

USC Aiken

Handbook for Student Organizations



2020-2021

Student Life Information and Guidelines for Student Organizations



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Student Life and Organizations

Activities at USC Aiken are funded by students from a portion of their fees at the beginning of each semester. An effort is made to program a variety of events to meet the diverse interests of the campus community. The offices of the Vice Chancellor of Student Affairs, Associate Director of Student Life, Assistant Directors of Student Life, the Pacer Union Board, the Student Government Association, the Diversity Peer Educators, and Intramural Sports events and programs are planned and sponsored by these offices as well as by other student organizations.

Student Life provides an opportunity for students to apply and expand upon their classroom experiences. Student activities are an excellent way to develop important skills that will be beneficial to students in their future. Special academic, social, media and community service interests are served by a great variety of clubs and organizations on the USCA campus.

There are over ninety recognized campus organizations pursuing interests in everything from music to skiing to research. These groups sponsor many events for the entire campus as well as small events for their own membership. In many cases, student organization membership is open to anyone.

Each spring and fall, the Student Life Office has the responsibility of recognizing student organizations with the assistance of the Campus Life Committee; many may receive funding for activities, if available, and use various facilities on campus. Existing organizations must be recognized each year by filling out the appropriate forms in the spring the previous academic year. Both old and new organizations must submit a constitution, officer form and registration form before they can be recognized. All forms and additional information can be obtained from the Assistant Director of Student Life for Community Service and Student Organizations (or designee).

If you are interested in any of the student organizations on campus or would like to start a new one, come by the Office of Student Life or call 803- 641-3766.

List of Active and Inactive Organizations

The University has a wide variety organizations on campus that cover different interests. A list of active and inactive organizations can be found at <https://www.usca.edu/student-affairs/student-organizations>. All active organizations with descriptions and meeting locations can be found at usca.presence.io. Any questions considering student organizations please stop by the student life office or call 803-641-3766

Who Should I Call?

In need of assistance? Here are some potential problems or issues that your organization may have and who you can turn to for assistance and/or guidance.

<u>Issue/Problem</u>	<u>Who to Contact</u>	<u>Issue/Problem</u>	<u>Who to Contact</u>
General Student Life Issues	Kevin Nolan 641-3611	Disability Issues	Dr. Claudette Palmer 641-3626
Pacer Fanatics Pacer Union Board (PUB) Greek Life (NPC)	Lacie Whermann 641-3285	Pacer Times	Noelle Kriegel 641-3354
Greek Life (NPHC & IFC) Orientation Judicial Affairs	Kevin Nolan 641-3611	Pacer Union Board	Ashlyn Wallace Bre Walker 641-3336
Multicultural Issues Diversity Programs	Hoss Brown 641-3442	Post Times Notes	James Raby 641-3569
International Student and Programming Issues	Liz Dille 641-3671	Medical Emergencies Safety Issues Lost and Found Parking Thefts	641-6111
Student Organizations Programming Issues Leadership Programming Student Activities Center Issues Community Service Programs	Christian Medders 641-3766	Student Government Association	Sam Boyd (President) Katlyn Johnson (Vice President) George Sharpe (Secretary) Wilson Steinmeyer (Treasurer) 641-3330
Facility Reservations Technical Equipment for SAC University Paperwork Student Life Calendar Stall Wall Weekly Cafe News General Information	Mandi Welch 641-3634	Etherredge Center	Michael St. John 641-3328
Student Organization Budget Issues	Mandi Welch 641-34634	Maintenance/Operations	Brian Enter 641-3254
Intramural/Recreational Sports	Ross Philbeck 641-3782	Career Services	Corey Feraldi 641-3280
University Housing	Kevin Kerr 641-3246	Academic Issues	Dr. Daren Timmons 641-3377
Athletic Information	Jim Herlihy 641-3406	Public Relations	Leslie Hull-Ryde 641-3738
Media Services	Barry Ready 641-3769	Conference Center Scheduling	Karen Edgington 641-3587
University Van Rental Facility Set-Up	Annette Beeler 641-3452	Healthy 4 Life Peer Educators	Mila Padgett 641-3230
Dining Services	Aramark 641-3388	Campus Rec & Wellness	Mila Padgett 641-3230
Counseling Center Student Health Center	Cindy Gelinas 641-3609		

Guidelines for Student Organizations and Advisors

STUDENT ACTIVITIES CENTER PURPOSE

The Student Activities Center is the community center of the college, for all members of the college family—students, faculty, administration, alumni, and guests. It is not just a building; it is also an organization and a program. Together they represent a well-considered plan for the community life of the college.

As the “living room” or the “hearthstone” of the university, the Student Activities Center provides services, conveniences, and amenities for the members of the campus and for getting to know and understand one another through formal association outside the classroom.

The Student Activities Center is part of the educational program of the college. As the center of college community life it serves as a laboratory of citizenship, training students in social responsibility and for leadership in a democratic society. Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

In all its processes, it encourages self-directed activity, giving maximum opportunity for self realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects. The Student Activities Center serves as a unifying force in the life of the college, cultivating enduring regard for loyalty to the college.

The Student Activities Center (SAC) provides students with a place to meet and relax with friends and to participate in many activities and events. It is the focal point of activity for many student services and organizations. Services and facilities available include the conference rooms, the Mezzanine, TV lounge area, the Intramural Gym, the Cafeteria, the Natatorium, a small game room, ping-pong tables, pool tables, bookstore, vending machines, Commuter Lounge and student organization mailboxes. Many areas of the Student Activities Center are available for use by campus organizations, students, faculty, and staff. For additional information or to reserve an area, please call 641-3412. Offices located in the Center to serve student needs are: Student Government, Pacer Union Board, Vice Chancellor for Student Affairs, Assistant Directors of Student Life. Other offices include: the Bookstore, Broken Ink & Pacer Times Office, the Cafeteria, Starbucks, and the Student Health Center.

The Student Activities Center is open Monday-Friday, 8:30 a.m. - 10:00 p.m.; Saturday and Sunday, 12:00 p.m. - 10:00 p.m. during the semester.

SPECIAL LEADERSHIP OPPORTUNITIES

Annual Student Life Leadership Retreat

Every August, the Office of Student Life hosts the Annual Leadership Retreat. Each organization is required to send two delegates to the retreat (preferably the President and Treasurer). The retreat is an opportunity for the leadership of student organizations to learn more about university policies and procedures, improve personal leadership skills, and network with other leaders on campus.

Annual Student Life Leadership Awards Banquet

Every year, the Office of Student Life hosts the Annual Leadership Awards Banquet. The banquet, held in April, is an opportunity for each student organization to recognize outstanding leaders within their group. During the banquet, various all-campus leadership awards are given including the Robert E. Alexander Leadership Award, Advisor of the Year, and the Outstanding Student Organization of the Year, among others.

Leadership USCA

This unique leadership certificate program is co-sponsored by the Career Services Office and the Office of Student Life. We believe strongly in preparing our graduates to be ready to transition into the world of work and becoming active citizens in their communities. Through a variety of academic classes, workshops, and learning opportunities, students gain a competitive edge as they enter a complex and competitive society. Apply for the program at <http://web.usca.edu/leadership-usc-aiken/index.dot>.

Chancellor's Town Hall

The Chancellor's Town Hall is a representative body of the major organizations on campus. This group meets approximately once a semester with the Chancellor and Vice Chancellors to discuss any student-related University issues. Each organization is sent a schedule of meeting times every semester. Every effort should be made for a representative of each registered student organization to be in attendance.

IMPACT: Community Service Programs

The IMPACT program at USCA encourages students, faculty, staff, and the community to collaborate on meaningful community service projects and promotes responsible citizenship through Life in such projects.

The IMPACT program offers several ways that students can participate in community service activities. For more information, please stop by the Student Life Office or check out the IMPACT website at www.usca.edu/impact.

Student Media Board

The Student Media Board derives its authority from the USC Board of Trustees. In accordance with the Board of Trustees, the Board assures editorial freedom for student editors and managers of student media, protecting them from arbitrary suspension and removal because of student, faculty, staff, administrative or public disapproval of editorial policy or content. The board believes that the widest degree of latitude should be allowed editors and managers for the free discussion of current issues and problems under the First Amendment of the U.S. Constitution.

Pacer Union Board

Pacer Union Board (PUB) is a student organization designed to facilitate, plan, and execute co-curricular activities on the USCA campus. The purpose of the Board is to provide cultural, educational, recreational and social programs for USCA students and their guests. PUB is an active member of the National Association for Campus Activities (NACA). Participation in this organization enables PUB to provide the finest programs available to the college market. All Pacer Union Board events are supported by student activity fees. The Pacer Union Board invites students to get involved and welcomes comments and suggestions. For more information, contact the Office of Student Life.

Pacesetter Program (Orientation Leaders)

Pacesetters are a group of current students who help with new student orientation. Their primary objective is to ease a new student's transition from high school, a job, or family to college.

Peer Educator Program

In order to promote the best environment for the success of USCA students, the Peer Educator Program was created to provide positive and proactive programming to meet some of the challenges facing students in our campus community. Four to six paraprofessionals have been trained to assist with the development of students, both academically and socially, through the creation of programs and workshops. According to published studies, one of the most effective ways to reach and retain students is through peer education. There are many instances in which a student would not seek appropriate assistance from **University "officials" but would seek that assistance from a peer. Peer Educators are available to provide one-on-one counseling, present on a variety of academic and social issues, and serve as a resource for student organizations, classes, athletic teams, and other groups on campus. For more information, contact the Counseling Center.**

Student Government Association

Student Government can provide a valuable learning experience for any interested student. It gives the individual student the opportunity to participate in the decision-making processes at USCA. Through Student Government, students can acquire skills in the governmental process and have influence over the policies and procedures of the university. Each student who attends the University is encouraged to read their Student Government Constitution and to run for the various offices. Since the Student Government Association is no more effective than the enthusiasm and dedication of the students who participate in it, individual Life is very important. Student Government is the collective voice of the students and an excellent opportunity for students to make a difference!

The Student Government governing body is comprised of the following divisions:

- 1) The Executive Branch
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
- 2) The Legislative Branch
One seat from each of the three colleges and two schools, five seats elected at-large, and six appointed seats for a total of 16 seats
- 3) New Student Advisory Council
Three new students selected through an interview process at the beginning of fall semester.

Emerging Leaders Class (ASUP 110)

This two credit course is an excellent way for you to enhance your leadership skills while earning college credit. Offered both fall and spring semesters, the Emerging Leaders Class is an eleven week leadership training program which offers students an opportunity to meet campus and community leaders, explore leadership issues through unique activities and programs, and enhance personal development.

Citizen Leadership Class (ASUP 210)

This two-credit course is designed for students with an interest in community service/active citizenship and developing their leadership skills and potential in this area. Each student in the course will design and implement a community service project while earning college credit.

Diversity Leadership (ASUP 215)

The Diversity Leadership course focuses on engaging with standard models, theories, and practical experiences of diversity, equity, and inclusion. Students will be introduced to holistic approaches to diversity, practical applications of inclusion and equity, and addressing obstacles to building more diverse, equitable, and inclusive cultures.

Leadership Exchange (ASUP 310)

The USC Aiken Leadership Exchange Program is a unique opportunity for USC Aiken upperclassmen to enhance their leadership skills by learning about an important issue facing our country and how committed citizens can help make a difference. Participants will be selected based on their application and will participate in a leadership exchange program with another university in the country. Selected students will travel to that university for four days and then host students from the university to our campus. Applications will be available during fall semester.

Disney Leadership Experience

Working with the Disney YES Collegiate Program, students are selected to participate in this uniquely, magical leadership experience. Applications are accepted during the fall semester.

Programming Events

Throughout the academic year, the Office of Student Life oversees traditional events such as Homecoming, Intramural Sports, Outdoor Recreation, Health Education Programs, Pacer Madness, and Fall Fest and many more. Students can gain valuable leadership skills by participating on the student-run committees which help plan and implement these events or by joining the Pacer Union Board.

Greek Life

Life in a sorority or fraternity offers you an opportunity to make new friends, develop leadership skills, participate in community service, receive encouragement and support for academic excellence, and build bonds that last a lifetime. Recruitment occurs at the beginning of the fall and spring semesters, and minimum GPAs vary depending on the organization. Hazing is not tolerated by the University, and hazing and alcohol policies are reviewed at Greek Forum each semester. For more information, please call the Assistant Director of Student Life at 641-3766 or stop by the Student Life Office.

College 2 Career Readiness Program

An unique collaboration between the State Chamber of Commerce and the USCA, this workshop series will help develop "soft skills" which will make graduates more marketable and desirable.

Relationship of Student Organizations to the University

The relationship of the University of South Carolina Aiken to organizations formed by its students have two components. One basis of the relationship is the educational component. The University of South Carolina Aiken has stated in its purpose that it will provide students with “an opportunity to discover learning processes which enable them to grow personally and socially.” The University has accepted this responsibility.

The second component is based on a contractual relationship. The basic elements of a contract are evident in the registration process of student organizations. This is demonstrated as follows: 1) an offer exists and specific criteria are required of all organizations wanting to exist on campus indicating this opportunity is available; 2) an organization which submits the material to satisfy the criteria, in essence, accepted the offer; and 3) the institution will, in turn, provide the student organization with access to privileges afforded only to registered organizations. The contractual part of the University's relationship serves to clarify responsibilities and benefits. This relationship also sets up a system that is clearly defined to insure registration be applied in a nondiscriminatory manner and as a reference for standards of evaluation in any disciplinary situations that may exist.

Relationship Statement

The University of South Carolina Aiken recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. The University, in the registration process set forth, seeks the freedom of existence of student organizations and insures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals or purpose of any organization unless it specifically chooses to do so. The University may choose to officially register a student organization indicating that the particular organization is a part of the educational program of the University.

Rights and Privileges of Registered Student Organizations

As a recognized student organization, your group is entitled to certain rights and privileges. As long as your organization remains registered with the University, in good standing, and active, your group may...

- Use University facilities as established by University policies.
- Sponsor and promote activities according to established University policies.
- Recruit USCA students as members.
- Be eligible to solicit funds on campus with appropriate approval.
- Use University services/resources such as purchasing, printing, maintenance, motor pool, computer services, mail services and central supply.
- Receive student activities allocations if the organization meets criteria established by the Student Government Association and the Vice Chancellor of Student Affairs.
- Be eligible for awards or honors presented to student organizations and members.
- Be listed in appropriate University publications.
- Use the University's logo (used only with permission from the Marketing and Community Relations Office).

Obligations of a Registered Student Organization

As a registered Student Organization you must agree to the following guidelines...

Organizations must follow the stated purpose of the organization. An officially registered organization will not use its official status for any purpose other than its own organization. Sponsoring activities, reserving facilities, and carrying on business for a non-registered group are not allowed.

- The organization will register all changes that occur within the organization through Presence. The names, phone numbers, VIP ID numbers of officers as well as the name of the advisor must be kept up-to-date with the Office of Student Life.
- Organizations wishing to change their constitution or affect changes in affiliation must submit these changes to the Assistant Director of Student Life for Student Organization and Community Service (or designee). All changes will be reviewed by the Campus Life Committee.
- Use of activity fee monies must conform to the purposes and practices approved by the Student Life Fee Allocation Committee. Organizations are expected to meet their financial obligations on time and use the funds prudently.
- Student Organizations must sponsor only such projects as will benefit both the group and the University.
- Each recognized student organization must have at least one faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organization. The organization should review the advisor's position on an annual basis.

- All student organization accounts which are held at a financial institution off campus must have a two-signature checking system.
- Each organization shall designate an individual to conduct the affairs of the organization during the summer and interim periods.
- Any organization wishing to sponsor a regional or intercollegiate meeting must have such sponsorship approved by the Assistant Director of Student Life for Student Organization and Community Service (or designee) before the meeting can be held on campus.
- Sport clubs and Greek letter social -fraternities and sororities are registered student organizations at the University. However, additional recognition criteria may be established for these organizations due to their unique relationship with the institution.
- Each organization is responsible for maintaining adequate communication with the Office of Student Life
- In addition to these regulations, student publications are subject to regulations by the Student Media Board.

For more information about the obligations of a registered student organization, please contact the Assistant Director of Student Life for Student Organizations and Community Service .

Annual Forms

Recognized student organizations are required to complete the officer update request and update on Presence at the end of each semester. Organization that fail to do so for three semester will be listed as inactive.

ADVISOR STUDENT RELATIONSHIP

Role of the Advisor

The University of South Carolina Aiken requires that all recognized student organizations have a faculty or staff advisor. Advisors are essential to the success of a student organization. It is their responsibility to guide the group in accordance with the purposes and ideals of the University of South Carolina Aiken and the organization. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs.

We have provided some possible responsibilities that the advisor may consider when determining his/her responsibility to the organization, the individuals, and the University. Specifically, the role of the advisor is defined by the person filling the position. Hopefully each advisor will become involved in the organization through meetings, planning, programming, and activities.

Helpful Hints for Advising a Group

Assist the group in filing its annual reports, required in order to maintain active status.

- Have a knowledge of all plans and activities of the group.
- Discourage domination of the group by any individual or small groups.
- Provide long-term continuity within the group.
- Assist in the orientation and training of new officers.
- Be available to meet with members of the organization at their regular meetings.
- Provide assistance in the planning and evaluation of programs.
- Attend as many of the organization's programs as possible.
- Assist the group in setting realistic goals and objectives for the academic year.
- Promote closer Life between students, faculty, and staff.
- Assist the group in abiding by all University policies, procedures, and regulations.
- Advising Individuals in a Student Organization.
- Encourage each individual to participate in and plan group events.
- Assist students in maintaining a healthy balance between academics, co-curricular, and social aspects of student life.
- Encourage students to accept responsibility for specific parts of the program or event.
- Help students recognize the importance of their roles in relation to the group's goals.
- Assist in the development of individuals into better citizens.

What an Advisor May Expect of a Student Officer

- Keep advisor informed of all organizational activities, meeting times, locations and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems.

What a Student Officer May Expect of an Advisor

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource person for alternative solutions to problems confronting the group.
- Assistance with University procedural matters.
- Make suggestions of ways by which the group meetings can be improved.
- To represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

Considerations for the University of South Carolina Aiken

- Guide the group in accordance with the purposes and educational objectives of the University.
- Supervise the financial procedures of the organization in handling its funds.
- Help increase awareness of both students and staff of the University facilities, events and personnel.

Different Approaches to Advising

- Point out issues relating to ideas presented by the officer without imposing bias.
- If an idea is inappropriate, the advisor should encourage students to consider other alternatives.
- Informal meetings are conducive to open and worthwhile discussion.
- If the officer asks “What should we do?” or “What do you think?” the questions should be rephrased and handed back to him/her. The advisor is there to assist the officer, but not to solve the problem for the student.
- The officers should be encouraged to take an occasional chance on some less proven member in delegating authority.
- The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.
- The advisor may feel comfortable participating in group discussions when the members have learned to recognize and accept the **advisor's** role as a co-worker whose opinions are respected for their value. This participation should not inhibit the prerogatives of anyone else.

DEFINITION OF A STUDENT ORGANIZATION

Student organizations shall be defined as any group, consisting of at least 75% University of South Carolina Aiken students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

- Have illegal goals and objectives;
- Advocate or support the overthrow of the United States Government;
- Propose or participate in activities which would violate regulations of the Board of Trustees, the University, or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the University;
- Advocate incitement of imminent lawlessness which may produce such action referred to in (c) above; or
- Discriminate on the basis of race, sex, gender, color, national origin, age, religion, disability, genetics, sexual orientation or veteran status, unless otherwise exempt.

Any groups existing on campus who wish to use University facilities and/or services and who fulfill the above description can be registered. Only groups who are registered will have access to campus facilities and/or services.

Presence and Student Organizations

The Student Life Office will require student organizations to create and maintain a profile on Presence, which can be found at usca.presence.io. This software has many benefits for organizations and can help with tracking and information passing as well. Within this site, organizations can keep an active roster, update officers, promote and schedule events and also track others who attended. The Student Life Office will be doing more business through Presence such as fee allocation requests, applications and organization management as well.

REGISTRATION FOR STUDENT ORGANIZATIONS

Registration shall be defined as the collection and recording of specific information required of qualified student organizations as defined in Section “Definition of a Student Organization”. The registration, in turn, affords these organizations certain privileges. But, the University views them as private affiliations and does not endorse the mission, goals, or purpose of the organization and does not allow the University of South Carolina Aiken’s name to be used in the organization’s name in any form or allow the organization to represent itself on behalf of the University. Registered organizations exist only on the University of South Carolina Aiken campus.

I. Denial of registration.

No organization may be denied registration on the basis of its beliefs, goals, or attitudes unless these beliefs, goals, or attitudes place the organization in a circumstance discussed on page 18. Student organizations may not be denied registration based on similarity of purpose to previously registered organizations. The names of such organizations must be different.

II. Loss of registration status. A registered student organization may lose its status of registration and all privileges associated therewith if any of the following occur:

- A student organization submits a written notification of its disestablishment to the Assistant Director of Student Life for Student Organizations and Community Service.
- A constitutional provision deactivates an organization as of a certain date.
- A student organization becomes involved in any situation as described in the section above.
- A student organization fails to register by the last day of class in the Spring Semester.

RENEWAL FOR A REGISTERED STUDENT ORGANIZATION

- All registered student organizations must renew their registration annually.
- Organizations shall renew their registration by the last day of class in both spring and fall semester.
- The Assistant Director of Student Life for Student Organization and Community Service (or designee) shall be responsible for the annual re-registration process.
- Registration procedures are as follows:
 - All organization are to create a Presence account, all updates will be done through Presence.
- An organization’s failure to submit registration materials** for three consecutive semesters will result in that organization being classified as inactive. Inactive organizations cannot exercise any of the privileges granted to recognized groups. Active status will be reinstated only upon completion of annual reports within one year. **Failure to complete annual reports within one year of deactivation will result in loss of the organization’s recognition. The organization will be deleted from the files and must follow all application procedures to be reinstated.**

Specific Registration Conditions

To become/remains a registered student organization, the organization must:

- Maintain membership as described in Section “General Student Organization Requirements”;**
- Maintain at least one officer in the positions of president and treasurer. All officers must meet the requirements set forth in Section “General Student Organization Requirements”;
- Retain an advisor as described in Section “General Student Organization Requirements”;**
- Submit all changes in the constitution and/or organization name to the SAC office within one week of the change;
- Maintain an on-campus address—all organizations are provided with mailboxes in the SAC office;
- Submit all officer update information after elections according to established deadlines;
- Continue to meet all requirements necessary for registration as outlined in Sections I and III;
- Refrain from any hazing activities;
- Refrain from entering or attempting to enter into contractual obligations for the organization or the University of South Carolina Aiken without proper authorization by designated University staff;
- Adhere to all guidelines set forth by the Student Government Association concerning the finances of student organizations;
- Adhere to guidelines set forth in “Obligations of a Registered Student Organization”**
- Renew registration annually as described in Section III.

GENERAL STUDENT ORGANIZATION REQUIREMENTS

Membership

- In order to be defined as a student organization, membership must be limited to persons officially connected with the University as faculty, staff or students. Students must comprise at least 75% of a student **organization’s** membership.
- Student organizations may not, in any form, discriminate on the basis of race, sex, gender, color, national origin, age, religion, disability, genetics, sexual orientation or veteran status in membership selection/admission (unless specifically exempt based on Title IX). Membership criteria may be implemented by a student organization as long as it is applied fairly and evenly to all prospective members and can be shown to have an actual relationship to the mission, purpose and goals of the organization. It is suggested that the criteria be objective and not subject to personal interpretations (e.g. “**of good character**” is difficult to define).

Leadership

Students who have been placed on academic probation may be prohibited from the following activities:

- Extracurricular athletics, including cheerleading;
- The holding of any office whether elective or appointive, in Student Government or any group or organization sanctioned by USC Aiken (all officers must have a 2.0 GPA or higher cumulative GPA);
- Any titled position on Pacer Times or other University-sanctioned publications;
- Any titled position or role in any dramatic production.

Note: Any member who is not fee paying student shall not be eligible to hold an elective or appointed office in a student organization.

Advisors

To encourage positive interaction between students and faculty and administrative staff, all student organizations are required to have an advisor. The advisor must be selected from faculty or administrative staff members at the University of South Carolina Aiken. Advisors for registered student organizations are officially appointed by the Vice Chancellor for Student Affairs (or designee). Advisors to student organizations are responsible for ensuring that their student group follows all stated University policies. In addition, advisors are expected to be present themselves at all club sponsored events both on and off campus. The chief administrator in the sponsoring staff/unit officially may appoint the advisor of a recognized organization. Some advisors to recognized organizations will be staff members specifically hired or appointed to advise that organization (e.g. PUB, SGA).

External Affiliations

Organizations that are affiliated with an outside group must provide a copy of that **group's** constitution and by-laws as well as a copy of their own. If a parent organization or affiliation is involved in any situation described in Section "Definition of a Student Organization" (unless otherwise exempt), registration/recognition will be denied. Additionally, registration/recognition will be revoked if a parent group becomes involved in such a situation.

REGISTRATION PROCESS FOR A NEW STUDENT ORGANIZATION

- I. A representative(s) of the proposed organization must meet with the Assistant Director of Student Life for Student Organizations and Community service (or designee). The student will receive:
 - A. application for registration through Presence
 - B. consultation on and a copy guide to writing a constitution
 - C. outline of privileges granted and services available to registered student organizations
 - D. a constitution (including appropriate membership clause) and the registration form must be turned in and reviewed by the Assistant Director of Student Life for Student Organization and Community Service (or designee).
- II. Once it has been determined that:
 - A. all forms have been completely and correctly filled out;
 - B. the organization has certified that membership requirements are nondiscriminatory (except where exempt by Title IX); and
 - C. faculty or administrative staff member has agreed to serve as the advisor to the student organization,
 - D. the Assistant Director of Student Life for Greek Life and Student Organizations (or designee) will recommend to the Campus Life Committee that the organization will be considered a registered organization and notification **of the organization's status will be sent to the organization as well as specified offices on campus.**
- III. Once the registration criteria has been turned in and all questions or problems resolved, the registration process may take no longer than forty-five working days.
- IV. Should an organization be denied registration, the representative will be notified in writing no more than three working days after all the criteria has been turned in and reviewed. The organization may appeal to the Vice Chancellor of Student Affairs (or designee).

ORGANIZATIONAL FINANCES

How to Request Reimbursement

Please see the Student Life for steps on how to receive reimbursement. Organizations can receive reimbursement for allocation that has been given to them or from fund raising.

Student Organization Allocation Guidelines

All funded organization advisors, officers, and members should become aware of and adhere to the following:

- Under no circumstances shall any organization in any way financially obligate the University without proper authorization. Always plan in advance. Nothing will be processed without the proper paperwork and authorization.
- No funded organization may maintain any account with any other party other than Student Life/Student Government. Any and all transactions must be processed through both organizations.

Academic Support

The purchase of supplies for the purpose of supporting or supplementing an academic program is strictly prohibited.

Alcoholic Beverages

Under no condition will Student Activity funds be used to purchase alcoholic beverages.

Awards

Awards may be used to recognize individual organization members for outstanding contributions to the organization or

University. Awards and prizes may be considered for the specific purpose of generating revenue at least equal to the cost of the award. In this case, the organization must provide a detailed description of the means by which the prize will be used to generate the funds to cover the expense.

Charitable Organizations

Student Activity funds may not be distributed to charitable organizations, however, these funds may be used to raise money for charitable organizations and they may receive the portion considered net profit.

Contingency Funds

There will be no allocations for contingency funds. Emergency requests are heard on an individual basis.

Contracts

A contract is used when services are performed through an outside party. Contracts require prior approval and must be processed through Student Life.

Equipment Purchases

All equipment purchases are the property of the University and must be reported as such by each organization as a part of inventory. All inventory must be accounted for at the end of each fiscal year before an organization is eligible for additional funding.

Fundraising

Money that is earned by the organization through fund raising activities will be placed in the rollover balance for that particular organization and must be spent within two years. This money can be spent on a variety of items; however, proper paperwork and procedures must still be completed. For more information about the process to do fundraisers, please refer to the section of this manual titled Fundraising located on pg. 27. Remember, all fundraisers must be approved by the Associate Director of Student Life (or designee).

Intra Institutional Transfer (IIT)

An IIT is used to transfer money from one University account to another.

Printing

Organizations must use University Printing facilities where possible. If printing cannot be done on campus, every attempt should be made to follow normal bidding procedures through University Printing.

should be completed at least ten days in advance. The invoice or packing list should be submitted to the SAC office for merchandise received.

Revenue

In addition to allocated funds, your organization may also earn money through the collection of dues, ticket sales, bake sales, etc. This money, referred to as rollover, should be added to the organizations allocated balance to obtain a total beginning balance for the fiscal year. Revenue will roll over for one academic year.

Sales Tax

Sales tax must be withheld from money earned through means such as bake sales, candy sales, etc. This sales tax is reported under a separate cost code, and it is not considered a part of rollover.

University Police Costs

The cost of having a University Police officer present at any event, on or off campus, is currently between \$20.00 and \$40.00 an officer per hour. The need for University Police officers is based upon the nature of the event and the potential for problems to develop. The need for an officer will be decided by the Chief of Police. However, events held in the Etherredge Center after 5:00 p.m. may require a University Police officer.

Note: Whether or not a University Police officer is present at any event, the organization is solely responsible for any and all occurrences at the event.

Travel

Money may be allocated for travel where members of the organization will:

- Represent the university and thereby enhance the prestige of the university and the organization;
- **Gain knowledge or experience of benefit to the student body and the individual's organization.**

Travel Authorizations

An organization traveling on school business must complete a Travel Authorization form (T.A.) for insurance purposes. If **the organization's funding allows, travel expenses may be reimbursed for lodging, meals, mileage, registration, and other transportation expenses. These T.A.'s should be completed two weeks in advance. See Student Life for assistance and notification of travel expenses.** It is the obligation of the organization to report all funded travel expenses to Student Life and Student Government.

Travel Reimbursement Voucher

If applicable, the traveler may receive reimbursement for certain expenses upon completion of a Travel Reimbursement Voucher and submission of receipts.

Reminder: All financial activities must flow through the Office of Student Life and Student Government for accounting purposes. If there is any change in estimated amounts (blanket orders, purchase orders, etc.), Student Life and Student Government must be notified.

Disclaimer

Student Government and Student Life reserve the right to review the organization's budget and to residual account any funds which were not expended in implementing an approved program. All organizations are required to notify Student Government that the event did not use their allotted funds for the purposes intended.

PROCESS OF BUDGETARY REQUESTS AND APPEALS FOR STUDENT ACTIVITIES FEE ALLOCATION

Student Organization Eligibility Requirements:

To be a candidate for funding, an organization must meet the following eligibility requirements:

- The group must meet all criteria set by the University of South Carolina Aiken to be a currently registered student organization;
- New student organizations may not receive any funding until they are approved by the Campus Life Committee. New organizations will receive a budget of \$250.00 for their first year and then must go through the funding process at the beginning of the next academic year for future funding.

Representatives of all student organizations funded by student activities fees are required to attend the following activities/events:

- **At least one representative must attend the Chancellor's Town Hall meetings** which are held on a semesterly basis.
- At least one representative must attend the Annual USCA Student Leadership Retreat held in August. Must also attend Fee Allocation workshop held during retreat.

Failure to comply with the above guidelines could result in the suspension of funding.

The Office of Student Life and the Student Government Association will send out schedules of all meetings and training sessions at least two weeks prior to hearings being held.

The Office of Student Life will send out schedules of all meetings and training sessions two weeks prior to the hearings. At the end of the academic year, it is the obligation of the organization to disclose all excess inventories or other goods currently held by the organization that were purchased with University funds. If it is determined that any falsification or withholding of information does exist, the organization will automatically lose all funding for the next fiscal year. An organization is also ineligible for funding if there are any outstanding fees (copy fees, etc.) owed to any university department or business.

Activities Eligible for Funding

- **Travel Activities:** These activities involve support for students attending lectures, conferences, symposia, or similar activities. Meals allocated for travel will follow university guidelines for reimbursement. Funds for travel may be allocated when members of the organization will:
 - A. Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
 - B. **Gain knowledge or experience for the student body and/or the individual's organization** or activity.
- **Speaker Activities:** Funds may be allocated to bring a speaker on campus. The main speaking engagement must be open to the entire campus community
- **Operational Activities:** Funds may be allocated to help an organization remain operational. Examples of operational activities are printing of agendas, office supplies, and specialized equipment needs.
- **Food/Beverage:** Funds may be allocated for food and beverage at events, meetings, and receptions.
- **Other Expenses:** Funds may be allocated to help organizations with other expenses as long as they are justified.

Activities Not Eligible for Funding

- Local travel of less than 50 miles
- National or local dues for individuals
- Promotional merchandise or materials to be sold for a profit
- Events with alcoholic beverages being served will not be funded unless granted special permission from the Chancellor of the university.
- Direct requests for donations to charities or non profit groups.
- Events with an admission fee unless granted special permission by the Vice Chancellor of Student Affairs with consultation from the Interim Associate Director of Student Life (or designee). If permission is granted, the organization may realize profits only after reimbursing the student activities fees account for the original allocation. The Vice Chancellor can also grant special permission for groups not to have to reimburse the amount if the event significantly contributes to the mission of the university.
- No memorabilia, yearbooks, photo albums or any items that are solely group-specific
- No speaker who is a member of the USCA faculty, staff, or student body may receive payment or honorarium for a personal appearance.

Priorities for Funding

- Will be given to events and programs held on campus;
- Will be given to programs and events that relate to the mission of the student organization requesting the funds and which support the overall mission of the university;
- Will be given to programs and events which are open to the entire campus community;
- Will be given to organizations who have limited abilities to obtain funding from other sources (i.e. other

departments on campus, fee structure of organization, etc.)

How to Apply for Student Activities Fees

The Student Government Association approves the Student Activities Fee Allocation budget based on the recommendations of the Student Activities Fee Allocation Committee. The budget is subject to the approval of the Vice Chancellor of Student Affairs.

Hearings will be held at least once a year.

Student organizations must follow these steps in order to participate in the Student Activities Fee Allocation.

Step 1: Each registered organization will receive notification of the opening of the budget process at least two weeks prior to when hearings will be held. Campus publications will be used to publicize the availability of forms and when hearings will be held.

Step 2: The student organization, in consultation with the adviser, identifies all budgetary needs for the organizations. Organizations may apply for funding for the entire year or plan by semester. Forms and instructions can be picked up in the Student Life Office or Student Government Association Office which are both located in the Student Activities Center.

Step 3: The student organization completes the Fee Allocation Form on Presence, returns it by the due date to the Student Life Office and, signs up for a hearing with the Student Activities Fee Allocation Committee.

Step 4: Representatives from the organization prepare to justify their budget requests at the hearing.

Step 5: Representatives from the organization attend the hearing with the SAFAC and explain their budget requests. At least two members, but no more than four members, of the organization should be present at the hearing.

Step 6: Within two weeks after the hearings, the organization receives a printed itemized copy of their requested budget.

Step 7: Student organizations who disagree with their budget allocation may appeal to the Vice Chancellor of Student Affairs.

Step 8: Student organizations who disagree with the decision may appeal to the Interim Vice Chancellor for Student Life and Services.

If an organization does not meet with SAFAC for a hearing, the organization will not receive any allocation from SAFAC.

Each year, the SAFAC committee may set limits for funding on specific items. Each funded organization should be aware of the fact that the SAFAC retains the right to review all funded expenditures from a previous year before consideration for future funding. The accounts will be audited monthly by the Student Life Office and/or the Student Government Association. Therefore, it is necessary for organizations to maintain records that are both current and accurate and to carefully consider their own expenditures.

Other Budget Considerations

Unused Allocations

Any funds not spent within the assigned time period will be transferred back to the general student activities fee account. Any money or revenue generated by the student organization will roll over for one academic year.

Budget Changes

Occasionally, a student organization may find it necessary to request a change in the budget they submitted. If this occurs, a Budget Transfer Request form, available in the Student Government Office and the Student Life Office, should be submitted to the Student Government Office in the Student Activities Center.

Student organizations should have your request form into the office by Noon on Mondays. At that time, a representative from the student organization may make an appointment to meet with the SGA Secretary/Treasurer to answer questions concerning the request. The SGA Finance Committee meets weekly during the fall and spring semester and will act promptly on any request. Student organizations will be notified of the status of their request by Friday.

Composition of Student Activities Fee Allocation Committee

The Student Activities Fee Allocation Committee will consist of six members. One of the voting members will be selected from the faculty and staff while the Vice Chancellor for Student Affairs (or designee) will be a permanent non-voting appointment. The other four voting members will be Senators from the Student Government Association, including the Secretary/Treasurer of the Student Government Association. The Vice Chancellor for Student Affairs will choose the faculty/staff representatives and the Student Government Association President will choose the other three Senators. The chair of the committee will be the Secretary/Treasurer of the Student Government Association.

In order for the hearing to be held, at least 2/3 of SAFAC must be present.

UNIVERSITY POLICY ON CAMPUS SOLICITATION

I. Purpose

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

II. Definition of Solicitation

Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that result in sales;
2. Distributing advertising or other materials;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (exclusive of formal University of South Carolina Aiken academic classes)

Even within areas open to solicitation, this contact may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the University, are prohibited. An event that places an undue burden on campus facilities; interferes with the use of campus facilities by other persons; disrupts normal operations; infringes on the protected rights of others; has as a principle goal to incite a riot or to disrupt other activities, may be denied the privilege to use University facilities or grounds for solicitation.

III. Areas Available for Solicitation

Although the University is devoted to the public in many ways, the entire campus is not a public forum. Public access to some portions of the campus must be limited to achieve the school's educational mission, to retain student privacy, and to meet safety and health requirements. However, some areas are open for solicitation within the guidelines established by this policy. Prior approval through established registration and reservation procedures (available at the Office of Student Life) and the approval of the Vice Chancellor of Student Affairs (or designee) are necessary in order to utilize these areas:

1. Designated areas in front and back patios of the Student Activities Center;
2. Designated areas within the Student Activities Center, the Humanities and Social Science Building, Administration Building, the Business and Education Building and the Quad;
3. Other specifically designated areas are formally contracted through the University for the purpose of advertising goods and services to the USCA community upon the approval of the Chancellor, Vice Chancellor for Student Life and Services, or designee.

IV. Distribution of Literature

Distribution of literature by University or non-University individuals or organizations is subject to this solicitation policy to prevent harassment of students and to maintain the campus environment. The person to person distribution of literature by University or non-University individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Vice Chancellor for Student Life and Services (or designee). The posting of literature by University or non-University individuals or organizations is restricted to appropriate reserved areas of bulletin boards in all University buildings subject to the documented approval and instruction of the Interim Vice Chancellor of Student Life and Services (or designee). Announcements of any type on trees, sidewalks, light posts, parked cars, or other similar structures is *strictly* prohibited.

V. Direct Mail Solicitation

The University of South Carolina Aiken mail room is responsible for providing services for USCA faculty, staff, and students for official University business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to the policy is mail service to Pacer Downs' resident students whose mail is delivered to their residence.

University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official University business. No USCA mailing list will be available for use other than for official University of South Carolina Aiken business. (Student organizations may be contacted through the Office of Student Life.)

VI. Policy on Sales Solicitation

Solicitors and tradesmen, including students, faculty, or other University personnel are prohibited from entering University grounds or buildings of the University of South Carolina Aiken for the purpose of transacting business with students, faculty, or other University personnel, unless they have been issued a letter of permit for this purpose by the Office of the Vice

Chancellor for Student Affairs (or designee). Sales solicitation may be subject to a solicitation fee set by the Vice Chancellor for Student Affairs (or designee).

VII. Employee Solicitation

Employees of the University may not solicit for non-University sponsored activities during working time regardless of whether they are in their working area or not.

VIII. Organizations and Departments

Registered USC Aiken student organizations may solicit in designated areas under the following conditions:

1. The organizations must complete a facility reservation form available from the Student Life office;
2. The Assistant Director of Student Life for Student Organization and Community Service (or designee) must be made aware of outside speakers and/or performers being brought through sponsorship by USC Aiken student organizations to the campus;
3. The Assistant Director of Student Life for Student Organization and Community Service (or designee) must approve student fund-raising activities; a fund-raising audit sheet must be completed after each event;
4. Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Assistant Director of Student Life for Student Organization and Community Service.

IX. Statement of Equity

Approval to solicit on the University of South Carolina Aiken campus shall not be granted in an arbitrary manner upon the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner restrictions of this policy.

X. Outside Organizations and Individuals

Any outside organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered USC Aiken organization or University department. After obtaining sponsorship, the outside organization or individual must follow the procedure outlined for USC Aiken student organizations (organizations having questions regarding sponsorship should contact the Assistant Director of Student Life for Student Organization and Community Service (or designee). Additionally, an alternative means of communication is available through the student newspaper.

XI. Disclaimer

The Solicitation Policy of the University of South Carolina Aiken must undergo constant revision to reflect prevailing community standards and the most recent case law which constitutionally defends the rights of students as citizens as well as protecting the individual privacy of students on the University campus. Contact the Office of Student Life in the Student Activities Center for the most recent revisions of this Solicitation Policy.

FUNDRAISING

Any campus organization wishing to conduct a fund raising event, or any way solicit funds for any purpose from students other than their own members, must request permission from the Assistant Director of Student Life for Student Organization and Community Service (or designee). This request shall be submitted a minimum of 5 working days in advance of the proposed date of commencement of collection of funds or sale of tickets. Requests must be approved by the Assistant Director of Student Life for Student Organization and Community Service (or designee). Organizations planning fund raising events off-campus must check with the Assistant Director of Student Life for Student Organization and Community Service (or designee) for pertinent civic and University policies. All funds received by means of the fund raising process by groups receiving funding from the Student Activities Fee Allocation Committee are subject to accounting by the Interim Vice Chancellor of Student Life (or designee). All funds raised by organizations from events funded in whole or in part from student allocation fee funds must be deposited in their University account. Fund raising may in no way involve the sale and/or distribution of alcohol. Any organization selling food must consult the Assistant Director of Student Life for Student Organization and Community Service (or designee) to establish the nature and location of the sale. At that time, the Assistant Director of Student Life for Student Organization and Community Service (or designee) may consult with the Food Services Representative to determine if assistance is necessary to maintain the quality of the food products being sold.

For additional financial information, please refer to the Handbook for Treasurer's which is available in the Student Life office.

TRAVEL POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS

Purpose

The purpose of this policy is to give advisors and student leaders a guide in regards to student organization travel. All student organizations and their members must abide by all policies and procedures set from by the University of South Carolina

Aiken in this document. The university encourages the participation of recognized student organizations to participate in off campus activities such as state, regional, and national conferences, team competitions, and workshops. In addition to university's policies, all national, state, federal, and local laws must be followed during University sponsored trips.

Steps for Travel Approval

1. All student organization wishing to travel with university funding must complete a Travel Authorization Form (the name commonly used is T.A.) at least two weeks in advance. One TAV must be complete for students traveling and a separate TAV must be used for each faculty/staff member traveling.

2. Each participant must sign and submit a Liability Release Waiver form. Participants under the age of 18 must also obtain the signature of a parent or legal guardian. Failure to complete and submit this form will result in that student not being able to participate in the event. Liability Release Waiver forms are available in the Student Life Office.

3. A member of the University of South Carolina Aiken's faculty or staff must accompany an organization on all recognized events involving travel unless a waiver to this requirement has been granted by the Assistant Director of Student Life for Student Organization and Community Service (or designee). The organization's advisor must approve all student organization travel.

4. All students participating must sign a Participant/Delegate Contract if requested to do so by the advisor accompanying them on the event. A sample Participant/Delegate Contract is available from the Student Life Office.

5. All participants agree to follow all University policies, as well as all state, federal, local, and national laws on the sponsored trip.

Methods of Travel

Use of University Vehicles

All student organizations are permitted to use University vehicles subject to availability. The organization's adviser or a University official must accompany groups when using a state or University rented vehicle. The advisor's presence is not required on local trips within a 50 mile radius of the University. Any exceptions should be approved by the Vice Chancellor of Student Affairs. Any club wishing to use an University vehicle must submit a Vehicle Reservation Request and all necessary travel forms to the Assistant Vice Chancellor of Student Life (or designee) at least three weeks prior to the trip. Drivers must be 21 years of age when operating an University owned 15 passenger van. Drivers must be 18 years of age when operating other University vehicles. Drivers must also complete the University's Vehicle Training Program and submit a Driver Record Request form along with an official copy of their driving record (obtained from the State Highway Department. The Driver Record Request form should be completed at least two weeks prior to the proposed trip.

Student Travel in Personal Vehicles

Student organizations are permitted to travel in- and out-of-state in a personal vehicle as long as the appropriate paperwork is completed and all policies and procedures are followed. The owner of the vehicle must provide proof of valid insurance before the event will be approved by the Vice Chancellor of Student Affairs (or designee) or appropriate supervisor.

Commercial Air or Train Travel

The Office of Student Life will work with student organizations to secure reservations on commercial airlines, trains, etc. Approved travel agencies are:

- AAA TRAVEL AGENCY 1-800-978-3359 EXT. 16928
- ADVANTAGE TRAVEL 1-888-782-8811 FAYE & SHARON KAY FAX# 892-3676
- B & A TRAVEL 732-5847 BILLY FAX# 732-8650
- FOREST LAKE TRAVEL 738-1520 EXT. 211 SUSAN FAX# 782-3689
- HORIZON TRAVEL 358-2220
- LITTLE TRAVEL 790-0434 VAN FAX# 790-0436
- PAL TRAVEL 787-5530 CHRISTY FAX# 787-5871
- PRESTIGE TRAVEL 252-6900 CATHY
- TRAVEL CO. 732-7482
- TRAVEL UNLIMITED 798-8122 RANDY & MATHEW FAX# 798-9339
- RAIL EUROPE 1-800-4EURAIL

The individual must furnish the travel agent with the Travel Authorization number which is on the upper right corner of the Travel Authorization Form.

If you prefer, you may purchase your own airline ticket on-line using a personal credit card. For reimbursement, print an official itinerary/receipt that states traveler's name, amount of ticket and method of payment. Attach this itinerary/receipt to a completed Travel Reimbursement Voucher for the amount of the ticket.

Emergencies

If an emergency occurs, please contact 911 immediately and obtain assistance as needed. Please contact one of the following individuals to make the University aware of the situation:

Office of Student Life: 803-641-3411

Vice Chancellor of Student Affairs (cell): 803-646-5738

Assistant Director of Student Life for Student Organizations and Community Service (cell): 803-640-7529

University Police: 803-641-3319

How to Fill Out A Travel Authorization (TA) Forms

Students traveling, as official representatives of University registered student organizations are subject to the same policies and procedures applicable to University staff. Reimbursement may range from token financial support up to the maximum travel and subsistence allowance applicable to regular official travel. The organization's Advisor must approve all student or organization travel. Travel reimbursement will be limited to the amount approved in the organization-approved budget. Other official University student travel must be approved by the Department Head whose budget will be charged for the travel.

All official University student travel requests are processed on the Travel Authorization (TA) Form. The TA must be submitted to the Student Life Office two weeks prior to the trip and should show the approved travel expenses. State law and the Senate Finance guidelines regulate travel. There are no exceptions to these policies. Keep a copy of your Travel Authorization (TA) as well as all receipts for your records for reimbursement after the trip.

Section I:

For individual travel, the name of the student appears in the "Requested By" blank. For group travel, one student must be designated as the person responsible for the money. A list of names and social security numbers of all other students making the trip must be attached to the TA in order for the TA to be processed.

Section II:

Method of travel must be appropriately checked. The method of transportation utilized will be the most practical and economical means, with due consideration given to the time involved. Travel under 500 miles round trip, insofar as practical, should be by University vehicle. Travel in excess of 500 miles round trip should be by common carrier, and should preferably be by air carrier due to the saving in time over other type of transportation. Travel by commercial airlines will be accomplished in coach or tourist class, except where circumstances require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method. Use of University-owned vehicles should be limited to South Carolina and adjoining states. If a University vehicle is used, a faculty advisor must be present.

When a University Transportation Services vehicle will be used, check the appropriate box and refer to the section on the use of Motor Vehicles.

When a person making the trip is going to use a personal vehicle, mileage must be computed for reimbursement. If you do not know the exact mileage, round trip, refer to a standard road map for the information. You may add ten miles per day for inner city travel. You will be reimbursed for mileage at the current rate per mile. Reimbursement will depend on the amount you have budgeted for the trip. Call the Student Life Office at 641-3412 for the most current rates for mileage that the state allows.

Section III:

The following explanations apply to figuring the estimated cost of a trip.

1. Transportation: Enter the amount for tickets, or the amount for personal vehicle usage, not to exceed the current mileage rate.

2. Subsistence: This includes hotel or motel expenses plus food. The maximum per day may not exceed the amount allowed in your approved budget. Refer to your budget approval for the trip. Reimbursement also may not exceed the allowed by

the S.C. state travel policy.

3. Other Expenses: This section includes special payments such as conference registration fees, airport transportation, or parking. These expenses are restricted to the items listed. No other items may be added for reimbursement purposes.

Section IV:

Fill in your organization's account number, correct class code, and the total approved expenses for trip cost. Please refer to instructions below for class expense for travel.

1. Non-USC Employee-Consultants, Lecturers, Other (class code 52021: This expense category is to be used only for travel associated with a person providing consultation, guest lecturers, or other services for the University.

2. Student Travel (class code 52022): This expense category is to be used for student travel and student field trips.

3. Motor Pool Charges (class code 52026): This expense category is to be used for all charges originating from the USCA Department of Transportation Services. this object code not for use on a T.A.--I believe only through Annette Beeler in Maintenance when she charges a department for the University Vehicle usage.

Section V:

The Vice Chancellor of Student Affairs (or designee) or appropriate supervisor will sign the Travel Authorization.

Cash Advance

If the person or group making the trip needs to obtain a cash advance on the estimated total expenses, the following conditions apply:

1. The advisor making the trip with the students must request the travel advance five days prior to the trip.

2. The advisor will sign a travel advance for the dollar amount of the requested. The advisor is personally responsible for its repayment in full upon receipt of the reimbursement check, which cannot be written until the Travel Reimbursement Voucher (TRV) is processed. If this personal advance is not accounted for, the Financial Services Office will hold the student's record until the TRV is submitted.

3. Receipts must be turned in for the advance and all monies accounted for.

Travel Reimbursement Voucher (TRV) Forms

You will need to refer to your TA number at the top of the form. You must include all relevant receipts; a copy of your original TA, and the voucher must have the Vice Chancellor of Student Affairs (or designee)'s signature on it before submitting it to the Finance Office.

General Rules for Reimbursement of Travel Expenses

1. Subsistence Allowance: The traveler shall be reimbursed for the actual expenses incurred in obtaining meals, except that such cost shall not exceed rates approved on the Travel Authorization. The maximum daily reimbursement for meals shall not exceed \$25 for in state travel and \$32 for out-of-state travel. Meals will be reimbursed, based on time of departure and time of return.

- Please see the student life office for more information on what is eligible for reimbursement such as food and other expenses and the maximum amount you can receive.

2. Lodging Reimbursement: No reimbursement for overnight accommodations will be made within fifty miles of the traveler's official headquarters and/or place of residence. Original receipts for hotel or motel expenditures must be attached to the Travel Reimbursement Voucher when submitted for reimbursement.

3. Transportation Reimbursement: Transportation will be paid in full at coach or tourists class rates. However, if a private vehicle is authorized, reimbursement will be at the current mileage rates allowed per mile in the approved budget, whichever is less.

General Rules for Travel on Official University Business

When students participate in university travel (defined as travel which is either partially or fully funded by the university) they become representatives of USCA. Accordingly, they understand that any actions they take on the trip will negatively or positively affect opinion of others about USCA. Students are expected to follow the Non Academic Code of Conduct (IV.C.) while on university travel.

When a student(s) participates in university travel, he or she must follow all federal, state, and local laws and statutes. If the travel is abroad, the student(s) is expected to be familiar with all laws and regulations of the country(ies). Failure to comply may result in judicial action as allowed

Requests for Facilities For Programs and Events are Processed in the Following Priority Order:

1. Activities Sponsored by University Entities.

Traditional Activities/Traditional events are established activities that are celebrations of the cultural and social continuity of the University community. The events should be structured in the spirit of community which encourages participation by various University constituencies, including student, faculty and staff. University departments' annual conferences are also recognized as traditional activities.

2. Activities Sponsored by the USCA Pacer Union Board.

The Pacer Union Board performs a function that is integral to the stated mission and goals of the University union. The University union exists in part to provide the University of South Carolina Aiken services, programs and support personnel to improve the quality of student life at the University of South Carolina Aiken. PUB schedules all confirmed events during reservation periods for each semester. In addition, they may hold up to sixteen open dates for every semester.

3. Activities Sponsored by Registered Student Organizations.

Registered student organizations are those student organizations at the University of South Carolina Aiken recognized, governed, and regulated by the Office of Student Life, Division of Student Services. Student organizations must be currently registered with the University to be eligible for Student Activities Center usage.

4. Activities Co-Sponsored by a Registered Student Organization and Some Other University or Non-University Rated Entity.

Registered student organizations may co-sponsor an activity with another group in accordance with all other University policies pertaining to such events.

5. Non-Registered Student Organizations.

Non-registered student organizations may utilize the SAC facilities on a restricted basis. Non-registered student organizations may use facilities for three organizational meetings. They may not use facilities for other activities such as social events, special programs, or revenue producing events. No reservations will be accepted from non-registered student organizations that indicate the facility is being used for a programming function. Non-registered organizations are not eligible to use the bulletin board areas of the SAC except to note organizational meetings.

6. Activities Sponsored by Non-University Entities.

Non-University related entities may utilize certain SAC facilities on a restricted basis. Exceptions to these policies and procedures may be granted by the Assistant Director of Student Life for Student Organization and Community Service (or designee) or appropriate University administrators.

RESERVATION POLICY FOR UNIVERSITY FACILITIES

This policy provides a comprehensive set of guidelines and procedures for the scheduling and reservation of property, buildings, facilities and grounds owned or controlled by the University of South Carolina Aiken as well as the inclusion of University-sponsored events in the calendar system, regardless of location. Use of campus spaces should be for activities that support the university's primary mission of education through teaching, research, creative activity and community engagement

I. Policies for Scheduling USC Aiken Facilities

A. Facilities on the USC Aiken campus can be scheduled for both internal and external group events. Internal groups are defined as academic and administrative departments, units, and student organizations. External groups are defined as private, corporate, and non-profit entities. The Office of External Programs, Continuing Education, and Conferences will schedule and coordinate all events for external groups, with the exception of the Etherredge Center, the Ruth Patrick Science Education Center, and the Convocation Center/Athletics fields.

B. Reservable Space Covered by this Policy: All interior (classrooms, laboratories, meeting rooms, assembly, conference rooms, study rooms and recreation rooms), exterior (recreational fields, walk ways, quad areas, Pacer Path, front and back lawns, and any other outdoor space) and university controlled space which is located off-campus (such as USCA on the Alley) will be included. Office space will not be included as reservable space.

C. Fees and Service charges

1. All required fees related to use of reservable space or equipment associated with that space must be approved through the annual fee solicitation initiated by the USC Aiken's Budget Office.

2. Internal Users: If a space reservation includes any fees for space or equipment rental, the user should have a signed agreement reflecting these fees and terms of payment. If a space reservation does include any fees for space or equipment rental, the user still need a sign contract stating that the user will be held financially responsible for any damages- beyond normal wear on equipment, furniture, building, property, facilities and grounds.

3. External Group or Organization: Fees for space or equipment rental with an external group or organization must be included in the contract approved by USC Aiken Budget Office and Office of the Chancellor. The user will be held financially responsible for any damages beyond normal wear on equipment, furniture, building, property, facilities and grounds.

In addition, the user will be held financially responsible for any custodial, security, parking or other facilities services required because of the scheduled event if not identified as part of the rental fee.

CI. Off-campus Short-term Rental: Off-campus space leased for a particular event must have a contractual agreement and approval with the unit and university. Users must adhere to specific property procedures of that space. When a University event is approved for an off-campus rental, the user is responsible for submitting the information to the University's 25Live reservation system as an "Office Campus" location for inclusion on the calendar.

CII. Assembly, Athletic, and Vendor-contracted Space: Reservation requests for any University space such as Convocation Center and athletic facilities that are typically used for both commercial and campus events or are controlled by an approved vendor will follow the procedures established for that facility. When a University event is approved for one of these spaces, the Requestor is responsible for submitting the information to 25Live reservation system for inclusion on the calendar.

CIII. Non-discrimination for Assignment of Space: Requests for space usage must be reviewed in the context of this and other related policies. A request that is compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.

CIV. The Office of External Programs, Continuing Education, and Conferences will be the coordinating unit with final approval for all campus facility requests.

CV. Usage Guidelines for All Space

1. Appropriate Usage of Space

i. University Event: Event organized by a university unit, including performance events for public audiences.

ii. University-sponsored Event: Event organized by a group or organization external to the university, but sponsored by a university unit because of mutual interest and collaboration.

iii. External Group or Organization with Contractual Space Rental: Event organized by a group or organization external to the university based on contractual arrangement for use of space, including commercial events at the Convocation Center, Ruth Patrick Science and Education Center, Etherredge Center, and other venues.

2. Inappropriate Use of space

i. Event that is mercantile in nature (beyond solicitation as defined in University Policy on Campus Solicitation).

ii. Event posing a conflict of interest: Before approval for space request from an outside sponsor, Approver should review possible direct degrees of competition between the requester of the event with the university.

iii. Event that has not been properly vetted and scheduled, including personal use without a contractual agreement for space. The contractual agreement will provide the written guidelines for use of the space. The guidelines may be based on specific conditions (e.g., outdoor space activities) and prior history of the user (e.g., prior non-payment of fees, inappropriate use of space, non-compliance with policies for space usage).

3. All groups using campus facilities must leave facilities as they found them, i.e. no excessive trash, no changes in the room setups, no covers on doors, windows, etc.
 4. All groups using campus facilities are required to use campus food services, ARAMARK, <https://usca.catertrax.com>.
 5. Indoor and outdoor space is subject to the campus-wide ban on tobacco
 6. Only assistance animals and laboratory animals are permitted. Assistance animals include service animals only. 7. Candles or open flames of any kind are restricted
 8. Use of tape or other adhesives, nailing, tacking or permanently adhering items to ceilings, walls, floors, windows or doors is prohibited, except where permitted. Ceiling tiles, security camera systems, and fire safety equipment should not be tampered with in any space.
 9. The Office of External Programs, Continuing Education, and Conferences can specify restrictions concerning how a space is used due to donor/contractual restrictions or similar considerations.
 10. Events may not be announced or advertised, except to key event participants, until contracts have been fully executed by all parties.
 11. All groups using campus facilities must refrain from making excessive noise during their meeting/events in classroom buildings in order to not disturb classes, other meetings, or students who are studying.
 12. Weekend event and end times for all groups are as follows: Sunday-Thursday: events must end by midnight, with guests vacating the facility by 12:15 a.m., facility must be clear of all equipment and cleaned up by 1:00 a.m. Friday-Saturday: events must end by 1:00 a.m., with all guests vacating the facility by 1:15 a.m., facility must be clear of all equipment and cleaned up by 2:00 a.m. Requests for a later closing time (which may include time for break-down or clean up) must be made to the Associate Director of Student Life for student events; or to the Director of the Office of External Programs, Continuing Education, and Conferences for other events- no later than ten (10) business days prior to the event.
 13. There may be charges for housekeeping, house managers, technical personnel, and/or operations, i.e. setups, breakdowns, cleanups, in addition to any rental fee for the use of University facilities and resources to be assessed by the Office of External Programs, Continuing Education, and Conferences, the Etherredge Center Office, Convocation Center, and/or the Operations Office.
 14. For events held in the Etherredge Center: a production meeting is required prior to every event. A projected set of costs will be provided in advance of the event date, along with any special conditions. After the event has taken place, an itemized bill will be sent to the rental group contact person.
- I. It is the responsibility of the requesting individual or group to set up an appointment with the USC Aiken Police Chief for security for events with 100 or more participants. If it is determined that additional security is needed at specific events, the charges for this service will be paid by the responsible individual group.
- J. If media and /or marketing are needed, it can be requested through 25Live under "Resources".
- K. Parking is available in Parking Lots A, B, C, and D. Visitors should park in the spaces indicated by the white lines. The parking spaces indicated by yellow lines are reserved for faculty and staff; visitors are prohibited from parking in these areas.
- L. All campus rooms and facilities are booked on a first-come, first-served basis.
- M. Campus facilities may not be available for use on official University holidays.

II. Procedures for Scheduling Internal Groups

- A. All room requests must be scheduled in the 25Live system to ensure the availability of the room or facility. The following information regarding the proposed event is necessary: date(s), name of the event, facility reservation time(s), or the start and end time that the requester would like to reserve the facility, published event time(s), or actual start and end time of the event, number of people expected to attend, and the room or facility requested. All student groups/organizations must have approval by the student organization's faculty or staff advisor and the Associate Director of Student Life prior to submitting the request. If the meeting or event will be held on multiple dates, i.e. a sorority or fraternity meeting that is held each week at the same time/same room, it is necessary to place repeating dates in 25Live. Contact information of the person responsible for organizing the event should be placed in the "Event Details" on 25Live for each meeting or event.
- B. USC Aiken's 25Live Reservation System is available online on the USC Aiken homepage at the bottom of the page the "A to Z" index under "0-9" 25Live (login).
- C. The approver in 25Live will respond to the requester's email request within two business days of receipt of the request. He/ she will review requests for space and will be responsible to assure any scheduled events comply with relevant university policies, legal regulations and the university mission. He/she should coordinate with the user regarding venue options such as set-up, audio-visual equipment, catering, special custodial requests, security, building access, parking and building systems (e.g., lighting, AC and heating units)
- D. If the desired facility is available, the requester will be able to reserve via 25Live. All requests are first come, first serve basis. If the desired facility is in use, the only way the reservation can be changed is when the initial reserving party agrees to remove the reservation, or by order of the Chancellor. Due to operations scheduling, requests will need to be submitted at least three days prior to the event.
- E. If any type of setup is required, including a setup for catering or A/V equipment, a diagram must be attached in 25Live. If catering is needed, this can also be requested in 25Live and ordering can be placed through Aramark's link: <https://usca.catertrax.com>.

- F. To request the use of A/V equipment, please request in 25Live under "Resources". This is also where you would request the number of tables and chairs if needed.
- G. Any changes in events i.e. times, location, or cancellations, must be made in 25Live

III. Priority Assignment and Restriction of Space

- A. General Classroom Space: Priority usage of general purpose classroom space is for scheduled academic courses. General purpose classrooms are available for other usage after the master schedule is determined for a given semester.
 1. Public Assembly/Event Space: Public assembly event space such as Convocation Center and athletic facilities are included in this policy for inclusion on the University calendar. Reservations and usage requirements are determined by the facility guidelines and contractual agreements.
 2. Local Unit Non-Assembly Space: The local user may prioritize events within that unit over requests from outside users.
 3. Cancellation of Space Reservation: The University may cancel an internal, non-contractual agreement if the University makes a good faith determination that the University's use of the space is necessary to meet the educational mission of the University or that an emergency or other circumstance requires cancellation of the agreement.
 4. Non-Discrimination for Assignment of Space: Requests for space usage must be reviewed in the context of this and other related policies. A request that is compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.

Reservation of Spirit Horse Guidelines

1. All individuals, organizations, and groups must supply their own paint or materials when wanting to decorate the horse.
2. The University will not supply these materials.
3. Only the horse is allowed to be painted. No individual, organization, or group will be allowed to paint any sidewalks, lamp posts, grass, or buildings surrounding the spirit horse. Any damages caused to University property with paint or any other materials used to decorate the horse will be of the financial responsibility of the individual, group, or organization who causes the damages.
4. No racial slurs, derogatory language, hate speech or the belittlement of other on-campus organizations or individuals will be tolerated. Remember, anything put on the horse reflects either positively or negatively on your organization.
5. All paintings or decorations must be in accordance with the University Handbook. Any violations will be subject to discipline in accordance with the Student Code of Conduct.
6. Reservations of the Horse can be made for up to a week at a time and must be done in the Office of Student Life. Special permission to have decorations on the horse for more than a week may be granted for certain events.

The Office of Student Life will be regularly monitoring the horse to make sure that any decoration on the horse does not violate any of the above guidelines.

ICE Event Requests

Inter-Curricular Enrichment, or ICE, is a university-wide initiative aimed at engaging USC Aiken students through a series of diverse curricular enrichment opportunities. While at USC Aiken, students attend a prescribed number of ICE events. Such events span the academic curriculum and include, amongst other offerings: musical recitals, book readings, films, guest speakers, and planetarium shows.

- If and organization would like to host an ICE event, the advisor will need to fill out an ICE application (<https://iesecure.usca.edu/facstaff/FOCUSS/ICE/index.asp>)
- Advisors will also need to list ICE in resources in 25Live when scheduling the event.

Procedures for Scheduling Internal Groups

1. All facility requests should be completed in 25 Live. The request should include the following information regarding the proposed event: date(s), name of the event, facility reservation time(s) or the start and end time that the requestor would like to reserve the facility, published event time(s) or actual start time and end time of the event, number of people expected to attend and the room or facility requested. All student groups/organizations must have their advisor submit the request in 25 Live.
2. The request in 25 Live should be submitted at least three (3) days prior to the event and sent as per either A. or B. below:
 - A. If any type of setup is required, including a setup for catering or AV equipment, a diagram must be described in the reservation of 25 Live. If the setup cannot be accommodated, you will be notified immediately by e-mail.
 - B. If no setup is required, the request can be submitted without any diagrams or descriptions. Upon final approval the requestor will be able to see whether the event was approved by looking at the approvals section on the original request. Facility/scheduling requests are not considered final until all of the approvals have been satisfied.

After the event has been approved the event will be entered on the Student Life Calendar, which can be accessed at: <https://www.usca.edu/student-involvement/student-life-events.dot> or on the Student Life page under "Student Life Events".

- *It is important to note that the Calendar is used by the Operations Office for heating and cooling facilities and the USCA Police Office for security purposes and to monitor all events held on campus.
- 3. To request the use of audio visual equipment please do so in the 25 Live request under "Resources."
- 4. Only one request will be accepted per event. Any changes in events, i.e. times, location, or cancellations, must be reported via e-mail to the 25 Live coordinator

The Conference Center and Special Events Office will schedule and coordinate all events for off-campus groups.

1. Off-campus groups will be subject to the following rates: University-Affiliated-any program or event which has substantial Life by a USCA department or office is considered a University function and therefore will receive the University rates, Non-Profit-any program or event which is sponsored by an organization or agency which operate on a non-profit basis will receive Non-Profit rates, Corporate/ Private-any program or event which does not have an educational mission or is planned and sponsored by a Non-University entity will be responsible for the Corporate/Private rates.

Annual Reservation Procedures

All activities in the SAC are recorded on a master calendar maintained in 25 Live. The 25 Live administrators will accept requests for facilities usage on a "first come" basis. The Office of Student Life, in conjunction with the Conference Center and Special Events Office, reserves the right to assign facilities on the basis of the most efficient utilization of space. Adjustments will be made if certain situations require changes in the facilities reserved by a group. Events that are of the same nature (ex. fundraising) will not be scheduled at the same time to ensure that organizations are able to have adequate access to the campus. If conflicts do arise the 25Live administrators will work with the groups on new times, date or space.

Note: For additional information regarding facility usage at the University of South Carolina Aiken, contact the Office of Conferences and Continuing Education located in the Business and Education Building, Room 111(648-6851 ext. 3587). The 25Live administrators will work to ensure that student organizations do not have events during the same time. If events are requested during the same time the second organization may be asked to reserve a different time.

Student Activity Center Patio Entertainment

All types of entertainment (i.e. bands, speakers, dances, etc.) may take place only with permission of the Assistant Director of Student Life for Student Organization and Community Service (or designee). These events are restricted so as not to interfere with academic classes or the library. Public speeches or debates may take place only with the permission of the Assistant Director of Student Life for Student Organization and Community Service (or designee), and noise level does not extend beyond the confines of the patio. The patios are used primarily for student organizations to have a fund raising event or set up displays.

Student Tailgate Policy

Purpose

In an effort to continue to develop student life at the University of South Carolina Aiken and promote an increased sense of institutional pride and school spirit, this policy has been created for use of the space and facilities adjacent to the Convocation Center, Satcher Field, and Roberto Hernandez Stadium for student tailgates and events held prior to athletic contests. The purpose of the Student Tailgate Policy is to assist student organizations and/or on-campus departments in the coordination of tailgates and activities and ensure that existing institutional policies related to event planning and risk management are appropriately applied.

Procedures

1. Limitations of use - tailgates and pre-game activities must be limited to the parking lot/grass area adjacent to the front of the Convocation Center, the 3rd base area by the home dugout of the Roberto Hernandez Stadium, and beyond the outfield fence on the home side of Satcher Field. Reservation of the space is limited to recognized student organizations and on-campus departments for student-only events. For students that are not affiliated in a recognized student organization, they must register their tailgate spot with the Student Life office.
2. Reservation/ Preparation of Space – sponsoring organizations must reserve the facilities no less than one week prior to the date of the proposed event. Reservations will be coordinated through 25Live software program.
3. Responsibilities of Sponsoring Organizations – student organizations or on-campus departments hosting the event are responsible for providing all staffing and equipment for the proposed activity (this includes security personnel, sound equipment, tables, trash cans, recycling bins, etc.) as well as set-up and clean-up related to the activity.
4. Use of Alcohol – The University of South Carolina Aiken's alcohol policy shall regulate any use of alcohol at pre-game activities within the facilities. The appropriate forms must be completed and submitted to the Office of Student Life for review no less than two weeks (fourteen business days) prior to the date of the proposed event. Individuals determined to be inebriated or unable to care for themselves will be denied entry to the activity and/or to the athletic contest.
5. Duration of Tailgates/Activities – Pre-game activities will be limited to two (2) hours. Activities must end 15 minutes prior to the start of the scheduled athletic contest.
6. Use of Amplified Sound – Due to the proximity of the tailgating areas to Satcher Field and Roberto Hernandez Stadium, permission to the use amplified sound must be granted by the Director of Athletics or designee.
7. Open Flames/Personal Grills –Personal grills may be used.
8. Damages – Sponsoring organizations are responsible for all costs associated with any damage and/or repairs that result from the scheduled activity.

POLICY ON THE USE OF ALCOHOLIC BEVERAGES ON CAMPUS

POLICY ON THE USE OF ALCOHOLIC BEVERAGES

This policy governs the consumption, possession, distribution, and sale of alcoholic beverages (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken campus and at University or student organization-sponsored off-campus events.

Based on a concern for the welfare of all members of the University community and in keeping with state and local laws, this policy is designed to promote the responsible use or nonuse of alcoholic beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Members of the campus community are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol does not lessen accountability to the University and the community. All members of the USCA community are expected to comply with all of the laws and policies stated below.

South Carolina Law

It is against South Carolina law and USC Aiken policy to:

- A. Purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one
- B. Provide any alcohol to a person under twenty-one by transfer, gift, or sale
- C. **Misrepresent your age for the purpose of procuring alcohol including possessing a false or altered driver's license or ID**
- D. Drive while under the influence of alcohol
- E. Have a blood alcohol level of .02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance)
- F. Have an open container of alcohol in a moving vehicle
- G. Be intoxicated in public

Further information on South Carolina alcoholic beverage laws is available at <http://www.scstatehouse.gov/code/title61.php>.

Local Ordinance

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. Pacer Downs, Pacer Crossings, and Pacer Commons are located within the city limits. Therefore, consuming alcohol on apartment balconies or on the housing grounds is prohibited.

General Guidelines

- A. The legal consumption, possession, distribution, or sale of alcohol is permitted only at events and locations approved by the Chancellor or designee (for departmental and University-wide events) or the Alcohol Event Review Committee (for student or student organization events). Consumption of alcohol is also permitted in University housing facilities, as stipulated in the University Housing Guidebook and the USCA Student Handbook.
- B. A licensed third party vendor must provide/sell the alcoholic beverages at any on or off-campus events hosted by a University entity where students are present. For on-campus events, the University's contracted food service provider will serve as the third party vendor unless the Director of Food Service approves an alternate provider.
- C. Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law or University policy may subject the person or group to state and/or University penalties.
- D. Any containers of alcohol that are being transported must be sealed and covered while on University premises.
- E. Common source containers of alcohol (e.g. kegs) are not permitted on campus at any time.
- F. Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking games are prohibited.
- G. No student activity fee or other University collected fee will be used to purchase alcohol for use either on or off campus.
- H. Students, faculty, staff or student organizations who serve or sell alcohol to students at off-campus events assume liability for enforcing the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.
- I. This policy is subject to change to comply with new local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages.

Additional Guidelines for Students

- A. Students must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.
- B. Regardless of the age of the student, the abuse of alcohol that results in impaired behavior is considered a violation of the alcohol policy.
- C. Being under the influence of alcohol does not constitute a defense for bad behavior; students will be held responsible for their actions regardless of their consumption of alcohol.
- D. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to: completion of educational and risk reduction programs, fines, community service, probation, individual screenings, research papers, educational counseling group, and parental notification.*
- E. If a student fails to comply with the request of a University Police Officer to complete a sobriety test, it will be considered an automatic admission of having consumed alcohol.

F. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus are required to inform the Associate Vice Chancellor of Student Life of the charges.

*Parental Notification: The Family Educational Rights and Privacy Act (FERPA) allows educational institutions to **notify parents/guardians of students under the age of 21 when the student violates the University's alcohol or drug policies.** Because we believe that parents can assist us in educating and empowering students to make responsible decisions regarding alcohol, we typically exercise our right to notify parents in the following situations:

- Drug violations
- Repeat or serious alcohol violations

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

Additional Guidelines for Student Organizations

A. Student organizations hosting an event must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and the Student Organization Social Events Policy and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.

B. The decisions made or behavior exhibited by individual members of an organization may result in disciplinary action against the organization as well as the individuals involved.

C. No funds of an officially recognized student organization deposited or administered through the University may be used to purchase alcohol for use either on or off campus.

D. At on or off-campus events, student organizations may not provide alcohol for free or in exchange for a cover charge or ticket to an event.

E. Student organizations that wish to have alcohol sold at an on-campus event must secure approval from the Alcohol Event Review Committee by submitting the Application to Serve Alcohol at a Campus Event Form which can be found in the Office of Student Life or be requested from the Assistant Director of Student Life. If the Alcohol Event Review Committee **approves an organization's request to have alcohol at an event, all of the procedures stipulated in the "Procedures for Sponsoring an On-Campus or University-Sponsored Off-Campus Student Event with Alcohol"** (include link) document will be followed or the organization will be subject to disciplinary action.

F. Only beer and wine will be permitted at on campus student events.

G. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to, completion of educational and risk reduction programs, fines, community service, probation, suspension of student organization status, and suspension from use of University facilities for a designated period of time.

H. Student organizations who want to host events with alcohol must attend one social host responsibilities workshop during the academic year prior to hosting the event(s).

Additional Guidelines for University Departments

A. University departments and employees within those departments must adhere to the General Guidelines in this policy, all federal, state, and local laws and ordinances as well as the Drug-Free Workplace Policy (<http://hr.sc.edu/policies/drugfree.pdf>).

B. University departments that wish to host an on or off-campus event with alcohol that is not primarily an event for students must secure permission from their appropriate senior administrator.

C. University departments that wish to host an on or off-campus event with alcohol that is primarily for students must secure approval from the Alcohol Event Review Committee by submitting the appropriate paperwork to the Office of Student Life. If permission is granted for the event, all of the procedures stipulated in this policy will be followed.

D. At on campus events that are primarily for students, only beer and wine will be permitted.

PROCEDURES FOR THE USE OF ALCOHOL ON CAMPUS OR DURING UNIVERSITY SPONSORED EVENTS

These procedures describe the process that will be used by the University to review requests for allowing alcoholic beverages to be available during events that are either held on University property or are sponsored by an entity of the University. Events include gatherings that are:

- (a) sponsored by the University or an approved University organization to take place on campus primarily for students;
- (b) held off campus primarily for students.

In general, this policy recognize two different types of entities that may host an event. The types of entities that may host an event are categorized as follows:

- (a) Student Organization Sponsored Events: These events would include those sponsored by an approved student organization or any other approved group or organization of students.
- (b) University Departmental Sponsored Events: These events would be hosted by an office, a school/college or a department.

Approval Process

All sponsors of events must complete and submit the appropriate approval forms to the Office of Student Life. If the event

is held on campus, an adviser must reserve facility space in 25 Live as well as be present at the event. If any alcohol will be available at a student sponsored event, there shall be a conclusive presumption that underage students will be in attendance.

The appropriate approval forms which are found in the Student Life Office shall be required for every event where alcohol will be served. The appropriate approval forms which are found in the Student Life Office shall address the following issues with the specificity needed to adequately address the perceived risk:

- the location of the event;
- the start and end time of the event;
- the sponsor of the event;
- how the organization will prevent underage persons from having access to alcohol;
- the type of alcohol that will be available at the event;
- the type of non-alcoholic beverages that will be available at the event;
- what food that will be served;
- the number of officers requested from University Police or, if the event is to be held off campus, a description of the security available;
- the estimated number of total guests to attend the event; and,
- the primary purpose of the event.

When determining the risk of alcohol abuse associated with an event, the Alcohol Event Review Committee will at least consider the following factors:

- the history of the event and the conduct of participants during the event;
- the number of underage students or other underage persons who are expected to be in attendance as guests;
- the number of underage persons who will have access to the event by, for example, working as servers or volunteers; and,
- the publicity surrounding the event and/or the public perception of the event.

In addition, **student organizations must complete the USC Aiken's Social Event Agreement through the Office of Student Life.**

Standards

The considerations and standards used by the Alcohol Event Review Committee to review an application for an event shall include the following:

The University will not approve an event if, in the exercise of its sole discretion, it has determined that holding the event will present an unreasonable risk to the health or safety of the University community and/or to the property of the University, or that the event will be conducted in a way that would portray the University or the members of the University community in a false light or otherwise subject it or them to public ridicule or disgrace.

On Campus Alcohol Service Providers

ARAMARK, the official food service provider for the USC Aiken, must be used as the on campus alcohol service provider unless the Director of Food Service, in conjunction with the Assistant Director of Student Life (or designee), grants special permission for another licensed provider.

If an event is held on campus but not at the Etherredge Center or USCA Convocation Center, the sponsoring organization must obtain a temporary liquor license through the State of South Carolina. Cost of the license is approximately \$50 per event but is subject to change according to State of South Carolina policies. If a temporary license is needed, once the event is approved by the Alcohol Event Review Committee, sponsoring organizations will have 5 days to apply for a temporary license through the Office of Student Life.

Off Campus Alcohol Service Providers

If the event is held off campus, the vendor must: (Documentation of these items must be provided with the Third Party Vendor Agreement Form).

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
2. Be properly insured, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

The Sponsoring Organization and the Vendor Agree to the Following:

1. All areas relating to serving, ticketing, distribution, and control of alcohol must be handled by the vendor and only the vendor for the entire duration of the function
2. All the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business

are to be handled by the vendor, including but not limited to:

- a. Checking identification cards upon entry
- b. Not serving minors
- c. Not serving individuals who appear to be intoxicated
- d. Maintaining absolute control of all alcoholic containers present
- e. Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization or its members)
- f. Removing all alcohol from the premises

The following two sections apply only to student organizations.

Advertising of Student Organization Sponsored Events Where Alcoholic Beverages Will Be Consumed.

Advertising of student organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the University of South Carolina Aiken and follow these conditions:

- (a) Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- (b) The message conveyed in the event promotion must not encourage the use of alcohol.
- (c) Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
- (d) Promotion must not refer to the amount/quantity of alcohol to be present
- (e) Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
- (f)) Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

Sanctions

Individual students or student organizations who violate USC Aiken policies are subject to civil, criminal and University proceedings and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state and federal laws, and University regulations, policies, and procedures. Violations of this Campus Alcohol Policy will be referred to appropriate University agencies. Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violation of University policies are based on the severity and frequency of violation. Sanctions may include, but are not limited to: referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of University facilities for a designated period of time, and suspension of student organization status.

Related Issues

- A. Students or student organizations suspected of violating federal, state or local laws may be subject to University judicial proceedings. Disciplinary action may be imposed by the University under the USC Aiken Code of Conduct, whether or not a civil or criminal conviction is made.
- B. Students, faculty, staff, or student organizations who serve or sell alcohol to students at off-campus events assume liability for abiding by the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.
- C. USC Aiken Student Activities funds may not be used to purchase alcohol for any on or off-campus event.
- D. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus during a sanctioned event are required to inform the Vice Chancellor for Student Affairs.

POLICY ON THE USE OF DRUGS BY STUDENTS

The University of South Carolina Aiken recognizes that drug abuse is one of the major problems confronting our society. Within the University community, services are available to reduce the problems associated with drug abuse. Students with drug problems may seek confidential counseling and advice through the USC Aiken Counseling Center and the USC Aiken Student Health Center. A list of additional resources can be found in the USC Aiken Student Handbook. Although the University recognizes the need for providing remedial services, it does not intend to shelter persons who violate state or federal drug or narcotics laws. University officials will assist and cooperate with law enforcement personnel as they perform their duties in controlling drug abuse. Students charged with violating state and federal laws are subject to further disciplinary action by the University.

I. Statement of Policy

The possession, use, manufacture, sale or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or an items modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University-sponsored event.

Specific prohibited actions include:

1. the unlawful manufacture, distribution, dispensation, possession, or use of

illegal drugs or controlled substances*

2. being in the presence of illegal drugs or controlled substances
3. the possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.)
4. **the distribution or delivery of an imitation ("look alike"), non-controlled substance which is represented as a controlled substance**

* The term "controlled substances" refers to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina Law.

II. Sanctions

1. Legal

As citizens, students have the responsibility for knowing and complying with the provisions of state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system. Information on federal and state drug laws and penalties is provided in the USC Aiken Student Handbook. (Students who are apprehended and charged by law enforcement agencies with drug-related criminal conduct, off campus are required to inform the Director of Housing and Judicial Affairs).

2. University Disciplinary

In addition to any federal and state charges, a student is subject to disciplinary action through the University judicial process. This process may precede criminal or civil proceedings. It is not "double jeopardy" for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

- a. The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with disciplinary procedures included in the Student Handbook. Although violations will be handled on a case by case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the University include, but are not limited to, the following:

- Suspension
- Summary Suspension
- Suspension Held in Abeyance with Conditions
- Expulsion
- Counseling
- Educational Programs
- Conditions and Restrictions

3. University Housing

A student who is suspected of violating the drug policy while living in on-campus housing will be subject to immediate removal from housing as a response to violating the terms of the housing contract.

III. Eligibility for Federal and State Financial Assistance

Students found in violation of the drug policy jeopardize their ability to receive federal and state financial assistance for which they might otherwise be eligible.

IV. Parental Notification Policy

In 1998, changes in the law that governs the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of 21 when they determined the student violated University alcohol and drug policies. At the University of South Carolina Aiken, we believe such notification can help us in educating our students. While we constantly strive to educate and empower students to make more responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical. The University of South Carolina Aiken typically exercises its right to notify parents of students under 21 in the following situations:

- Cases involving drug violations
- Repeat or serious alcohol violations

The university also reserves the right to notify parents for first alcohol violations if deemed appropriate.

IV. Future Revisions

The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

Good Samaritan / Medical Amnesty Policy

1.0 SUMMARY OF POLICY

This Policy provides that any student who is in need of medical care during an alcohol related emergency (as defined in Section 3.2), and who receives or actively seeks out such care in a timely fashion, may do so without fear of being subjected to Student Disciplinary action.

2.0 PURPOSE

Unfortunately, when alcohol related emergencies arise many students hesitate to contact law enforcement officials or healthcare professionals out of fear that disciplinary consequences may follow. The Good Samaritan/Medical Amnesty Policy will grant conditional amnesty from Student Disciplinary action for those students in need of medical attention, as well as those students who call for assistance to aid another student, because of alcohol abuse.

The purpose of the Good Samaritan/Medical Amnesty Policy is to encourage student to seek assistance when that student is in need of medical attention or when that student knows of another student in need of medical care due to alcohol abuse or alcohol poisoning (an "Alcohol Related Medical Emergency"). Those who receive medical attention for their abuse of alcohol will also receive education concerning their own habits so that they may make healthy decisions in the future.

3.0 DEFINITIONS

3.1 Conditional Amnesty – Students who report an Alcohol Related Medical Emergency in accordance with this Policy will not be subjected to formal student disciplinary action. As a condition for this courtesy, however, the student or students involved will be required to undertake a series of affirmative measures to redress any damages they may have caused and to receive one or more interventions to assist them correct unacceptable behavior.

Conditional amnesty granted under this policy does not negate the laws and ordinances enforced by local, state, and federal law enforcement authorities. Nor will it excuse violations of other University policies. If any policy or law violation beyond alcohol abuse and possession are committed, conditional amnesty will not apply. Such other violations may include, but are not limited to, threats of harm to self/others, hazing, property damage, sexual harassment/abuse, illegal use of other drugs, and assault.

- Include alcohol violations
- Does not waive the parental notification

Students who have been charged with such other violations in direct relation to the incidence in which they pursue amnesty will not qualify for amnesty. Moreover, any organization providing alcohol to students during an event or gathering at which multiple students become ill will not qualify for amnesty.

This Policy will only apply in cases under the jurisdiction of University Housing, the Office of the Vice Chancellor of Student Life and Services and/or the University Police.

3.2 Alcohol-Related Medical Emergency – Alcohol-Related Medical Emergencies include an alcohol overdose and alcohol poisoning that warrants immediate medical attention to protect the health of the student or others. Signs of alcohol overdose and poisoning may include one or more of the following:

- a) Unresponsiveness to shouting and vigorous shaking;
- b) Skin that is pale, clammy, bluish, or blotchy;
- c) Depressed respiration, lapses in breathing;
- d) Mental confusion, stupor, or coma;
- e) Seizures, convulsions, or rigid spasms; or
- f) Vomiting while asleep or unconscious coupled with failure to awake.

3.3 Medical Attention – In order for a student to qualify for conditional amnesty, he/she must receive or actively seek out medical attention. This may include a range of efforts evidencing an unequivocal intention to receive medical help such as a voluntary examination by University of South Carolina Aiken First Responders/EMS, contacting local EMS, or seeking transportation to or visiting a hospital for more intensive care. It also includes asking for the assistance of Student Health Services. A student will qualify for conditional amnesty only if the student makes no effort to resist the help of the College, local emergency staff, or healthcare clinicians. Medical intervention must be sought at the time of the observed conditions that give rise to a reasonable suspicion of alcohol abuse.

3.4 Helper – A helper is any student or student organization who seeks help for a student suffering from an alcohol overdose or poisoning. Although helpers are appreciated and encouraged to take action if they see a student in need, their amnesty is also conditional. Helpers that are found to have committed other violations of law or University policies such as hazing (see Section 3.1 above) will be held accountable for their actions. They will not be eligible for amnesty and will receive disciplinary

sanctioning as a result of their infractions.

- Also, includes providing alcohol to minors

4.0 PROCEDURES

4.1 Assignment of a Conduct Officer – In the event that an Alcohol-Related Medical Emergency should arise, the Office of Student Life and Services (the "Office") will be notified. Thereafter, the Office will assign a Conduct Officer to the parties involved. The Conduct Officer may be a Residence Life and Housing Official or a Student Life and Services official. Each student will be sent a written notice that he/she must meet with the assigned Conduct Officer for an interview.

4.2 Decision – The assigned Conduct Officer(s) will make the decision of whether or not each concerned student qualifies for conditional amnesty under this Policy after giving full consideration to the circumstances of the case.

4.3 Assignment of Amnesty Conditions – Should the student(s) qualify for conditional amnesty, the Conduct Officer(s) will evaluate the case and surrounding circumstances in order to assign appropriate conditions as alternatives to judicial sanctioning. These conditions will be educational or therapeutic in nature, designed to benefit the student and improve his/her future decision-making. These conditions will most likely include mandatory sessions with a professional in the Counseling Center. All service fees for assigned substance abuse counseling will be waived if the student qualifies for conditional amnesty.

4.4 Failure to Complete Conditions – If the student fails to agree to the amnesty conditions, or fails to satisfactorily complete the assigned conditions deemed necessary by his/her Conduct Officer, conditional amnesty will not be given, and any amnesty previously given shall be revoked. Student disciplinary charges will be filed. Thereafter, the case will be turned over to the Assistant Vice Chancellor of Student Life or designee where it will be subject to conduct processes. This will most likely result in the creation of a formal disciplinary record of the incident in question and, if culpability is found, may require the imposition of disciplinary sanctions.

4.5 Documentation and Record Keeping – If a student qualifies for conditional amnesty, documentation or evaluation of the case will not be placed in any disciplinary record. A record, however, will exist in the Judicial Affairs database that the incident transpired, but this record is not normally reportable to outside employers, agencies or other higher education institutions without the permission of the student. However, some background checks for local, state and/or Federal employment may require full disclosure and release of student records, in which case, the record of the incident may be reported. In addition, the University may be served with a subpoena or other legal process that requires that the University produce the record. In such cases, the University will comply with all applicable provisions of law. In addition to the foregoing, the record will exist in the Judicial Affairs database to track the student's behavior should there be another incident of a similar nature.

4.6 Amnesty for Multiple Alcohol-Related Medical Emergencies

(a) For those needing assistance – This policy is intended for one-time use only by any individual student. It is intended to serve as a wake-up call and a way for students to improve their decision-making skills as well as to learn healthy habits of living. Amnesty under this Policy is granted as a matter of comity and not of right. It should be viewed as an opportunity and is not to be abused by those who break rules of conduct on repeated occasions. Accordingly, any student needing medical attention for an Alcohol Related Emergency on more than one occasion may not receive amnesty even if all other terms and conditions of this Policy are met. The granting of any form of amnesty remains a matter of discretion with the Assistant Vice Chancellor of Student Life or designee.

(b) For helpers – Helpers, or those who seek help for the endangered student, are not limited to only one use of the Good Samaritan/Medical Amnesty Policy. It is expected that members of the University of South Carolina Aiken community will always make an effort to help a fellow student that is in need even if they have been using alcohol themselves. Notwithstanding the foregoing, if a Conduct Officer has reasonable suspicions that the Good Samaritan/Medical Amnesty Policy is being abused in any way, he/she may hold in abeyance the amnesty to a helper until an investigation of the incident is completed.

CATERING POLICY

Student Organizations must use ARAMARK, the university's catering company unless special permission is granted by the Associate Director of Student Life (or designee). ARAMARK does provide student organizations with a special catering guide and organizations should consult with Dining Services.

HAZING POLICY

The University of South Carolina Aiken prohibits any form of hazing. No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing.

Hazing is defined as any action or situation created by individuals, clubs and organizations, on or off campus, that could cause or has the potential to result in harassment, emotional or physical abuse of harm, embarrassment, anxiety, ridicule, or the violation of an University rule, no matter how good the end result or intent. Examples of hazing, include but are not limited to:

- Tests of endurance
- Submission of members or prospective members to potentially dangerous or hazardous circumstances
- Paddling
- Forced indulgence of alcohol or food
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns or adequate study time
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips such as kidnaps, displacement, and “pledge” dumps

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

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

For information on the South Carolina Hazing Law, the USCA Hazing Policy, or to initiate a complaint for alleged hazing, contact the Interim Vice Chancellor for Student Life and Services.

STUDENT ORGANIZATIONS SOCIAL EVENT POLICIES

On Campus Events

The following policies have been adopted to protect USCA students and property. These policies are intended to regulate any social events held on the USCA campus by student organizations. Failure to abide by these policies could result in **disciplinary action as outlined in the USCA Student Handbook under “Student Organization Non-Academic Discipline System Procedures” and suspension of the sponsoring organizations.**

Pre-Planning

1. All on-campus parties/dances/new member presentation/socials sponsored by student organizations must be held in the Student Activities Center. If the organization would like to hold an event on campus at another location special permission must be obtained from the Assistant Director of Student Life for Greek Life and Student Organizations or designee. A facility request form must be filled out at least two weeks prior to the event.
2. The sponsoring organization will be required to hire and pay for one or more University Police Officer(s) if needed. The University Police Department will determine the number of officers necessary to ensure the safety of those attending the event. Security needs will be discussed at the pre-planning meeting.
3. Each sponsoring organization will meet with the Assistant Director of Student Life for Student Organization and Community Service (or designee), the Chief of University Police, or designee(s) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review room arrangements, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.
4. If the sponsoring organization wishes to invite special outside groups (such as a student organization from another college) to attend their event, they must indicate this on their original facilities request form. A list of potential groups who will be invited must be attached to the facilities request form. The Assistant Director of Student Life for Student Organization and Community Service or a designee will approve or disapprove this request and will communicate the decision to the sponsoring group. The sponsoring organization must have a sign in sheet for each visiting approved group. Members of these approved groups must sign in on the appropriate sign in sheet and show an ID verifying their identity. No one under the age of 18 will be admitted unless they are a USCA student or a member of an approved outside group.

Event Management

1. The entry table for the event must be located near the Student Life Suite and it must be supervised by the advisor (or designated faculty/staff person) and one student at all times. All other entrances into the building need to be locked in order to provide only one entrance into the building during the event.
2. All persons entering the event must show a valid USCA ID. Only USCA students and their guests (one guest per student) will be permitted to enter the event. The USCA student must sign in his/her guest and will be held accountable for the **guest’s** behavior.
3. Sponsoring organizations will need to write down the name and driver’s license number of any guest (a valid military or **state picture ID may be used if a driver’s license is unavailable**). **If the guest does not have a valid ID, he/she will not be admitted into the party. Sponsoring organizations must use the standard guest list/driver’s license forms provided by the Office of Student Life .**
4. Advisors must provide a copy of the guest list to the Student Life Office within 48 hours of the end of the event as well as keep a copy of the guest sign in sheet for at least four weeks after the event in case of any issues.
5. No outside containers will be permitted into the party.
6. The sponsoring organization, advisor (or designee) and/or University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
7. No weapons of any kind will be permitted at events.
8. Once a person leaves the event (leaves the building), he or she may not re-enter.
9. Non-alcoholic beverages must be available (free or for a reasonable fee) at the event.
10. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor (or designated faculty/staff member). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
11. The advisor or designee and/or University Police may shut down any event/program if necessary.
12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event. Failure to do so may result in the assessment of a fine or cleaning fee.
13. The advisor or designated faculty/staff member must be present for the entire dance/party.
14. All social events (Sunday – Thursday) must end by 12:00am and guests must vacate the facility by 12:15am. The facility must be clear of all equipment and cleaned up by 1:00am. Social events held on Friday and Saturday must end by 1:00am and guests must vacate the facility by 1:15am. The facility must be clear of all equipment and cleaned up by 2:00am. Requests for a later closing time (which may include break down needs) must be made to the Associate Director of Student Life or designee no later than (10) working days in advance of the event.

Off Campus Events

The following policies have been adopted to protect USCA students and organizations. These policies are intended to regulate any social events held off the USCA campus by student organizations. These policies apply to events that take place in a public location or when members of the general public may attend (i.e. parties, formals/semi-formals, date parties, dances, etc.). Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook **under “Student Organization Non-Academic Discipline System Procedures” and suspension of the sponsoring organization(s).**

1. Each sponsoring organization will meet with the Assistant Director of Student Life for Student Organization and Community Service (or designee) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review event arrangements including, but not limited to: facility being used, catering needs, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.
2. Each sponsoring organization must complete a social event agreement form and bring the completed form with them to the meeting with the Assistant Director of Student Life for Student Organization and Community Service, or designee, at least two weeks prior to the event.
3. If an organization wishes to have alcohol at the event it must be run by a third party vendor licensed by the state in which the event is taking place. The vendor must be responsible for id’ing and serving to event attendees. Students **MAY NOT** serve as bartenders or ID checkers.
4. No alcohol will be brought in to any student organization sponsored event. Also, no outside containers will be permitted into the party.
5. Events with alcohol must also provide non-salty food readily available in a sufficient quantity for the number of expected attendees. At least one free non-alcoholic option must be available to attendees. Other non-alcoholic drinks may be sold but must be at a cost of less than alcoholic drinks.
6. The sponsoring organization or advisor (or designee) will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
7. No weapons of any kind will be permitted at events.
8. Once a person leaves the event (leaves the building), he or she may not re-enter.
9. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting

any problems immediately to the facility management and advisor (or designee). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).

10. The advisor, facility manager, or designee may shut down any event/program if necessary.
11. The sponsoring organization must adhere to all facility stipulations as discussed in a meeting with facility management or per facility rental agreement.
12. Any damage or problems that occur during the event must be reported to the Assistant Director of Student Life for Student Organization and Community Service within 24 hours of the end of the event.

VEHICLE REQUEST SERVICES

USCA has several vans and an automobile that are available for use by student organizations. The vehicles must be reserved and are available on a first come, first served basis. The cost of use is charged to the student organization requesting the vehicle. Reservations can be made with a Vehicle Reservation Request (Form#13/20). All student drivers must be accompanied by a faculty or staff member when transporting other students. Only those students, faculty, or staff members that have turned in a Motor Vehicles Record Screening form (MVRS-1) and a copy of their driving record (available from the SC Highway Department), and have passed the driver's training course are eligible to drive a university vehicle. Both forms are available in the Student Life Office.

MEDIA SERVICES

The USCA Media Services Department is located in the Ruth Patrick Science Education Center. The Media Services Department is responsible for providing all audio/visual equipment used on campus. If your organization would like to use a VCR, slide projector, movie projector, cassette player/recorder, or lectern with microphone, one can be requested from Media Services. A minimum of 24 hours notice is required on any media services request. University officials can request equipment by e-mailing Barry Ready. The Media Services Department will endeavor to provide the equipment you need whenever possible.

TECHNICAL SERVICES

The Office of Student Life is pleased to offer technical equipment for the convenience of student organizations. Due to the high demand for the equipment, reservations for equipment must be made at least two weeks before the event occurs. A Student Life Technical Equipment Request Form are available in the Student Life Office. The form also includes a list of the technical equipment which is available.

Please note: It is up to the discretion of the Assistant Director of Student Life for Student Organization and Community Service (or designee) to decide whether or not Technical Support will be provided at events.

A. Policies and Limitations

- Student Life Technical Equipment Request forms may be obtained in the Office of Student Life
- All forms must be returned to the Student Life Office at least two weeks in advance of the event.
- The technical equipment is available for rent on a first-come, first-serve basis.
- The availability of the technical equipment is contingent on the schedule of the technical staff.
- Equipment may only be rented for on-campus events unless an exception is made by the Assistant Director of Student Life for Student Organization and Community Service .
- Failure to return equipment to the Student Life Office after use could result in fines or suspension of use based upon the discretion of the Assistant Director of Student Life for Student Organization and Community Service (or designee).

Only registered Student Organizations may use the technical equipment; exceptions to this policy must be approved by the Assistant Director of Student Life for Student Organization and Community Service (or designee).

PUBLICITY POLICY

The Offices of Student Life and Marketing & Community Relations are interested in assisting student organizations and campus departments in their efforts to publicize their activities while maintaining the beauty of the USCA campus. A variety of avenues are available for publicizing on campus. To best meet the needs of the entire campus, the following policy addresses a variety of physical publicity methods on campus.

- All publicity must be approved by the Office of Student Life.
- With the exception of registered banners in designated banner areas in each building, all publicity must be placed in approved areas. Approved areas include:
 - Sidewalks
 - Designated Big Board areas
 - Sandwich Boards
 - Open Bulletin Boards
 - Other areas approved by the Associate Director of Student Life or a designee
- All publicity hung in University Housing facilities must be approved by the University Housing office.

- Bulletin boards located across campus are assigned by the Associate Director of Student Life or a designee. Bulletin boards are assigned based on availability and usefulness to the campus community.
- There are a designated number of open boards that are for the use of the campus community and the general public. All items on these boards must be date-stamped and approved by the Office of Student Life. The group hanging the flyer are responsible for removing their outdated materials. A map of all open boards is available in the Student Life Office.
- No flyer larger than 22" by 16" (L x W) will be allowed on open bulletin boards.
- If an organization does not follow the publicity policies, the Associate Director of Student Life or designee will be able to impose sanctions on that organization.
- Big Boards and/or banners may be hung on the interior and exterior entrances of the Student Activities Center and in designated areas on campus approved by the Associate Director of Student Life or designee.
- Student organizations may chalk sidewalks in designated areas and all designs must be approved by the Associate Director of Student Life or designee.
- Table tents are not allowed on public tables (including food services areas) unless specifically approved by the Associate Director of Student Life or designee and the Director of Food Services.
- Publicity is not allowed to be hung for more than 14 days unless specific approval is given by the Associate Director of Student Life or designee.
- Yard signs are allowed on campus at the expense of the department or student organization.

Stall Wall/Café News

Announcements will be included in the Stall Wall Weekly or the Café News (table tents in dining hall) if they are sent to stall@usca.edu by the Monday prior to the date requested for the listing. The Stall Wall is a weekly publication put out on Monday and the Café News comes out every other Monday.

Student News Email Announcements

If a department or student organization would like to inform the student population about an event or program through the Student News email, the following guidelines will be used:

- The event or program announcement must be related to University business (final determination will be left to the Associate Director of Student Life or designee).
- Announcement e-mails must be sent to the studentnews@usca.edu account no later than 5:00pm prior to the date the sender would like the announcement to be sent.
- Student News will be sent out on Monday, Wednesday, and Friday by 10:00 am. Exceptions to this rule include announcements made by the Business Services Office, Student Affairs, Financial Aid, Records, and any emergency announcements. All other announcements will be included in the will be included Monday, Wednesday, and Friday email of the Student News.

Spirit Horse Guidelines

- All individuals, organizations, and groups must supply their own paint or materials when wanting to decorate the horse. The University will not supply these materials.
- Only the horse is allowed to be painted. No individual, organization, or group will be allowed to paint any sidewalks, lamp posts, grass, or buildings surrounding the spirit horse. Any damages caused to University property with paint or any other materials used to decorate the horse will be of the financial responsibility of the individual, group, or organization who causes the damages.
- No racial slurs, derogatory language, hate speech or the belittlement of other on-campus organizations or individuals will be tolerated. Remember, anything put on the horse reflects either positively or negatively on your organization.
- All paintings or decorations must be in accordance with the University Handbook. Any violations will be subject to discipline in accordance with the Student Code of Conduct.
- Paintings or decorations must be approved prior to the horse being used by the Associate Director of Student Life or designee.
- Reservations of the horse can be made for up to a week at a time and must be done in the Office of Student Life. Special permission to have decorations on the horse for more than a week may be granted for certain events.
- The Office of Student Life will be regularly monitoring the horse to make sure that any decoration on the horse does not violate any of the above guidelines.

Digital Signage

The USC Aiken Marketing Department acts as administrator of the digital signage system, which is comprised of several television screens located around the University campus.

A department or student organization may create their own slides using Powerpoint or graphic design software. Recommended slide dimensions are a 4:3 ratio, with a minimum width of 1400px.

To submit a slide for display, slides must be sent as an attachment to pacersigns@usca.edu, and the email should include instructions for a start and end date for display, as well as requested locations.

- Digital signage is primarily intended for use by USC Aiken recognized student groups and University departments. Slides must advertise USC Aiken sponsored events only. No personal events, sales or advertisements will be accepted. Personal events include, but are not limited to, parties, yard sales and birthdays.
- For events, slides must include the following: the sponsoring organization of the event, event name, location, date and time as well as any necessary information such as costs, contact information, registration, etc.
- Submissions must be made at least five business days in advance of the event date. Failure to give proper time to post the slide may result in the slide not being displayed. Exceptions may be made dependent on departmental needs.
- The Marketing Department has the right to review and approve or deny all slides submitted. Slides may be refused based on content, language, pictures, images, or references to alcohol.
- Slides must comply with established University logo standards.
- Messages that include the copyrighted or trademarked works of others will not be posted without written permission.
- The slide will be displayed for approximately 10 seconds at a time. Fonts should be easy for viewers to read. Please limit the amount of text, and make the text as large as possible.
- Please proofread slides before submitting.

Social Media Policy

This policy limits authority for representing University of South Carolina Aiken (hereafter "UofSC Aiken") in an official capacity through social media accounts. It is intended to clarify expectations for authorized personnel acting on behalf of the organization, not to constrain individual freedom of speech or expression. This policy governs official UofSC Aiken accounts that are formally authorized and managed by the Office of University Marketing and Communication to represent UofSC Aiken. They are expected to be in full compliance with this policy and UofSC Aiken social media guidelines and will be listed in the UofSC Aiken Social Media Directory.

Only those individuals who have written and explicate approval from the Office of University Marketing and Communications will have posting privileges to Official Accounts. At least one Office of University Marketing and Communication staff member must be granted credentials to log into accounts representing UofSC Aiken, and must have the ability to manage, administer, and remove the account.

Accounts not authorized by the Office of University Marketing and Communications must not be created by units of UofSC Aiken. Any existing unauthorized accounts under control of UofSC Aiken units must be removed or surrendered to the Office of University Marketing and Communications immediately upon request.

Online communities and social media represent potentially valuable resources for UofSC Aiken faculty and staff in performing their job duties, and UofSC Aiken employees are encouraged, when appropriate, to take advantage of the wide variety of social media tools available to them. As is true in other, traditional media, when participating in online communities and social media as part of their job duties, employees must comply with UofSC Aiken policies and guidelines and the codes of civility and professionalism recognized in the Academy.

The office of University Marketing and Communications reserves the right to remove content that in its judgment is deemed inappropriate, offensive, injurious and or illegal, or otherwise not consistent with campus standards of civility and professionalism.

Official accounts are responsible for publishing content in accordance with federal (e.g. FERPA and HIPAA), state, and local laws, regulations, and the values, policies, procedures, and Standards of Conduct of UofSC Aiken and its affiliated organizations.

In order to manage the guidelines presented in this social media policy, the Vice Chancellor for Advancement and External Affairs will appoint members to a Social Media committee. The Social Media committee will report directly to the Vice Chancellor for Advancement and External Affairs. This committee will perform routine reviews of social media accounts, guidelines, and procedures for the university. This committee will have the authority to approve any official accounts. UofSC Aiken currently uses the following social media platforms to connect with the community: Facebook, Twitter, Pinterest, Instagram, Flickr, YouTube, LinkedIn and Snapchat. Any entity seeking to use a different social media account must gain approval from the Social Media Committee prior to the account being established. The committee membership will consist of 2 faculty members (one from the Department of Communications), 1 student (appointed by the Student Government Association), and 2 staff (one being the Social Media Specialist and the other appointed by the Vice Chancellor of Student Affairs)

Official Accounts are expected to use correct logos and images, available at <https://www.UofSCa.edu/marketing/resources->

[guides/university-branding-and-visual-guidelines.](#)

Access to and administration of UofSC Aiken's presence on identified social media platforms will be limited to staff in the Office of University Marketing and Communications. The Office of University Marketing and Communications has discretion to grant or revoke additional access to other departments. Contact the Office of University Marketing and Communications at marketing@usca.edu with questions regarding an organizational social media presence.

If faculty, staff, or students have questions about taking a position that may be perceived as an expression on behalf of the university, they are encouraged to contact the Office of University Marketing and Communications at marketing@usca.edu.

NON-ACADEMIC CODE OF CONDUCT

I. Introduction

1. The discipline system extends and applies the general principles of the Statement of Student Rights and Freedoms within the academic community to specific actions and responsibilities of students and student organizations at the University of South Carolina Aiken. It accepts the proposition that "academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society, and that free inquiry and free expression are indispensable to the attainment of these goals."
2. As such the University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons.
3. The University of South Carolina Aiken strives to protect this educational community and to maintain social discipline among its students. Consistent with its purposes, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of University social regulations.
4. The purpose of this document is to set forth the specific authority and responsibility of the university in maintaining social discipline, the educational process of determining student and student organization accountability for violating the regulations, and the proper procedural safe-guards to be followed in this process to insure fundamental fairness and protect the students and student organizations from unfair imposition of serious penalties and sanctions.

II. Application of Laws and Regulations

1. Students should be aware that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states where in such institutions exist. While the rules and regulations of the University of South Carolina Aiken are not meant to duplicate general laws, there are some aspects in which the lawful interest of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under university rules when their conduct violates Institutional standards.
2. Students, no less than other citizens, are entitled to be secure in their persons, lodgings, papers, and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel incident to investigations or arrests are conducted only under proper warrant. This does not prohibit normal inspections of facilities for maintenance, health, or safety purposes. NOTE: University Housing policies also allow for the entrance and inspection of student housing units if there is reason to believe that a violation of law or University policy exists, or for life safety and/or emergency circumstances.

Students enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action that materially interferes with the normal activities of the institution or invades the rights of others is prohibited. The University is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this goal.

3. Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the Non-Academic Judicial Officer.
4. The standard of proof required in University judicial processes differs from that required in criminal judicial processes. In University judicial processes, the standard of proof required to find person responsible for violation is that of the preponderance of the evidence. That is, if the evidence provided indicates that “**more likely than not**” the violation occurred, the student will be held accountable for that violation.

III. Authority and Responsibility

1. Responsibility for good conduct rests with students as individuals. All members of the University community are to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.
2. The Board of Trustees is the governing body of the University and the powers of the President, the Chancellor, and the faculty are delegated by the Board in accordance with policies. The faculty, subject to review by the Chancellor, the President and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations.
3. The Vice Chancellor for Student Affairs is responsible for the judicial system that adjudicates violations of the Non-Academic Code of Conduct. The Vice Chancellor delegates responsibility for the day-to-day operation of the Non-Academic Code of Conduct to the Associate Director of Student Life, who serves as the Non-Academic Judicial Officer. The Non-Academic Judicial Officer has designees, referred to as Hearing Officers, for specific cases. These Hearing Officers include, but are not limited to, the Assistant Directors of Student Life, graduate assistants, and Assistant Directors of University Housing.
4. Student Government, as an elected and representative voice of the student body, has the right to comment on any proposed changes pertaining to the discipline of students.
5. The Campus Life Committee has the right to propose changes to the Non-Academic Code of Conduct, when appropriate. A report will be submitted to the Campus Life Committee in the Fall of each year detailing, without student names, the following: the behaviors which led to disciplinary action; the type of hearing; the decision of the hearing authority, including any sanctions; and general demographic data and student status for the student(s) charged.

IV. General Student Conduct Regulations

1. This section establishes the rules and regulations all students of the University of South Carolina Aiken are expected to follow under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.
2. Students have a right to expect enforcement of these rules and regulations. The University also has the right to expect students to abide by them as befits the responsibilities of students as members of the University community. Knowledge of these rules and regulations can prove beneficial to students in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.
3. Scope of Application-The University may take disciplinary action for a violation of the Non-Academic Code of Conduct when the offense takes place on University premises or at University sponsored, endorsed, supported or related events which occur off campus. The University may also take disciplinary action for off-campus offenses that are not related to the University when failure to do so is likely to interfere with the educational processes or orderly operation of the University, or endanger the health, safety, or welfare of the University community.

V. Conduct Regulations of the Non Academic Code of Conduct

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Aiken. Students are expected to abide by these regulations and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions.

NOTE: Attempting, abetting, or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

1. *Non-Compliance with General Laws*

Students involved in violations of any federal, state, or local laws may be subject to disciplinary action. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority. Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the Non-Academic Judicial Officer.

2. *Damage to Property*

Damage to or destruction of property owned or operated by the university, its students, faculty, administration and staff, or of another institution is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, painting, etc.

3. *Firearms and Other Deadly Weapons*

The unauthorized possession or use of firearms, or weapons of any other kind such as knives, slingshots, metal knuckles, razors, or any other dangerous instrument is prohibited.

4. *Flammable Materials and Fireworks*

The ignition or detonation of anything that could cause damage by fire, explosion, or similar means to persons or property, or possession of anything in the nature of fireworks or explosives, is prohibited on any property owned or operated by the University without prior University authorization.

5. *Arson*

No person shall start fire on University property without University authorization, and willful damage to property (as described above) shall be prosecuted as arson when appropriate.

6. *Emergency Alarms and Emergency Equipment*

No person shall make, or cause to be made, false fire alarm, bomb threat or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire or other safety equipment. Note to resident students: Students found in violation of tampering with, damaging, and/or disabling fire safety equipment in campus housing are also subject to fines.

7. *Gambling*

Gambling is not permitted on campus.

8. *Theft or Misappropriation*

Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. **Sale, possession, or misappropriation of any property, including USCA property, without the owner's permission is also prohibited.** Property that is found shall be turned in to the University Police Office.

9. *Unauthorized Sale of Textbooks*

The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found shall be turned in to the University Police Office.

10. *Disorderly Conduct*

Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes (but is not limited to) physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable in the area, time or manner in which it occurs.

11. *Misuse of University Documents*

Forgery, alteration, or misuse of any University document(s) or record(s), including providing false information or withholding material information from the University, is forbidden.

12. *Fraud or Lying*

Lying or fraudulent misrepresentation in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including misrepresenting the truth before a hearing of the University or making a false statement to a University official.

13. *University Identification Cards*

Lending a University ID card to anyone, failing to present an ID card when requested by University official, or altering an ID card may subject the owner and/or the holder to disciplinary action.

14. *Failure to Respond to Official Requests*

Students must comply with the reasonable and lawful requests of University employees acting in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. Failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may be considered violation of an official request. Registration hold may be placed on a **student's** records until such time as the student complies with the request.

15. *Unauthorized Presence In and Use of University Facilities Unauthorized*

entry into, presence in, or use of University facilities or property is prohibited. Unauthorized entry into any faculty or administrative office, **unauthorized entry into a faculty member's or administrator's automobile, or unauthorized access to student records** will be considered a violation of the Academic Code of Conduct of the Student Judicial Policy.

16. *Misuse of Keys*

No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.

Note to resident students: Loaning residence hall keys to a person not assigned to that room/apartment is considered a violation of this regulation.

17. *Disruptive Activity*

No person may interfere with or disrupt the normal activity and operations of students, faculty, administration, or staff of this institution or its buildings or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

NOTE: In any case where students of the University of South Carolina Aiken are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a Special Hearing

Board, Committee, or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

18. *Misuse of Telephones and other Communication Equipment*

No student shall misuse or abuse or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, making unauthorized calls on University telephones, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University. Communication equipment includes, but is not limited to, telephones, electronic mail, pagers, computers, printers, etc. The viewing of pornography on University computers is forbidden. The viewing of child pornography is ILLEGAL and is subject to prosecution by local, state, or

federal authorities.

19. *Alcoholic Beverages*

It is unlawful, and therefore a violation of the Non-Academic Code of Conduct, for a student to violate any provision of the USCA Policy on the Use of Alcohol by Students, which is stipulated in the Student Handbook.

Note to resident students: The Office of University Housing has developed and published specific regulations in the Community Guide for Housing concerning alcohol use, including where it may be consumed, who may consume, and who may be present when alcohol is being served/consumed.

20. *Drugs*

The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongos or any items modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University sponsored activity. Note to resident students: The Office of Housing has developed and published an explanation of sanctions in the Community Guide for Housing related to students who use, purchase, possess, or sell drugs, which includes the possible termination of the Housing Contract by the University.

21. *Student Housing*

Violation of any student housing regulation is prohibited. These regulations may be found in the Community Guide for Housing. These policies extend to residents, as well as guests and visitors, although students living in campus housing will be held responsible for the actions of their guests.

22. *University Policies and Procedures*

Failure to abide by any published University policy or procedure is prohibited, including, but not limited to the Sexual Assault, Use of Alcohol, Use of Drugs, Hazing and Computer Use Policies.

V. Procedures for Responding to Violations of the Non-Academic Code of Conduct

A. *Jurisdiction*

1. Major Violations

- Major Violations are serious or repeat violations of the Non-Academic Code of Conduct. **Determination of "Major Violation" status is made by the Non-Academic Judicial Officer.**
- Major Violations may include, but are not limited to, sexual assault, use or sale of drugs, arson, and theft. Repeated minor violations may also be **classified as "major violation."**
- Major Violations are adjudicated via Formal Administrative or University Judicial Board Hearings or Administrative or University Judicial Board Sanctioning Meetings, depending on the circumstances. See Chart B.

2. Minor Violations

- Minor Violations are less serious or first time violations of the Non-Academic Code of Conduct. Determination of **"Minor Violation"** status is made by the Non-Academic Judicial Officer or appropriate Hearing Officer.
- Minor Violations may include, but are not limited to violations of the tobacco/smoking policy, minor alcohol violations and general conduct violations.
- Minor Violations may be adjudicated via Informal Administrative, Formal Administrative or University Judicial Board Hearings or Administrative Sanctioning Meetings, depending on the circumstances. See Chart B.
- Minor Violations that occur within Housing, Greek Life, Intramurals, or Student Organizations may be adjudicated by the appropriate hearing officer, **as referred to under the definition of "Hearing Officer."**

B. *Reporting of Violations*

- Any member of the University community may initiate non-academic disciplinary proceedings concerning an alleged violation of the Non-Academic Student Code of Conduct.
- The complaint must be made in writing and submitted to the Non-Academic Judicial Officer or the appropriate Hearing Officer.

C. *Determination of Charges*

1. Upon receiving a complaint of misconduct, or upon his or her own initiative, the Non-Academic Judicial Officer or Hearing Officer will review relevant facts and consult with relevant parties through investigative meetings regarding the incident in question, including the student who is believed to be directly involved.
2. If the evidence warrants disciplinary action, written notification (according to the definition of written notice) will be sent to the accused student indicating the nature of the activity in question and the specific charge being made against them.
3. The Non-Academic Judicial Officer or Hearing Officer may at any time during the disciplinary proceedings make additional charges or withdraw charges against student. In either case, the Officer will send written notification (according to the definition of written notice) to the student.

D. Procedures

1. After investigating relevant facts and meeting with relevant parties, including the student involved, the Non-Academic Judicial Officer may opt to file charges of the Non-Academic Code of Conduct. The student will be sent a letter as specified under the definition of delivery of written notice indicating the charges that have been filed.

NOTE: If the student fails to meet with the Non-Academic Judicial Officer or Hearing Officer during the investigation, hold may be placed on the student's registration preventing him/her from registering for future classes until the matter is resolved. Additionally, the student may be charged with a violation of the "failure to comply" provision of the Non-Academic Student Code of Conduct (Section IV. D. 14).

2. If, in the course of the investigation, the student accepts responsibility for the violation, charges will be filed immediately and the case will proceed as outlined below:
 - a. When a student accepts responsibility for a Minor Violation, an Administrative Sanctioning Meeting will be held.
 - b. When a student accepts responsibility for a Major Violation, he or she will:
 - i. Meet with a Judicial Procedures Advisor to review the options, and
 - ii. Choose either an Administrative Sanctioning Meeting or a University Judicial Board Sanctioning Meeting.

NOTE: The Non-Academic Judicial Officer may decline to serve as the sanctioning authority and require that sanctioning be provided by the University Judicial Board

3. If the student denies responsibility for the violation and is charged by the Non-Academic Judicial Officer, the charged student will be required to do the following:
 - a. Meet with a Judicial Procedures Advisor to review the options.
 - b. Choose one of the following options to resolve the charges:
 - i. Plead "not responsible" to the charge(s) and have a hearing before the University Judicial Board where a decision of responsible or not responsible will be made by the Board. If found responsible by the University Judicial Board, an appropriate sanction will be determined by the Board.
 - ii. Plead "not responsible" to the charge(s) and request an Informal Administrative Hearing before the Non-Academic Judicial Officer or Hearing Officer. If found responsible by the Non-Academic Judicial Officer or Hearing Officer, an appropriate sanction will be determined by the officer. An Informal Hearing allows the charged party to present evidence for consideration and suggest witnesses that the Non-Academic Judicial Officer or Hearing Officer may consider interviewing before decision is rendered. The Non-Academic Judicial Officer or Hearing Officer may contact other parties who have knowledge/information regarding the incident in question. The charged student waives the right to question such parties or otherwise participate in the hearing.

NOTE: The Non-Academic Judicial Officer or Hearing Officer may decline to hear the case because of conflict of interest or severity of the case and require either a Formal Administrative or University Judicial Board Hearing be held, where a determination of "responsible" or "not responsible" will be made.

- iii. Plead "not responsible" to the charge(s) and request a Formal Administrative Hearing before the Non-Academic Judicial Officer or Hearing Officer. If found responsible by the Non-Academic Judicial Officer or Hearing Officer, an appropriate sanction will be determined by the officer. formal hearing allows the charged party to respond to charges, present witnesses and present questions for the witnesses to answer.

NOTE:

If at any time during the proceedings a student admits responsibility for the violation, the procedures outlined in Section D.2 will take effect.

If an accused student fails to respond to the charge(s) and/or fails to respond to the Non-Academic Judicial Officer's request for an investigative meeting to discuss the alleged violations, he or she forfeits the above options and will be sent a letter as specified under the definition of delivery of written notice at least ten (10) days before the upcoming University Judicial Board hearing. At this hearing a decision of "responsible" or "not responsible" will be made, based on the available information, with

I have read and understand all policies and procedures listed in the Handbook for Student Organizations and agree to disseminate the information listed herein to the other members of my organization. My organization agrees to abide by all policies and procedures listed herein. My organization understands that failure to abide by the policies and procedures listed herein could result in my organization receiving fines, lose funding and/or lose the privilege to use the various amenities offered to USCA student organizations. I also understand that greivous or repeated offenses could result in my organization being suspended from the USCA campus entirely.

Printed Name: _____

Signature: _____

Date: _____

Organization: _____

Office Held: _____