



The Student Handbook is designed to provide you information on student services, campus and academic policies, student rights and responsibilities, and student activities at Limestone College. Every effort has been made to assure the accuracy and completeness of this handbook.

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This organizer belongs to:

Name: \_\_\_\_\_

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Phone: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.

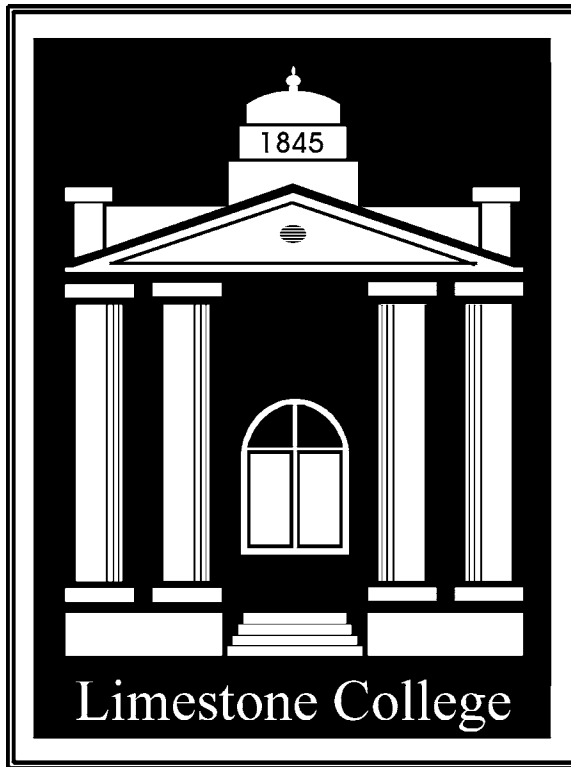


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*The provisions of this student handbook do not constitute a contract, expressed or implied, between Limestone College and any applicant, student's family, or faculty or staff member. Limestone College reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only; it does not contain all regulations that relate to students.*

## I. WELCOME FROM THE PRESIDENT

*Dear Limestone Students:*

*Welcome to the 2011-2012 academic year at Limestone College. We are happy that you are part of the Limestone community. Your faculty, staff, administrators, and fellow students are all interested in making your time at Limestone a positive and memorable experience.*

*Our day students know that this is a small, friendly, caring campus where you are known as an individual, not a number. I hope that you are intellectually challenged by our fine academic programs. Beyond the classroom, I hope that you will take advantage of the many social, cultural, and athletic programs offered at Limestone. All are vital elements of a positive college experience.*

*Our Extended Campus students are part of one of the first and most successful programs designed specifically to enable working adults to complete a baccalaureate degree. More than 50% of our 12,000 living alumni have completed their studies through the Extended Campus. Today, Limestone is truly a "statewide" college with students enrolled at eight Extended Campus sites throughout South Carolina. Our Internet program, begun in 1996, is one of the fastest growing programs of its type anywhere in the United States. Limestone's total enrollment is approximately 3,500.*

*I look forward to working with each of you and having the privilege of presenting your diploma upon the successful completion of your Limestone studies. Best wishes for a successful year!*

*Sincerely,*

A handwritten signature in cursive script that reads "Walt Griffin". The ink is dark and the handwriting is fluid and personal.

*Dr. Walt Griffin  
President*

## II. ALMA MATER

*In Southern Carolina,  
Beneath the pine tree's cone  
There stands my Alma Mater;  
My dear, my fair Limestone.  
'Tis there my memory lingers,  
And naught can quite compare  
To the hours I spent at Limestone,  
At Limestone, dear and fair.*

*The hours of life flow swiftly,  
And change must come to all;  
Our friendship must be severed  
To answer duty's call.  
But memories never perish,  
And that of fair Limestone  
Must be with me forever;  
The brightest, sweetest one.*

### *Chorus*

*Oh Limestone, cherished Limestone,  
I love thy classic halls;  
Oh, Limestone, fairest Limestone,  
I love thy sacred walls;  
Thy name I crown with honor,  
And I shall ever give  
To thee a heart's devotion,  
As long as I shall live.*

### **III. INTRODUCTION TO LIMESTONE COLLEGE**

Limestone College is an accredited, independent, coeducational four-year liberal arts institution chartered by the State of South Carolina. Limestone College is a Christian non-denominational college. Its programs lead to the Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Associate of Arts or Associate of Science degree.

#### **LIMESTONE COLLEGE MISSION**

The mission of Limestone College is to educate students from diverse backgrounds in the liberal arts and selected professional disciplines. By providing degree programs throughout South Carolina and by way of the Internet, Limestone College offers opportunities for personal and professional growth to individuals who may find access to higher education difficult.

In a nurturing, supportive environment based on Christian ideals and ethical principles, students are challenged to become critical thinkers and effective communicators who are prepared for responsible citizenship, successful careers, and graduate study.

The College's faculty and staff, academic and co-curricular programs, financial resources, and support services are dedicated to an educational climate that upholds high academic standards and fosters respect for learning and beauty, for creativity and hard work, for tolerance and personal integrity, for vigorous activity and for spiritual reflection.

#### **HISTORY**

Limestone College was established in 1845 by Dr. Thomas Curtis and his son, Dr. William Curtis, distinguished scholars born and educated in England. Limestone was the first woman's college in South Carolina and one of the first in the United States. In the late 1960's Limestone became fully coeducational.

Limestone is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Limestone College.

Limestone was a pioneer in providing educational opportunities for working adults wishing to complete a baccalaureate degree. The Block Program, established in 1976, brought Limestone classes to numerous locations throughout South Carolina. In 1996, Limestone College was again in the forefront of providing educational opportunities to working adults through the introduction of the Virtual Campus Program. In Spring 2005, the two programs were combined into the Extended Campus to better serve Limestone's adult students.

Today, Limestone College enrolls 850 traditional day students and 2550 Extended Campus students at 8 sites in South Carolina and on the Internet. Limestone's total enrollment is approximately 3,500.

Since 1991, Limestone has completed major renovations of nine of its historic campus structures: the Winnie Davis Hall of History, Montgomery Building, Ebert Residence Hall, Carroll Fine Arts Building, Hamrick Hall of Science, Greer Residence Hall, Dixie Lodge, Eunice Ford Residence Hall, and Granberry Art Building. In 2005, Limestone completed a new Physical Education Building containing a fitness center, athletic training education facilities, a wrestling practice area, classrooms, and offices. In January, 2011, a new residence hall housing 96 students was opened.

While the College's ties to the past are visible in the many historic structures on the campus, these renovated facilities now house the modern technology necessary to maintain Limestone's reputation as an outstanding regional liberal arts college.

#### **ESSENTIAL BELIEFS AND VALUES**

Limestone expects its students to be concerned with two closely related types of development: that of the productive citizen and that of the person working toward intellectual maturity and self-awareness. The undergraduate experience serves as a catalyst for the student's intellectual development and as a means by which each student may reach his/her potential.

Limestone College values excellent teaching and supportive student-faculty interaction, encourages faculty to promote active learning in face-to-face and Internet classrooms, and seeks to cultivate the intellectual curiosity of each member of the College community.

Because our society presents continuing challenges to values, students are encouraged to cultivate respect for other individuals and cultures. Limestone College is a diverse community of women and men of different races, religions, geographic origins, socioeconomic backgrounds, personal characteristics, and interests. It aspires to be a community of learners that is harmonious in its differences, just and compassionate in its transactions, and steadfast in its commitment to an educational program of the highest quality. The College respects each student's religious liberty and provides an environment consistent with the institution's non-denominational Christian heritage.

Limestone College, fulfilling its leadership role in South Carolina, strives to enhance aesthetic and cultural life, integrate qualities of liberal education and career preparation, improve the quality of social services, help meet human resource needs, and promote economic vitality.

Limestone College graduates at the baccalaureate level are expected to have acquired the following life-enhancing skills, knowledge, and experiences, and attitudes as the result of completing all degree requirements:

- Competence in reading, writing, speaking, listening, and computation
- Competence in their major discipline
- The ability to solve problems and make decisions using critical thinking and available information technologies.

## **STATEMENT OF PURPOSE**

The major functions of the College are to:

- Offer undergraduate instruction in accordance with approved liberal arts curricula
- Encourage students to participate in a wide variety of student activities including student government, publications, clubs, and professional organizations, intramurals, and social fraternities and sororities. It is the College's intent not only to provide a sound academic foundation, but also to provide the cultural, social, and ethical background for success in daily life
- Encourage curricula-related work experiences for enrolled students
- Provide career development assistance for students and alumni
- Provide students and the community with athletic, recreational, and cultural enrichment programs and lifelong learning experiences
- Provide a program of services and recognition for alumni that fosters a spirit of fellowship and encourages continued involvement in the life of the College
- Recruit and retain a faculty, staff, and student body committed to supporting the academic mission and social culture of the College
- Provide the faculty, staff, and student body with a safe and supportive environment
- Offer training and educational programs to help employees remain current in their intellectual and skill areas
- Acquire and maintain facilities, equipment, and financial resources necessary to support the educational mission of the College
- Acquire and effectively manage institutional resources to maintain and improve course offerings, facilities, equipment, and support services
- Serve as a community resource for information and expertise in the academic disciplines presented in the curriculum
- Encourage faculty, staff, and student involvement in community projects which enhance the quality of life for area residents

## **ACCREDITATION AND MEMBERSHIPS**

Limestone is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Limestone College.

The music program is accredited by the National Association of Schools of Music (NASM). Limestone also meets the certification standards required by the South Carolina State Department of Education for teacher certification, the National Council for Accreditation of Teacher Education (NCATE). Limestone College is accredited by the Council on Social Work Education. The Athletic Training Education Program at Limestone College is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The College holds membership in the Council of Higher Education Accreditation (CHEA), Council of Independent Colleges (CIC), the South Carolina Independent Colleges and Universities (SCICU), the South Carolina Association of Colleges and Employers (SCACE), the National Association of Independent Colleges and Universities (NAICU), the Council for the Advancement and Support of Education (CASE), the National Collegiate Athletic Association (NCAA), Conference Carolinas, and the Blue Grass Mountain Conference (men's and women's swimming).

## **LIMESTONE COLLEGE SYMBOLS**

### **The Seven Branches of Learning**

#### Quadrivium

The higher division of the seven liberal arts in the Middle Ages, composed of geometry, astronomy, arithmetic, and music.

#### Trivium

The lower division of the seven liberal arts in medieval schools, consisting of grammar, logic, and rhetoric.

#### **ΦΩΣΛΕ**

“Toward the Light”

## **STUDENTS**

Limestone College primarily serves students from South Carolina and other Eastern Seaboard states. Limestone students generally major in fields directly related to career preparation; at the same time, they receive a strong foundation in the liberal arts.

The campus day program offers a traditional college setting for students with diverse backgrounds. Students are active in campus and community life through social and service organizations. The Honors Program challenges those with exceptional intellectual ability, and the Program for Alternative Learning Styles fosters academic success for those with documented learning disabilities.

The Extended Campus attracts hard working, goal-oriented men and women who aspire to attain their degrees to increase opportunities for personal growth and career advancement. The Extended Campus Program provides the opportunity for students from all walks of life and geographic locations to have access to a quality education. The College offers this program on campus and at off-campus sites throughout South Carolina.

The Extended Campus has been offering courses through the Internet since 1996 as an avenue of learning to those who cannot attend traditional or nontraditional programs in their local area. The course content for these courses is the same as that which is taught in traditional courses. All lectures, labs, and assignments are delivered to the student via the Internet and e-mail. Most courses have no specific times that the student must be on-line.

## **IV. CAMPUS POLICIES**

### **ADDRESS INFORMATION**

Students are responsible for ensuring that the Registrar's Office and the Office of Student Services have their correct home and local mailing addresses, as well as phone numbers, at all times. Current address and phone numbers should be updated each year. This information is important for contact and in case of emergency. This information can be submitted to the Registrar's Office.

### **ALCOHOL AND DRUG POLICY**

Limestone College is required by the Drug Free Workplace Act of 1988 (Public Law #100-690) and the Drug Free Schools and Communities Act of 1989 to formulate and to publish a policy regarding the use and abuse of drugs and alcohol. The College's policy seeks to maintain a safe and healthy environment for its students and employees and to support State and Federal Laws (refer to Appendix E, p. 44) governing the use of drugs and alcohol. All members of the College community are expected to comply with the policy stated below.

#### **REGULATIONS CONCERNING THE USE OF ALCOHOL AND DRUGS**

The unlawful use, consumption, ingestion, possession, manufacture, distribution, or dispensing of alcohol and illicit drugs is prohibited on College owned or controlled property as stated by State and Federal Law. The uses, consumption, ingestion, possession, distribution, manufacture, or dispensing of alcohol or illicit drugs by all persons is prohibited in residence halls and other campus facilities. No alcohol or illicit drug can be used, possessed, distributed, manufactured, or dispensed at College sponsored events or activities, on or off campus. A College sponsored event or activity includes, but is not limited to, those by athletics, academic departments, fraternities, sororities, and other chartered clubs and organizations. It also includes transit to and from the event when the transportation is arranged and coordinated by the sponsoring group or organization, or when College owned vehicles are used.

#### **SUBSTANCE ABUSE**

Any individual who seeks counsel or referral for problems with substance abuse is encouraged to utilize the services and professionals within the College and the community. Limestone College recognizes that substance abuse is unhealthy and encourages and supports preventative measures. Confidential counseling and advice is available through the Counseling Center, Office of Student Services, or College Chaplain.

#### **VIOLATIONS OF THE ALCOHOL AND DRUG POLICY**

Individuals who are found guilty of violating the College's policy or State and Federal Laws are subject to penalties that may include immediate discharge (if an employee) or suspension from the College. Conduct that is unbecoming, disorderly or destructive while under the influence of alcohol or drugs will be under the jurisdiction of the Office of Student Services and will follow the usual judicial procedures.

### **APPOINTMENTS**

Students are expected to check their campus mailbox and respond to phone calls and/or requests to meet with any College official.

### **BANKING**

Banking services are available to students through a variety of banking institutions in the immediate area. Founders Federal Credit Union – ATM, and a change machine are located in the Office of Public Safety.

## **COLLEGE VEHICLES**

College owned or leased vehicles are reserved for the exclusive use of designated departments. Because of insurance requirements and liability factors, students and student organizations are not permitted to use these vehicles, unless so granted by the Vice President of Financial Affairs or the President of the College.

## **DRESS**

Dress is left up to the individual student with the following stipulations. Health regulations require that shoes and shirts be worn in the Stephenson Dining Hall. Sunday dress for the noon meal is to be neat and clean. The College frequently holds special events where dress clothes are appropriate. Student cooperation is appreciated.

## **EMAIL ADDRESSES**

All students have a Limestone email address. The Limestone email address is a main source of campus communication. Students should check their Limestone College email on a regular basis.

## **IDENTIFICATION CARD (LCARD)**

Students are issued an LCard upon arrival. These cards are validated through the Office of Student Services and activated in the Office of Public Safety.

Every student must carry their student identification (LCard) card while on campus and show it to Public Safety and other College personnel when requested. The LCard also serves as a meal card, library card, and features a pre-paid spending account, LCash, offering a safe and convenient way to make cashless purchases around campus: Business Office, Bookstore and Soft Rock Cafe. Replacement cards may be purchased for \$25 in the Office of Student Services.

Identification cards are not transferable. Any misuse of the LCard by its holder, or attempted use by another person, will result in disciplinary action for the holder as well as the user(s).

For more information about LCash and a complete list of accepting locations, visit [www.limestonecard.com](http://www.limestonecard.com).

## **INSURANCE**

The College strongly recommends that all students have health/accident insurance coverage and renter's insurance. Many students are covered under their parent's policy. However, families should be aware of potential policy limitations such as pre-authorized requirements, co-payment responsibilities, and geographical locations. The Office of Student Services has contact information available for students not covered by their parent's policy.

## **INSURANCE, PERSONAL PROPERTY.**

The College is not responsible for items stolen, lost or damaged from student's 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.

## **LOST AND FOUND**

For lost and found items, contact the switchboard located on the main floor in the Curtis Administration building during normal business hours.

## **MISSING STUDENT**

Pursuant to the provisions of the Higher Education Opportunity Act, Section 488, Limestone College will initiate its missing person notification procedures in the event a student has been determined by Public Safety and/or the Office of Student Services to be missing for a period of 24 hours or longer.

Anyone who believed a student to be missing should report the concerns to Public Safety or the Office of Student Services. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Vice President for Student Services or appointed designee will place the call.

At the beginning of each academic year, students living in campus housing will be asked to provide emergency contact information in the event they are reported missing while enrolled at Limestone College. This emergency information will be kept in the Office of Student Services and will be updated each semester.

## **RECYCLING**

Recycling on the campus is each person's responsibility. Containers marked with recycling logos are placed in designated areas for collecting cans, paper, and plastic. Please do not use recycling containers for inappropriate trash.



## **SOLICITATION ON CAMPUS**

There must be no soliciting on campus or in the residence halls by any outside agent, nor by any individual soliciting for himself. All money raising projects must be conducted by student organizations and funds must be used for specific purposes designated by the participating organizations. All fund-raising projects must be approved through the Office of Student Services in conjunction with the Development Office.

## **STUDENT PARKING (GAFFNEY SITE)**

A complete guide to traffic and parking regulations will be distributed at orientation and registration; additional copies may be picked up at the Public Safety Office. These are some general suggestions for avoiding a ticket and possibly towed vehicle (all vehicles towed at owner's expense):

- All vehicles must be registered if they are to be driven, parked, or otherwise maintained on Limestone College property.
- Regulations are enforced twenty-four (24) hours a day, unless otherwise stated in these regulations.
- Faculty/Staff/Students must park in designated areas.
- Report vehicle breakdowns immediately to Public Safety if the vehicle is parked in violation of rules and regulations.
- Decals are to be displayed on the lower driver's side corner of the rear window.
- Yellow curbs and yellow lines indicate no parking except for the handicapped or as may be stated otherwise.
- The absence of a "No Parking" sign and/or white line does not necessarily indicate an area where parking is permitted.
- Vehicles owned and/or driven by students, faculty or staff should not park in spaces reserved for "visitor parking."
- Handicap parking passes are distributed through Public Safety.
- No vehicle other than maintenance will be parked on grass or sidewalks or in any fire lane.
- Parking violation fines will begin at \$20.00 and are subject to change without notice.
- Vehicles owned or operated by students should not be parked in the following places: faculty parking, visitor parking, or in front of the Stephenson Dining Hall. Unauthorized vehicles in these areas will be towed immediately.

## **V. STUDENT SERVICES**

### **BULLETIN BOARDS (GAFFNEY SITE)**

"Official Bulletin Boards" are located in the Hamrick Commuter Lounge, Montgomery Hall, and residence halls. Bulletin boards are an important means of communication among the members of the Limestone College community. All posters, flyers, banners, table tents, and announcements in designated posting areas must be pre-approved by the Office of Student Services, 2nd floor, Dobson Student Center. All flyers, printed materials, posters, and/or announcements must be posted on a designated "official bulletin boards." (This does not include departments posting on their department bulletin board or in designated posting areas.)

Individuals are encouraged to use the bulletin boards in a responsible manner. Posted materials shall be of good quality, clean, and may not in any way discriminate, harass, or infringe on anyone's rights in accordance with College policies. Any legal liability or damage resulting from the posting will be the sole responsibility of the person, organization, or group sponsoring the posted material.

Posted materials must be in compliance with the following policies and regulations of Limestone College:

1. Printed materials must be pre-approved by submitting two originals to the Director of Student Services, for review.
2. To be approved, all printed materials must have a contact name and phone number on the front of the flyer. A contact name and address must be included on the back of the file copy of the flyer.
3. If approved, materials are stamped and dated, after which, additional photocopies may be made. All photocopies must have the approving stamp and date to be valid.
4. Printed materials must be no larger than 8½ x 11 inches.
5. Postings for off-campus employment opportunities require the approval of the Director of Career Services. Please include the rate of pay and approximate number of hours per week.
6. Posting on vehicles in College parking lots is prohibited.
7. Bulletin boards assigned to a specific department or organization may be used only with its permission, even if the flyer has been approved for posting by the Office of Student Services.

8. All advertising and publicity for both on and off-campus events must conform to state and local laws and the policies of the College, and include the name of the sponsoring organization. Publicity is not allowed for off-campus events that do not conform to college policy, or that promote the consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.

### **CAMPUS STORE (GAFFNEY SITE)**

The Campus Store hours are from 9:00 a.m. - 6:00 p.m., Mon., Tues., & Thurs., and 9:00 a.m. - 4:30 p.m. Wed. & Friday. When exceptions to these hours are made, a temporary schedule is posted. The Campus Store handles all sales of textbooks and carries paper, pens, notebooks, art supplies, and other items for classroom use. It also sells stationery, imprinted shirts, jackets, mugs, and personal items. Textbook buy-back is held at the end of each semester (May and December) in the Campus Store.

Graduation regalia, announcements, and class rings may be purchased through the Campus Store. Telephone numbers are (864) 488-8228 or (800) 795-7151 ext. 8228.

### **CAREER SERVICES**

Limestone College assists students by offering a Career Services program, located in the Dixie Lodge, Dobson Student Center, 3rd Floor. The four-year developmental process begins during the freshman year, with activities designed to help students better understand their work-related values, strengths, interests, and abilities. Opportunities are then provided for career exploration based on the self-assessment. At the junior and senior level, students receive guidance in developing and implementing a comprehensive job search program. Areas of assistance include understanding the current job market, developing personal marketing tools (e.g., resume, cover letter, and references), networking, and sharpening interview skills. These forms of assistance are also available to alumni who need help with work-related transitions later in life.

### **CHECK CASHING (GAFFNEY SITE)**

The Business Office will cash checks and make change for students enrolled at Limestone College. Students may cash checks at the Business Office from 1:00 - 4:00 p.m. on weekdays. Because of a limitation of College funds reserved for this purpose, checks may not be cashed for more than \$100.00. All checks returned to Limestone College will be assessed a \$25.00 service charge. The amount of the returned checks plus the \$25.00 service charge will be charged to the student's account. These checks plus the service charge(s) must be paid with cash or money order. Individuals with returned checks will be denied check-cashing privileges until cleared by the Business Office. All returned checks and/or service charges must be cleared before a student can receive a transcript or a diploma, register for classes, receive grades, or participate in graduation activities. Persons whose checks are returned a third time lose their check cashing privileges. In addition, payment by check will no longer be accepted.

### **CONTAGIOUS DISEASE POLICY**

Students enrolled at Limestone College who suffer from contagious diseases may be excluded from the campus when their conditions constitute a direct threat to the safety of themselves or to others and the danger cannot be eliminated or satisfactorily reduced by reasonable accommodations.

After consultation with local DHEC and Limestone's consulting physician, the Campus Nurse, Vice President for Student Services, Executive Vice President, and/or President will determine the ability of the institution to accommodate contagious students. Their determination will be based on the consideration of four factors:

1. The nature of the risk (how the disease is transmitted)
2. The duration of the risk (how long the carrier is infectious)
3. The severity of the risk (the potential harm to third parties)
4. The probabilities the disease may be transmitted and may cause varying degrees of harm.

### **COUNSELING SERVICES (GAFFNEY SITE)**

The Sib Collins Counseling Center provides free and confidential short-term counseling services to students dealing with personal and social conflicts or coping with stress due to various reasons, including academic and career decisions. The Center is located in 110 East Cooper of the Curtis Building (down the hall on the right past the switchboard), and is staffed by a professional counselor. Appointments are suggested; however, walk-in service is generally also provided. The Center also has a list of local counseling resources for referrals off campus.

### **DINING HALL SERVICES (GAFFNEY SITE)**

All students living in the College residence halls ***are required*** to participate in the food service meal plan, which is provided by ARAMARK Services. The board plan begins the day the residence halls open. The board plan is not in effect during official College vacation periods. **The student ID card (LCard) must be presented prior to each meal.** Presentation of the LCard is necessary because it serves two purposes: 1) it provides statistical information

necessary for dining services to determine future needs; 2) it prevents unauthorized use of your meal plan if your LCard is lost or stolen. Anyone not on a meal plan must pay before entering the dining hall. Commuter Meal plans are available and may be purchased through the LCard with a declining balance, weekly or semester meal plan, or payment at the Stephenson Dining Hall.

The food service manager is in charge of all dining functions and is the facility coordinator for the Stephenson Dining Hall. As such, the manager is authorized to make decisions concerning the use of cafeteria equipment, crowd control, serving procedures, meal selections, etc. The management is always open to suggestions from students and others for improvements in the service. Students are encouraged and invited to discuss any matter relating to the dining room with the Director of Food Services or with the Office of Student Services. Students and other campus groups may desire to use one of the private dining rooms for meetings, dinners, and other events. The use of these facilities should be scheduled through the Director of Food Services well in advance. From time to time during the course of the year, the dining room features special dining events, exam treats, and other surprise events. In addition, the Director of Food Services is available for catering special events and parties, and for making birthday cakes, etc. If a special diet is prescribed by a physician for a student, the Director of Food Services will be glad to cooperate with the student's needs. Under special circumstances (medical conditions), students may obtain a carryout tray. Students can be of assistance in the orderly operation of the College dining hall by observing the following:

- Do not take food, beverages, dinnerware, or eating utensils from the dining room to any other area of the building or campus.
- The exercise of care in returning dishes and other items to the service area will prevent breakage and, in turn, help insure lower student costs.
- Since the dining room serves as an area for socializing and relaxing during mealtime, students must cooperate with the dining hall staff in maintaining the proper atmosphere; orderly conduct is expected.
- No beverage containers are permitted in the dining hall.
- **Nothing is to be taken out of the dining hall.**
- The discipline of students in the cafeteria is under the authority of the Director of Food Services. Discipline problems will be referred to the Office of Student Services.

DINING ROOM HOURS

Monday – Friday

Breakfast	7:00 a.m. – 8:30 p.m.
Continental Breakfast	8:30 a.m. – 9:30 a.m.
Lunch	11:30 a.m. – 1:30 p.m.
Dinner	5:00 p.m. – 7:00 p.m.
Dinner (Friday)	5:00 p.m. – 6:30 p.m.

Saturday - Sunday

Breakfast	8:30 a.m. – 9:30 a.m.
Lunch	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:30 p.m.

SOFT ROCK CAFÉ HOURS

Monday – Thursday

11:00 a.m. – 10:00 p.m.

Friday

11:00 a.m. – 6:00 p.m.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records.

These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the College to correct records which the student believes to be inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information. Should a student decide to inform the institution not to release Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.

The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.

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 College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - A judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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 20202-4605**

As required by FERPA, Limestone College hereby informs current students of its intent to respond to legitimate, third-party requests for the following information: (1) legal name(s) during periods of attendance (2) date and place of birth (3) dates of attendance and actual or projected date of graduation (4) degrees awarded and honors received, including the dean's list and honor roll and (5) participation in officially recognized activities and intercollegiate sports.

For official college publications and certain types of news media releases, "directory information" includes: (1) legal name and address of the student (2) name and address of the parent(s), spouse, or legal guardian (3) date and place of birth (4) major field of study (5) participation in officially recognized activities and sports (6) weights and heights of members of athletic teams (7) dates of attendance, honors and awards received, enrollment status, and the most recent previous educational institution attended by the student (8) photographs made by the College or photographers under contract to the College, including candid photography. This information may be released to anyone at any time unless the student requests, in writing to the Registrar, that such information be withheld. Students who have questions or who wish to withhold permission to publish certain information should write the registrar's office.

## **HEALTH CENTER (GAFFNEY SITE)**

In order to give proper attention to students' physical and emotional health needs, the following policy will be observed: A "Medical History & Physical Examination" form provided by the Office of Student Services must be completed along with a medical examination by the student's family physician prior to enrolling at Limestone College. The health form should be returned directly to the Campus Nurse. This information could be vital in the event of a medical emergency and is necessary before any student can use the College's Health Center. State Law requires all students enrolled in public or private educational institutions to show proof of immunizations before enrollment. All students at Limestone should provide a copy of their immunization records with their "Medical History and Physical Examination" form to the Campus Nurse before registration.

Our Health Center is required by law to protect the privacy of personal health information. Upon request, the College will provide you with information about our practices. For information on vaccines, medicines, and lab tests available in the Health Center, stop by to speak with the College Nurse.

The hours of operation for the Health Center at Limestone College are as follows:

Monday – Friday                      8:30 a.m. – 3:00 p.m.

Limestone College has a consulting physician, Dr. Todd Morgan. For non-emergency situations, doctors' appointments will be made on an as-needed basis after an evaluation in the Health Center. If the nurse is needed after hours, she can be reached by a Resident Director (RD).

In case of an emergency, students living in a residence hall should report serious illness or injury promptly to an RA or RD; then the student should go immediately to the emergency room at Upstate Carolina Medical Center or call 9-911. The College assumes NO responsibility for the charges incurred by the student for services rendered by the doctor or the hospital.

## **INTRAMURALS**

A division of the Office of Student Services, Intramurals provides a wide variety of opportunities for voluntary participation for all members of the college community: students, faculty, staff and spouses. However, dependents, alumni and guests are not eligible. Intramurals are fun, recreational, social and competitive on-campus sports activities.

The goal of our program is to establish a fun and inviting playing environment for all skill levels. If you like sports, there's definitely something for you! These are designed with the everyday athlete, just like you, in mind. This is a great opportunity for you to have some fun and to try that new sport you've always wanted to learn! We have everything from the traditional sports like volleyball, basketball and racquetball to less mainstream sports like whiffle-ball and dodge ball.

## **LIBRARY (ANDREW JACKSON EASTWOOD)**

The staff, collections, and equipment of the Eastwood Library are an integral part of Limestone's instructional program, with a goal of educating students to be independent, lifelong learners. All freshmen receive instruction in use of the library, and specialized instruction for advanced course work is offered to many classes. The library offers traditional reference and interlibrary loan services, as well as on-line computer services. As a member of several consortiums, the library is able to provide expanded services to its patrons including quick access to over 12 million titles within South Carolina.

Library collections are housed in a building dedicated in 1966, and named in honor of a former President of the College, A. J. Eastwood. The building has wireless capabilities; laptops are available for student use. The collections are composed of over 131,865 volumes, 240 periodical subscriptions in print, and 86 online databases as well as full-text databases, audio visual materials and equipment. In addition, a curriculum materials laboratory is part of the library, supporting the teacher education program.

Main access to the library for the Extended Campus community is through the library's website (<http://www.limestone.edu/library>). The site includes links to electronic books and articles, catalogs, information on policies and collections, forms for library loans, tutorials, and various ways to contact the library staff.

The library hours are as follows, with the exception of summer, exam, and holiday hours which vary and will be posted:

Monday – Thursday                      8:30 a.m. – 10:00 p.m.  
Friday    8:30 a.m. – 5:00 p.m.  
Saturday    11:00 a.m. – 4:00 p.m.  
Sunday    4:00 p.m. – 10:00 p.m.

The Limestone LCard serves as the library card. All students must present their LCard at the circulation desk at the time books are checked out, or to borrow reserved materials, laptops, or listening equipment. Print materials from

the general circulating collection are loaned for a period of four weeks and may be renewed once provided they have not been reserved by another patron.

Overdue notices are a courtesy. The student assumes responsibility for returning materials promptly. Any student who loses, damages, or fails to return library materials will be fined according to the policies listed on the library's web site. No one with outstanding fines will be permitted to borrow additional materials until accounts are cleared. If a student believes that an error has occurred, he should contact the library immediately. A student will not be allowed to graduate, take final exams, receive grades, or register for classes until all overdue materials are returned and fines are paid.

Reserve materials are for building use only, unless the faculty member has made other provisions. There are several listening stations in the library for students to use. Students using these stations for class assignments have preference. The Library also has computers available on a first-come, first-serve basis as well as laptops that may be checked out for in-library use.

The use of tobacco products is not permitted in the library. Reasonable quiet is expected from all patrons at all times. Patrons will be allowed to use the telephone in case of emergency, but phones are primarily for staff use. The library staff will not page or take messages for students. Patrons removing materials from the library without checking them out will be dealt with in the following manner:

- *1<sup>st</sup> Offense* – placed on probationary list for the remainder of the year and checked before leaving the library for improperly checked-out materials
- *2<sup>nd</sup> Offense* – fined for any theft (\$25 - magazine or pamphlet, \$50 - book from stacks, \$75 - reference book)
- *3<sup>rd</sup> Offense* – library privileges suspended and crime reported to Public Safety for prosecution

An incident report will be made out for each occurrence, with a copy going to the Vice President for Student Services, one to the patron's advisor, and another kept on file in the library.

#### **Contact Numbers:**

Toll-free phone: (800) 795-7151

Fax: (864) 488-4613

Phone: (864) 488-4612

Director: (864) 488-4446

#### **Internet Access:**

The library is accessible on-line by entering the library URL: <http://www.limestone.edu/library>

There is a vast amount of information available at the library's website, and you are encouraged to use this resource. Information includes the library catalog, a variety of electronic resources, electronic books, request forms, links to other libraries, and library policies. There is a link on the library homepage to "Ask a Librarian" for those who need library assistance.

#### **Additional Libraries**

The Eastwood Library on Limestone's main campus is available to all members of the College community for library services. Materials can be borrowed from other libraries through interlibrary loans; these items usually cannot be renewed. In addition, a number of South Carolina academic libraries have entered into an agreement permitting students to request and borrow materials for a limited time from another academic library with the student's LCard. Students are expected to obey the library's "lending policies." (Please refer to <http://www.limestone.edu/pascal-delivers> for more information.)

The college also recognizes the importance of local public libraries for Extended Campus students. Note the following information:

- Students may be reimbursed up to \$25/year for a public patron borrowing card at a library near them. The original receipt must be sent to the college library for payment.

#### **MAIL BOXES**

Mail boxes are assigned to all resident students, and to commuters who request one. It is important that students check their boxes on a regular basis, as this is the primary method of internal communication on campus. Students will be required to memorize their combinations and use them. Students WILL NOT be allowed inside the Mail Center to get mail from their boxes under any circumstance. Students are also strongly urged to keep their boxes locked at all times. The Mail Center is not responsible for articles stolen from an unlocked box.

If a period of one month has gone by without a student clearing his/her mailbox, Mail Center staff is authorized to take the following steps:

- Students will be sent an e-mail and a phone contact to inform that his/her campus mailbox has been cleared.

- U.S. Mail will be marked “Return to Sender” and sent back.
- Campus Mail with return address will be returned to the sender.
- Mail not in an envelope and without a return address will be thrown away.
- Mail in an envelope with return information will be opened to determine if it can be returned to sender.

### **MAIL CENTER (GAFFNEY SITE)**

The Campus Mail Center is located in the Dixie Lodge, Dobson Student Center, 1<sup>st</sup> floor. Operating hours are Monday through Friday, 10:00 a.m. to 12:00 noon and 1:00 p.m. until 4:30 p.m. Students, faculty, and staff may pick up mail, send mail, and purchase stamps during window hours. The U.S. Postal Service, Federal Express, UPS, and DHL deliver daily to the Mail Center. Mail will be picked up by the USPS at 2:30 p.m. each working day.

### **SAFETY & SECURITY**

The College employs Public Safety officers to supervise and enforce safety and security measures and policies. Their duties include the enforcement of Federal and State Law, City and County Ordinances, and Limestone College Rules and Regulations. As designated Public Safety officers, these persons have the following rights and responsibilities:

- Public Safety has the right and responsibility of reporting all violations of campus, State, and Federal Policies and Laws.
- Public Safety officers have the right to detain and question any person on College property. If stopped by Public Safety, a student should fully cooperate with the officer and respond to questions and requests for name and ID. Failure to do so could result in disciplinary action.
- Public Safety maintains the right to search campus and personal property and to confiscate contraband that is in violation of campus policy, that is illegal, or that may be used as evidence in a disciplinary or police investigation.
- Public Safety has the authority to use reasonable force when necessary to accomplish its duties.
- Public Safety reserves the right to contact local law enforcement agencies to assist in the performance of their duties.
- Public Safety officers have the legal authority to arrest individuals when it is essential to the safety of persons and property.

Other individuals on campus authorized to supervise and enforce safety and security measures and policies are Resident Assistants, Resident Directors, Director of Student Services, Vice President for Student Services, Vice President for Financial Affairs, Executive Vice President, and President.

Public Safety is on duty seven days a week, 24 hours a day. During regular office hours, the Office of Student Services and/or the Office of Public Safety should be notified of security violations or requests for service involving students. The Vice President for Financial Affairs has the staff responsibility of Public Safety oversight and should be consulted about security issues.

Limestone College is fortunate to be located in an exceptionally safe community with convenient police and fire coverage. However, every individual must be aware of potential hazards. Recommended precautions include, but are not limited to the following:

- Students should insure personal property. In some situations, homeowner’s insurance will cover property in a College residence hall. If this is not the case, renter’s insurance policies are available at reasonable costs.
- Students should keep their doors locked at all times.
- Students should make an itemized list of and engrave valuables.
- Whenever possible, students should refrain from bringing valuable items with them.
- Students should avoid leaving messages that they are not in their rooms.
- Students should secure or report entrances that are propped open or unlocked.
- Students should not lend keys to other individuals.
- Students are expected to respond to all fire alarms. Failure to do so will result in disciplinary action.
- Students should report anyone tampering with fire safety equipment immediately.
- Students should walk in groups and park in well-lit areas.
- Students should be aware of and alert to their surrounding environment.
- Students should report any suspicious activity immediately to Public Safety or the Office of Student Services.

## **SHUTTLE TRANSPORTATION**

SouthEast Transportation College Student Shuttle is the only official airport shuttle service for students to and from Charlotte International Airport and the Greenville/Spartanburg Airport. The shuttle drops off and picks up at designated times and locations. Student ID's are required to make sure all passengers are students and/or staff members

To make reservations, visit [setlimo.com](http://setlimo.com), email: [reservations@setlimo.com](mailto:reservations@setlimo.com), or call 864-877-2111. Personal travel accounts are available as well.

## **SOCIAL NETWORKING WEBSITES**

Students are reminded to use extreme caution when visiting social-networking websites such as MySpace, Facebook, and YouTube. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such web sites or blogs. In addition, please be advised that offensive or inappropriate material posted to such sites which discredits Limestone College will not be tolerated.

## **STUDENT CENTER (DIXIE LODGE)**

The Dobson Student Center is reserved for Limestone College students, faculty, and staff. The following rules are to be observed in the Dobson Student Center at all times. Failure to do so will result in disciplinary action.

- A student may escort guests into the Dobson Student Center. By doing so, the student accepts sole responsibility for the actions of the guest.
- Equipment must be checked out by using the Limestone LCard.
- By checking out equipment, the student assumes all responsibility for the equipment. If the equipment is not returned, or returned damaged, the LCard will not be returned until damages are paid in full.
- Equipment may not be passed on to other individuals.

## **VI. RESIDENCE LIFE (GAFFNEY SITE)**

For many students, the residence hall will provide the first opportunity for group living. Group living offers many and varied opportunities and responsibilities. It provides the opportunity to make new friends and to learn more about oneself through relationships with others.

Living with others can be exciting and challenging, but frustrating at times. The most successful living environment is one in which residents show consideration and respect for others. Each resident has a role to play in the establishment of an atmosphere conducive to personal, as well as intellectual development. As is true in any group situation, basic standards are necessary for the convenience and protection of all. The following pages are designed to give information about the opportunities and responsibilities as a resident of Limestone College.

## **RESIDENCE REQUIREMENTS**

Students must be enrolled full-time in Limestone College Day Program to live in the residence halls. Full-time day students may live with immediate family (parent, step parent, brother or sister over the age of 21, grandparents, or step grandparents) within a 50-mile radius of the Limestone College campus. Full-time day students who are not living with immediate family may live off campus if they meet one of the following criteria:

- over the age of 21 or will reach age 21 during the academic semester (Fall – Dec. 31<sup>st</sup>; Spring – June 30<sup>th</sup>) in which they request to move off campus;
- have earned 90 or more semester credit hours.

Any student wishing to change his/her status from residential to commuting must complete a *Change of Status* form to gain approval for the following semester. If a student meets the requirements to change his/her residency, the recommendation of the Vice President for Student Services must be obtained and only the Executive Vice President may give final approval. The College reserves the right to verify the legal residency of immediate family through driver's license, vehicle registration, and/or voter registration records.

Students who are under academic suspension may not attend classes at Limestone College and may not live in the College residence halls. Students who reduce their academic load to less than full-time (12 semester credits) are subject to termination of their housing contract. One exception applies to seniors who are in their final semester and who require less than a full course load to complete their degree program may be registered for fewer than 12 semester credits and continue to live in a College residence hall.

## **RESIDENCE HALLS - POLICIES AND PROCEDURES**

**APPLIANCES.** Radios, stereos, VCRs, lamps, computers, and televisions are permitted, provided the equipment is kept in safe operating condition. Refrigerators, maximum capacity of a compact refrigerator-freezer unit is 3.0 cu ft (combined) are permitted. We recommend that units be ENERGY STAR. A list of compact refrigerators is



available at [www.energystar.gov](http://www.energystar.gov). Small microwaves, which do not exceed 4 cubic feet or 700 watts, are permitted. The following are not permitted: “open element appliances” (i.e. hot plates, space heaters, ovens, deep fryers (fry daddy’s), or kerosene heaters). These items will be confiscated when found and the item(s) will be returned at the close of the semester.

**BICYCLES AND MOTOR BIKES.** Bicycles and motorbikes are permitted, provided they are kept in designated areas on campus. Bicycles may be kept in student rooms. Bicycles at no time should be secured to railings, stair rails, or any other fixture that will interrupt the flow of traffic.

**CABLE TELEVISION.** Basic cable service is provided to all residence hall rooms and common lounges. Any problems should be reported to the Office of Student Services.

**CANDLES,** Incense, fireworks, firearms, air guns, knives, ammunition or shell-casings, flammables, explosives and weapons or facsimile thereof are prohibited. Due to concerns for fire safety and personal safety, having or using any items that might be classified under these headings are not permitted on campus. Candles and incense are particularly dangerous as they are easily tipped over or forgotten when residents leave the room. These items will be confiscated.

**CEILINGS.** Materials such as cloth, paper, wood, canvas, nylon, or any material considered flammable should not be used as a ceiling or wall cover, draped or hung across ceilings, walls, overhead light fixtures, windows, beds or doors.

**CLOSING.** The residence halls close between each semester. Students are expected to check out within 24 hours of their last scheduled examination. Dates and times of closing will be provided from the Office of Student Services.

**DARTBOARDS.** Dartboards of any kind are not permitted on campus.

**DOORS.** All room doors should always be locked, especially when residents are not in the room. Students are expected to close all exterior doors. Students who are found to have propped doors open with rugs, fire extinguishers, chairs, etc., or who are found to have altered a door’s locking mechanism will be subject to disciplinary action.

**DRUG PREVENTION.** The College reserves the right, in cooperation with the Gaffney City Police Department, to utilize drug dogs in the residence halls to aid in the enforcement of drug policy. Violations may be handled by the Gaffney Police Department.

**DRUGS (Illegal) AND ALCOHOL** are not allowed on College property, in any College facility, or at any College-sponsored event.

**EXTENSION CORDS.** Multiple outlet devices that plug directly into a wall outlet are not allowed. Heavy-duty power strips equipped with internal breaker protection are authorized for limited use. All such devices must utilize minimum 16 gauge, 3-wire, grounded three-prong type cord.

**FIRE ALARMS.** Pulling a false alarm and tampering with fire equipment, including fire extinguishers, are felonies. These are considered serious offenses and will be handled as such.

**FIRE SAFETY.** Any substances which have the potential to cause fire or explosions are not permitted on campus. Open flames such as candles and incenses are not permitted on campus. Appliances such as George Foreman grills and toasters not permitted on campus.

Tampering with fire extinguishers, fire alarms, and other safety equipment is a violation of local and state ordinances.

When you first move into the building, familiarize yourself with the location of the fire alarm pull stations, stairways and exits. You should plan for a primary and an alternate means of emergency. Students are expected to evacuate the buildings promptly and quietly when a practice drill is held. When the fire alarm sounds, all students should move quickly and quietly to the closest exit. Students should proceed out the exit in an orderly fashion to the exterior assembly area and wait for further instructions. Students who are away from their room when the alarm sounds should proceed to the nearest exit without returning to their rooms. The alarm signal is the same for a drill as an actual emergency. Malfunctioning fire equipment should be reported to the residence hall staff member immediately. Failure to evacuate a building will result in disciplinary action.

**FIRE SPRINKLERS.** Sprinkler heads must not be tampered with, altered, covered or blocked in any way. Do not hang plants, decorations, etc. from sprinklers or sprinkler piping. Water damage to property could result from damage to sprinkler heads. Students who are found in violation will be subject to disciplinary action and a monetary fine to cover all damages.

**FIREARMS/FIREWORKS.** Firearms, ammunition, shell-casings, dangerous and lethal weapons, (including martial arts equipment), explosives, air guns, bow and arrows, swords, stun guns, paintball guns, BB guns, knives, explosives and fireworks or facsimile thereof are not permitted on campus. Violators will be fined and subject to disciplinary action.

**FURNITURE** in the common areas of the halls is provided for the use of all students and may not be taken into individual rooms. Students are responsible for the rooms to which they are assigned, and all furniture in the room must remain there throughout the semester. Students will be charged if an item is missing at checkout.

**HALLWAYS/STAIRWELLS.** The hallways and stairways are public thoroughfares and emergency exits. Hallways and stairways should not be blocked with trash, furniture, bikes, or other personal belongings. Any items left in the hallways are a fire hazard and/or a health hazard. Any personal items found in a hallway will also be confiscated.

**HALOGEN LIGHTS.** Halogen lamps are not permitted in the halls because they operate at a very high temperature well above that of regular light bulbs and pose great potential for fire.

**HEALTH AND SAFETY INSPECTIONS.** Residents are held responsible for reasonable care in the use of all housing facilities including the good order, safety and cleanliness of rooms. Health and safety inspections will be conducted throughout the year. These inspections are to check for concerns (i.e. fire hazards, multiple electrical plugs, dirty rooms and/or dishes, messy rooms). Notification will be posted at least 24 hours in advance of the examination. The Resident Directors and the Resident Assistants will direct the inspection. Those students found to be in violation of the College's rules and regulations will be given 24 hours to correct and clean up the room. Staff will specifically cite problems that need to be corrected to avoid fines. Should the problem not be rectified, the violations of the cited health and safety regulations may result in a \$25 fine and/or disciplinary action.

**ILLNESS AND INJURY.** Students who become ill and injured should go to the Health Center. Any emergencies should be reported to a Resident Assistant (RAs), Resident Director (RDs), staff member or public safety officer.

**LOSSES AND THEFTS.** The College assumes no responsibility for money or other items lost or stolen from students' rooms, storage areas, common areas, etc. However, all losses and thefts should be reported to Public Safety and the Office of Student Services.

**MAINTENANCE AND HOUSEKEEPING.** Maintenance and housekeeping in the residence halls are performed by staff members from the Office of Student Services. The College depends on students to be aware of any damage or situation that warrants attention, and to communicate that as soon as possible by reporting the problem to a residence hall staff member. Prompt reporting of maintenance needs to your Resident Assistant and/or the Office of Student Services will make a timely response possible. Any problems of heating, air conditioning, or lighting in the residence halls should be reported. If a staff member is not available, students may call the Office of Student Services at 864.488.8373 during business hours and the Office of Public Safety at 864.488.8344 after hours and/or on the weekend.

**NOTE:** To enable the Housekeeping staff to work effectively, residents are asked not to leave belongings in the hallways and balconies and the Greer bathrooms.

**PREGNANCY.** Due to health and safety concerns, students who are pregnant will be evaluated on an individual or as-needed basis. Exceptions to the housing policy will be addressed on an individual basis.

**ROOM CHANGE.** Each student is assigned to a room at the beginning of each semester and is expected to occupy that room unless a room change is authorized by the Office of Student Services. Applications for room changes must be submitted to Office of Student Services in advance for approval. Unauthorized changes may result in disciplinary action/fine. Room changes will not be authorized until after the add/drop period of each academic semester.

**ROOM KEYS.** Residents will be issued keys at the beginning of the semester and are responsible for the security of their individual rooms. Duplication of keys is strictly prohibited. Students will be given additional information about hall security at the beginning of the semester. Students are responsible for locking their doors and keeping their keys with them. Lost keys must be reported to the Office of Student Services. There is a \$50.00 fee for lock changes and \$25.00 fee for the LCard. Students will receive one free replacement LCard each academic year.

**SOLICITING AND SALESPERSONS.** Salespeople and solicitors are not permitted in the residence halls at any time. Unauthorized salespersons should be reported to Public Safety.

**STAFF (RESIDENCE LIFE).** The Residence Life staff is part of the Office of Student Services. The staff members are Resident Assistants (RAs) who are enrolled students at Limestone College. The RAs are under the supervision of the Resident Directors (RDs). The RDs are full-time professionals who live in the residence hall. The RDs are under the supervision of the Director of Student Services.

**STORAGE.** Limestone College does not offer storage space for student's belongings. Several private companies in Gaffney provide space at reasonable prices.

**TELEPHONE SERVICE.** Telephone services will no longer be offered in student rooms. Residents who are interested in purchasing this service for \$50 per semester may contact the Office of Student Services to request this service be activated. A phone number will be assigned to the room upon installation.

**TRASH.** All trash must be disposed of in the proper containers. Do not put any trash in the hallway or other common areas. If you have anything that will not fit in a common area garbage can, please take it to a dumpster.

**VENDING MACHINES.** All vending machines accept dollar bills for products. Occasionally machines will break down. Please contact the number on the machine to report malfunctions. See the Business Office for refunds.

**WEAPONS.** For the purpose of this policy, a weapon is defined as any instrument, article, or substance that is specifically designed for and capable of causing death, incapacitation, or injury. This included, but is not limited to firearms & ammunition; pellets, flare, tranquilizer, stun, spear, air, paintball, or dart gun; pocketknives, knife of any

type, including daggers; striking instruments including clubs, truncheons, blackjacks, and knuckles; bow & arrow; explosive devices (both incendiary and chemical, gunpowder, firecrackers; straight razors, martial arts stars, and weapons of any type commonly known as nunchaku.

## **RESIDENCE HALL REGULATIONS**

Group living requires that students be considerate of others and that all residents cooperate in observing the general regulations necessary for the proper standards of living.

### **DAMAGES AND REPAIRS**

Routine “wear and tear” to residence hall facilities is expected, and these associated costs are anticipated and built into operating budgets. However, damage due to vandalism is not a part of the standard budget equation. The College utilizes a direct billing system to recover damages created by student vandalism.

Our goal is to prevent damage, not bill for it. A community damage billing system is employed when there are excessive levels of unaccountable common area damages due to vandalism and/or theft. Deliberate or malicious damage and theft are violations of College and residence hall policy. Damages to common areas are the responsibility of each resident in the community. Each floor is responsible for their hallways, bathrooms and lounges/kitchens. When damages occur in the common areas of the building, residence hall staff members and Public Safety make every effort to find the person(s) responsible. Whenever the responsible student(s) can be ascertained, disciplinary procedures are implemented. If found guilty, restitution will be charged to the student(s). These charges reflect the time, materials, and administrative expense required to correct unusual cleaning or damage situations. There will be a \$5.00 minimum charge for any damage fees billed to student accounts. Also, all other damage fees are rounded up to the nearest dollar amount.

As a general rule, halls and/or floors that share a common area will be jointly responsible for that space. All residents of the hall will be responsible for the stairwells, public rest rooms, and basement areas of the hall. Damage to these common areas will be prorated among all occupants unless individual responsibility can be determined. The Resident Director(s), Director of Student Services and/or the Vice President for Student Services will determine which communities to assess for damages. Students are encouraged to accept responsibility and learn from previous situations.

If a student damages something in a public area, he/she is duty bound to accept responsibility and report these actions. Damages to public areas often go unreported. Failure to take responsibility and allowing members of the hall to pay for damage is tantamount to theft. Students should feel comfortable about confronting fellow residents and others who do not respect College property. Individuals who feel uncomfortable confronting others should report damages to a staff member and/or the Office of Student Services. Games played in the hallway (football, basketball, lacrosse, golf, etc.) cause a great deal of damage. Although these games may not seem destructive, they are dangerous and costly to other students and to the College. For these reasons, this behavior is prohibited indoors. Damage resulting from games played indoors will be treated as vandalism.

**HALL MEETINGS** are required and may be called by residence hall staff members when necessary to communicate with residents. The day and time of meeting will be posted in advance and students are required to attend such meetings. Students unable to attend have the responsibility to contact their RA for all information.

**PERSONAL ITEMS IN PUBLIC AREAS** - Athletic equipment and other personal belongings may not be left in public areas, hallways and/or balconies. Items left in public areas are a safety, community health, and cleaning issue. Every effort will be made to inform residents that items need to be removed. If items are not removed within 24 hours, they will become property of the College and will be confiscated.

**PEST CONTROL** –The College contracts with ECO-LAB to spray on a regular basis, but there are several things students can do to prevent pest problems:

- Food should be stored in airtight plastic containers or kept in a refrigerator.
- Dirty dishes should not be left out.
- Laundry and personal items, especially damp towels, should not be piled on the floor.
- Trash should not remain in rooms longer than one week

**PETS**, of any type, (includes fish, rodents, reptiles, cats, dogs, spiders, snakes, and birds) are not allowed. Discovery of a pet will result in an automatic \$50 fine and any additional monetary fine to pay for all damages caused by the pet.

**QUIET HOURS** - Study conditions are generally maintained Sunday - Thursday from 9:00 p.m. until 8:00 a.m. and Friday and Saturday from 12:00 a.m. until 10:00 a.m.; however students are expected to be reasonably quiet at all times. Official warnings may be given by the Resident Assistants, Resident Directors, or Public Safety. Students who violate quiet hours may be referred to the Office of Student Services for disciplinary action.

**RADIOS, TELEVISIONS, AND STEREO** equipment is permitted, provided they are not used in such a way as to disturb others. Room doors should be closed when equipment is in use. Repeated loud noise from this equipment may result in a requirement that the equipment be removed from campus.

**ROOM ASSIGNMENTS** - All resident students are assigned a double room and are expected to have a roommate while living in the residence halls. The privilege of occupying a private room is made by request and availability. The request should be in compliance with certain guidelines:

- Requests are taken at the beginning of each semester at registration.
- Payment and signed contracts must be received prior to reserving a private room.
- Accounts in the Business Office must be in good standing.

Students with the most academic hours are given preference. If a situation arises where a double room has a vacancy, the student occupying the room must choose one of the following options:

- Request a private room (Policy above)
- Find a roommate
- Accept a roommate or move into a room with someone else should the room be needed. If a student is occupying one space of a double room, the room must remain in move-in condition at all times (one bed, one dresser, one closet, and one desk must be unoccupied).

**ROOM ENTRY.** The College recognizes and respects the rights of its students to have privacy with respect to their individual freedom and their personal belongings. The College also recognizes the responsibility to preserve the wholesome living and learning environments of campus.

**ROOM RESPONSIBILITIES** - Students are responsible for the rooms to which they are assigned, and all furniture in the room must remain there throughout the semester. At the beginning of each semester, the RA and students inspect the rooms together and note on the room condition form any and all damage or missing equipment. Students sign the form verifying that any existing damage or missing equipment has been recorded. At the end of each semester, the RAs and students inspect the room noting any new damage. The students sign the form, verifying awareness that new damages may be billed to their accounts. Students must report damages as they occur, whether by accident, normal use, or other means. Residents must remove all belongings after checking out of rooms. The College is not responsible for personal property that is left in rooms.

- Students may rearrange the furniture within their rooms. Students who willfully or excessively damage College property will become liable for disciplinary action and will be responsible for repair/replacement costs. Any personal furniture in rooms must be removed prior to closing for summer vacation. *Furniture may not be stored in College storage rooms or hallways*
- Room care and cleaning are the responsibility of each student. Rooms should be in an orderly condition at all times.

Students are responsible for their rooms and what takes place in them. They can be held responsible for permitting unauthorized items to be used or kept in their rooms.

**ROOM SELECTION** for returning students must be made in the Office of Student Services during the Spring semester. Students must pay a \$50.00 non-refundable room deposit prior to making the request.

**SEARCH AND SEIZURE** – Authorized College personnel/staff members may enter a student’s room for normal inspection, maintenance, and emergency purposes. The student’s personal property is not subject to search by Authorized College Personnel without the expressed approval of the student, except when a reasonable belief exists that there is a violation of public law, College regulations or standards, or the possibility of imminent hazard to the persons or property at which time the right to search may be exercised by authorized College personnel.

Authorized College Personnel- i.e., the Resident Assistants(RAs), Resident Directors(RDs), Director of Student Services, Vice President of Student Services, Executive Vice President, and/or Public Safety - have the right of access to students’ rooms in the performance of their duties. Staff members who need to enter a room during the performance of their duties will knock and identify themselves. If there is no response, or if the door is not opened immediately, a second knock, announcing of staff name and purpose for entering room with a passkey will be used and the room will be entered. Contraband items (those prohibited by law or College policy) in clear view may be confiscated by a staff member and used as evidence in a disciplinary proceeding. Such items may be returned at the end of the semester if their possession is not a violation of the law. If the staff members who enter the room believe that contraband items are concealed from view, they shall follow regular search and seizure procedures. Students with authorized residence in the room are encouraged to remain in the room during the search procedure. The staff making the search will provide a detailed list of items confiscated for the occupants of the room. When maintenance enters a student’s room, they will leave a visible response card indicating the nature of the work done.

**SIGNS, BANNERS, AND SHEETS** may not be hung from room windows, ceilings, or the building roofs.

**SKATE BOARDING, ROLLER-SKATING, AND ROLLER BLADING** is prohibited on campus.

**SMOKE DETECTORS** – Should a smoke detector or an alarm malfunction and/or its batteries wear out, residents are required to notify a residence hall staff member or the Office of Student Services immediately so it may be repaired or replaced. The tampering with (removing batteries, disconnect or otherwise disabling) and covering of smoke detectors or alarms is prohibited and will result in a fine.

**SMOKING** - For the health and safety of everyone, student rooms and ALL PUBLIC AREAS of the residence halls including hallways, lounges, bathrooms, elevators, foyers, balconies, stairwells, study areas, or in any other common (public) areas have been designated smoke free. The rationale behind these prohibitions is that smoking should not take place in spaces where others who may be bothered by smoke are required to pass through or regularly use. Any person choosing to smoke is expected to smoke outside the buildings and is asked to dispose of the cigarette butts in the designated receptacles. Violations of the smoking policy will result in a monetary fine.

**VISITATION POLICY**- Limestone College permits visitation in the residence halls during certain hours and in accordance with certain guidelines.

- During visitation, everyone should dress in appropriate daywear.
- Guests should be escorted at all times.
- The host student is responsible for the guests.
- Residents should be considerate of roommate's needs.
- Visitation guidelines include all hallways, rooms, and community areas.
- Violations of the Visitation Policy will result in disciplinary action.

Visitation is permitted between the hours of 10:00 a.m. and 12:00 midnight Sunday through Thursday and between 10:00 a.m. and 2:00 a.m. Friday and Saturday.

**VISITORS** - Occasional overnight guests of the same sex are allowed in a resident's room if they do not create an inconvenience for the resident's roommate or other residents. Guests must limit their stay to two consecutive nights, and observe all College rules and regulations. All guests must be at least 16 years of age. Exceptions must be approved by the Office of Student Services. The host is responsible for actions of guests. Regardless of length of stay, the resident should inform the hall staff of any guest. The resident is again responsible for the actions of his/her guests.

**WASHERS & DRYERS** - Washers and Dryers are located in each hall. Occasionally machines will break down. Please contact the Office of Student Services, 864.488.8373, to report the malfunction.

**WATER BEDS** are not permitted.

**WINDOW DISPLAYS** – Signs cannot be publicly displayed in windows, including, but not limited to street signs, alcohol signs/lights, flags, alcohol containers, or any type of obscene sign.

**WINDOW SCREENS** are not to be removed because of health and safety reasons. There may be a \$25 fine for each screen removed or damaged and/or \$100 window frame in the New Hall.

## VII. STUDENT ORGANIZATIONS

*Participation in co-curricular activities enhances the college experience. Information on such opportunities is available through the Office of Student Services.*

*Students who can't find the right organization may start one! With student interest and a charter, students can start an organization.*

### **ACADEMIC**

- ALPHA CHI NATIONAL ACADEMIC HONOR SOCIETY Students who are invited to join this honor society come from the top ten percent of the junior and senior classes.
- ALPHA PHI SIGMA NATIONAL CRIMINAL JUSTICE HONOR SOCIETY (Gaffney and Columbia locations) The Alpha Phi Sigma Honor Society requires a 3.0 overall GPA and a 3.2 GPA in CJ courses, with at least 12 semester hours in CJ completed.
- CHI ALPHA SIGMA recognizes student-athletes who receive a varsity letter in their sport while maintaining a 3.4 or higher cumulative GPA through their junior or senior year.
- CRIMINAL JUSTICE STUDENT ORGANIZATION is dedicated to the furthering of professionalism and the fostering of assistance and understanding between students, the community, and criminal justice.
- MUSIC EDUCATORS NATIONAL CONFERENCE is affiliated with the national conference and is open to any College student interested in music education.

- PHI ALPHA NATIONAL SOCIAL WORK HONOR SOCIETY, Rho Iota Chapter is open to Social Work majors who have completed at least 60 hours of which 15 are Social Work classes and have an overall GPA of 3.0 with a 3.5 in Major classes.
- PHI ALPHA THETA HISTORY HONOR SOCIETY is open to students who have at least 12 hours in history courses, have achieved a GPA of 3.1 or better in all history courses, have a 3.0 overall, and are in the top 35 percent of their class.
- PHYSICAL EDUCATION CLUB is a service group that is open to any student with a major in physical education, sport management, athletic training or a minor in coaching.
- PSYCHOLOGY CLUB is both an academic and a social organization that provides learning experiences with the psychology field. This group is open to all psychology majors and any student interested in psychology.
- SAINTS ATHLETIC TRAINING ASSOCIATION is dedicated to the promotion of athletic training and sports medicine in the community; promotes professional development through opportunities for professional conferences and workshops. This group is open to any student interested in athletic training, sports medicine, physical therapy and orthopedics.
- SOUTH CAROLINA EDUCATION ASSOCIATION (SCEA) SCEA is a vital part of our state's leading advocate for quality public education. They work to ensure a great public school for every child. They are dedicated to assisting education majors and to make your transition from college to workplace.
- STUDENTS IN FREE ENTERPRISE (S.I.F.E.) is a global, non-profit organization that offers students the opportunity to develop leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.
- STUDENT ORGANIZATION OF SOCIAL WORKERS is both an academic and a social organization. The objective of this organization is to enhance the professional development of social work students. It is open to all social work majors and any student interested in social work (Gaffney, Charleston, Columbia, Florence, Greer, Kingstree, Low Country and Aiken locations).

### **PERFORMING GROUPS**

- JOYFUL SAINTS GOSPEL CHOIR- The Joyful Saints are members of a student-directed choir that specializes in gospel music. The group performs at area churches and hosts an annual Gospel Fest each spring. The Joyful Saints welcomes anyone who loves to sing and offer joyful praise to God.
- Contact the music department for more information regarding:
  - JAZZ ENSEMBLE
  - LIMESTONE COLLEGE COMMUNITY CHORUS
  - WIND ENSEMBLE

### **SPECIAL INTEREST**

- CHRISTIAN EDUCATION AND LEADERSHIP PROGRAM is designed to enable you to explore and deepen your faith in Christ, to develop leadership skills, to follow Christ's example of service to those in need, and to relate the practice of Christian faith to your chosen career. Scholarships are available for students who participate. For more information visit: [www.limestone.edu/celp](http://www.limestone.edu/celp).
- FELLOWSHIP OF CHRISTIAN ATHLETES (FCA) is the largest interdenominational, school-based, Christian sports organization that focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.
- LIMESTONE ACTIVITY BOARD (LAB) is a group of students planning activities and events for the student body.
- LIMESTONE CHESS CLUB promotes the game of chess for the College community.
- LIMESTONE OUTDOOR RECREATION AND EDUCATION CLUB (L.O.R.E.) provides students a chance to experience and enjoy the wilderness while also preserving and protecting the environment.
- STUDENT ALUMNI LEADERSHIP COUNCIL is a group of student ambassadors who encourage involvement between Limestone College students and alumni. The ambassadors serve students and alumni through the Alumni Affairs and maintain a high level of honesty and integrity, provide responsible leadership, and promote leadership, service and dedication.
- STUDENT GOVERNMENT ASSOCIATION (SGA), serves as a channel of communication between students and administration, organizes and motivates the Student Body in appropriate activities, and provides participants with both leadership and problem-solving skills to prepare them for post-College success.

## **STUDENT MEDIA**

### • CALCIID YEARBOOK.

The *CALCIID* is the Limestone College Yearbook. Each year the *Calciid* Staff dedicates the annual to a professor, or a member of the staff or administration. All traditional students are given the opportunity to have their picture made for publication in the *Calciid*. Each year there is also a section for the Extended Campus students. There is no cost to have your picture in the *Calciid*. The Extended Campus staff will be taking pictures at the sites throughout the year to publish in the *Calciid*. If you are interested in participating on the *Calciid* staff and assisting in the creative process and production of the yearbook, contact the advisor at ext 8203.

### • CANDELABRA LITERARY MAGAZINE

THE CANDELABRA is the student literary magazine containing poems, essays, short stories, and art. This is a yearly publication. All members of the Limestone community, including alumni, are welcome to submit material for publication. Prizes for the best poem, essay, short story, and artwork are given at Awards Day in the spring. Editors of all publications are chosen by the advisor of each publication. Preferences are given to students who have worked on the publications in the past. Various awards are presented to staff members at the Spring Awards Ceremony.

## **STUDENT PUBLICATIONS**

Limestone College is the publisher of all student publications, and, as such, has the right to approve such publications. In most cases, this involves the approval of the advisor of the publication prior to going to press. If a student editor wishes to appeal the advisor's decision, a committee consisting of the Vice President for Student Services, the advisor, and the student editor will meet to discuss the decision. If further action is deemed necessary, the President of the College will exercise publisher's rights and decide if Limestone College will publish the material in question.

Limestone College students have the right to speak and publish without fear of censorship. However, such speech or publication should not interrupt the normal operation of the College, and also should fall within the law against slander and libel. It is the responsibility of the student editors and faculty sponsors to practice in both writing and editing the ethics of responsible journalism as set forth by the profession itself.

Statement concerning libel: The College has no interest in censoring student publications. However, it is concerned that no libelous statement be published in them. "Libel" can be defined as any written or published statement which tends to degrade or asperse character or reputation; this can include photographs or cartoons.

- A statement can be libelous even if a person or persons are not mentioned by name, but their identities can be inferred through circumstances mentioned in the writing, and even if the originator of the statement did not intend to harm the person libeled (although in court the plaintiff bears the burden of proving malicious intent).
- An action for libel can extend to anyone concerned with its publication, whether he is author, printer, or publisher.
- The College wishes that all persons participating in the various student publications, including the faculty sponsors, be aware of this definition of libel and of its legal implications.

Statement concerning factual accuracy of reporting: It is the first duty of good journalists to check out their published material for factual accuracy. In such cases where they are relying upon hearsay or rumor, their statements should clearly indicate this.

## **CHARTERING PROCESS FOR STUDENT ORGANIZATIONS**

A written petition for charter must be submitted to the Office of Student Services. A petition for charter will be reviewed by the Director of Student Services who will then pass the petition on to the SGA Senate. The SGA Senate will determine the validity of the request for a charter. The Senate shall act on the organization's petition at the beginning of the 30 day trial period and pass its decision and recommendation in writing to the advisor, the Director of Student Services, and Vice President for Student Services.

During the 30-day waiting period, petitioning organizations will function on a trial basis with all rights and privileges accorded by the Limestone College community, provided that the organization continues to act in a reasonable manner. At the end of the trial period, Student Services will review the petition and recommend it for chartering to the SGA Senate.

### I. Requirements for Chartering Campus Organizations

- Submit a Charter Form and a copy of the constitution/by-laws to the SGA Vice President.
- Have at least 5 active members.
- Complete a 30-day waiting period.
- Have a faculty or staff advisor.
- Have at least 1 business meeting per month.
- Conduct at least one campus/community activity that benefits the College campus or community.

## II. Retaining Charter Status

It is the responsibility of the President and Advisor of each organization to renew its charter with the Office of Student Services within the first three weeks of the Fall Semester.

## III. Rights and Privileges

The structure of a student organization is decided solely by that organization, provided that it continues to meet the requirements established for obtaining recognition, and abides by College rules and regulations, as well as applicable State and Federal Laws.

## IV. Revoking a Charter:

The Limestone College Student Services Office may revoke the recognition of a chartered organization. Such revocation will be based on the organization's failure to meet the requirements placed on student organizations by rules and guidelines passed by the Student Services Office and by College policies. The College reserves the right to revoke charters and to deny other privileges to student organizations or groups.

## V. Organization Requirements

- Officers must maintain a 2.25 GPA.
- Chartering organizations must maintain their charter status.
- Hazing will not be tolerated.
- One campus community project is required per year. A written report must be submitted within 1 week of the event to the Office of Student Services.
- A minimum of 5 active members must be maintained. If it is determined that an organization's membership falls below five active members, the organization will be placed on probation and granted one full year to regain its membership. If the organization fails to regain its membership, the Senate may revoke the organization's charter.

## **LIMESTONE COLLEGE ALUMNI ASSOCIATION**

The President of Limestone College officially inducts graduates into the Association at the spring and fall commencement exercises. The goal of the Alumni Association is to promote the purpose of the College as reflected in the Mission Statement; to address ongoing needs and interests; to encourage fellowship among all alumni; to provide financial support to the College, especially to the Limestone Fund; and to recruit prospective students.

## **VIII. STUDENT COMPLAINT PROCEDURE**

A student complaint is defined as any dissatisfaction occurring as the result of a student's belief that any academic or non-academic situation affects the student unjustly or inequitably. The student has the right to raise a complaint and to have that complaint considered with courtesy and objectivity, in a timely fashion, and without fear of prejudicial treatment. The following procedures are applicable for a student with a complaint:

- The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the complaint through informal discussion. The student should make his/her advisor aware of the situation if the advisor is not directly involved.
- If there is no resolution, the student should discuss the matter with the appropriate first level supervisor or administrator both verbally and in writing. The written statement should include a narrative of the situation and the individual with whom the discussion took place. If no resolution is reached, the student may then present a written complaint to the appropriate vice president or the athletic director.
- If reconciliation has not been achieved, the student may then schedule an appointment with the Executive Vice President, after submitting a written complaint to that office.
- If after meeting with the Executive Vice President, the complaint is not reconciled, then the student may schedule an appointment with the President of the College.

For student complaints concerning grades or academic integrity, please refer to the Appendix B – p. 40 and Appendix D – p. 44.



## IX. ACADEMIC POLICIES

### ACADEMIC CONDUCT - POLICIES AND PROCEDURES

(See Appendix B. p. 40)

### ACADEMIC SUCCESS CENTER

The Academic Success Center is located in the Dixie Lodge, Dobson Student Center, 1<sup>st</sup> floor. Students can access a wide array of services, including assistance with writing, math and tutoring information.

### ATTENDANCE POLICY

Students are expected to attend all classes. When a student's absences exceed twenty percent (20%) of the total number of scheduled class periods in the semester or session, the student may be assigned a grade of **F** at the end of the class.

### ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Limestone College will attempt to make reasonable accommodations for students with documented disabilities. Students who have a physical or learning disability that may impact their academic performance should inform their instructor at the beginning of each course.

Reasonable accommodations will be considered upon presentation of appropriate documentation from a licensed psychologist, psychiatrist, or physician, and consultation with the Coordinator of Disability Services, located in Fort D, Limestone College, 1115 College Drive, Gaffney, SC 29340; [disabilityservices@limestone.edu](mailto:disabilityservices@limestone.edu), 864-488-8245

### CANCELLATION OF CLASSES

On rare occasions, it may be necessary to cancel classes due to weather related conditions. The President or the Executive Vice President will notify the Vice President for Student Services by 7:00 a.m. so this information can be posted in the residence halls.

Extended Campus classroom students should tune in to their local radio and television stations for cancellation information. Internet classes are not cancelled due to weather.

Commuting students will be notified of cancelled classes by means of local radio and television stations in Gaffney, Spartanburg, and Greenville, as well as the College voice mail system. Note: Faculty, staff and students are encouraged to tune into Gaffney's WEAC 1500 AM, WYFF-TV News Channel 4, WSPA-TV News Channel 7, WHNS-TV Fox 21, and WSOC-TV News Channel 9

### DISRUPTIVE STUDENT BEHAVIOR

Disruptive behavior is any behavior that, in the instructor's judgment, interferes with the ability to conduct class or the students' ability to benefit from the learning environment. Students having emotional or mental disorders who may be considered disabled and who are protected under the Rehabilitation Act of 1973 are expected to follow the same standards of conduct as any student.

Faculty members are responsible for managing the classroom environment. Faculty should exercise their best judgment in setting standards of conduct for their courses and take a reasonable approach in responding to classroom disruptions. (*Reference – Appendix C, p. 42*)

### DROPPING A CLASS

**Day Program:** A student who wishes to drop a class may obtain a Course Withdrawal Form from the Registrar's Office and take it to the instructor and the advisor for approval. When a student withdraws from a course:

- During the first week of classes (drop/add week), no grade will be assigned.
- During the second week of classes through the last day of classes, the grade of "WP" or "WF" will be assigned.

The student bears full responsibility for all courses on his or her registration schedule. Failure to file a withdrawal form with the Registrar and/or failure to complete a course will result in a grade of "F." Students forced by illness or other hardship to drop a class after the deadline may petition for a grade of "WP" from the Vice President for Academic Affairs.

**Extended Campus Classroom:** In the Extended Campus classroom format, students must contact the instructor and the Extended Campus Office in Gaffney to drop a class. A Course Change Form will be completed by a staff member and given to the Enrollment Coordinator for the particular Extended Campus course(s) from which the student is withdrawing. When a student drops a course:

- During the first and second class (drop/add period), no grade will be assigned. Also, the student will not be financially responsible for the class.
- During the third through the last class sessions, a grade of "WP" or "WF" will be assigned. The student is financially responsible for the class.

**Extended Campus Internet:** In the Extended Campus Internet Program, students wishing to withdraw (after the drop/add period) from a course must contact the professor and submit a withdrawal form (<http://www.limestone.edu/extended-campus-forms/extended-campus-withdrawal-forms>) to the Registrar's office. Failure to do so will result in a grade of F. The request must be submitted prior to the course end date. Day students may not withdraw from an Extended Campus Internet course in terms 1, 2, 5, or 6 after the Day Program drop/add period without the written approval of the Associate Vice President for Academic Affairs.

## **ELECTRONIC FORUM**

This is to notify you that the material you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by Limestone College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. Limestone College disclaims all liability for data, information or opinions expressed in these forums.

## **GRADE APPEAL**

If a student receives a grade he/she believes is unearned and wishes to appeal the grade, he/she may appeal that grade. The procedure for grade appeals can be found in *Appendix D (p. 44)*. All grade appeals must be submitted within 30 calendar days of the grade being assigned.

## **GRADUATION**

To be eligible a student must be in compliance with all College policies including, but not limited to, disciplinary, financial, and degree requirements.

## **HONOR PLEDGE**

### **Limestone College Honor Pledge**

"Honesty in personal and academic matters is a cornerstone of life at Limestone College. Students are expected to achieve on their own merits and abilities, to exercise integrity in all their affairs, and to refrain absolutely from lying, cheating, and stealing." (*The Gaslight Handbook*, page 40).

I agree to refrain from academic misconduct, as defined in Section III of Limestone College's Policies and Procedures for Academic Conduct, which is available in *The Gaslight Handbook* and the Office of Student Services. I further understand that there are serious consequences for academic misconduct, outlined in Section VI of Limestone College's Policies and Procedures for Academic Conduct.

## **INTELLECTUAL PROPERTY**

For the purpose of this policy, "intellectual property" is considered to be creations of the mind in their expressed form such as music, art, poetry, electronic software and/or hardware, computer systems, instructional formats, etc. The term "intellectual property" reflects the idea that this subject matter is the product of the mind or the intellect, and that "intellectual property" rights may be protected at law in the same way as any other form of property.

Limestone College encourages and supports scholarship and research, technical and creative efforts, artistic or literary works, and other academic and service activities and products, new written materials, and many other expressions of research, creativity, and scholarly activity. These works often involve the rights and rewards of ownership, as well as responsibilities and a need for protection during development; these concerns affect the individuals involved, as well as the College as a legal entity.

The following are the guiding principles of this policy:

- The College encourages the discovery and development of original works and dissemination of knowledge as part of its academic mission.
- The College recognizes that the development of original works and the rights to, benefits from, and responsibilities for these works may arise from a variety of efforts.
- The College recognizes that ownership and benefit from intellectual property may be multifaceted and strives to ensure appropriate benefits to all contributors.

### **Faculty**

A faculty member who creates any form of intellectual property shall be the sole owner of that property, except when the faculty member and Limestone College enter into a specific agreement to share ownership of a specific intellectual property. When the College provides designated funds, facilities, or other support for the creation of the property, the College will become the owner unless there is an agreement to share ownership.

### **Students**

In the case of intellectual property created by a student, the student shall be the sole owner of the property unless that property was created under contract to the College or the College provided designated funds, facilities or other support for the creation of the property. In such cases, specific agreements between the College and the student will determine the nature of ownership of the property.

## Staff

In the case of intellectual property created by a staff member, the ownership of the property will be held by Limestone College when that property was created as part of the contractual obligations of the staff member. In cases where the property was created as a result of activities external to the contract or when the College has provided designated funds, facilities or other support for the creation of the property for activities external to the contract, ownership of the property shall be determined by specific agreement between the staff member and the College.

## WITHDRAWAL FROM COLLEGE

In order for a student to officially withdraw from Limestone College, while school is still in session, he or she must initially come to the Admission's Office and file a *Withdrawal from College* form. Failure to complete the official withdrawal procedure will cancel the College Refund Policy and may result in forfeiture of all financial aid, thus making the student and/or parents responsible for the entire balance of any semester or term.

Students who wish to withdraw between sessions should notify the Registrar's Office, the Vice President for Enrollment Management (Admissions), and the Vice President for Student Services or Director of the Extended Campus. Students are responsible for any balance remaining on their accounts in the Business Office.

To withdraw from the College, the same rules apply as for withdrawal from a course. Students forced by illness or other hardship to withdraw from the College after the deadline may petition for a grade of "WP" from the Vice President for Academic Affairs.

Students who drop out of college for more than eighteen months, not including summer school, must fulfill the requirements of the catalog in effect when they re-enter.

## X. STUDENT CODE OF CONDUCT

Limestone College has the right and responsibility to provide an environment that is conducive to students' freedom to grow and learn. In order to safeguard this freedom, the College defines and delineates standards of conduct for members of the campus community. Every student who attends Limestone College, by virtue of enrollment, has agreed to comply with these standards and, therefore, to be a cooperative member of the campus community.

The College is committed to maintaining an environment on campus that is safe and secure. In this attempt, the College will exercise any means available to insure this commitment. Students charged with a violation of campus policy are subject to the disciplinary process and penalties ascribed for violations of the Student Conduct Code. In incidents that violate local, state, and federal laws, the subject will be referred accordingly. All students charged with an alleged violation are guaranteed certain rights including the right of appeal. In cases where a student is a danger to himself/herself, others, and/or property, the President, Executive Vice President, or the Vice President for Student Services reserves the right to impose a penalty that is effective immediately with the right of appeal suspended for a determined period of time.

Students are expected to know and abide by all the standards, rules and regulations that are published in, but not restricted to, the *Gaslight* and the Academic Catalog. Students who fail or refuse to comply with these standards will be subject to penalties that may include permanent dismissal from the College.

Standards of Conduct: Charges may result from violations of Sections and/or more specific Codes. A student may be charged for the following:

Section 1.0 Failure to comply with the responsibilities of citizenship; violations of federal, state, or local law

Section 2.0 Cheating; plagiarism; forgery; knowingly furnishing false information

Section 3.0 Theft; unauthorized possession; damaging, or misusing the property of others

Code 3.1 Unauthorized appropriation of the property of another

Code 3.2 Forgery or the misuse of Non-transferable Documents or Instruments

Code 3.3 Unauthorized possession and/or use of phone codes, calling cards, credit cards, computer accounts and passwords

Code 3.4 Unauthorized possession and/or use of room keys, building keys, or passkeys

Code 3.5 Unauthorized use of cable television service

Section 4.0 Physical or sexual assault; battery; physical or verbal abuse of any person or conduct that threatens or endangers the health or safety of any person on or off College property

Code 4.1 Verbal abuse is the intentional use of obscene, profane or derogatory language, or the intentional use of an abusive tone or manner directed toward an individual or individuals

Code 4.2 Harassment is any action, verbal or nonverbal, directed against an individual or individuals, with the intent to berate, humiliate or torment that individual or individuals (*Reference p.29, Harassment*)

Code 4.3 Threat of physical abuse is conduct that indicates, or reasonably could be understood to indicate, either through speech or actions or a combination of both, an intent to physically injure an individual or individuals

Code 4.4 Endangering conduct is any act that imperils or jeopardizes the health or safety of any person or persons

Code 4.5 Physical abuse is any action that physically injures or inflicts physical discomfort on an individual or individuals

Code 4.6 Making or being involved in the making of prank or unwanted phone calls is unacceptable.

Code 4.7 Pranks and careless or irresponsible behaviors which cause or have the potential for causing damage to College or personal property, personal injuries, or which infringe upon the rights of others is unacceptable, including, but not limited to water fights, shaving cream battles, indoor sports, etc.

Code 4.8 Unwanted attempts of contact (verbal or nonverbal), unwanted advances, and/or stalking is prohibited on College owned or controlled property

Section 5.0 Using, possessing, manufacturing, distributing, dispensing, or being under the influence of alcohol on College-owned property or controlled property, or during College-sponsored activity on and off campus. Possession of kegs or other alcohol containers, empty or containing alcohol, is prohibited on College-owned property or controlled property. If you have knowledge that alcohol is in the room, whether it's yours or not, you are responsible.

\*It is the policy of Limestone College to notify the parent(s) or nearest relative of any student who is found guilty of second and additional alcohol and drug violations. The parent or nearest relative will be notified of the first alcohol or drug violation if the incident involved property damage or personal injury.

Section 6.0 Using, possessing, manufacturing, distributing, dispensing, or being under the influence of unlawful drugs and/or possession of drug-related paraphernalia, on College-owned property or controlled property, or during College-sponsored activity on and off campus. If you have knowledge that unlawful drugs and/or drug-related paraphernalia are in the room, whether it's yours or not, you are responsible.

*Upon probable cause, students are subject to drug testing by a College official. Refusal to comply with testing when it is requested will be considered a violation of the College's policy against usage. Being in the presence of, using, possessing, or procuring illegal drugs or drug paraphernalia, and the improper use of prescription drugs is prohibited. Drug testing may be required when a student exhibits behavior that indicates there may be use of illegal drugs. Such "for cause" situations include, but are not limited to: 1) erratic behavior; 2) violent behavior, including altercations; 3) changes in behavior; 4) evidence of physical symptoms associated with drug use; 5) anything that can give someone a reasonable, sincere belief that the individual is illegally using drugs.*

Section 7.0 Disorderly conduct or breach of peace on College-owned or controlled property, or during College sponsored or supervised activities on and off campus.

Code 7.1 Disruptive behavior is any behavior that, in the instructor's judgment, interferes with the ability to conduct class or the students' ability to benefit from the learning environment. (*Reference –Disruptive Student Behavior – p. 25 & Appendix C, p. 42*)

Section 8.0 Unauthorized use of or entry to College building or facilities.

Code 8.1 No objects may be thrown or dropped from windows, roofs, balconies, or other elevated areas.

Code 8.2 Climbing, rappelling or related activity is prohibited on campus buildings or structures.

Code 8.3 Bicycling, skateboarding, rollerblading, and roller-skating are prohibited in all buildings and structures on College property.

Code 8.4 Propping exterior residence hall doors with rugs, fire extinguishers, chairs, etc and/or altering a door's locking mechanism is prohibited.

Section 9.0 Obstruction or disruption of teaching, administration, or disciplinary proceeding; riots, unauthorized or unlawful demonstrations

Section 10.0 Failure to comply with directives of College officials or disciplinary boards; refusal to respond to a request to report to a College administrative officer, disciplinary hearings, or any summons by authorized College officials

Code 10.1 Failure to give identification to College officials upon request

Code 10.2 Failure to exit a building, facility, or other designated area of campus when directed to do so by a College official

Code 10.3 Inappropriate behavior or tone of voice during judicial proceedings or in meetings with College officials

Code 10.4 Inappropriate behavior, gesture, or tone of voice directed towards a College official

Section 11.0 Violation of College policies and regulations; inciting others to commit or attempting to commit violations of College policies and regulations

Code 11.1 Failure to adhere to College Quiet Hour Policy

Code 11.2 Failure to adhere to College Visitation Hour Policy

Section 12.0 Arson; falsely reporting emergencies; tampering with fires extinguishers; hoses; or other emergency equipment; failure to evacuate in response to a fire alarm

Code 12.1 Deactivation of residence hall room and common area smoke detectors

Code 12.2 False activation of fire alert systems

Code 12.3 Use of candles, incense, or other open flame objects in College owned or controlled buildings

Code 12.4 Use of halogen lights in residence hall rooms

Section 13.0 Use, possession, or distribution on campus of firearms, ammunition or shell-casings, air guns, explosives, fireworks, knives, other weapons or facsimile thereof (Reference p.17, Firearms, p. 18, Weapons)

Section 14.0 Obscene, lewd, or immoral conduct that is offensive to the prevailing standards of the College community

Code 14.1 Inappropriate use of, or display of, obscenities, verbal or nonverbal, on College owned or controlled property

Section 15.0 Aiding, abetting or inciting others in violations of College policies and regulations or federal, state or local laws; being present without being directly involved, but failing to take preventative action or to inform College officials.

Section 16.0 Registration of parole or probation status:

Code 16.1 Limestone College students who are under the supervision of a federal or state probation or parole officer at the time of their admission to the College must report their status to the Office of Student Services within 15 days following registration.

Code 16.2 Any student who is subsequently placed on probation or parole must report this to the Office of Student Services within 15 days following the date the student is placed on probation or parole.

Section 17.0 Respect for privacy. Misuse of recording devices and/or photographic devices.

Code 17.1 Students are expected to respect the privacy of fellow students, faculty, and staff. Surreptitious use of recording and/or photographic devices are strictly prohibited.

## **HARASSMENT**

The purpose of the harassment policy is to ensure that all persons will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of anyone associated with the College. We acknowledge that harassment, sexual or otherwise, is unlawful and will not be tolerated by Limestone College.

The policy of Limestone College is to maintain a learning environment free from all forms of harassment and to insist that all persons associated with the College be treated with dignity, respect, and courtesy.

Pursuant to this policy, any comments or conduct relating to a person's race, gender, religion, age, or ethnic background that fail to respect the dignity and feeling of the individual are unacceptable. This policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend any person under the jurisdiction of the College. This policy also includes harassment via e-mail, FAX, telephone, and any other form of electronic communication.

Any behavior toward any person connected with the College by a supervisor or co-employee, including administrators, faculty, staff, or students, which constitutes unwelcome sexual advances, requests for sexual favors, or the display of derogatory posters, cartoons or drawings, and other verbal or physical conduct of a sexual nature will be considered to be sexual harassment when:

- submission to such conduct is made a condition of an individual's employment, living, or scholastic environment
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic evaluation decisions affecting such individual
- such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an unfriendly or offensive work, living, or academic environment

Limestone College also prohibits harassment towards its employees by persons who are not employed by Limestone College. If a tenant, vendor, repairperson, or other non-Limestone College employee engages in unwelcome words or conduct, please report this to a Limestone College supervisor or administrator so that appropriate preventive steps can be taken.

Limestone College recognizes that persons of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all persons are asked to conduct themselves reasonably in accordance with the preceding guidelines. Limestone College will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines.

## REPORTING INCIDENTS

If you are a victim of harassment, sexual or otherwise, you have the following options:

- advise the offender that you find his/her conduct offensive
- consider the gravity of the harassment (If you feel that the conduct, which you found offensive, might have been inadvertent, you may wish to take no further action unless or until it recurs.)
- if the offensive conduct recurs, or if you feel that the gravity of the offensive conduct so warrants, you should file a complaint with the president's office.
- obtain witnesses or any available documentation or substantiation for the offensive conduct.

If you are functioning in a supervisory capacity, you should

- set a good example and refrain from all forms of harassment at all times
- if you observe conduct which you believe violates the preceding policy and guidelines, you should advise the offending person to desist and explain why you feel the conduct in question violates the Limestone College Harassment Policy
- if you observe a continuation of the offensive conduct, file a complaint with the President's Office.

All complaints received by the President's Office will be investigated by that office, and the results of the investigation will be made available to the complainant within thirty (30) days of receipt by the President's Office. The president of the College shall in his/her sole discretion apply such of the sanctions set forth below as he/she may deem appropriate to the offense.

## SANCTIONS

Limestone College will apply any one or more of the following sanctions as a result of violation of the preceding policy and guidelines:

- Counseling with the offender
- Transfer
- Probation, to be followed by suspension (without pay for employees) or dismissal for violation of the terms of probation
- Suspension (without pay for employees) for a period to be determined by the College based upon the nature of the offense
- Dismissal.

## HAZING

Limestone College is committed to promoting a campus environment that is just, open, disciplined, and caring. This philosophy supports the educational mission of the institution and our standards for co-curricular programs that facilitate students' development. Limestone College is opposed to any group or organization, registered or otherwise, officially or in fact, that participates in any activity that involves hazing any member of the College community.

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which, when examined by the ordinary College student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

The definition of "hazing" is "any conduct or methods of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger the physical or mental health of any student or other person." Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. any brutality of a physical nature, such as paddling, whipping, beating, branding, or forced calisthenics
2. excessive exposure to the elements
3. forced or required consumption of any food, alcohol, drug, or other substance
4. forcing or requiring the theft or damage of any property
5. any activity or situation which would subject an individual to extreme mental or physical stress, such as permitting fewer than six (6) hours of continuous, uninterrupted sleep per night, or forced or required extended exclusion from social contact
6. forced or required conduct which could result in extreme embarrassment, such as nudity;
7. running personal errands for others, such as driving them to class, cleaning their individual rooms and/or intentionally littering or jumbling the house or a room for the person to clean, washing their cars, etc.
8. "Road trips" (dropping someone off to find his/her own way back), scavenger hunts, or kidnaps

9. “Line-ups”, including, but not limited to, any activity where individuals are forced to answer questions, memorize stories, poems, or information not directly related to the student organization, or to endure any personal indignity
10. forcing, requiring, or encouraging the violation of any College policy, Federal, State, or local law. Consent shall not be available as a defense to any other prosecution of this action.

Whoever knows that another person is the victim of hazing and is at the scene of such an occurrence shall, to the extent that the person can do so without danger or peril to himself or others, report such an occurrence to an appropriate College official and/or law enforcement official as soon as reasonably possible.

### **OFF-CAMPUS CONDUCT POLICY**

While the College has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects College and community interests and warrants disciplinary action.

Limestone College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that violates any local, state or federal law, or that yields a complaint from others alleging law violations or student misconduct will be reviewed by the College. Upon receipt of a complaint alleging off-campus student misconduct, the Vice President for Student Services will review the allegation and pursue an appropriate course of action. Any off-campus student behavior that violates the College Code of Conduct will be subject to disciplinary action following standard College procedures.

### **PARENTAL NOTIFICATION**

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 College, parents or guardians are automatically notified by letter. In the case of alcohol or drug violations, the parent or guardian will be contacted.

### **SELF-INJURY, THREAT OR INDICATION OF SUICIDE ATTEMPT**

The College policy is designed to help students and their families through a difficult time by ensuring the student’s safety and assisting the student. The policy is not intended to punish or cause further distress to an already troubled student. The policy is intended to provide structure for responding to behavior that is of concern to students and staff. The College must consider not only the well being of the individual student, but also the well being of the entire campus community.

Parents and family will be notified in the case of attempted suicide, threat of suicide, or act of self-injury. On-going involvement of parents and family is required in all cases in which the student is allowed to remain enrolled in the College. The specific form of this involvement will be determined through discussion with the student, the student’s parents and family, the director of the counseling center and Executive Vice President or designee.

The College, upon the advice of its professional staff, may require a student to withdraw temporarily from the College for medical or psychological reasons. For this reason, the College reserves the right to require further evaluation of a student through appropriate professionals, to establish conditions under which a student may continue at the college, and to recommend voluntary or involuntary withdrawal of the student from the college. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reasons, but because the welfare of the individual and the community mandates these procedures.

### **STALKING**

Stalking is a course of conduct that involves a broad range of behavior directed at a victim. The conduct can be varied, but involves actions that harass, frighten, threaten and/or force the stalker into the life and consciousness of the victim. Stalking includes both physical and electronic stalking. The components of stalking include both the course of conduct and intensity of the behaviors. Methods of stalking can include, but are not limited to, these methods to intimidate and frighten the object of his/her attentions:

- Persistent phone calls despite being told not to contact in any form
- Waiting at workplace or in neighborhood or around the classes of the victim
- Threats, actual or implied
- Manipulative behavior (for example: threatening to commit suicide in order to get a response to such an “emergency” in the form of contact)
- Sending written messages: letters, emails, and/or graffiti
- Sending gifts from the seemingly “romantic” to the bizarre
- Defamation: lying to others about the victim
- Objectification: demeaning the victim, reducing him/her to an object (which allows the stalker to feel angry with the victim without experiencing empathy)

Limestone College takes stalking very seriously and will vigorously prosecute anyone who is identified as a stalker.

## XI. DISCIPLINARY PROCESS

The Office of Student Services is given the responsibility for defining, delineating, and interpreting acceptable standards of behavior. However, the College encourages all members of the campus community to participate in the formulation of rules. Any suggestions for revision of, additions to, and deletions from the Student Conduct Code, the *Gaslight*, or other regulations may be submitted, in writing, to the Vice President for Students Services, the Executive Vice President, or the President.

Any member of the campus community may report alleged violations of campus regulations to a member of the Student Services Staff. Indeed, it is the responsibility of all members of the campus community to assist in preserving its prevailing codes. All violations of the Student Conduct Code, Residence Hall Regulations, or other rules and regulations should be reported to the Office of Student Services. Violations of an academic nature, such as plagiarism and cheating, should follow the procedure outlined in *Appendix B*, p. 40.

### **DISCIPLINARY AGENTS**

Certain individuals are assigned the specific task of enforcing and reporting violations. These persons include the Resident Assistants, Resident Directors, Public Safety, Director of Student Services, Vice President for Student Services, Vice President for Academic Affairs/Executive Vice President. When a violation is reported to these individuals, it is referred to the appropriate hearing officials or body.

#### **Violations are referred as follows:**

- Residence Hall Regulations                      Vice President for Student Services
- Parking Violations                                 Director of Public Safety
- Student Conduct Code                             Vice President for Student Services
- Local, State, or Federal Law                    Vice President for Student Services
- Academic Violations                              Associate Vice President for Academic Affairs

### **SERIOUS OFFENSES**

Violations of State and Federal Law which constitute a felony or that are criminal in nature, serious offenses which endanger persons or property or which present a serious threat to the peace and safety of an individual or individuals or property on campus will be immediately referred to the President or Executive Vice President of the College with the recommended penalty(ies) of Administrative Withdrawal, Suspension from Classes, Expulsion, and/or Notification of Proper State or Local Authorities. In these offenses, as well as any other, the College reserves the right to exercise the option of involving local law enforcement agencies in the investigation.

The Executive Vice President or the President may require a student to temporarily leave the campus if his/her activities and/or conduct are deemed to be disruptive or poses a threat or danger to the College community. Such threats include, but are not limited to, behavior that may be disruptive to the educational process of the College, suicide attempt(s), threat or incident of self-injury, interference with the rights of others, a danger to the health, safety, property or well-being of the College or others, or a violation of civil or criminal law, including but not limited to, felony charges of such magnitude as to reflect negatively on the College.

### **TYPES OF HEARINGS**

1. An Administrative Hearing is conducted by the Vice President for Student Services and/or his designee. The accused has the right to be assisted or consulted by a person of his/her choice from the College community.
  - a. An Administrative Hearing occurs when the possible penalty will not include suspension and/or expulsion. In an Administrative Hearing the Vice President for Student Services and/or designee shall conduct an individual hearing to determine if a violation has occurred. The incident will be reviewed with the accused and an appropriate punishment will be imposed if found guilty. Response to violations may result in one or more of the following: no action, a verbal or written warning, educational referrals, restitution, fines and/or community service hours. Sanctions will vary based on the individual case and any previous violations during the academic year.
  - b. The Vice President for Student Services and/or designee will provide a report of the Administrative Hearing decision to the student, President, Ombudsman, coach, parent, and student's folder.
  - c. The student has a right to appeal the decision made. (Appeal, p. 36)
2. A Judicial Board Hearing is conducted by a designated committee appointed by the President under the control of the Hearing Coordinator.



## **JUDICIAL BOARD**

All students charged with an alleged violation are guaranteed certain rights including the right of appeal. The focus of a hearing board shall be whether the accused is responsible or not responsible for violating disciplinary regulations. The process is designed to protect the safety and welfare of the Limestone College community.

### **A. PURPOSE**

The purpose of the Judicial Board is to offer students charged with a violation of the Student Code of Conduct a fair and impartial hearing and to deliver a judgment based on that hearing.

### **B. JUDICIAL BOARD MEMBERSHIP**

The Judicial Board shall be composed of five members: two faculty, one administrator or staff member, and two students. The President of the College shall appoint all members and alternates of the Judicial Board. The President shall fill vacancies as needed.

Members of the Judicial Board serve a minimum of three years. After completing a term of office, a member must be off the Board for at least one year before being permitted to return to the Board.

Judicial Board members will be compensated for their service to the College at a rate set by the President of the College at the beginning of each academic year. Within the first two weeks of classes in the Fall Semester, the Executive Vice President will conduct one or more training sessions for the Judicial Board members. To serve on the Board, each member is required to participate in all training sessions. If an individual is appointed to the Judicial Board after the training sessions have been held, the Executive Vice President will hold an individual training session.

### **C. RESPONSIBILITY OF JUDICIAL BOARD**

Judicial Board members should not enter a hearing with a preconceived opinion of the innocence or guilt of the accused. If Judicial Board members find that they cannot begin the hearing without a prior judgment, they must excuse themselves from the hearing process.

Judicial Board members are expected to be at all hearings at the scheduled time. They should listen politely to the accused, victim, and the witness(es), and in a non-threatening manner ask appropriate questions. Board members may find it beneficial to take notes of statements given by the accused and the witness (es).

### **D. HEARING COORDINATOR**

The President of the College will appoint one of the two faculty members of the Judicial Board as Hearing Coordinator. The responsibility of the Hearing Coordinator is to insure that all appropriate evidence is presented in a way that is fair and clearly understood by all persons involved.

### **E. RIGHT TO AN ADVISOR**

Both parties may have an advisor from the College community attend any disciplinary hearing. The accused has the right to be assisted or consulted by a person of his/her choice from the College community. The advisor, advocate, or ombudsman's role is to help the accused prepare for the judicial proceedings, and serve as nonparticipating support at the hearing. The advisor may only converse with the alleged violator. The advisor must be registered with the hearing board at least 24 hours in advance of the hearing.

### **F. VICTIM'S ADVOCATE**

Victims of Student Code of Conduct violation(s) have the right to an advocate. The advocate may attend any disciplinary hearing. The Victim Advocate is available to assist all students, faculty and staff who have experienced actual or threatened violence, including but not limited to battery, assault, stalking, sexual battery (date rape, acquaintance rape, stranger rape) and attempted sexual assault.

### **G. STUDENT OMBUDSMAN**

Students accused of Student Code of Conduct violations have the right to an advisor from the Student Ombudsman. Notice of charges will be in writing and will include a statement of the availability of the Ombudsman as advisor.

Ombudsman is, as Webster defines it, "one who investigates complaints and assists in achieving fair settlements." Members of the College community who are considering filing a complaint or grievance are encouraged to consult the Ombudsman. The Ombudsman has no authority to make decisions, nor is he/she an arbitrator or a mediator. The role of the Ombudsman is to provide counsel to the accused on the process to be pursued, and, at the accused's request to seek to discover and clarify facts related to the incident or incidents causing the complaint or grievance. The Student Ombudsman shall act as a student advocate and will assist the student in preparing the case. The Ombudsman also receives inquiries and questions about the practices and services provided by the College for students. The Ombudsman shall also have the right to advise students during Administrative and/or Judicial Hearings. The Ombudsman is independent of the Student Services staff and provides information about what steps to take before a judicial hearing is held. The Ombudsman also makes recommendations to the College administration to improve the judicial process. Therefore, the Ombudsman's role is available for the entire campus community, faculty, staff, and students.

## **H. WITNESSES**

A witness is a person who has information of particular relevance to the incident. For example, the person may have actually seen the incident as it occurred; the person may have heard significant sounds, words, or statements, etc., while the incident was occurring; or the person may have some information, which in the opinion of the Hearing Coordinator or Vice President for Student Services, may make that person a relevant witness. If a person agrees to appear as a witness, he/she shall make a statement regarding the incident. This statement will address the relevant information concerning the incident. The Vice President for Student Services will review all documents, statements and reports, and explain to all witnesses the date, time and location of the Judicial Hearing Board. A person will not be forced to attend, speak, or otherwise participate as a witness.

## **I. RETALIATION**

After a complaint or report has been filed, any form of retaliation toward witnesses or parties involved will not be tolerated. Retaliation may be used as evidence and could be grounds for additional policy violations in the proceeding before the Hearing Board.

## **J. BIAS**

A victim or accused may object in writing to the Hearing Coordinator that a member of the Judicial Hearing Board may be unable to be an impartial decision maker. If the charge of bias is against the Hearing Coordinator, the objection should be submitted to the Vice President for Student Services. Alternates will be chosen at the discretion of the Hearing Coordinator. All objections must be submitted at least two business days prior to the scheduled hearing.

## **K. ELECTRONIC RECORDING**

All hearings are to be electronically recorded. Tapes made by the College will be labeled for safe keeping and will remain the property of the College. The tapes will be turned over to the Vice President for Student Services and will be erased four years after the hearing. The recordings are for the use of the College only and will not be made available to students. Recording the hearing is not permitted by either the accused, victim, or by those appearing as witnesses. All parties present at the hearing must recognize, and honor, the fact that everything stated in the course of the hearing is to remain confidential, subject to the College's implementation of its policies and sanctions, its obligations to its community, and legal requirements.

## **HEARING PROCEDURES**

1. When an alleged violation of the Student Code of Conduct occurs, the incident should be reported to the Office of Public Safety or the Office of Student Services.
2. A student, a College employee or guest may register a formal complaint regarding a Limestone College student by submitting to Public Safety or Student Services the following information:
  - the name of the accused
  - a clear statement explaining the nature and circumstances of the complaint, and witnesses to the incident
  - the names, addresses and phone of the person(s) filing the complaint.

A complaint is a claim by a College community member, or guest, that a student has been involved in a violation of College policy and/or regulation. In some instances, the claimed violation of College policy or regulation may also be a violation of state or federal law. The College reserves the right to conduct a hearing or act on a claim of violation of College policies or regulations on campus and off campus even though civil authorities also have jurisdiction under relevant criminal or civil law. A person filing a complaint is called the victim. The person against whom a complaint is filed is called the accused.

3. As soon as the Vice President for Student Services or designate, has determined that a Student Code of Conduct violation has been committed, the Office of Public Safety may be contacted to fully investigate the alleged violation. All paperwork involved in the investigation shall be turned over to the Vice President for Student Services at the conclusion of their investigation.
4. Once a complaint has been documented, the Vice President for Student Services will be responsible for any communication regarding the matter before the Judicial Board. This will include contacting potential witnesses, sending out notices regarding the hearing, or any changes regarding the hearing. At the completion of the hearing process, the Vice President for Student Services is responsible for sending out notices to the appropriate parties of the results of the hearing.
5. The Vice President for Student Services shall notify the accused of the alleged incident, including copies of all information referred to the Vice President for Student Services from Public Safety and any information they have collected and discovered. Cases in which suspension or expulsion from the College is a possible penalty will always be referred to the Judicial Board for a hearing. The Student Ombudsman and/or Victim's Advocate will be notified as well.

6. When a Judicial Board Hearing is required, the Vice President for Student Services will notify the Hearing Coordinator. The Hearing Coordinator will schedule a hearing with the Judicial Board members. Under certain conditions, such as semester's end, and holidays, the judicial hearing may be delayed until the start of the next semester.
7. The Vice President for Student Services will speak with the victim regarding the hearing, or any changes regarding the hearing.
8. ***Notice of Preliminary Review***
  - The accused will be notified to contact the Office of Student Services with regard to a preliminary review with the Vice President for Student Services at least three working days prior to the Judicial Board Hearing. The Vice President for Student Services will speak with the accused and a decision as to whether or not to formally charge the student with a violation will occur.
  - The accused will be asked to sign a document indicating that he/she has received notice. Should the accused refuse to sign this document, the Student Services representative, Public Safety officer, or designated staff member will note so on the form, and the student will be considered officially notified.
  - The accused may contact the Student Ombudsman or other person of his/her choice from the College community as advisor prior to meeting with the Vice President for Student Services.
  - The victim and the accused, as well the advisors to all parties involved, will receive a document of all charges, witnesses, and the date, time and location of the Judicial Board Hearing. The charges stated in the notification will correspond to the sections and alleged violation(s) in the Student Code of Conduct.
  - During this preliminary review, the student will be advised of the charges against him/her, his/her rights in the Hearing Process, and the possible penalties that may be imposed. The following items will be discussed at the review:
    - a. The accused has the right to face his/her accusers and to cross-examine any witness(es) testifying against him/her.
    - b. The accused also has a right to call witness(es) to testify in his/her defense.
    - c. All parties will be provided a list of the Judicial Board member's names.
    - d. All witnesses for both sides should be registered with the hearing body. All witnesses shall furnish written statements at least two days prior to the Judicial Board Hearing.
    - e. The Hearing Coordinator and Judicial Board, as well as all necessary parties will receive all paperwork pertaining to the case at least three business days prior to the scheduled Judicial Board Hearing.
9. ***Notice of Judicial Hearing***
  - All hearings will be scheduled at the earliest convenience of all parties. Both parties will be allowed to bring any member of the College community to advise them at the hearing.
  - Students are expected to speak for themselves. No outside legal representatives will be allowed at a hearing.
  - A student unable to attend a scheduled hearing must notify the Hearing Coordinator at least 24 hours in advance of the scheduled hearing. Failure to attend a scheduled hearing will result in a finding of guilty and appropriate disciplinary action will be assessed by the Judicial Board. If the student has a valid excuse or a conflict with the scheduled hearing, then the Hearing Coordinator will reschedule the hearing. The Hearing Coordinator will determine if the student's excuse is valid. The student may appeal the decision of the Hearing Coordinator to the Executive Vice President.
  - The Hearing Coordinator will introduce the members of the hearing board, the accused, and the victim.
  - Then the case is introduced and the charges are read into the record.
  - The accused will then have the opportunity to enter a plea on the charges brought against him/her. However, the student also has the right to remain silent without any assumptions being made about responsibility. If the student remains silent, a 'not guilty' plea will be entered into the record by the Hearing Coordinator.
  - The accused shall be permitted to present the testimony of witnesses and other evidence in his/her defense. Defense witness(es) shall be subjected to questioning by the Hearing Board members.
  - If the accused pleads 'guilty', then the Judicial Hearing Board will ask for mitigating or extenuating circumstances from both sides about the incident. The Judicial Hearing Board will then excuse the alleged violator and all other parties and meet to determine the punishment to be given.
  - If the accused pleads 'not guilty', the Judicial Hearing Board will then be given the opportunity to ask questions of the victim, any witnesses, and the accused. The accused has the right to remain silent.
  - The accused has the right to remain in the room for the case presentation.

- The student has the right to have dismissed from consideration evidence that resulted from confessions obtained by coercion or deceit and objects or documents obtained as a result of an illegal search. An illegal search is one that does not follow the Limestone College Search and Seizure Procedure (pg. 20)
- The witness(es), if any, shall be called into the hearing and may be questioned by the Hearing Board and by the accused.
- At the conclusion of the presentation of testimony and when other evidence has been presented, all parties except the Judicial Hearing Board will leave the room. The Judicial Hearing Board shall deliberate and render a verdict.
- The Hearing Board first shall decide, in the light of evidence presented, whether the accused is guilty. A vote may be taken by secret ballot of guilty or not guilty. If the individual is found guilty, appropriate disciplinary actions will be assigned.
- If the Judicial Hearing Board determines the accused is guilty, the Office of Student Services will provide the Board with information regarding the sanction precedent for the offense in question. If the accused has a record of documented violations of College regulations, the Judicial Hearing Board will review the documentation prior to imposing a sanction for the offense. In fashioning an appropriate punishment, the Hearing Board 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.

#### **L. WRITTEN REPORT**

The decision of the Hearing Board shall, when possible, be rendered within 48 hours of the conclusion of the judicial hearing. The accused student will sign a notice of the hearing body's final decision acknowledging the results of a judicial hearing. The Vice President for Student Services or his/her appointee shall deliver a letter to the accused informing them of the overall finding, and detail disciplinary punishment that was imposed, if applicable.

#### **M. APPEAL**

The student, Student Services, Judicial Board member(s), or Extended Campus official has a right to appeal a decision for any of the following reasons:

- Irregularity in the proceedings
- Penalty inconsistent with the nature of the offense
- Additional evidence.

Disciplinary action resulting from an Administrative Hearing or Judicial Board is postponed until the student has had the opportunity to exercise his/her right to appeal. However, in cases where a student is deemed a threat and/or danger to self, others, and/or property, the President or Executive Vice President may, upon finding that a danger exists, impose a penalty that is effective immediately, with the right to appeal to take place after the imposition of the penalty.

The *first step* of the appeal process involves the Executive Vice President. Written requests for this appeal by the accused or Student Services/Extended Campus official must be submitted to the Executive Vice President within 3 working days of the receipt of notice of the hearing body's final decision. The appeal shall include the reasons for the appeal. The Executive Vice President will notify the hearing officer and the Office of Student Services within three working days of receipt of an appeal. The Executive Vice President will review the written appeal, collect additional information, if appropriate, and render his/her decision within 7 working days of receipt of the appeal.

The *final step* in the appeals' process is to have the appeal heard by the President of the College. Written requests for this appeal by the accused or Student Services/Extended Campus official must be submitted to the President within 3 working days of the receipt of notice of the Executive Vice President's decision. The appeal shall include the reasons for the appeal. The President will review the case, collect additional information, if appropriate, and render his/her decision within 7 working days of receipt of appeal.

Failure to submit a written appeal within 3 working days of a decision by any hearing body or failure to appear before a hearing body is considered to be a waiver of the right of appeal. Working days do not include weekends, holidays, or other times when the College is closed.

#### **N. OFF-CAMPUS VIOLATIONS**

Limestone College reserves the right to prosecute for off campus violations. (*Reference p.31, Off-Campus Conduct Policy*)

#### **O. DISCIPLINARY FILES**

All statements, paperwork, and files concerning a disciplinary hearing remain the property of Limestone College and are not subject to review by outside parties.

All records of disciplinary action shall remain confidential. Disciplinary records shall be maintained in the Office of Student Services as part of the student record until graduation, after which all student records are maintained by the Registrar's Office. The student record shall be released as specified by the Family Educational Rights and Privacy Act of 1974. Exceptions shall be made only under the conditions specified in the Family Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

Records of disciplinary sanctions are maintained as follows:

1. All records of disciplinary action will remain in the student record maintained by the Office of Student Services until the student graduates from the college.
2. Records of disciplinary sanctions of disciplinary probation, suspension, or expulsion will remain in the student record maintained by the College permanently.

## **DISCIPLINARY ACTION:**

### **1. Written Warning**

An official statement to the student advising him/her that a violation has occurred and that continuation of such conduct may result in further disciplinary action

### **2. Loss Of Privileges**

Denial of certain privileges such as on campus parking, participation in campus organizations, attendance at campus events, visitation privileges, or use of campus facilities

### **3. Fines**

A monetary sum paid to the Student Services office

### **4. Community Service Hours**

The assignment of labor or task in lieu of fines

### **5. Restitution**

A prescribed action to reimburse by transfer of property or service

### **6. Attendance at Meetings or Seminars**

Mandatory attendance at workshops or events of an educational nature at the expense of the student

### **7. Probation**

This condition encumbers the student's good standing in the College for a stated period of time and may result in the student being unable to participate in athletics, to hold an office, or to be a representative of the College.

### **8. Hold on Grades or Registration For Classes**

The student may not receive class grades or register for classes until there has been compliance with other sanctions or conditions.

### **9. Suspension From the Residence Halls**

The student will be removed from College housing and banned from visiting the residence halls, but may continue taking classes.

### **10. Suspension From The College**

The student will be forced to withdraw from the College and vacate the campus for a determined period of time. The student has the right to petition for readmission at the conclusion of the defined period of time.

### **11. Expulsion**

The student is dismissed from the College for an unspecified period of time.

### **12. Administrative Withdrawal**

A student may be withdrawn from the College by the President or Executive Vice President when that student exhibits behavior that may be disruptive to the educational process of the College or is a danger to self, others, or property.

### **13. Notification of Parents (if dependent student)**

Limestone College reserves the right to notify parents or legal guardians of a student's behavior or of any situation of which the College feels the parents should be informed.

### **14. Notification of Athletic Department**

Limestone College reserves the right to notify the Athletic Director of a student's behavior of any situation that Student Services feels the Director should be made aware.

### **15. Other actions that are appropriate and approved by the Vice President for Student Services, Director of Extended Campus, Executive Vice President, and/or President.**

## XII. IF YOU NEED.... GO TO...

Academic Advising.....	Advisor/Associate Vice President for Academic Affairs
Activities.....	Student Services
Alumni Information.....	Alumni Director
Athletics.....	Vice President for Intercollegiate Athletes
Class Schedule.....	Registrar/Advisor/ Area Coordinator
Clubs/Organizations.....	Student Services
Complaints.....	Student Services
Disciplinary Counsel.....	Student Ombudsman
Disciplinary Process.....	Student Services
Disability Services.....	Coordinator of Disability Services
Facility Reservation.....	Switchboard
Finances and Fees.....	Financial Aid/Business Office
Food.....	Dir. of Food Services
<u>Gaslight</u> – Student Handbook.....	Student Services/Extended Campus
Grade Reports.....	Registrar/Extended Campus
Intramurals.....	Student Services
Jazz Ensemble.....	Music Department
Job Exploration.....	Career Services
Literary Magazine.....	English Department
Luminaries.....	Athletics Department
Mail Center.....	Director of Mail Center
Maintenance and Repairs.....	Student Services/Physical Plant
Medical/Health.....	Student Services/ Campus Nurse
PALS.....	Dir. of PALS Program
Parking Ticket.....	Public Safety
Personal Counseling.....	Counseling Center/ College Chaplain
Phone-a-thon.....	Alumni and Development
Recreational Facilities.....	Vice President for Intercollegiate Athletes
Registration.....	Advisor/Registrar/Extended Campus
Religious Programs.....	Campus Chaplain
Residence Halls.....	Student Services
Roommate Problems.....	Student Services
Security.....	Public Safety
Substance Abuse Education.....	Student Services
Telephone.....	Computer Services
Tutoring.....	Dean of Retention
Vehicle Registration.....	Public Safety
Work Study.....	Financial Aid
Yearbook.....	Academic Information Director, Web Administrator

### XIII. APPENDIX A

#### **PROCTOR INFORMATION FOR DAY STUDENTS**

In general, Day students who may need to have tests proctored are to be tested by the Limestone College Testing Center staff. Arrangements for such tests are made directly by the course professor with Testing Center staff. However, on occasion, due to extenuating circumstances, such as a disability, tests may be proctored by an approved, properly qualified individual other than the professor or the Testing Center staff.

**Proctor Responsibilities:** It is the responsibility of the proctor to ensure that the student is tested in an appropriate environment ensuring test security. The proctor must be in close proximity to the student and he/she must be present at all times while the student is taking exams. The meeting may be any secure site agreed upon by the proctor and the student. Additionally, the proctor is responsible for assuring that the test is returned to the professor as soon as possible.

Proctor Qualifications:

- **Friends, relatives, or a Limestone College student MAY NOT be a proctor.**
- At minimum, a proctor must hold a **bachelor's degree** from a regionally accredited college or university. The proctor must submit a diploma or transcript as proof of degree earned.
- The proctor must also meet one of the following employment qualifications and submit as proof a letter on the institution's letterhead stating the proctor's position, signed by a supervisor or manager:
  - A. Be a staff or a faculty member of Limestone College. **A Limestone College Athletic Coach/Trainer MAY NOT be a proctor.**
  - B. Be a staff or faculty member of any regionally accredited institution of higher learning.
  - C. Be a high school or elementary school teacher, counselor, administrator, or superintendent of schools. **A student who is currently employed as a teacher MAY NOT have another teacher proctor an examination.**
  - D. Be a currently employed librarian.
  - E. Be a supervisor, a human resources manager, or manager of higher rank.
  - F. For military personnel: Be a DANTES test control officer, an educational services officer, a base librarian, an officer, or non-commissioned officer of higher rank than the student.

**Proctor Approval Process:** Any Day student requesting a proctor, in lieu of the professor or Testing Center staff, is required to submit a Proctor Application form: <http://www.limestonevirtualcampus.net/proctorapp.pdf>. (This is the same form utilized by internet students.) Once a proctor is approved, he/she will remain the proctor of record until the student submits a new Proctor Application form. For testing arranged via Disability Services or the Program for Alternative Learning Styles (PALS), personnel in these offices will assign proctors.

**Changing Proctors:** The student must submit a new proctor application and all required documentation for the approval of a new proctor. A student may have only one proctor on record at a time.

**Updating Current Proctor Information:** To change the email address for a current proctor, an email request must be sent, from the proctor's ***new*** email account, to [proctor@limestone.edu](mailto:proctor@limestone.edu). To change the mailing address, phone number, or place of employment, the proctor must submit the new information by email to [proctor@limestone.edu](mailto:proctor@limestone.edu).

## **XIV. APPENDIX B**

### **POLICIES AND PROCEDURES FOR ACADEMIC CONDUCT**

- I. Statements of Beliefs. Honesty in personal and academic matters are a cornerstone of life at Limestone College. Students are expected to achieve on their own merits and abilities, to exercise integrity in all their affairs, and to refrain absolutely from lying, cheating, and stealing.
- II. Responsibility. The responsibility for maintaining honesty in academic life is shared by students, faculty members, and College administrators.
  - A. Student responsibilities:
    1. Students are responsible for conducting their own academic affairs in an honest manner.
    2. Students are responsible for the behavior of fellow students to the following extent:
      - a) a student who is aware of dishonest behavior on the part of a fellow student(s) in an academic setting should feel an obligation to make a report of academic misconduct,
      - b) a student who makes a report of academic misconduct is not obligated to be involved in the matter in any way after making the report. The identity of the student making a report of academic misconduct shall be protected,
      - c) a report of academic misconduct by a student may be made in conversation or in writing, to the faculty member responsible for the class,
      - d) the intent of the report of academic misconduct is to alert the faculty member, that academic misconduct may have occurred.
      - e) A faculty member shall investigate a student report of academic misconduct and, if he/she finds evidence of academic misconduct, charge the student(s) as appropriate, and report the case to the Associate Vice President for Academic Affairs for further review.
  - B. Faculty responsibilities:
    1. Faculty members have a responsibility to communicate to students both their own beliefs, policies, and procedures relating to academic misconduct and those of the College. This communication must be presented to students in writing and included in a course syllabus.
    2. Faculty members have a responsibility to be aware of the potential for academic misconduct, to take reasonable precautions to discourage it, and to respond promptly and consistently to reports and accusations of academic misconduct when they occur.
    3. A faculty member has a responsibility to report all cases of academic misconduct to the Associate Vice President for Academic Affairs for review.
  - C. Administration Responsibilities:
    1. College administrators have a responsibility to respond to reports, accusations, and appeals of academic misconduct consistently and promptly.
    2. College administrators have a responsibility to uphold the policies and procedures of the College with regard to academic misconduct.
- III. Defining academic misconduct. Academic misconduct may include but is not limited to the following:
  - A. plagiarism, or the failure to properly credit the work of another person, thereby allowing others to assume that the work is original,
  - B. copying another student's work,
  - C. collaborating by allowing another student to copy work which has been created by the collaborating student himself/herself,
  - D. purchasing a paper from services or from other students and submitting it as one's own work,
  - E. submitting work as the student's own which has been created, in part or wholly, by another individual
  - F. doing work for someone else and submitting the work under a name other than your own,
  - G. cheating
    1. Copying from the paper of another student.
    2. Allowing other students to copy from work that is not their own or aiding them in doing so.
    3. Referring to any materials that the instructor has not specially authorized for use during a test or assignment.
    4. Inappropriately obtaining the contents of an examination.



#### IV. Procedures for accusations of academic misconduct

- A. An accusation of academic misconduct may be made by a faculty member based on his/her own observation and evidence or the report of a student, faculty or staff member. An accusation identifies a specific student(s) by name and accuses the student(s) of a specific act(s) of misconduct.
- B. If the faculty member finds sufficient evidence of guilt, an accusation of misconduct must be reported to the student within 7 calendar days of the alleged incident of misconduct and the case reported to the Associate Vice President for Academic Affairs at the same time.
  - If the incident is a first offense, the faculty member may impose his/her own penalty. Appropriate penalties might include but are not limited to:
    - 1. A failing grade on the test, activity, or assignment.
    - 2. A failing grade for the course.
    - 3. A requirement that the test, activity, or assignment be retaken or resubmitted.
  - If a student is guilty of a second instance of academic misconduct, the Associate Vice President for Academic Affairs will impose the penalty of a non-replaceable F for the course in which the violation occurred.
  - If a student is guilty of a third count of academic misconduct, the student will receive a non-replaceable "F" for the course in which the violation occurred and will be permanently suspended from the college without the possibility of readmission.
- C. An accusation of academic misconduct must be addressed by the Associate Vice President for Academic Affairs in consultation with the faculty member and, the Department Chair or the Division Chair within 20 working days of the receipt of the accusation.
- D. If a faculty or staff member receives a report of academic misconduct, he/she shall inform the faculty member teaching the course of the report. If the teaching faculty member finds sufficient evidence of guilt, an accusation of misconduct must be made to the student within 7 calendar days of the alleged incident of misconduct and the case reported to the Associate Vice President for Academic Affairs at the same time.

#### V. Appeals

- A. Both the accused student and the faculty member responsible for the class or activity have the right to appeal.
- B. An accused student may appeal:
  - 1. Suspension for a third violation of academic integrity.
  - 2. The findings of an Appeals Committee.
- C. A faculty member may appeal the findings of an Appeals Committee.
- D. All appeals must include a rationale.
- E. Appeals of suspension for academic misconduct shall be made in writing to the Vice President for Academic Affairs within 10 working days of the date of the suspension letter from the Vice President for Academic Affairs.
- F. The Vice President for Academic Affairs, upon receiving any appeal, shall act as Chair and assemble an Appeals Committee. The Appeals Committee shall meet within 10 days of the receipt of an appeal.
- G. No faculty member nor academic administrator shall serve on an Appeals Committee if any have been involved in reviewing the case previously.
- H. An Appeals Committee shall be chaired by the Vice President for Academic Affairs and shall be comprised of 2 faculty members and 2 students. The 4 members shall have voting rights and the Chair may elect to vote in the event of a tie. In the event of a tie that is not broken by the vote of the Vice President, the appeal shall be denied.
- I. An Appeals Committee shall consider evidence that will be presented with the accused student in attendance. Evidence includes but is not limited to:
  - 1. testimony from student or faculty accusers or other individuals directly involved with the incident,
  - 2. physical evidence, such as notes or samples of student work.
- J. An accused student may present evidence on his/her own behalf, have a representative from the campus who may participate in the proceedings, and question his/her accusers. If the accused agrees to a meeting time and date with the Appeals Committee and then fails to attend the meeting or be present by conference call, the Appeal Committee will rule in the absence of the student.
- K. The Chair of the Appeals Committee shall rule on the relevance and admissibility of evidence.

- L. After hearing the evidence the Appeals Committee shall vote on the guilt or innocence of the accused student.
  - M. The decision of the Appeals Committee shall be communicated to the accused student and to the faculty member, the Department, the Division Chair, the Associate Vice President for Academic Affairs, and the President by the Chair of the Appeals Committee.
  - N. If either the accused student or the faculty member responsible for the class is unsatisfied with the findings of the Appeals Committee, he/she may make a final appeal in writing to the President of the College within 10 days of the Appeals Committee decision.
  - O. The President of the College, upon receiving an appeal of an Appeals Committee decision, shall have the authority to act individually, to review written records, to interview involved parties, and to arrive at a resolution he/she deems appropriate. He/she will respond in writing within 10 days of the receipt of an appeal.
  - P. All information and proceedings related to an accusation of academic misconduct, including written material, physical evidence, and conversation shall be confidential and all participants, including administrators, faculty members, and students should refrain from any discussion of that information. A written record of the Appeals Committee proceeding, including proceedings, evidence, and all other relevant materials shall be preserved as required by law.
- VI. Selection of members of the Appeals Committee
- A. The faculty shall elect two regular members and one alternate member for the Appeals Committee for each academic year.
  - B. Student members of an Appeals Committee for a specific case shall be appointed by the Chair of the Committee from a pool of five students recommended for each academic year by the Office of Student Services.
  - C. A faculty member or a student may decline to serve on an Appeals Committee or may be disqualified by the Chair if he/she is involved in the case.
  - D. In the event that a regular faculty member declines to serve, is disqualified, or is unable to serve for any other reason, the alternate faculty member will serve for that case.
  - E. Terms of office for faculty members on the Appeals Committee shall be one academic year. A faculty member shall serve two consecutive terms, except that an alternate member may be elected as a regular member in the succeeding year.
  - F. In the event that an Appeals Committee cannot be constituted due to deferrals and/or disqualification, the Vice President for Academic Affairs shall have the authority to select special members, 2 faculty members, and 2 students, and the committee thus selected shall be empowered to hear the case.
  - G. In the event that a full committee of four cannot be empanelled, a group of fewer than four may constitute an Appeals Committee. If no students are willing or able to serve, a committee comprised of faculty members only may be empowered by the Vice-President to hear the case.

## **XV. APPENDIX C – DISRUPTIVE STUDENT**

### **Conduct in the Classroom or other Learning Environment**

The goal of this policy is to help faculty and administrators more fairly and safely address incidents of classroom disruption. Faculty members are responsible for managing the classroom environment. Faculty should exercise their best judgment in setting standards of conduct for their courses and take a reasonable approach in responding to classroom disruptions. Faculty are required to keep documentation and thorough details of disruptive incidents. Faculty members determine what constitutes disruptive behavior in the courses they teach.

**What is considered disruptive behavior?** Any behavior that interferes with the instructor’s ability to conduct class or the students’ ability to benefit from the learning environment. Students having emotional or mental disorders who may be considered disabled and who are protected under the Rehabilitation Act of 1973 are expected to follow the same standards of conduct as any student.

### **Procedures for disruptive behavior**

- a. The instructor will “warn” the student that his/her behavior is disruptive and that it must cease immediately.
- b. If the student fails to comply with the warning, the instructor may require the student to immediately leave the classroom. Refusal to leave the classroom may result in the notification of local authorities, Limestone College Public Safety or as appropriate “911.”
- c. Based on the nature of disruptive behavior any student removed from the classroom may face disciplinary action.
- d. If the instructor allows the student to return to the class and continue, then the incident is considered resolved.

- e. If the instructor does not permit the student to return to class, the instructor must submit in writing a detailed description of the disruptive incident to the Associate Vice President for Academic Affairs within 24 hours of informing the student he/she may not return to class. The Associate Vice President for Academic Affairs will review the incident and he/she will determine the appropriate course of action. Possible sanctions: Written Warning, Probation, Suspension or Expulsion.
- f. The Associate Vice President of Academic Affairs will notify the student of the action taken in writing within two working days after receiving the faculty incident report.

### **Student Appeal**

- a. A student has the right to appeal an action taken by the Associate Vice President of Academic Affairs.
- b. The student must appeal in writing within two working days of the notification from the Associate Vice President for Academic Affairs regarding any college decision related to the disruptive behavior. The student's appeal must include the student's version of the incident and the reason(s) the student disagrees with the decision.
- c. The student appeal will be reviewed at the administrative level by the Academic Vice President of Academic Affairs, Executive Vice President and/or College President. The President's decision shall be final and will be completed within five working days following the student's written appeal.
- d. The student will be notified in writing by the President's office of the college's final decision.
- e. Students removed from a course for disruptive behavior will receive a grade of F. The student will be responsible for any loss of financial aid.

## **XVI. APPENDIX D - GRADE APPEAL PROCESS**

If a student receives a grade he/she believes is unearned, and the student wishes to appeal the grade, he/she must proceed in the following manner:

1. Meet with the instructor and attempt to resolve the issues concerning the grade. Both parties are allowed to bring a witness to this meeting
2. Meet with the Chair of the Division or the Area Coordinator, (if in the Extended Campus), in which he/she took the course to present the reasons and evidence for the appeal.
3. Present a detailed written appeal to the Associate Vice President for Academic Affairs. Appeals must be submitted to the Academic Dean within 30 calendar days of the grade being assigned.

Grade appeals will be considered for the following reasons:

1. The grade assigned was miscalculated according to the grading scale established for the course.
2. Grades were not assigned in accordance with the assignments, examinations, etc. as outlined in the course syllabus.
3. Students were not treated equally in terms of the manner in which grades were calculated for the course.

A decision concerning the grade appeal will be made as soon as possible, normally within 30 calendar days of submission to the Associate Vice President for Academic Affairs.

## **XVII. APPENDIX E**

### **STATE AND FEDERAL LAWS CONCERNING ALCOHOL AND DRUG ABUSE:**

#### **SOUTH CAROLINA LAW PROHIBITS THE FOLLOWING:**

1. Purchasing or possessing beer, wine, or liquor by persons under 21 years of age which may result in a fine of up to \$200 and up to 30 days in jail.
2. Giving false information about your age in order to purchase alcoholic beverages punishable by 30 days in jail and up to \$200 fine.
3. Giving or purchasing alcoholic beverages to someone under 21 years of age, punishable by 30 days in jail.
4. Having beer or wine in an open container in a moving vehicle; punishable by a fine of \$100 and/or 30 days in jail.
5. Public intoxication is punishable by \$100 fine or 30 days in jail.
6. Driving under the influence of alcohol or illegal drugs can result in a 2 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 offense. In addition, driving under the influence may result in the temporary or permanent suspension of your driver's license.
7. 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.
8. Obtaining drugs through fraud or misrepresentation is punishable by a fine of up to \$2,000 and five years in prison.
9. Distributing or possessing certain controlled substances including marijuana, cocaine, crack, or heroin, can be punishable by 15-40 years in prison and/or a \$200,000 fine.
10. Distributing 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 in prison.
11. Distributing 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.
12. A person distributing or transporting illicit drugs or controlled substances is subject to forfeit all his/her money, equipment or other personal property used in distributing the controlled substance.
13. Possessing drug paraphernalia carries a fine of up to \$500.

#### **Federal Law Prohibits The Following:**

1. Distributing or possessing substances such as cocaine, heroin, and LSD is punishable by a sentence of up to life in prison and eight million dollar fine depending on the quantity and type of drug involved.
2. Possessing an illicit drug or controlled substance without medical prescription is subject to a penalty of up to 20 years in prison.
3. Distributing 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 1000 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.

## XVII. CAMPUS PHONE NUMBERS

*When dialing Limestone College from off campus, dial 864.488.ext.*

*When dialing on campus, dial the following extension:*

On Campus Emergency .....	8344	Disability Services .....	8245
Academic Advising .....	8208	Email/Internet .....	4525
Academic Success Center .....	4411	Extended Campus .....	8500
Tutorial Services .....	4540	Financial Aid .....	8800
Writing Center .....	4411	Health Center/Nurse.....	8348
Admissions .....	4552	Housing Office.....	4590
Alumni.....	4606	Intramurals .....	8372
Athletics.....	8370	Library.....	4610
Business Office.....	8555	Mail Center .....	4614
Campus Chaplain .....	8274	Physical Plant.....	4608
Campus Store .....	8228	President's Office.....	4617
Career Services.....	4557	Public Safety .....	8344
Christian Education .....	8274	Registrar's Office.....	8208
Computer Services .....	4525	Student Government .....	8244
Counseling Services .....	8280	Sports Information .....	8219
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