyone except the owner. Full-time resident students with valid I.D. cards are checked through the dining line. Anyone not on a meal plan must pay before entering the dining hall.

Students requiring special diets should submit a written request to the director of disability services accompanied by a doctor’s recommendation and specified diet by the first week of each session. The request will be evaluated, and a special diet will be provided by dining services, or an exception to the meal requirement will be granted. In case of illness, permission for a to go box, usually picked up by a friend, must be obtained from the Dean of Students Office prior to the meal. Otherwise, all food is to be consumed in the dining hall unless you are taking yours to go as well. Please do not abuse your unlimited seconds privilege by taking food from the dining hall. Please bus your own plates to the dish return area. This not only helps the dining staff, but it is also a courtesy to your fellow students. Please do not borrow plates, bowls, glasses or silverware. Though you may take these with the intention of returning them, quite often these items never make it back to the dining hall. Replacing them results in additional cost to you.

Special services offered by dining services include birthday cake for your roommate, ice cream social for your hall, picnic for your dorm, banquets and receptions. All of these, and more, are available through our catering department. Call the Catering office for details at 863-7672.

Meal Deal

Meal plans are available for commuting students and may be purchased by the week or semester. Stop by or call the dining services office for a brochure explaining the different plans.
Declining Balance

Every student will have the opportunity to place money in a declining balance account. Money deposited into your declining balance account may be used in The Chick-fil-a in the Strom Thurmond Center and Java City in the library. When used, the amount spent is deducted from the declining balance. An initial minimum deposit of $25 is required to open a declining balance account with subsequent deposits made in increments of $5.

Meal Plan

Every resident student receives 21 meals per week plus a $85 dining dollars. This offers students 21 all-you-care-to-eat meals weekly for breakfast, lunch and dinner. Should you choose to change to a 15 meals per week plan you will receive $135 dining dollars per semester.

Health Information

First Aid

CSU does not have a medical staff or a first aid dispensary. However, for minor injuries like cuts and abrasions, we do maintain a well-stocked first aid kit in the Residence Life office located on the first floor of Russell West. Also, all residence life and campus security personnel are trained in basic first aid and CPR.

First aid assistance may be obtained anytime by dialing 2020 on CSU landline phones. In addition, Trident Regional Medical Center, with emergency room facilities, is located immediately across the street from the University.

Health Insurance

Charleston Southern University requires health insurance only for athletes, athletic training students and international students. However, the University strongly recommends that all other students obtain at least major medical insurance and advises that the institution will bear no financial responsibility for medical treatment(s) required while at the University. If an athletic insurance plan is desired while attending the University, the Head Athletic Trainer may be contacted at 843-863-7681. If an international insurance plan is desired while attending the University, the Dean of Students Office may be contacted at 843-863-8008 or 843-863-8009. We have several people in the area who can assist students in purchasing health insurance policies.

International students will automatically be billed semiannually by the business office for the required health insurance purchased by the University on their behalf. This insurance has been carefully selected to compare to coverage normally available to U.S. citizens through their parent’s or employer’s group plan. It provides coverage for illness, office visits and accidents. Additionally, it provides repatriation or medical evaluation to the home country if necessary. Refusal of this insurance by international students will result in denial of admission to the University or continuation if already admitted. Questions on international insurance and all, other international matters may be directed to the Dean of Students Office, 843-863-8008 or 843-863-8009.
Health insurance is also required for all students admitted to the nursing program (those actually taking nursing courses, not prenursing).

**Health Services/ Immunizations**

All full-time residence life and security officials receive First Aid and CPR training. Trident Medical Center is located across the street from Campus for emergencies. University policy requires students to provide proof of the following immunizations for their protection prior to admittance to the Charleston Southern University: Tetanus, DPT, Polio, Measles, Mumps, Rubella, Tuberculin, and Hepatitis B. The Meningitis Vaccine is recommended. If it is learned a student is residing at CSU without having been properly immunized, suspension from the residence halls and/or blocking of that student’s registration for subsequent semesters may result. Proof of immunization should be submitted to the residence life office. Questions regarding immunization may be directed to the residence life office at 843-863-7104.

**Student Involvement**

**Buccaneer Athletics**

Charleston Southern competes in 16 sports at the NCAA Division I level and is a charter member of the Big South Conference, which also includes: Campbell University, Coastal Carolina University, Gardner-Webb University, High Point University, Liberty University, Longwood University, Presbyterian College, Radford University, UNC Asheville, and Winthrop University.

The Buccaneers have won over 30 Big South Championships in their storied athletic history, leading to appearances in the NCAA Men’s Basketball Tournament, NCAA Baseball Championship, and, most recently, the 2014 NCAA Softball Championship following a dramatic run through the Big South Conference Championship.

Charleston Southern is enjoying unprecedented athletic success in recent years.

Last year, Buccaneer football reached as high as No. 12 in the national polls during a 10-1 start under Big South Coach of the Year Jamey Chadwell. The season included wins over The Citadel, Appalachian State, and then-No. 3 Coastal Carolina, with the latter coming in front of a record crowd at Buccaneer Field. The Bucs also face college football’s elite in non-conference play, having played at Florida State, Florida, Miami, and Colorado in past seasons. In 2014, the Bucs will travel to both Georgia and Vanderbilt.

Also last season, the Charleston Southern women’s tennis team compiled a 9-0 record in Big South play to capture the regular season title. The Bucs set a school record for wins during a 17-4 season that saw junior Marketa Placha earn Big South Player of the Year honors. CSU Head Coach Mike Baker, meanwhile, was named Big South Coach of the Year for the second time.

Charleston Southern softball swept through the Big South Conference Tournament. MVP Cheyenne Gandara pitched the Buccaneers to four-straight tournament wins, including a 3-1 championship game win over rival Coastal Carolina earn the first NCAA Softball Tournament berth in program history. Baseball made its first full season under the new lights at CSU Ballpark a memorable one, winning a school-record 20 home games. CSU won 30 games against D-I opponents, the most in school history, including an upset of then-No. 6 South Carolina in Columbia, 4-1. Senior
Alex Tomasovich had the nation’s longest hitting streak at 25 games, while junior Bobby Ison set a school record for hits in a season with 91.

CSU has a long and storied history in track and field, having produced a silver medalist, Charlie Simpkins, in the 1992 Olympic Games, and a number of Bucs added to the program’s rich history with impressive seasons. Junior Braxton Drummond was named First Team All-American after finishing seventh in the long jump at the NCAA Indoor Championships in March. He is the Big South record holder in the event at 7.71 meters, which he set in February at the University of Notre Dame. On the women’s side, MeMe Jean repeated as 100-meter hurdles champion at the Big South Outdoor Track & Field Championships, running in 13.91 seconds to best the field. She set a Big South Conference Indoor Track & Field record in the 60-meter hurdles with a time of 8.23 seconds to win the conference title.

The Buccaneer basketball team has been the Big South favorite the last two seasons, capturing the 2012-13 Big South regular season championship, which led to an appearance on ESPN in the Big South Tournament Championship Game and a berth in the National Invitational Tournament against Southern Miss. CSU’s appearance in the NIT was its first ever and only the second national postseason bid in school history.


The baseball team, which won the 1996 Big South Conference tournament, became the first program in school history to advance to the NCAA tournament. The men's basketball team followed in the spring of 1997, playing against UCLA in the opening round NCAA Tournament. Men’s soccer reached the NCAA tournament in the fall of 1997, and the men’s tennis team has made four appearances in the national tournament. In 2001, the men's golf team made their first-ever appearance, while the women’s golf team became the first women’s program to advance to NCAA championship play.

Charleston Southern Athletics Mission Statement:
Charleston Southern University is a charter member of the Big South Conference and sponsors 16 sports at the NCAA Division I Level. CSU offers you the opportunity to achieve academic excellence, athletic success and personal growth. Approximately 300 student-athletes participate in the athletics program annually.

The University’s strategic goal for the department of athletics is to provide a competitive NCAA Division I athletic program in compliance with NCAA guidelines, enhancing the academic, emotional, and spiritual development of the University’s student-athletes.

Charleston Southern University is committed to providing an outstanding athletic program in a Christian environment. In conjunction with the academic and Christian philosophy of the institution, a sound athletic program is a fundamental component of the educational development of our students. The athletic department, through its coaches, administrators and staff, is committed to providing a program that will strive to uphold the highest standards of fairness, student-athlete welfare, gender equity, and good sportsmanship.

Student Government Association
Students who are enrolled fulltime at Charleston Southern University are considered members of the Student Government Association and are entitled to the rights and privileges therein.
Representatives from the students are elected or appointed to serve in the three branches: executive, legislative, and judicial. The Association enables students to participate in achieving the goals of the institution and to receive training for citizenship and leadership. For information on getting involved in Student Government, see Student Activities.

Clubs and Organizations
A wide variety of clubs and organizations are available for student membership. A listing of academic and service clubs is available in the Student Activities office.

Academic Clubs
Academic clubs in each major area offer opportunities for co-curricular enrichment. The University encourages and supports these programs and projects.

Service Clubs
The service clubs strive to develop future leaders and citizens, as well as sponsor college and community service projects. There are many excellent service clubs available to students at Charleston Southern University.

Honor Societies

Marshals - The marshals are chosen on the basis of academic scholarship, exemplary character, and leadership ability. They represent the ideals and principles for which the University stands. The marshals act as official hosts and hostesses for University academic functions.

Alpha Chi - Founded in 1922, Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits to membership students from all academic disciplines. To be eligible to join Alpha Chi, a student must be a junior or a senior and have a GPA of 3.5 or higher.

Alpha Kappa Delta - Alpha Kappa Delta is the International Sociology Honor Society. This honor society serves to recognize academic excellence and interest in the study of sociology. To be eligible for lifetime membership in Charleston Southern University’s Zeta Chapter of Alpha Kappa Delta, students must be at least junior status, have a cumulative and sociology Grade Point Average of 3.0, and have completed at least four catalog courses in sociology at Charleston Southern University.

Psi Chi - Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to students who are making the study of psychology one of their major interests and who meet the minimum qualifications. Psi Chi is a member of the Association of College Honor Societies (ACHS) and is an affiliate of the American Psychological Association (APA) and the American Psychological Society (APS).

Sigma Beta Delta - Sigma Beta Delta is an international honor society recognizing scholarship and achievement in business and promoting personal and professional improvement and a life distinguished by honorable service. The Business School invites qualified juniors, seniors, and second year MBA students to become members. Sigma Beta Delta is a member of the Association of College Honor Societies (ACHS).

Sigma Delta Pi - Sigma Delta Pi is a national honor society of Spanish which seeks to honor those who seek and attain excellence in the study of the Spanish language, and the study of
the literature and culture of Spanish speaking people: to honor those who have made Hispanic contributions to modern culture known in the English speaking world: and to encourage college and university students to acquire a greater interest in, and a deeper understanding of Hispanic culture. Membership is open to all students who have completed at least three years of a third-year course in Hispanic literature or Hispanic culture or civilization. They must have grades averaging at least 3.0 on a 4.0 scale in all Spanish courses and rank in the upper thirty-five percent of their classes.

**Sigma Theta Tau** - Sigma Theta Tau is the International Nursing Honor Society. Its purpose is to recognize superior achievement and leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Nursing students selected for membership must have completed at least one-half of the required nursing courses, have at least a 3.0 GPA, rank in the upper 35% of their nursing class, and demonstrate academic integrity and professional leadership potential.

**Club and Organization Policies**

These policies are prepared to serve as a guide for all approved student organizations at Charleston Southern University concerning their responsibilities and as a help in planning, scheduling and conducting fellowship functions:

A. All CSU student activities conducted on campus by a student organization functioning at CSU must be approved by the following; Director of Student Activities, Director of Residence Life, Dean of Students and Events Coordinator. An event form must be picked up in Student Activities and taken to each area for approval before the event can be publicized.

B. Student organizations conducting organizational functions off campus must abide by all regulations governing on-campus behavior. Student organizations are expected to uphold the same standards of Christian behavior off the CSU campus as are required on campus.

C. Only approved student organizations may hold functions on campus. All approved student activities and social events must be scheduled and registered in advance in the student activities office. All fund-raising projects and service projects must be recorded on the proper form and turned in to the student activities office. Activities must be approved before plans are made for food, location, etc. A fund-raising or service project may not begin until approved by the director of student activities.

D. Any changes must be reported immediately to the director of student activities.

E. Every activity or event must have an approved representative of CSU present for the entire length of the event including cleanup.

F. In order to provide appropriate security measures for the safety and well-being of the campus community, and to ensure that the educational and business functions of the University will not be disrupted, any person or organization wishing to plan or implement a rally, forum, assembly, demonstration, protest or similar gathering on or about the CSU campus must provide prior written notification of the gathering to the Dean of Students and receive from that office written authorization to proceed, at least two business days in advance of the gathering.

G. An organization may not plan functions for the same night as a school sponsored or student activities sponsored event. It is the club’s responsibility to check the student activities calendar.
H. All clubs are required to complete at least 2 on-campus service projects and 2 off-campus service projects per semester. Failure to do this may result in suspension of Board of Student Organizations benefits and use of CSU facilities. In order to receive credit, a "community authorization letter" must be signed at the completion of the project by the project director.

I. Any announcements for Convocation must be typed and submitted to Betsy Bolick by noon each Monday. Announcements may be e-mailed to bbolick@csuniv.edu.

J. Organizations are reminded that all persons invited to speak on campus must be cleared by the Dean of Students.

K. Infractions of the student activities policies will be referred to the Director of Student Activities.

Contracts

A. Any contract for bands, performers or speakers secured by an organization MUST be co-signed by the Director of Student Activities. This is for the club’s protection as well as for the protection of the individual signing for the organization. No student may contract on behalf of the University.

B. This regulation must be strictly adhered to, and any violations will result in immediate disciplinary action.

Responsibilities of Club Officers

A. The student activities office holds the officers of organizations responsible for the planning, scheduling and overall conduct of the activities of their organizations.

B. All officers must be familiar with the policies and regulations of the University. The president has primary responsibility in seeing that all of the club activities are in accord with University regulations.

C. The president is expected to report to the Director of Student Activities any breach of regulations by the organization or individuals.

D. Presidents or their designees are required to attend all Board of Student Organizations meetings.

Initiations

The following should be reported to the Director of Student Activities with a copy sent to the Dean of Students:

1. All pledge activities and duties including the time, date, purpose, length and type of activity and names of pledges
2. The amount of time per week that pledges will be involved in activities
3. List of activities that promote academic achievement for the pledges

Pledge Activities
In the fall semester, all pledging activities must occur within the period between the start of the semester and Thanksgiving. In the spring semester, all pledging activities must occur within the first 12 weeks of the semester (including breaks). No pledge activities will occur after midnight. Pledge activities will not include anything that would lead to the embarrassment of the student or the University.

**Hazing**

Initiations or other activities may not involve hazing, which is defined by state law as “intentionally or recklessly engaging in acts which have foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal or sorority chartered organization.” The criminal sanctions for hazing, assisting in hazing, or failing to report hazing include a fine of up to $500 and/or imprisonment for up to 12 months where consent is not a defense (Cumulative Supplement, Code of Laws of SC 1976 - Article 6; 16-3-540). Hazing is not limited to, but may include the following:

1. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
2. Forced or required consumption of any food, liquor, drug or other substance
3. Forced or required participation in physical activities such as calisthenics, exercise, or so-called games
4. Exposure to the weather
5. Excessive fatigue resulting from sleep deprivation, physical activities or exercise
6. Assignment of activities that would be illegal or unlawful or might be morally offensive to individual pledges
7. Physical brutality, including but not limited to paddling or striking with fists, open hands or objects
8. Branding
9. Verbal abuse
10. Kidnapping, transportation or stranding of individual
11. Forced or required conduct that could embarrass or adversely affect the dignity of the individual
12. The wearing of unusual dress that has not received prior approval from the Dean of Students
13. The performance of public stunts and activities that would embarrass the individual
14. The denial of sufficient time to study
15. Nudity or lewd behavior
16. Forced or required actions that are inhumane to animals or others

Any infraction of these rules may lead to immediate Senate action of varying lengths of probation or loss of charter and use of CSU facilities.

**Penalties**

An official warning may be issued from the Director of Student Activities to cover a certain period of time during which all activities of the organization will be closely observed. If there are any infractions of University regulations during this time period, the case will immediately be turned over to the SGA senate.

Probation is a penalty given to any club that does not adhere to stated University policies.
1. The procedure for probation or removal of charter shall be as follows:
a. Recommendation for action by the Director of Student Activities or the Dean of Students.
b. Investigation and recommendation by the Senate student organization committee.
c. A ¾ vote of Senate will be required to impose the penalty.
d. An organization may first appeal to the student life committee. If the organization is not satisfied with the action taken, then the final appeal will be to the Dean of Students.

2. Probation could result in any or all of the following:
   a. The club will not be allowed to have any fellowship functions during the probation time.
   b. The club will not be allowed to have any type of activity such as fund-raising projects, etc.
   c. The club will not be allowed to participate in any school activities during the probation time.
   d. Removal of Charter - Removal of charter may be applied to any club that does not adhere to conditions of its probation. This is the most severe penalty an organization can receive. It means that the organization may not function on the CSU campus for at least five years.

3. The procedure for removal of charter shall be as follows:
   a. Recommendation for action by the Dean of Students
   b. Investigation and recommendation by the Senate student organization committee
   c. A ¾ vote of Senate will be required to impose the penalty
   d. An organization’s first appeal shall be to the student life committee. This appeal must be filed within one week after the rendered decision. A final appeal may be made to the Dean of Students.

Organization Reports

A. Listing of officers, members, advisor
All student organizations are required to keep on file in the student activities office a current listing of all officers, members and the name of the faculty/staff advisor. Any changes in the listing should be reported immediately in writing to the student activities office.

B. Financial Reports
Each student organization shall follow the guidelines set forth by the Student Government Association for the audit system. If an organization fails to turn in its records at the proper time for audit, a withdrawal of the club’s charter could result. The SGA will audit the books once a year and with notification of at least 10 days prior to the audit.

C. Annual Reports
Each student organization is required to file with the Director of Student Activities an annual report reflecting any projects, activities or programs the organization conducted during the year. These reports must be turned in to the student activities office at the last scheduled Board of Student Organizations meeting each year. Failure to submit this report will make the organization ineligible for a student life award and may result in a withdrawal of the club’s charter.

Policies

A. Officers of all organizations must be elected in the spring semester so the new officers may begin their term as soon as possible after the spring semester ends.
B. A student may not hold an office in the Student Government Association or any organization if he/she is on academic or disciplinary probation.

**Chartering Procedure**

**Section I:** Any group wishing to organize on the Charleston Southern University campus must request and receive permission from the Director of Student Activities. The following information must be received by the Dean of Students and the Director of Student Activities before permission is granted.

1. Purpose
2. Proposed program of activities
3. List of at least 15 interested students (this number may be altered at the discretion of the Director of Student Activities)
4. Name and address of proposed faculty/staff advisor
5. One copy of the proposed constitution
6. If the organization is an academic club, a letter of recommendation from the department head in which department the organization is located.

Any organization whose membership is composed primarily or entirely of CSU students must seek official University recognition through procedures established for that purpose by the University. Students who join or participate in the activities of an organization and students who enlist, invite, or encourage other students to join or participate in the activities of an organization which has not been officially recognized by the University may face disciplinary action including dismissal from the University.

**Section 2:** After permission has been granted, in compliance with the above section, the Director of Student Activities will submit the information to the Senate. The president of the organization may be called to appear before the Senate. The Senate will then review the material for approval.

**Section 3:** The Senate will act on the petition after reviewing the material. A vote of 2/3 of the members voting will be necessary for approval. After Senate approval, there shall be a probationary period of at least one year before the organization shall demonstrate its value by worthwhile group enterprise. The probationary period of any organization shall begin the date of the Senate approval. The probationary period may be waived or shortened with the consent of the president of the SGA, the Director of Student Activities and the Dean of Students, upon recommendation from the senate.

**Section 4:** At the end of the probationary period, the organization shall then apply within a reasonable period of time for official recognition and the granting of a charter by the Senate. This application must be submitted, in writing, to the Director of Student Activities, who will in turn present it to the Senate. This application must include the following information:

1. Purpose
2. Proposed activities
3. Accomplishments during the probationary period
4. List of members
5. Names and addresses of current officers
6. Name and address of faculty/staff advisor
7. Two copies of the current constitution
8. Statement of the organization’s financial condition
9. If the organization is an academic club, a letter of recommendation from the
Section 5: If the application is approved by the Senate and the Director of Student Activities, it will be forwarded to the Dean of Students for approval. The Senate, the Director of Student Activities and the Dean of Students must all approve the application before official recognition and charter can be granted.

Section 6: The presidents of all officially recognized organizations will meet with the Senate as often as seems necessary. The activities, projects and welfare of the organizations will be reviewed, if necessary.

Section 7: Each organization will be expected to have a minimum of one faculty or staff member to serve as advisor.

Section 8: Each organization must file a copy of the club’s constitution in the student activities office.

Section 9: Any changes in the organization’s constitution must be submitted to the Director of Student Activities who will submit it to Senate for approval.

Section 10: No social fraternities or sororities will be allowed on the CSU campus. National Greek letter social fraternities or sororities are not allowed among the students of the institution either on or off the campus. Organizations which are affiliated with national, regional or statewide organizations will, for the purpose of these policies, be considered as social or other than social in nature according to their parent organization’s listing in the latest edition of the *Encyclopedia of Associations*. Any organization which is affiliated with a national, regional or statewide organization will be required to state clearly in their campus constitution that their main mission is service, honorary, religious or academic in nature. All service fraternities and sororities will be required to comply with all requirements and criteria for CSU service organizations.

**Park/Pool Complex**

The University park and pool complex is available for the use of any CSU student. Students are required to show a current I.D. The facilities are maintained by the Rec. Services in the Brewer Center. For information, hours of operation and usage policies call 863-7880. For special event reservation information contact the campus events coordinator at 863-7980. Pool hours vary depending upon the season and who may be on campus. Check with the rec. services office for current hours.

**Recreational Services**

Charleston Southern University is dedicated to physical wellness as well as academic excellence. For exercise/fitness there is the Brewer Wellness Center, which houses a full service health club with treadmills, stair-steppers, ergonomic-cycles, elliptical cross-trainers, a full circuit strength system and free-weights. The Brewer Center is also home to the Intramural Activities Gymnasium, which supports various programs; group fitness, outdoor recreation, club sports, intramural sports and recreational use for the students, faculty and staff.

*Brewer Center Eligibility* - All students, faculty and staff of Charleston Southern University are eligible to use the Brewer Center with a CSU I.D. as well as any Family Pass member with a
current Family Pass card.

**Intramural Sports/Activities** - All students/faculty & staff with a current CSU I.D. card can participate in Intramural Sports/Activities. Sign-ups for intramural sports are done online at [www.imleagues.com](http://www.imleagues.com). For questions or more information please contact the Brewer Center at 843-863-7888. Calendars for the dates and times of all Intramural Sports/Activities may be picked up either at the Brewer Center or in the recreation office. Recreational Services offers many fun and social intramural sports designed for on-campus and commuting students. Intramural sports emphasize group spirit and the enjoyment of sports in a less competitive atmosphere. This is a great opportunity for students to have fun, meet new people, try new sports and get physically fit.

It’s very easy to get involved. Intramural sports are available throughout the year. Help us support these events by sharing your ideas and encouraging others to have fun.

To be eligible to play, participants must be current CSU students, faculty or staff. Only registered students or staff/faculty are eligible to participate.

For more information about intramural programs and events, call the Brewer Center at 843-863-7888 or stop by the recreation office.

**Useful Services**

**Blackboard**

CSU provides access to Blackboard. Students can log in to their Blackboard account by using the following user name: Student ID number without leading zeros and password: pin number. The Blackboard and MyCSU passwords are linked. Students cannot change their password on Blackboard. Password changes must be made within MyCSU. Once the password has been changed in MyCSU, please allow 30 minutes for the change to take effect on Blackboard. If you are having trouble accessing your Blackboard account, please contact Information Technology Services at 843-863-8093. Professors who augment their instruction with Blackboard will provide students with an overview of how to use Blackboard.

**Bookstore**

New textbooks may be returned for a refund within 15 days of the beginning of a semester. Exchanges can be made within 21 days of the start of classes, provided that: Books are unused, in new sellable condition, with no markings; present a corresponding dated cash register receipt; any text in shrink wrap must be returned in shrink wrap. Used textbooks may be returned for a refund or exchanged within 21 days of the start of classes provided the customer has the dated receipt. Return dates will be posted for summer terms and accelerated classes. Bookstore hours are as posted.

**Dining Services**

Dining hall meals are automatically included for CSU student residents. Remember to take your I.D. card to the dining hall. Presentation of this card is necessary because it serves two purposes: 1) it provides statistical information necessary for dining services to determine future contract rates, 2) it prevents unauthorized use of your meal plan if your I.D. card is
lost or stolen. I.D. cards are not transferable nor to be used by anyone except the owner. Full-time resident students with valid I.D. cards are checked through the dining line. Anyone not on a meal plan must pay before entering the dining hall.

Students requiring special diets should submit a written request to the director of disabilities and special needs services accompanied by a doctor’s recommendation and specified diet by the first week of each session. The request will be evaluated, and a special diet will be provided by the dining hall, or an exception to the meal requirement will be granted.

In case of illness, permission for a sick tray, usually picked up by a friend, must be obtained from the Dean of Students Office prior to the meal. Otherwise, all food is to be consumed in the dining hall. Please do not abuse your unlimited seconds privilege by taking food from the dining hall. Please bus your own tray to the dish return area. This not only helps the dining staff, but it is also a courtesy to your fellow students. Please do not borrow china, glasses or silverware. Though you may take these with the intention of returning them, quite often these items never make it back to the cafeteria. Replacing them results in additional cost to you.

Special services offered by dining services include birthday cake for your roommate, ice cream social for your hall, picnic for your dorm, banquets and receptions. All of these, and more, are available through our catering department. Call the dining services office for details at 863-8012.

Financial Information
Payment of Accounts

The registration of a student signifies the assumption of definite obligations between the University and the student. It is an agreement by the student and the student’s parents to fulfill the financial terms as stated in the catalog.

All accounts for the semester’s expenses are due and payable on registration day. If arrangements have not been made with the business office to satisfy an account within one week after the drop/add date, the student may not be allowed to preregister for future semesters. The business office will accept VISA, Master Card and Discover Card.

Billing

Students will be billed according to their tuition classification. Tuition classification will be determined by the student’s official registration form (including all official drop/adds) processed through the registrar’s office by the last due date for adding a class.

Bills for each semester are posted online through the student’s MyCSU account. Preliminary bills are posted online approximately two weeks prior to the semester. This bill reflects charges and aid as they are at that time. These items are subject to change. Final bills are posted online after the drop/add period ends. The bill will reflect total charges and financial aid for the semester based on registration.

Refunds

The CSU catalog specifies which charges, fees and deposits are refundable and procedures
necessary to obtain refunds. A student who has a credit on his/her account must sign up for e-refunds through his or her MyCSU account. The refund deposits directly into the bank account of the student’s choosing. The refund will be issued within 15 working days of the request.

Refund Checks Issued in Error

The Business Office makes every effort to issue refund checks as quickly as possible. Due to this emphasis, on rare occasions, amounts are refunded in error. The University has the right and will reclaim these funds. Electronic refund is the required method at CSU and students must sign up for this service through MyCSU. CSU does not have access to this information and therefore cannot take this information directly from the student. Refunds begin processing after final aid and charges have posted; approximately 3-5 weeks into each semester.

Check Cashing

The business office will cash student checks in the amount of $25 or less if the student has a valid CSU I.D. card. There is a charge of $0.15 for this service. No two-party checks will be cashed. A $25 fee will be charged for any returned checks. The University reserves the right to refuse checks from any party who cashes or remits to the University for any reason an insufficient fund check.

College Policies & Procedures

AIDS Policy for Students

The University AIDS Response Team consists of the Dean of Students, the athletic department trainer, a faculty member, and in the event that an employee is infected, the Vice President for Business Affairs.

If a student or employee confides to a campus official that he/she believes he/she may be HIV positive or have AIDS, the University official will confidentially advise the student or employee to accept referral to medical testing and counseling and request the individual notify the University in the event of a positive test.

Individuals with AIDS and/or HIV will not be excluded from the University or from campus housing solely because of this condition. Individuals who have AIDS or are HIV positive may be excluded from the University or from campus housing for behavior which violates the Student Code of Conduct, or if the health or safety of that person or others is threatened. Decisions regarding the type of educational setting for students with AIDS and/or HIV (upon adequate documentation from the student's physician), will be made on a case by case basis by the President, with recommendations from the University’s AIDS Response Team. The President and the AIDS Response Team will take into account the student’s physical condition and behavior, using a team approach which includes the student’s physician, personnel from the local health department or Center for Disease Control and others as deemed necessary.
**Car/ Vehicle Regulations**

University regulations require that all motor vehicles owned and/or operated by students on campus display vehicle permits obtained during the first two weeks of any given session and immediately thereafter as other vehicles are acquired. The permit period extends for 12 months beginning August 1st. The permit must be displayed on the windshield on the driver’s side.

The cost of a permit is $10.00 annually. A copy of vehicle regulations will be provided when vehicle is registered.

All resident vehicles must be the property of the student, student’s spouse, or student’s parents.

Physically handicapped students may obtain special parking consideration by submitting a request to the campus security office.

The University assumes no responsibility for the care or protection of any vehicle or its contents while on University property.

Vehicle maintenance is not allowed on campus at anytime.

Registered drivers are responsible for any violations involving their vehicles.

**Chapel Attendance**

The purpose of CSU Chapel is to provide the university with a corporate worship experience connecting the campus community with the thoughts and heart of Jesus Christ, creating a generation to live for HIS Name. The objectives of Chapel are to:

- provide Christ-centered programs through music, drama, and message;
- provide an atmosphere conducive to the growth of Christian fellowship;
- lead the CSU community through significant times of personal and corporate worship;
- provide opportunities for evangelism challenging the campus community to experience God’s love and forgiveness through a personal relationship with Jesus Christ;
- complement the discipleship programs sponsored by CSU Campus Ministries;
- introduce examples and techniques of personal faith development; and
- encourage an overall enthusiasm for campus life at CSU.

All full-time students (with 12 credit hours or more) are required to fulfill the Chapel attendance requirement (this includes students who have recently converted to full-time status after having attended Charleston Southern University as part-time or evening students). The system for meeting the Chapel requirement is as follows:

All Students must earn an average of six (6) Chapel Enrichment Units (nonacademic credit), to a maximum total of 48, for every semester that they are enrolled as a full-time student in order to be eligible to graduate from Charleston Southern University (for these purposes, a day student is any student who is not taking at least 50 percent of his or her courses through
online and nontraditional programs). These units are independent of the 125 academic credits needed for graduation.

A student may satisfy this requirement by one or a combination of the following options:

1. Attend regularly scheduled Chapels offered seven or eight Wednesdays per semester at 11:00 a.m. (one unit per program) during the fall and spring semesters.

2. Attend Alternate Chapel programs (one unit per program) that are offered each semester. The list of these available programs can be found in the weekly campus-wide newsletter.

Please note that any student arriving late to a Chapel program is NOT guaranteed to receive a Chapel Enrichment Unit for that program. Students are expected to arrive on time and be attentive and respectful during all Chapel services.

3. Satisfactorily complete up to three of the approved academic courses listed below (three units per course). A student may earn three credit hours and get three Chapel units for each of the three courses selected.

<table>
<thead>
<tr>
<th>Christian Studies</th>
<th>323 - Philosophy of Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology/Christian</td>
<td>324 - Sociology of Religion</td>
</tr>
<tr>
<td>Studies</td>
<td>324 - Sociology of Religion</td>
</tr>
<tr>
<td></td>
<td>/ 324 - Sociology of</td>
</tr>
<tr>
<td></td>
<td>Religion</td>
</tr>
<tr>
<td>Christian Studies</td>
<td>329 - World Religions</td>
</tr>
<tr>
<td>Psychology/Christian</td>
<td>340 - Psychology of Religious Experience</td>
</tr>
<tr>
<td>Studies</td>
<td>340 - Psychology of Religious Experience</td>
</tr>
<tr>
<td></td>
<td>/ 340 - Psychology of Religious Experience</td>
</tr>
<tr>
<td>Christian Studies</td>
<td>417 - History of Religion in America</td>
</tr>
<tr>
<td>Religion</td>
<td>423 - Christian Ethics</td>
</tr>
</tbody>
</table>

For instance, a student who is graduating after attending Charleston Southern University for four years as a full-time student would need forty-eight (48) Convocation Enrichment Units to graduate.

COMPLAINT POLICY

Complaints should be addressed to the Dean of Student’s Office, Strom Thurmond Center, 2nd floor. Complaints may be submitted by letter or by e-mail, but must be signed. The Dean of Students will determine the appropriate channel for addressing the complaint and forward it on, if need be, to the relevant department.

The appropriate department will provide the student with acknowledgment of receipt of the complaint within 15 business days of the receipt of the complaint. This acknowledgment may take written or verbal form based on the nature of the situation. Within 30 business days after receipt of the complaint, the appropriate department of the University will provide the student with an institutional response to the complaint.

In addition, students may also submit suggestions, concerns, or complaints through this link: http://www.csuniv.edu/webforms/contactus.asp

The University recognizes the sensitive and confidential nature of many student complaints and as a result documentation and correspondence about written student complaints are kept in the office of either the Dean of Students or the department issuing the institutional response. This information is shared with other departments only on a need-to-know basis.
Student Code of Conduct

Charleston Southern University’s Guiding Principles describe some of the values and principles which the University seeks for students as outcomes of the CSU experience. The Student Code of Conduct, which appears below, describes the behavior, values and principles which CSU expects of the students as they live and learn within its community.

The CSU Oath

The CSU community, comprised of students, faculty and staff, is bonded together through integrity. Joining the CSU community commits each member to behavior that demonstrates this.

As a member of the CSU community:

I will respect the CSU Christian environment.

I will respect other people and their property.

I will display responsibility in my actions.

I will practice academic integrity by upholding the CSU Honor Pledge and honor system.

I will promote order and safety on campus.

Adherence to these ideals commits each member of the CSU community to behavior that nurtures respect for others and builds integrity in all.

All student representatives are expected to support the student handbook, the student code of conduct, mission, vision and biblical core values of Charleston Southern University. Representatives of the university include, but are not limited to, student government officers and members, campus ambassadors, campus ministry leaders, presidents of clubs and organizations, and participants in Miss CSU, Homecoming Court, and Mr CSU.

Procedure

Every student at Charleston Southern University, by virtue of enrollment, has agreed to abide by and uphold the policies of this institution. The University believes, as adults, students should assume responsibility for their conduct on and off campus. The administration, faculty, staff and students are charged with the responsibility of maintaining order on campus.

All incident reports initiated by Residence Life will be submitted to the Director of Residence Life and all incident reports initiated by Campus Security personnel will be submitted to the Director of Security.

Reports initiated by anyone else should be sent directly to the Dean of Students. Failure to attend a disciplinary hearing will be construed as an admission of guilt, and the student’s case will be processed accordingly. All students are guaranteed a fair hearing and the right to appeal. When a CSU student is charged with an off-campus criminal offense
(misdemeanor or felony), he or she has the duty to notify the CSU Dean of Students of the charge(s) and circumstances.

**Committee for Discipline**

The Committee for Discipline is composed of students appointed by the president of the Student Government Association (SGA) or Dean of Students and faculty or administrative staff members appointed by the Vice President for Academic Affairs. Additional student and faculty members may be appointed as alternates. Student members of the Committee for Discipline may not hold an elected or appointed office in either the executive or legislative branch of the SGA. At least two students and three faculty or administrative staff members shall be present at a hearing for the Committee for Discipline to be in session. The Dean of Students or his/her appointee shall be present at proceedings, but shall be without voice.

The officers of the committee shall consist of a chairperson, a secretary and other officers as deemed necessary. A faculty member shall serve as chairperson. These officers shall be elected by the committee at its first meeting.

The duties of the chairperson are as follows:
1. To preside over all hearings
2. To vote only in the event of a tie
3. To receive evidence
4. To set the date for the hearing and notify the student

The duties of the secretary are as follows:
1. To serve as recording secretary for the Committee for Discipline
2. To keep a permanent file of Judicial Procedures
3. To carry out correspondence of this committee

Any member of the Committee for Discipline may be excused by the chairperson or the dean of students from participation in a hearing if he/she feels he/she would be prejudiced in connection with that case.

In the event that the Committee for Discipline does not have enough members to meet, the Dean of Students shall appoint the appropriate number to meet the quorum requirements.

The Committee for Discipline shall have sole power to interpret the constitution when a question of constitutionality is brought before the committee by a member of the student body.

**Disiplinary Offenses**

A student may be brought before disciplinary officials for any of the following:
1. Failure to respect the CSU Christian environment.
   a. Disorderly, indecent or improper conduct on or off campus
   b. SEXUAL IMPROPRIETY. Premarital or extramarital sexual activity on or off campus. The promotion, advocacy, defense or ongoing practice of a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values. We seek to help students who face all types of sexual temptation, encouraging single students to live chaste, celibate lives, and encouraging married students to be faithful to their marriage and their spouse.
   c. Possessing alcohol containers, full or empty, in the room, car, or on the person of the
accused or being under the influence of, possessing, selling, using, distributing consuming or knowingly being in the presence of alcoholic beverages on or off campus
d. Possessing drug paraphernalia in the room, car, or on the person of the accused or being under the influence of, illegally possessing, selling, using, or distributing any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus. Further, the University prohibits the unlawful use or possession of drugs or prescription medication/legal drugs being abused or used illegally whether or not on University property.
e. Knowingly in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.
f. Visiting the residence hall of members of the opposite sex or having visitors of the opposite sex in other than designated lounge areas (exceptions may be made at the beginning and end of each term for the transporting of luggage)
g. Gambling on campus
h. Possessing, showing, or distributing material, or using language of a lewd, profane or pornographic nature on or off campus
i. Exhibiting behavior disruptive to, or creating a risk of disruption to, the University’s learning environment
2. Failure to respect other people
a. Acts of hazing, placing someone under threat of physical harm, or physically or verbally abusing any person on campus
b. Misuse of campus telephones by fraudulent, annoying, or obscene phone calls or charging collect calls to the University
c. Smoking on-campus
d. Showing disrespect for or refusing to follow the lawful instructions of a University official
3. Failure to respect others’ property
a. Intentionally stealing, borrowing without permission, damaging or selling, without authorization, University property or the property of others
b. Fraudulent use or abuse of any coin-operated machine on campus
c. Littering
d. Entering the room of another student without authorization
e. Unauthorized use and/or possession of a University key
4. Failure to display responsibility and integrity
a. Knowingly furnishing false information to the University
b. Misusing identification cards or University records
c. Failing to respond to the official summons of a University official or disciplinary body
d. Violating disciplinary sanctions as handed down by the appropriate disciplinary body
e. Forgery
f. Attempting the foregoing, or aiding or encouraging the commission of any of the foregoing by another
5. Failure to promote order and safety
a. Possessing firearms, ammunition, fireworks, explosives or weapons of any kind on campus
b. Using fireworks on campus unless authorized by the Dean of Students
c. Setting off a false alarm or tampering with the fire alarm system or equipment
d. Arson
e. Breaking into or entering a building that has been secured
f. Being present in an unauthorized area or aiding and abetting unauthorized occupancy or entry
Disrupting the normal flow of traffic, vehicular or pedestrian or the disruption of
University sponsored functions
h. Entering any area including classrooms, offices, and laboratories after normal
class/office hours without permission of the appropriate faculty or staff member
   i. Commercial solicitation without prior written authorization from the Vice President for
      Business Affairs
j. The public distribution of materials without prior written authorization from the Dean
   of Students or Director of Student Activities
k. Participating in or encouraging participation in an unrecognized student organization
   as described in Section I of the organizational chartering procedure in the Student Handbook
l. Planning or implementing a rally, forum, assembly, demonstration, protest, or similar
   gathering on or about the CSU campus without prior written notification of and written
   authorization from the office of the dean of students as required in Section G of the Student
   Activities Policies section in the Student Handbook
m. Violating University regulations relating to the use of specific campus areas or buildings
n. Committing a criminal offense on campus
o. Committing an offense off campus of such a nature that the student constitutes a
danger to the University or to members of the University community

Students may also be sanctioned for conduct of such a nature that the student constitutes a
hazard to the health, safety, or well-being of members of the University community or which
is detrimental to the University’s interest whether such conduct occurs on campus, off campus
or at University sponsored events. CSU students are expected to follow this Code of Conduct
both on and off campus.

Where University policy does not conflict, the instructor, as a University official, shall
determine what constitutes appropriate behavior or attire in the classroom. Serious or
repeated infractions may subject students to proceedings under Disciplinary Offenses in the
Student Handbook.

Student Code of Conduct-Disciplinary Procedures

1. All persons affiliated with Charleston Southern University shall report violations of the
   Student Code of Conduct to the Director of Campus Security or the Dean of Students.
2. An investigation which yields sufficient evidence to bring charges against a student will
   result in notification of the accused.

   The student Attorney General or designated alternate shall meet privately with the
   accused student to inform the student of the specific charge, the nature of the
   evidence, student rights, and the disciplinary hearing procedure. In the absence of
   these officials, the designee of the Dean of Students may fill this role.
   A student may choose to waive this meeting by signing a statement of waiver.

3. The student will be entitled to a hearing on the disciplinary charge. The student may
   request to have the case heard before either the Dean of Students or the Committee
   for Discipline. The Dean of Students may at any time refer a case to the Committee
   for Discipline. If the student elects to have his hearing before the Dean of Students,
   the Dean of Students shall hear the case himself, refer the case to the Associate Dean
   for Student Development or other University staff member(s) for the hearing, or refer
   the case to the Committee for Discipline.

4. For the purposes of this section, the term “University disciplinary officials” refers to the
individuals before whom the hearing is held. Disciplinary hearings shall proceed in the
following manner:

a. Hearings shall be private. The only persons permitted in the hearing room are
University disciplinary officials, the accused student, the student Attorney
General or designated alternate as appointed by the Dean of Students,
witnesses, and any other person(s) deemed by the University disciplinary
official to have information relevant to the case. University disciplinary
hearings are not criminal proceedings and are not subject to the rules or
procedures of the American legal system. Accordingly, students are not
permitted to bring legal counsel to a hearing.
b. At the commencement of the hearing, the student shall be informed once
again of the charge against him.
c. The witnesses, if any, shall be called into the hearing and may be questioned
by University disciplinary officials and by the student.
d. The student shall be permitted to present the testimony of witnesses and
other evidence in his/her defense. Defense witnesses shall be subject to
questioning by the University disciplinary officials.

At the conclusion of the presentation of testimony and other evidence, all persons
except university disciplinary officials may be excused from the hearing room. The
University disciplinary officials shall then deliberate and render a decision.

5. The University disciplinary officials first shall determine whether, in light of the
evidence presented, the student is guilty of a violation of the Student Code of
Conduct. If so, the University disciplinary officials shall impose punishment. In
fashioning an appropriate punishment, the University disciplinary officials may
consider all relevant factors, including, but not limited to, the nature and severity of
the misconduct and the prior disciplinary history of the student.

6. The decision of the University disciplinary officials shall, when possible, be rendered
within 48 hours after the commencement of deliberations. If the disciplinary hearing
is conducted by the Committee for Discipline, the Chairman shall promptly, in writing,
notify the Dean of Students of the decision.

7. The Dean of Students or his appointee shall send or deliver a letter to the student
informing him or her of the decision and, if applicable, the punishment that was
imposed.

Student Code of Conduct - Disciplinary Appeals

1. A student found guilty of a violation of the Student Code of Conduct shall be entitled to
a single appeal before either the Committee for Discipline (if the Dean of Students
conducted the disciplinary hearing) or before the Dean of Students or his designee (if
the Committee for Discipline conducted the disciplinary hearing).

2. The purpose of an appeal is to ensure that proper disciplinary procedures are followed
in conducting disciplinary hearings or that any punishment imposed is not too severe,
or both. An appeal is not for the purpose of rehearing the disciplinary hearing or
second-guessing the determination of guilt made by the official(s) who conducted the
original disciplinary hearing.

3. A student may file an appeal in the office of the Dean of Students on a form supplied by that office within 48 hours after:
   a. He or she is notified of the punishment imposed as a result of the disciplinary hearing, or
   b. A letter is mailed or delivered to the student advising him/her of the punishment imposed as a result of the disciplinary hearing, whichever occurs first

4. The student shall specify on the appeal form either:
   a. The specific disciplinary procedures that were not adhered to in his or her case and the precise nature of the harm that this caused the student in defense of his or her case; or,
   b. The specific reasons why, in his/her case, the punishment imposed was too severe or both.

5. Sanctions imposed in the original hearing shall be enforced until the appeal is heard, unless specifically delayed by the official(s) conducting the original hearing.

6. A hearing on the appeal shall be held as soon as is possible. Those in attendance shall include:
   a. The Dean of Students (or his designee) and a quorum of the Committee for Discipline, if the underlying disciplinary hearing was conducted by the Dean of Students; or
   b. The Dean of Students if the underlying disciplinary hearing was conducted by the Committee for Discipline;
   c. The student Attorney General (if requested) or designated alternate.
   d. The student; and
   e. Such other persons whose presence is deemed necessary or appropriate by the officials conducting the appeal hearing. A student who fails to appear at his/her appeal hearing shall be deemed to have waived his/her right to appeal.

7. At the appeal hearing, the officials conducting the hearing shall consider all matters that they deem to be relevant either to the procedures employed in connection with the underlying disciplinary hearing or to the severity of the punishment and shall hear the argument presented by the student. The officials conducting the appeal shall not hear evidence relating to the guilt or alleged innocence of the student unless such evidence is otherwise relevant to the legitimate purposes of the appeal.

8. Within 48 hours after the conclusion of the appeal hearing, the officials conducting the appeal shall render a decision, which may:
   a. Uphold the underlying decision in its entirety
   b. Reverse the underlying decision and send the case back to the officials who conducted the underlying disciplinary hearing for: (1) a new disciplinary hearing; or (2) reconsideration and reimposition of punishment
   c. Increase or lessen the punishment.

Student Code of Conduct – Non-appealable Disciplinary Offenses
While the University is fully committed to a disciplinary process that is both fair and expeditious, it is recognized that some disciplinary offenses are of such a severe nature that they may threaten the campus community and/or the safety of students, faculty and staff.

Therefore, the following offenses have been designated as nonappealable. This means the finding of the original disciplinary hearing will be imposed immediately without the right to appeal. These include:

a. Illegally possessing, using, selling or distributing any type of narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.

b. Possession or use of any weapon, i.e. guns, knives, explosives. A “weapon” may be defined as any object that is used with the intent to inflict harm.

c. A positive result on a University mandated drug test.

This policy applies regardless of whether the original disciplinary hearing is held by the Dean of Students or the Committee for Discipline.

**Student Rights**

Student rights are described as follows and may be seen in the CSU Student Government Handbook:

a. The student shall be afforded a fair hearing and the right to appeal (except for those offenses outlined in the Nonappealable Disciplinary Offenses policy.)

b. A student is presumed innocent until he/she is found guilty

c. A student has the right to obtain student counsel (Attorney General or designated alternate)

d. A student may present witnesses and evidence in his behalf

e. The student has the right to cross-examine

f. The student has the right to face the accuser

**Sanctions**

Sanctions for violations of any of the foregoing rules will be imposed by University disciplinary officials and may include but are not limited to one or any combination of the following:

a. Attendance at educational programs and/or participation in counseling

b. Work programs

c. Campus or community service

d. Monetary fines

e. Disciplinary probation

f. Suspension from campus activities

g. Ineligibility to represent the University (including, but not limited to athletic events, musical and dramatic performances, scholastic competitions, fund raising events, and similar University sponsored events)

h. Suspension from residence halls and/or dining hall (without refund)

i. Suspension from the University for one or more academic terms

j. Permanent expulsion from the University

NOTE: Suspensions and expulsions are annotated on the official transcript.
Disciplinary Probation

Disciplinary probation may be imposed for a specified period of time or an indefinite period, to remain in effect until such a time as the official in charge shall determine that the probationary status should be lifted. While on disciplinary probation, a student may be removed from a campus office, honor or distinction and is subject to more severe sanctions if subsequent violations occur during the probationary period. The official placing the student on probation will define the limitations, if any, and the conditions applying during the probationary period. Limitations may be, among other things, in the form of denial to represent the University in any capacity or in limited capacities while on probationary status. Students on disciplinary probation risk suspension from Charleston Southern University if found guilty of additional violations of the Student Code of Conduct.

A student’s disciplinary status is not public information. However, the disciplinary status will be provided to respective coaches, professors and personnel.

Notification of Parent

If a dependent student (as defined by the Internal Revenue Code) is found guilty of violating the Student Code of Conduct and placed on probation or suspension or is expelled from the University, parents or guardians are automatically notified by letter. In the case of alcohol or drug violations, the parents of dependent and independent students will be notified.

Drug Policy

Charleston Southern University has a zero tolerance policy for the use, possession and/or distribution of illegal drugs on or off campus. When a violation of the CSU drug policy occurs (see Disciplinary Offenses) CSU officials will charge individuals involved with a campus violation and notify the North Charleston Police Department. If found responsible by a CSU hearing panel or official, regardless of the actions taken by civil authorities, the individual will be immediately suspended from the University. A student suspected of illegal drug use may be requested to provide a urine and/or hair sample for drug analysis testing. Refusal to supply a urine and/or hair sample will be considered a positive result for drugs. If a student attempts to adulterate, substitute or manipulate his/her specimen during the collection process, it will be treated in the same fashion as a positive drug test. Students knowingly in the presence of any illegal drugs may be suspended or receive a lesser penalty based upon individual circumstances. Students who violate the drug policy and are removed from the University will be given AWs (Administrative Withdrawal) on all grades for the semester.

Drug Testing

1. A student suspected of illegal drug use may be requested to submit to a drug test. Samples collected for testing may include urine, hair, blood, saliva, fingernails, toenails, or any other acceptable means of testing for drugs. Failure to provide the requested sample will be treated as a positive result, and the individual will be immediately suspended.

2. Students who have been charged with a drug offense under the Student Code of Conduct may be requested to submit to a drug test at any point in the disciplinary process. This includes the investigative process and the actual hearing. Samples collected for testing may include urine, hair, blood, saliva, fingernails, toenails, or any
other acceptable means of testing for drugs. Failure to provide the requested sample will be treated as a positive result, and the individual will be immediately suspended.

**Alcohol Policy**

**Minimum Penalties**

Students guilty of alcohol or visitation will receive the minimum sanctions as stated below, which automatically apply upon a finding of guilty by a CSU hearing panel or University official. At the discretion of the Dean of Students or the disciplinary committee, additional sanctions may be applied. Students who have not satisfied their sanctions/fines by the due date are subject to immediate suspension from the residence hall.

**Alcohol - First Offense**

- **Minimum** $250.00 fine.
- 10 hours campus service as prescribed by the Dean of Students
- Drug and alcohol counseling with an approved counselor
- Disciplinary probation (one full calendar year)
- For athletes, the person found responsible for this violation will not be allowed to represent CSU on the field of play for a term equal to one-fifth (20 percent) of the season’s schedule. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- For all students, the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one-fifth (20 percent) of the semester’s schedule of events. This suspension will be in effect for consecutive events.
- Notification of parents

**Alcohol - Second Offense**

- **Minimum** $500.00 fine
- Drug and alcohol counseling with an approved counselor
- Disciplinary probation for an **INDEFINITE** period of time
- **Suspension** from the residence halls
- For athletes, the person found responsible for this violation will not be able to represent CSU on the field of play for a term equal to one full season. This suspension will be in effect for consecutive games, meets, matches or tournaments.
- For all students, this means the person found responsible for this violation will not be able to represent CSU as an office holder, club member, musician, ministry participant or in any other extracurricular activity for a period equal to one full semester of scheduled events. This suspension will be in effect for consecutive events.
- Notification of parents

**Alcohol - Third Offense**

- Suspension from the University for a minimum of one year. After one year, the person found responsible for this violation may reapply to the University and revocation of the suspension will be considered at that time.
Safe Harbor
Safe Harbor is a program that permits students to refer themselves for help and treatment for the use of alcohol, illegal drugs, or legal drugs being abused or used illegally. If the student comes forward of his or her own free will, help is available and the student will not be subject to disciplinary sanctions provided ALL provisions of the Safe Harbor are strictly adhered to.

To enter into safe harbor, students should contact the Dean of Students. At that point, the student will enter into an agreement and sign a consent form outlining the guidelines and provisions of the Safe Harbor Program. The student is considered to be in safe harbor at that point and all provisions of the program are applicable from that point on. A drug screening will be scheduled and administered through the Dean of Students Office as soon as possible in order to establish a baseline for future drug testing.

Entry into the Safe Harbor Program affords students the opportunity to receive professional counseling, educational programming, and provides accountability. An individual treatment plan will be developed between the student and the University’s Counseling Center. The duration of the program will be determined by the University’s Counseling Center.

Students are advised that they may be subject to random drug testing while in the Safe Harbor Program. A positive drug test during safe harbor will result in applicable disciplinary sanctions being imposed. Students may NOT enter into the Safe Harbor Program after being notified of his or her participation in an impending drug test or after being charged with a drug or alcohol-related disciplinary offense. Students are still encouraged to seek free and confidential treatment and/or referrals from the Office of Counseling Services at any time.
(Note: Students are required to pay for drug testing while participating in the Safe Harbor Program.)

SEEKING HELP AND BEHAVIORAL ACCOUNTABILITY

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the University and sincerely wishes to get assistance and accountability for that behavior prior to the University discovering the inappropriate behavior, the student may take the initiative to discuss this with the Director of Counseling Services, the Assistant Dean of Students/Director of Residence Life, Associate Dean of Students, or the Dean of Students without the threat of disciplinary action. This kind of problem is defined as a “personal problem,” and the staff member will seek to work with the student toward the goal of Christ-like living. Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.

Criminal Sanctions for Drug and Alcohol Offenses

The City of North Charleston prohibits the following acts and prescribes the corresponding penalties:
1. The possession of less than one ounce of marijuana is punishable by 30 days in jail.
2. It is unlawful to advertise, sell, manufacture or possess drug paraphernalia. Violation of this law is subject to a $500 fine.
3. The consumption of alcoholic beverages in public places which are not licensed for the consumption of alcohol is prohibited.
4. The consumption of alcohol from an open container at any commercial establishment between the hours of 2 a.m. and 7 a.m. Tuesday through Saturday is prohibited.
5. No person shall be intoxicated in any street, public building, place of amusement or worship or any other public place in the city.

**The State of South Carolina prohibits the following acts and prescribes the corresponding penalties:**

1. The purchase or possession of beer, wine or liquor by persons under 21 years of age carries a fine of up to $200, and mandatory driver's license suspension of 90 days to six months.
2. Giving false information about your age in order to purchase alcoholic beverages or giving or purchasing alcoholic beverages for someone under 21 years of age is punishable by 30 days in jail and up to a $200 fine and mandatory driver's license suspension of 90 days to six months.
3. It is unlawful for anyone to have beer or wine in an open container in a moving vehicle. This offense is punishable by a fine of $100 and/or 30 days in jail.
4. Public intoxication is punishable by a $100 fine or 30 days imprisonment.
5. Driving under the influence of alcohol or illegal drugs can result in a two to 30 day jail term and a $200 fine for the first offense and up to one to five years in prison for the fourth offenses. In addition, driving under the influence may result in the temporary or permanent suspension of your driver's license.
6. Causing injury or death to another while driving under the influence of alcohol or illegal drugs carries a penalty of up to 25 years in prison and a fine of up to $25,000.
7. Obtaining drugs through fraud or misrepresentation is punishable by a fine of up to $2000 and five years in prison.
8. The distribution or possession of certain controlled substances including marijuana, cocaine, crack or heroin can be punishable by 15-40 years in prison and/or $200,000 fine.
9. The distribution of illicit drugs or controlled substances to minors is a separate crime punishable by a fine of $30,000 and/or a sentence of up to 20 years.
10. The distribution of illicit drugs or controlled substances within one-half mile of a school is a separate crime punishable by a jail term of up to 15 years and a fine of not less than $10,000.
11. Anyone convicted of the distribution or transportation of illicit drugs or controlled substances is subject to forfeit all his or her money, equipment or other personal property used in the distribution of the controlled substance.
12. The possession of drug paraphernalia is punishable by a fine of up to $500.

**Federal law prohibits the following acts and prescribes the corresponding penalties:**

1. The unlawful distribution or possession of substances such as cocaine, heroin, and LSD are punishable by a sentence of up to life in prison and an $8 million fine, depending on the quantity and type of drug involved.
2. The simple possession of an illicit drug or controlled substance without a medical prescription is subject to a penalty of up to 20 years in prison.
3. The distribution of illicit drugs or controlled substances to people under age 21 doubles the severity of the punishment described in item one above.
4. Distributing illicit drugs or controlled substances within 100 feet of any school or college or within 100 feet of any playground, video arcade, or swimming pool is a separate offense punishable by a prison term of one to three years for the first offense and up to life in prison for the second offense.
5. Working in cooperation with five or more other people in violation of one or more of
the above stated federal laws can result in an additional penalty of 20 years to life in prison.

**Substance Abuse Counseling**

Persons wishing to seek voluntary, confidential counseling and referral in regard to substance abuse problems should contact the University’s counseling service at 863-8010.

**Visitation**

First Offense
- $250.00 Fine
- Disciplinary probation for one full calendar year

Second Offense
- Suspension from the residence hall

* Any students suspended from the University or the residence halls must meet all sanctions and consult with the Dean of Students prior to returning to the University and/or the residence halls.

**Disguises/Masks**

Mask or facial coverings of any type that serve as a disguise including full or partial painting of the face are inappropriate on campus, except at CSU sporting events. For security reasons, CSU personnel must be able to indentify you. Anyone who is in violation of this policy will be subject to student code of conduct disciplinary procedures.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend a record as requested by the student, the University will notify the student of the decision and advise the
student of his or her right to a hearing regarding the request for amendment. Additional
information regarding the hearing procedures will be provided to the student when notified of
the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in
the student’s educational records, except to the extent that FERPA authorizes disclosure
without consent. One exception which permits disclosure without consent is disclosure to
school officials with legitimate educational interests. A school official is a person employed by
the University in an administrative, supervisory, academic or research or support staff position
(including law enforcement unit personnel and health staff); a person or company with whom
the University has contracted (such as an attorney, auditor, or collection agent); a person
serving on the Board of Trustees; or a student serving on an official committee, such as a
disciplinary or grievance committee, or assisting school officials in performing legitimate tasks
including assignments while working under a Federal Work-Study (FWS) program agreement.
A school official has a legitimate interest if the official needs to review an educational record in
order to fulfill his or her professional responsibility. Upon request, the University may disclose
records without consent to officials of another school in which a student seeks or intends to
enroll. Information may be disclosed to parents of dependent children enrolled at CSU if the
student is under 23 years of age and is listed as a dependent on the parent’s federal tax
returns. Our procedure is to verify the student’s dependent status through our financial aid
office by requiring documentation before information is released.

4. The right to file a complaint with the U.S. Department of Education concerning alleged
failures by Charleston Southern University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE OF DESIGNATION OF
DIRECTORY INFORMATION

The University has designated certain information contained in the educational records of its
students as directory information pursuant to the Family Educational Rights and Privacy Act
(FERPA). This information is not generally considered harmful or an invasion of privacy if
disclosed. Directory information at Charleston Southern University includes, but is not limited to:

- name, address, telephone listing
- e-mail address
- date and place of birth
- field(s) of study
- participation in officially recognized activities and sports
- weight and height of student-athletes
- dates of attendance
- degrees and awards received
- photographs
- most recent previous school attended
- enrollment status (full time, part time, undergraduate, graduate)
Directory information cannot include a student’s social security number, student I.D. number, race/ethnicity or gender. Directory information may be disclosed by the University for any purpose considered legitimate without student consent. Students have the right, however, to refuse the disclosure of any or all of the information designated as directory information. Students refusing to have any or all of the designated directory information disclosed without consent must submit written notification to the office of the registrar. To properly enforce a refusal request, written notification should be filed no later than one week from the beginning of a term in which a student has enrolled. However, refusal notifications will be accepted, processed and enforced as soon as possible anytime they are received. Careful consideration should be given before any disclosure refusal is submitted. The University’s enforcement of a refusal notification may have unexpected or undesirable ramifications.

Health and Safety Exception – An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

**Firearms and Explosives**

Students shall not possess any type of firearm, flammable liquid or explosive on campus anywhere, anytime. This includes hunting rifles, target weapons, handguns, BB guns, airsoft guns, hunting knives, bottle rockets, roman candles, etc. Possession or use of firearms and explosives, including fireworks and bottle bombs, will result in disciplinary action and may include expulsion from the University.

**Exceptions:** The above restrictions do not apply to Sworn Police Officers and to persons authorized to carry concealed weapons pursuant to Section 16-23-430, Article 4, Chapter 31, Title 23, Code of Laws of South Carolina, 1976, when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Anyone bringing weapons to campus may be asked to produce their legally issued “Concealed Weapons” permit. Removal of the weapon from the security of the vehicle while on campus regardless of the reason is a felony violation of the law and a violation of Charleston Southern University’s Student Code of Conduct.

**Harassment-Sexual**

Charleston Southern University is committed to providing its students an environment free from implicit and explicit coercive sexual behavior used to control, influence or affect the well-being of any member of the University community. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, which has the purpose or effect of creating a hostile or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community and is grounds for disciplinary action.

To that end, and in accordance with federal and state law the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be
guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the University community.

Reports of sexual harassment will be met with appropriate disciplinary action, up to and including dismissal from the University.

Any student who is a victim of sexual harassment can request assistance from the Dean of Students. Confidential individual sessions with a licensed counselor can be scheduled as well as referrals to professional counselors in the community. The University has designated the following individuals as “Reporting Officials” who have the responsibility to receive complaints, initiate an investigation relating sexual harassment, and move it into the appropriate process by which resolution of the complaint will occur:

Title IX Coordinator
843-863-8008
Dean of Students
843-863-8008
Director of Human Resources
843-863-8047
Associate Dean of Students
843-863-7099
Assistant Dean of Campus Life/
Director of Residence Life
843-863-5505
Director of Campus Security
843-863-7102
Dean, College of Science and
Mathematics
843-863-8091
Dean, College of Humanities and
Social Sciences
843-863-7132
Dean, College of Nursing
843-863-7826
Dean, College of Health Sciences
843-863-7355
Dean, School of Christian Studies
843-863-7973
Dean, School of Business
843-863-7025
Dean, School of Education
843-863-7765

Sexual Harassment, Title IX, Campus SaVE Act and VAWA Brochure

A copy of the University’s policy on Sexual Harassment can be obtained from the Dean of Students office or found online here: Sexual Harassment Policy
If you observe any sexual activity involving a minor on campus, you are instructed to contact law enforcement immediately (North Charleston Police Department – 843-740-2800 or 843-554-5700)

Sexual Assault

Charleston Southern University’s ongoing desire is to create and maintain a safe environment in which all members of its University community (students, faculty, staff) can learn and work free from fear of sexual assault and other forms of violence. On June 20, 2014, the Department of Education, in support of the same quest for all American institutions of higher learning, developed recommendations to implement changes made by the Violence Against Women Act to the Clery campus safety provisions of the Higher Education Act by issuing proposed regulatory action dealing with campus sexual assault. These regulations include new requirements relative to (1) reporting instances of sexual violence (2) sexual assault primary prevention and awareness programs and campaigns (3) range of protective measures offered victim following an allegation of violence (4) campus disciplinary procedures.

The new changes will be reflected within all of CSU’s institutional policies and procedural reference materials where applicable, emphasizing focus on (1) broadening the definition of rape to reflect the new standard (2) providing a training strategy and describing primary prevention and awareness programs to incoming students and new employees as well as ongoing prevention and awareness campaigns for returning students and current employees (3) describing each type of disciplinary proceeding used by the institution such as the steps, anticipated timelines and decision-making process for each type of disciplinary proceeding and, additionally, how the University determines which type of proceeding to use, based on the circumstances of an allegation associated with crimes of dating violence, domestic violence, sexual assault and stalking. Prior to such a proceeding, CSU already will have reviewed and edited its disciplinary procedures and denoted and circulated in writing both the new regulations and the fact that the University emphasizes prohibition of such crimes of violence committed against any student, faculty or staff member on and/or off campus. Further, it shall be so stated that such violations will be readily addressed and handled by appropriate University officials as confidentially as possible.

In an effort to eliminate the above described forms of perpetrating violence on or off the University’s campus, thus contributing to a safe university community, CSU will abide by the regulatory changes, provide an appropriate prevention education program and have trained professionals ready to provide vital support services if needed.

Rape is a general term used to describe any sexual act against your will or without your consent. The Federal Bureau of Investigation’s (FBI) definition of rape can be found here. About half of all rapes and sexual assaults are committed by someone known to the victim. Many of these are termed “date rapes” (when a woman is coerced into unwanted sexual activity by her date). Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn’t make it any less a rape. If someone you know makes unwanted advances, don’t be afraid to resist strongly. If you say “NO,” do whatever is necessary to get the point across. If you are going out on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home and/or to campus by myself? Will other people be around? Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

If you are raped or sexually assaulted while a student at CSU, you should seek medical attention (even if there are no injuries). Call campus security if the incident occurred on campus at 2020; if off campus 911, Charleston Memorial Hospital at 577-0660 or contact (PAR) People against Rape, the local rape crisis center (24-hour counseling and support for
survivors of rape) at 722-7273. You can seek support anytime following the incident (or
incidences) from the following campus resources:
  Counseling Center, Russell West, 2nd floor  843-863-8010
  Campus Security,
    Russell West 1st Floor  843-863-7103
  Dean of Students, Strom Thurmond Center  843-863-8008
  A trusted friend, faculty or staff member

* MEDICATION WILL NEVER BE USED TO RESOLVE SEXUAL ASSAULT
COMPLAINTS.

HIPAA (Health Insurance Portability and Accountability Act)

On 14 April 2003, the HIPAA final regulations went into effect, and Charleston Southern
University developed an internal process for complying with the security of Protected Health
Information for all our students. This information will be kept confidential and only divulged in
the event you become ill or injured or a threat to yourself or someone else while you are
attending Charleston Southern University. To obtain these forms, please contact the
Residence Life office; and they will supply you with one. You are not required to execute the
form; but if you do not, we are only permitted by law to seek medical assistance for you in the
event of an emergency. If you have any questions concerning this, please contact Payroll at
843-863-8070 or via e-mail whousand@csuniv.edu.

Immediate Interim Suspension

The Dean of Students may place a student on Immediate Interim Suspension without the
benefit of a disciplinary hearing under the following circumstances:

1. In the event that a student’s actions on or off campus are of such a nature that the
   student constitutes a danger to property or to others on campus, the student may be
   immediately placed on interim suspension. Such a student may be suspended from the
   campus and all related activities until such a time as a disciplinary hearing may be
   held and concluded.

2. In the event a student is charged with a serious crime by civil authorities, the Dean of
   Students may place the student on immediate interim suspension until such time as
   the case is fully adjudicated by the courts. A decision regarding the student’s ability to
   return to the University will be made once court documents detailing the outcome of
   the case are provided to the Dean of Students for review.

Involuntary Administrative Withdrawal (Nonjudicial)

Involuntary Withdrawal applies to cases in which there is a concern about the safety of others
and/or when a student’s behavior results in, or creates a risk of, a disruption to the learning
environment. Thus, the Dean of Students or his/her designee may require a student who has
been involuntarily withdrawn to be reevaluated before he/she is readmitted in order to assure
that he/she presents no direct threat to others and/or does not exhibit current behavior which
would be disruptive to the learning environment.

A student may be withdrawn from the University or from University housing if it is determined by reasonable evidence that the mental state of the student may lead to (a) behavior which poses an imminent danger to others; (b) behavior which would cause significant property damage or directly impede the normal activities of others; or (c) exhibiting behavior which disrupts or creates a risk of disrupting the University’s learning environment.

The determination will include an assessment of whether any reasonable modification of the University’s policies, practices or procedures will significantly mitigate the risk posed by the mental state of the student.

**Procedure for readmission to the university following suspension or involuntary withdrawal.**

Students seeking readmission to the University after suspension or involuntary withdrawal must receive authorization to return to the University and/or University housing from the Dean of Students in consultation with members of the Behavioral Intervention Team (BIT). The Dean of Students may also consult any other person he/she deems appropriate in making the readmission decision.

**Protocol for addressing threat of harm to self**

The University reserves the right to require a student who presents as a threat to self, but not to others, to undergo an assessment from a mental health provider who may disclose to the university the outcome of the assessment. Counseling Services may conduct a triage assessment with such an individual. Pending the outcome of this assessment, an area Mobile Crisis unit may be called upon to conduct a further assessment and the person may need to be hospitalized. Such a decision may be made by counseling services staff and/or Mobile crisis professionals. Hospitalization may be voluntary, or involuntary in some cases.

When an individual is hospitalized for this reason, the Vice President of Student Affairs and the Dean of Students Office and other pertinent staff may be notified. Examples of pertinent staff include but are not limited to campus security and residence life director and coordinators. In general, the Dean of Students’ office will indicate to the person’s professors that he/she has been hospitalized. The Dean of Students or other pertinent staff will generally protect confidentiality by not revealing to professors why a student has been hospitalized, but in some cases there may be a need to inform professors of the reason for hospitalization.

In general, a student who has been hospitalized due to a threat of harm to self does not need to present any documentation from the hospital regarding his/her release in order to return to the University and resume attending classes or residing in the residence halls.

**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

In compliance with its duties under federal law, Charleston Southern University makes an annual disclosure of campus crime statistics and graduation rates to all students and applicants for enrollment. A copy of the annual campus crime statistics may be obtained from the campus security office. A copy of CSU graduation rates may be obtained from the office of institutional research.

**Student ADA/ Section 504 Grievance Procedure**

**I. POLICY**

Charleston Southern University, in compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an
institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, have the right to use this grievance procedure.

II. APPLICABILITY

The grievance procedure set forth below is applicable to undergraduate and graduate students of the University. In general, it is designed to address disputes concerning the following:

1. Disagreements regarding a requested service, accommodation, or modification of a University practice or requirement;
2. Inaccessibility of a program or activity;
3. Harassment or discrimination on the basis of disability;
4. Violation of privacy in the context of disability;
5. The University's Involuntary Administrative Withdrawal (Nonjudicial) policy.

As a general proposition, this grievance procedure supplants the current Disciplinary Appeals Procedure with respect to disability-related grievances. Questions of applicability will be decided by the Director of Disability Services.

III. COMPLIANCE OFFICERS

Charleston Southern University’s Compliance Officers are responsible for administering this grievance procedure as well as ensuring compliance with applicable laws. The Director of Disability Services is the designated ADA/Section 504 Compliance Officer. That office is located in the Student Success Center, Strom Thurmond Bldg.

Additional Compliance Officers may be designated from time to time by the Vice President for Student Affairs from those faculty and staff members knowledgeable concerning disability issues and the legal mandates of state and federal disability statutes.

IV. INFORMAL RESOLUTION

Prior to initiating the formal complaint procedure set forth below, the student should, in general, first discuss the matter orally or in writing with the individual(s) most directly responsible. If no resolution results, or if direct contact is inappropriate under the circumstances, the student should then consult with the Compliance Officer who will attempt to facilitate a resolution. (The information resolution process may involve consultation with the Dean of Students and/or Associate Dean of Students; see Additional Resources below.)

If the Compliance Officer is not successful in quickly achieving a satisfactory resolution (that is, generally within seven calendar days), the Compliance Officer will inform the student of his or her efforts and the student’s right to file a formal complaint.

V. FORMAL COMPLAINT

If the procedure set forth above for informal resolution does not yield a successful resolution, then the student may file a complaint in the following manner:
A. When to File Complaint

Complaints must be filed as soon as possible, but in no event later than 10 days after the end of the quarter in which the concern arose.

B. What to File

A complaint must be in writing and include the following:

1. The grievant’s name, address, e-mail address and phone number;
2. A full description of the problem;
3. A description of what efforts have been made to resolve the issue informally;
4. A statement of the remedy requested.

C. Where to File Complaint

The complaint is to be filed by delivery to the Compliance Officer at The Dean of Students Office.

D. Notice of Receipt

Upon receipt of the complaint, the Compliance Officer reviews the complaint for timeliness and appropriateness for this grievance procedure, and provides the grievant with written notice acknowledging its receipt.

E. Investigation

The Compliance Officer or his or her designee (hereafter collectively referred to as the “grievance officer”) will promptly initiate an investigation. In undertaking the investigation, the grievance officer may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the grievance officer believes to have relevant information, including faculty, staff, and students.

F. Representation

The grievant and the party against whom the grievance is directed each have the right to have a representative. The party shall indicate whether he or she is to be assisted by a representative and, if so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative and will not be allowed to participate on behalf of a grievant.

G. Findings and Notification

Upon completion of the investigation, the grievance officer will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings, and a proposed disposition. This transmission will be expected within 45 calendar days of the filing of the formal complaint. The deadline may be extended by the Compliance Officer for good cause including for reasons related to breaks in the academic calendar. The final report may also be provided, where appropriate, to any University officer whose authority will be needed to carry out the proposed disposition or to determine whether any personnel action is appropriate.

H. Final Disposition

The disposition proposed by the grievance officer will be put into effect promptly. The grievant or any party against whom the grievance or the proposed disposition is directed may appeal. The appeal to the Vice President for Student Affairs (as set forth below) will not
suspend the implementation of the disposition proposed by the grievance officer, except in those circumstances where the Vice President for Student Affairs decides that good cause exists making the suspension of implementation appropriate.

VI. URGENT MATTERS

Whenever the application of any of the time deadlines or procedures set forth in this grievance procedure creates a problem due to the nature of the complaint, the urgency of the matter, or the proximity of the upcoming event, the Compliance Officer will, at the request of the grievant, determine whether an appropriate expedited procedure can be fashioned.

VII. REMEDIES

Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. As stated above, a copy of the grievance officer's report may, where appropriate, be sent to University officer(s) to determine whether any personnel action should be pursued.

VIII. APPEAL

Within ten calendar days of the issuance of the final report, the grievant or the party against whom the grievance is directed may appeal to the Vice President for Student Affairs the grievance officer's determination.

An appeal is taken by filing a written request for review with the Compliance Officer at The Dean of Students Office.

The written request for review must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The Compliance Officer will forward the appeal to the Vice President for Student Affairs and also provide copies to the other party or parties. If the grievance involves a decision that is being challenged, the review by the Vice President for Student Affairs or his or her designee usually will be limited to the following considerations:

1. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?

2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?

3. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

A copy of the Vice President for Student Affairs’ written decision will be expected within 30 calendar days of the filing of the appeal and will be sent to the parties, the Compliance Officer and, if appropriate, to the University officer whose authority will be needed to carry out the disposition. The deadline may be extended by the Vice President for Student Affairs for good cause including for reasons related to breaks in the academic calendar. The decision of the Vice President for Student Affairs on the appeal is final.
OCR Complaint

Although students are strongly encouraged to attempt to resolve disability-related complaints through the above-mentioned grievance procedures, they have the right to file a complaint directly with the United States Department of Education, Office for Civil Rights (OCR):

United States Department of Education  
Office for Civil Rights, DC  
Enforcement Office  
400 Maryland Avenue, SW  
Washington, DC  20202-1475  
Tel:  1-202-245-8300

Retaliation

Charleston Southern University prohibits retaliation against any student based upon the student’s filing of a grievance under the above-mentioned grievance procedures, or, based upon the student’s participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including retaliation or expulsion from the University. Any student, or University employee, who has filed a grievance, or participated in the investigation of a grievance, may file a complaint with the University’s EEO Officer if they feel that they have been subjected to retaliation.

Confidentiality

A student’s confidentiality shall be maintained by all University personnel involved in the informal or formal investigation or resolution of a grievance filed under the above-mentioned grievance procedures. Any disclosures regarding the student, the investigation or the resolution shall be limited to those reasonably necessary to facilitate the investigation and any resulting resolution.