It’s your world.

Student Handbook
2016-2017

wofford.edu
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Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 864-597-4230, or Assistant Director of Residence Life, 864-597-4066; address: 429 N. Church St., Spartanburg, SC 29303-3663.
College Offices and Services

Academic Administration
The provost, the assistant provosts, the dean of international programs, the assistant dean of international programs, the chairs of the academic departments, the registrar’s office staff, the dean of the library and the assistant librarians make up the administrative staff for the academic program. Functions and services are described in this section of the Student Handbook.

Provost
Located on the second floor of the DuPré Administration Building
Phone: 864-597-4020  Fax: 864-597-4018

Michael J. Sosulski, provost
Tracey Southers, assistant to the provost
Juanita Pesaro, administrative assistant for Main Building

The provost works with the president, the administrative staff, the faculty and its committees to provide leadership and coordination for the academic program of Wofford College.

Dean of International Programs
Located on the first floor of the DuPré Administration Building
Phone: 864-597-4026  Fax: 864-597-4019

Amy Lancaster, dean of international programs
Laura Braun, assistant dean for international programs
Kyle Keith, study abroad coordinator
Sara Milani, program adviser

The Office of International Programs directs the study abroad program, and coordinates international student advising and the travel/study portion of Interim.

Chairs of Academic Departments
The chairs of the academic departments work with the faculty in their departments to develop curriculum and instruction in their fields. Questions about courses, schedules, major requirements or career opportunities in the various disciplines may be directed to the chair of the department in which the student is interested.

Registrar
Located on the first floor of the DuPré Administration Building
Phone: 864-597-4030  Fax: 864-597-4019

Jennifer R. Allison, registrar
Tamara M. Burgess, assistant registrar
Juliet P. Elliott, student records coordinator

The Registrar’s Office maintains the official academic record for each student in accordance with the academic regulations established by the Wofford College faculty and the Family Educational Rights and Privacy Act (FERPA) of 1974. A description of the rights afforded by FERPA can be found at www.wofford.edu/registrar/FERPA/. Student records are confidential and are not disclosed to third parties without the explicit written consent of the student. Academic activities, such as registration, initial advising of transfer students, collection and posting of final semester grades, release of official transcripts, verification of the completion of all degree requirements and the conferring of baccalaureate degrees, are managed within the office. The Office of the Registrar also manages additional aspects, such as enrollment and degree verification, processing of withdrawals and program declarations, graduation and the commencement ceremony.
Academic Support
Dr. Boyce Lawton, dean of student success

The Writing Center
Wofford College offers its students the services of the Writing Center, located on the top floor of the Sandor Teszler Library. Students have easy access to library resources as well as to computer stations for Internet research and word processing. Staffed by Dr. Deno Trakas, Hoy Professor of Literature, and several student tutors, the Writing Center is open Monday through Friday, 1-4 p.m., as well as Sunday, Monday, Tuesday and Thursday, 7-9 p.m. The center offers help with study, reading and research skills, but its primary focus is to help with writing (generating ideas, developing and supporting ideas, organization, grammar, punctuation, editing). The role of the assistants is to respond thoughtfully and critically to papers at any stage of the writing process and to help students improve their writing through discussion and instruction. They do not proofread papers or fix papers.

Technology Help Center
The Help Center is available to assist faculty, staff and students with technology-related needs. The Help Center may be reached by dialing 864-597-HELP (4357) or by sending email to help@wofford.edu. The Help Center is staffed Monday through Friday. Additional information is available at www.wofford.edu/technology or from the staff of the Help Center, located in Olin 207.

Tutoring Services
Dr. Tracie Ivy directs the college’s Peer Tutoring Program for students who need academic help. Through the Peer Tutoring Program, the college provides free tutoring. Peer tutors are students with excellent academic reputations who have been approved by the faculty to tutor other students. To arrange for peer tutoring, contact peertutor@wofford.edu (all subjects) or flpeertutors@wofford.edu (modern languages, literatures and cultures).

Help with Academic Concerns
Students should talk with the professor first about any problem they may have in a course. It is best to make an appointment, but most faculty members are eager to take care of an urgent problem anytime. If students are unclear about what is expected, do not understand the reasons for their grades, are having difficulty with the material in the course or cannot find the resources they need, they should talk with the professor.

If students have concerns that they think are not addressed by the professor, they should talk with their adviser or with the chair of the department, then with the provost.

Academic regulations as well as degree and program requirements may be found in the college catalog at www.wofford.edu/catalog. Students with questions regarding academic policies should contact the Office of the Registrar.

Advising
Faculty members serve as advisers to help students formulate their educational objectives and to use the resources of Wofford College to meet those objectives. Advisers also help students understand Wofford College’s rules and requirements. Advisers give both information and advice. They are the first contact for assistance with almost any problem students may have. Every student has an academic adviser. Students are assigned an adviser with whom they are to work until they select a major. The department chair or major coordinator advises students who have declared a major.

Also, individuals named below serve as advisers for students with special interests. Students are encouraged to contact them for information.

Pre-Med: Biology.....................................................................................................................Dr. John Moeller and Dr. Natalie Spivey
Pre-Med: Chemistry...............................................................................................................Dr. Chris Waidner
Pre-Med: Psychology.............................................................................................................Dr. Cecile Nowatka
Pre-Vet ....................................................................................................................................Dr. G.R. Davis
Pre-Dental ..............................................................................................................................Dr. Charles Bass
Pre-Pharmacy ..........................................................................................................................Dr. Charles Bass
Pre-Engineering .....................................................................................................................Dr. Mackay Salley
Pre-Law .....................................................................................................................................Dr. John Fort
Pre-Ministry ...........................................................................................................................The Rev. Dr. Ron Robinson
International Programs.................................................................................................Amy Lancaster, Laura Braun, Sara Milani and Kyle Keith
Admission
Located in Hugh S. Black Building
Phone: 864-597-4130   Fax: 864-597-4147

Brand Stille, vice president for enrollment John Birney, director of admission
Palmer Straughn, senior associate director of admission
Collins McCraw, associate director of admission
Leigh Ann Miller, assistant director, director of admission marketing
Megan Tyler, assistant director
Crystal Crawford, admission communication director
Lathrop Mosley, admission data and software director
Mary Carman Jordan, assistant director, director of campus visits
Heather Erdmann, admission counselor
Bowdre Fortson, admission counselor
Arsenio Parks, admission counselor
Rhett Sapough, admission counselor
Chelsea Pagliuca, campus visit coordinator
Paula Keel, application coordinator
Kim Lytle, administrative assistant

The staff is responsible for recruitment and admission of all students to Wofford College. Wofford students who are interested in assisting the staff are invited to apply for membership to the Wofford Ambassadors. Members of this committee are responsible for providing tours for prospective students, assisting with the Hospitality Day and Scholars Day programs and hosting overnight visitors.

Important events and dates for the 2016-17 academic year include:

First Fall Hospitality Day ........................................................................................................... September 24, 2016
Second Fall Hospitality Day ........................................................................................................ October 29, 2016
Scholars Day .......................................................................................................................... November 19, 2016
First Main Event ..................................................................................................................... March 12-13, 2017
Second Main Event ................................................................................................................... March 26-27, 2017
Spring Hospitality Day ............................................................................................................ April 29, 2017

Advancement
Located in the Papadopoulos Building
Phone: 864-597-4200

Dr. David S. Wood, senior vice president for advancement
Calhoun L. Kennedy, associate vice president and executive director of development
Tonya K. Bryson, administrative assistant
Jessica Burns, administrative assistant for alumni and parent programs
Beverly Doster, gift processor
Luke Feisal, assistant director, Terrier Club
Lisa H. De Freitas, director of gift planning
Lisa Goings, director of advancement operations
Thom M. Henson, assistant director of alumni and parent programs
Alex Hunt, coordinator of young alumni engagement
Erin M. Hunter, assistant director of the Wofford Fund
Mary Kathryn Jolly, Terrier Club membership services and events coordinator
Mary Beth Knight, director of foundation, corporate and government relations
Eileen Krauze, alumni/constituent records assistant
Terri Lewitt, senior associate athletics director for development
Ryann McCall, coordinator of marketing and communications
Melissa G. Petoskey, administrative assistant to the senior vice president for advancement
Krista J. Redding, director of The Wofford Fund
Dina Roberts, leadership gift officer
Matthew Roos, leadership gift officer
Keith R. Shambaugh, assistant gift and data processor
Elizabeth B. Shuler, director of donor relations
Patricia A. Smith, donor research and management
Debbi N. Thompson, director of alumni and parent programs

The Office of Advancement is responsible for cultivating relationships to increase support among Wofford College’s constituents. This includes overseeing fundraising programs to secure support from annual gifts, major gifts, planned gifts and corporate and foundation gifts. All gifts to Wofford are processed through the office as well as all efforts to build and steward relationships with potential and current donors. In addition to the staff listed above, the Office of Advancement employs approximately 40 students each year to work in the Wofford on Call Program to solicit donations to Wofford College from alumni and parents. In addition, the Office of Alumni relations is responsible for programs to build and strengthen relations with former students, parents, faculty, friends and others.

Alumni and Parent Programs
Located in the Papadopoulos Building, the Office of Alumni and Parent Programs is part of the Advancement Office. Phone: 864-597-4208 Fax: 864-597-4219

Debbi N. Thompson, director of alumni and parent programs
Thom M. Henson, assistant director of alumni and parent programs
Jessica Burns, administrative assistant for alumni and parent programs
Alex Hunt, coordinator of young alumni engagement
Eileen P. Krauze, alumni/constituent record assistant
Ryann K. McCall, coordinator of marketing and communications

The Office of Alumni and Parent programs provides opportunities for alumni, parents and friends of Wofford to build lifelong relationships with the college. Various programs and events are sponsored throughout the year to appeal to the broad talents and interests of our constituents. Such programs include Homecoming, class reunions, Family Weekend, constituent group reunions (fraternity/sorority, athletics teams, Glee Club), alumni travel opportunities, pregame events, family-oriented events and area alumni gatherings. The Wofford College Alumni Association Board, Parents Advisory Council, and Parents Leadership Council also function through the Alumni Office.

Athletics
Located on the second floor of the Richardson Physical Activities Building and in the Joe E. Taylor Athletic Center
Phone: 864-597-4090 Fax: 864-597-4129
Joe E. Taylor Athletic Center: 864-597-4290

Richard Johnson, director of athletics
Terri Lewitt, senior associate athletics director for development
Mark Line, senior associate athletics director/sports program
Lenny Mathis, associate athletics director for marketing and promotions
Elizabeth Rabb, senior woman administrator/associate athletics director for compliance
Brent Williamson, associate athletics director for media relations
Andy Kiah, director of athletics facilities
Garrett Hall, director of video services
Lia Carter, Wofford IMG Sports Properties
Ryan Price, assistant to the AD/internal operations manager
Luke Feisal, assistant director of the Terrier Club
Shelby Taylor, ticket manager and office manager
Stephanie Lancaster, receptionist
Mary Kathryn Jolly, Terrier Club and development assistant
Will Christman, head athletics trainer (FB)
Alyss Hart, assistant athletics trainer (MBK, GOLF, RIF)
Riley Cox, assistant athletics trainer (FB, BB)

Coaches
Megan Pate, cheer coach
Denise Latini, dance team
Ron Miller, band director
Josh Medler, director of strength and conditioning
Matt Mandich, assistant strength and conditioning
Todd Interdonato, head baseball coach
J.J. Edwards, assistant baseball coach
Mike Young, head men’s basketball coach
Dustin Kerns, associate head men’s basketball coach
Tim Johnson, assistant men’s basketball coach
Kevin Giltner, assistant men’s basketball coach
Drew Gibson, director of basketball operations
Jimmy Garrity, head women’s basketball coach
Mike Merrill, assistant women’s basketball coach
Sierra Simpson, assistant women’s basketball coach
Cameron Sealey, assistant women’s basketball coach
Johnny Bomar, head cross country/track and field coach
Michael Wilson, assistant cross country, track & field coach
Mike Ayers, head football coach
Wade Lang, offensive coordinator/quarterbacks
Nathan Fuqua, defensive coordinator/outside linebackers
Shiel Wood, assistant football coach/recruiting coordinator
Freddie Brown, wide receivers
B.J. Connolly, tight ends
Greg Gasparato, inside linebackers
Brian Mance, cornerbacks
Eric Nash, offensive line
Jerome Riase, defensive line
Dane Romero, running backs
Joel Antley, director of football operations
Michael Hemphill, football equipment manager
Vic Lipscomb, head men’s golf coach
Angie Ridgeway, head women’s golf coach
Ceri Miller, head women’s lacrosse coach
Megan Bell, assistant women’s lacrosse coach
Randy Hall, head rifle coach
Ralph Polson, head men’s soccer coach
Shane Calvert, assistant men’s soccer coach
Amy Kiah, head women’s soccer coach
Josie Rix, assistant women’s soccer coach
Rod Ray, head men’s tennis coach
Krissy Hall, head women’s tennis coach
Lynze Roos, head volleyball coach
Jordan Lay, assistant volleyball coach

Department of Athletics Mission: Wofford College will provide high-quality educational experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference while simultaneously maintaining and enhancing the academic profile and achievements of its student-athletes, paying special attention to the needs of minorities and women and contributing significantly to the successful marketing of Wofford College. All administrators and coaches are accessible to students. Students are involved in the athletics program as student-athletes, cheerleaders, trainers, managers, video photographers and student assistants.

A member of NCAA Division I (Football Championship Subdivision) and the Southern Conference, Wofford offers 19
Sports. Men’s teams are fielded in baseball, basketball, cross country, football, golf, soccer, outdoor and indoor track and tennis. Women compete in basketball, cross country, golf, outdoor and indoor track, soccer, tennis and volleyball. Rifle is offered as a coed sport.

Wofford is fortunate to have some of the nation’s finest athletics and recreational facilities. These include the John E. Reeves Tennis Center, the Benjamin Johnson Arena, Gibbs Stadium, the Richardson Physical Activities Building and the Joe E. Taylor Athletic Center, Snyder Field and Russell C. King Field at Switzer Stadium. Wofford also offers practice and intramural fields for soccer and football. A fitness center, weight room and racquetball courts are located in the Richardson Physical Activities Building.

The Center for Community-Based Learning
Located in the Michael S. Brown Village Center
Phone: 864-597-4403 or 864-597-4402  Fax: 864-597-4059

Jessalyn Wynn Story, director of service learning & Bonner Scholars
Ramón Galiñanes Jr., coordinator, Bonner Scholars

The Center for Community-Based Learning (CCBL) facilitates and strengthens collaborative, mutually beneficial campus/community partnerships that improve the human condition and enhance the public good; prepare Wofford students for meaningful, effective lives as citizen-leaders; and enrich the scholarship and character of Wofford College. The CCBL develops both campus-facing programs and community-facing programs, connects them to one another, and works to inculcate these partnerships with best practices in higher education community engagement.

The best practices include: place-based learning that incorporates community understanding, context and assets and includes community voice in defining relationships and projects; humility and knowledge co-creation in which community partners, students and faculty share co-educator status; integration of both curricular and co-curricular contexts and structures; reflection, in a variety of structured and unstructured, oral, written and innovative formats; multi-year strategic agreements with scaffolded projects evolving over time for enhanced capacity-building; grounding in appropriate student and community partner developmental needs; teams and mentors, allowing for dialogue and coaching by partners, peers and faculty; analysis of social and environmental challenges through systemic, justice and responsibility lenses; integration of evidence-based or proven program models; and an impact orientation, with stated desired and shared outcomes for all stakeholders and strategies for evaluation and measurement.

Campus-facing programs that are supported by the CCBL include: the Bonner Scholars Program (60 students who participate in a robust servant leader program and serve 10 hours/week in the Spartanburg community, in exchange for significant scholarship dollars), the Community Service Federal Work Study program, student-led service and social organizations, and faculty or staffed service-learning or community-based research projects. Community-facing programs that are supported by the CCBL include: internships and project-based work with area nonprofit and governmental organizations, the Volunteer Income Tax Assistance (VITA) program, and Collegetown Access near-peer mentors.

Visit www.wofford.edu/ccbl for more information.

Bookstore
The Wofford College Bookstore
Located at 501 N. Church St. across from the Papadopoulos Building
Phone: 864-582-6514  Fax: 864-591-1686

Rebecca Liakos, store manager
Kathryn Carter, textbook manager
Email address: wofford@bkstr.com
Web address: www.woffordshop.com

The hours of the bookstore are 9 a.m.-5:30 p.m. Monday-Friday and 11 a.m.-4 p.m. on Saturday. The store also is open for special events and home football games. Check the store’s website or call the bookstore for most up-to-date hours.
Items available for sale include textbooks, trade books, books by Wofford faculty, clothing, gifts, class rings and academic regalia. Cash, checks and all major credit cards are accepted. The bookstore also provides shipping services.

Business Office
Located in Snyder House
Phone: 864-597-4220    Fax: 864-597-4239

Kathy Kelley, student accounts administrator
Doris Wade, student accounts
Lynne Casalino, payroll coordinator and staff accountant
Kelly Bishop, accounts payable
Brenda Ledford, accounts payable
Maria Means, senior accountant
Michelle Smith, assistant controller
Chris Gardner, associate vice president for finance and controller
Barbie Jefferson, chief financial officer
Sheena Anderson, executive assistant to the chief financial officer
Rosa Bethea, human resources assistant
Carole Lister, human resources director
Jason Burr, associate vice president for facilities and capital projects
Dan Deeter, director of purchasing and risk management
Lani Foster, director of special projects and financial systems
Susan Lancaster, budget director

The Business Office is responsible for the management of student accounts, Perkins Loan administration, payment of invoices, pay-roll processing and the accounting and finance functions of Wofford College. The chief financial officer also supervises the Campus Post Office and auxiliary services for the college.

Campus Safety
Located in Andrews Field House
Phone: Emergency, 864-597-4911    Non-emergency, 864-597-4350, 4352

Randy Hall, director
Dwayne Harris, lieutenant
J’von Cox, Campus Safety officer
Michael Dominesey, Campus Safety officer
Roy Evans, Campus Safety officer
Robin Forrest, Campus Safety officer
Jason Huckabee, corporal
Robert Knight, Campus Safety officer
Catherine Kozlowski, Campus Safety officer
James Kunak, Campus Safety officer
Ron Parris, Campus Safety officer
Tony Self, Campus Safety officer
Warren Snead, Campus Safety officer
Theo Saar, Campus Safety officer
Lyanne Dennis, dispatch
Michael Roper, dispatch
Randy Sanders, dispatch
Theresa Smith, dispatch

The Wofford College Campus Safety Department is committed to providing and maintaining, to the greatest extent possible, a safe and peaceful environment where the missions of learning, teaching and academic achievement can be accomplished. The department is committed to providing high-quality law enforcement and security services that are responsive to the diverse needs of our students, faculty, staff and visitors. Campus Safety officers are trained and certified as state constables.
through the South Carolina Criminal Justice Academy or Armed Security Officers through the South Carolina Law Enforcement Division (SLED). The officers provide for the safety and security of all who visit, study, live and work on the campus 24 hours a day, seven days a week. Campus Safety officers have the authority and power to arrest any person violating South Carolina law on Wofford’s campus and property and areas immediately adjacent to the campus or property. All officers wear Wofford College Campus Safety uniforms and are armed. All officers operate under the department’s policy and procedures manual and other requirements set by the college.

Wofford Campus Safety officers work closely with law enforcement agencies in Spartanburg County and, in particular, with the City of Spartanburg Public Safety Department and the Spartanburg County Sheriff’s Office. The department has a written reciprocal agreement with the City of Spartanburg Public Safety Department for assistance in certain investigative and enforcement areas. When Wofford College students are involved in an off-campus offense, Campus Safety personnel may assist with the investigation in cooperation with local, state or federal law enforcement. Campus Safety officers have direct radio communication with City of Spartanburg Public Safety officers and may respond to an incident involving a Wofford student occurring in close proximity to the college. The Goodall Environment Center in Glendale, S.C., is owned and operated by Wofford College. It is patrolled jointly by both Wofford College Campus Safety and the Spartanburg County Sheriff’s Office. In addition to the patrol service, the Spartanburg County Sheriff’s Office works closely with Campus Safety and provides drug testing and investigative support to the college. The County Communications Department also works with Wofford’s Campus Safety officers and has conducted several training classes for the department. Communications notifies Wofford Campus Safety any time there is an event on or in proximity of campus that may affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning.

On occasion, the department has worked with law enforcement agencies outside of the county, including the South Carolina Law Enforcement Division and the Federal Bureau of Investigation. Lastly, the department coordinates activities with the security and public safety departments of the county’s six other colleges and universities and shares information and intelligence readily. Wofford College does not have organizations that own property or regularly meet at off-campus locations. Student organizations do occasionally hold activities off campus. Wofford Campus Safety officers, in accordance with South Carolina law, do not patrol or monitor activities at these off-campus locations.

The Wofford College Campus Safety Department is responsible for issuing identification card-key access to students and employees. All students, faculty and staff are responsible for getting an identification card and registering any and all of their vehicles with the department. Additional Campus Safety policies are listed in this handbook.

**Center for Global and Community Engagement**

Located in the Snyder House Annex  
Phone: 864-597-4050  Fax: 864-597-4059

The Rev. Dr. Ron Robinson 864-597-4051  
Jessalyn Story 864-597-4403  
Dr. Ramón Galiñanes Jr. 864-597-4402

The Center for Global and Community Engagement (CGCE) is the place where students, staff and faculty become involved in projects, including direct service, philanthropy and social advocacy, both in the Spartanburg area and around the world. The Office of the Chaplain and the Bonner Scholars Office are the primary partners in CGCE. They share a common vision of developing an alliance of activist learners equipped and empowered to build more just, peaceful and sustainable communities.

**Chaplain**

Located on the first floor of Main Building, Rooms 03 & 05  
Yorke Family Portico Entrance  
Phone: 864-597-4050  Fax: 864-597-4059  
Email: robinsonrr@wofford.edu

The Rev. Dr. Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion  
Elizabeth M. Fields, director, Halligan Campus Ministry Center
The Office of the Chaplain is located in the Campus Ministry Center in Main Building. The chaplain leads campus events and provides a pastoral and social activist presence for the campus. The chaplain, who supports and advises students from many faiths, is available for pastoral care and counseling and coaching and works with students, faculty and staff as they grapple with spiritual matters, relationship concerns and vocational and career issues. Rooted deeply in the college’s relationship with The United Methodist Church and the Wesleyan tradition, the work of the chaplain places a strong emphasis on social justice. The chaplain organizes and equips individuals and groups to address issues related to peace, poverty and the environment. The Chaplain’s Office coordinates the work of Wofford’s involvement in the President’s Interfaith Community Service Challenge. The resources of the Office of the Chaplain and the Campus Ministry Center are available to all members of the college community regardless of religion, race, culture, sexual orientation, socioeconomic status, gender or ability.

**Dining Services**

Located on the first floor of Burwell Building

For questions about Dining Services, meal plans or catering requests, please call 864-597-4256 or visit wofford.campusdish.com

For Zach’s Food Court, call 864-597-4071
The Market at MSBVC, 864-597-4245
Galleria at MSBVC, 864-597-5163
Terrier Grounds in Campus Life, 864-597-2039
Acorn Café in Roger Milliken Science Center, 864-597-4255

Jason Davidson, director of dining services
Charles Koch, location manager, MSBVC
Danielle Cos, location manager, Burwell Dining Hall
Geoff Elkins, location manager, Zach’s Food Court
Sarah Brown, catering/event coordinator

Dining Services are operated by Aramark. All resident students must participate in a meal plan, and may select from one of three meal plans. All meal plans feature Terrier Bucks, which are declining balance accounts that may be used in Zach’s Food Court in the Campus Life Building, Acorn Café in the Roger Milliken Science Center, Galleria and the Market in the Michael S. Brown Village Center and Java City and Fresh Market Smoothies located in the Campus Life Building.

**Meal Plans**

Resident students choose one of the following plans:

- **All Access Plan:** Unlimited meal swipes plus $130 Terrier Bucks during fall semester and Interim and $110 during spring semester
- **All Access Premium Plan:** Unlimited meal swipes plus $270 Terrier Bucks during fall semester and Interim and $230 during spring semester. The price of this plan is an additional $100 per semester above the normal room and board rate.
- **Meal Plan:** 12 meals per week plus $270 Terrier Bucks in the fall and Interim and $220 Terrier Bucks in the spring
- **Village Meal Plan** (for students who live in The Village): 250 meals per year plus $510 Terrier Bucks in the fall and $415 in the spring
- **Commuter Block:** 50 meals to eat anytime in Burwell plus $150 in Terrier Bucks for a fee of $427; 100 meals to eat anytime in Burwell for a fee of $543. This meal plan can be purchased in the Aramark office located on the first floor of Burwell.

Meal plans are recorded on the Wofford ID card, which must be presented to use Terrier Bucks or meal plans in any location.

**Dining Room, Burwell Building**

Hours of Operation

**Monday-Friday**

- **Breakfast:** ................................................................. 7-9:30 a.m.
- **Continental Breakfast:** .................................................... 9:30-10:59 a.m.
- **Lunch:** ........................................................................... 11 a.m.-1:30 p.m.
Dinner ........................................................................................................................................... 5-8 p.m. (except Friday)

Saturday
Brunch ......................................................................................................................................... 10:30 a.m.-1:30 p.m.
Late Lunch ................................................................................................................................. 1:30-4:59 p.m.
Dinner ........................................................................................................................................... 5-7:30 p.m.

Sunday
Brunch ......................................................................................................................................... 10:30 a.m.-1:30 p.m.
Late Lunch ................................................................................................................................. 1:30-4:59 p.m.
Dinner ........................................................................................................................................... 5-8 p.m.

The Michael S. Brown Village Center Market and Restaurant

Market
Monday-Thursday .......................................................................................................................... 8 a.m.-9 p.m.
Friday ........................................................................................................................................... 8 a.m.-9 p.m.
Saturday ........................................................................................................................................... 11 a.m.-9 p.m.
Sunday ........................................................................................................................................... 4 p.m.-8 p.m.

Restaurant
Monday-Thursday ......................................................................................................................... 11 a.m.-2 p.m. / 5-11 p.m.
Friday ........................................................................................................................................... 11 a.m.-2 p.m. / 5 p.m.-2 a.m. (meal trade-out from 5-8 p.m.)
Saturday ......................................................................................................................................... 7 p.m.-2 a.m.
Sunday ........................................................................................................................................... 12 noon-9 p.m.

Meal Trade-out
Zach’s Food Court will offer meal trade-out (Monday-Friday) from 9 a.m.-10 p.m.
The Restaurant in the Galleria (The Michael S. Brown Village Center) will offer lunch trade-out (Monday-Friday) at 11 a.m.-2 p.m. and dinner trade-out on Friday from 5-8 p.m.

Food Service Policies

- Food Service is available when the residence halls are open.
- Takeouts from dining room are not permitted with the exception of one piece of fruit or one ice cream cone.
- No container such as cups, beverage containers or food containers may be brought into the room.
- Shoes and shirts must be worn to enter the dining room or Zach’s, Java City or the Acorn Café.
- Outside alcoholic beverages are not permitted in the dining areas.
- Every effort will be made to meet the needs of students with special dietary requirements. Students who are under a physician’s care and need a special diet should contact the director of dining service and the director of health services for accommodations.
- All retail locations on campus accept Visa and MasterCard for purchases.

Diversity and Inclusion
Located on the second floor of the Campus Life Building
Phone: 864-597-4043

Jennifer Gutierrez-Caldwell, director of diversity and inclusion

The Office of Diversity and Inclusion is one of the major focuses of the Student Involvement Program. The office helps cultivates a community of inclusion for all of the Wofford community and prepares students for our global society. The Office of Diversity & Inclusion has the primary responsibility of development and coordination of outreach and awareness programs that promote diversity and inclusive education for the campus community.

Diversity education includes working with students of various races, creeds, religions, national origins, and/or sexual orientation. Outreach areas include, but are not limited to residence life programming; student life programming; general
student contact and referral; professional and student staff development; training, and orientation of student staffs; and program support to student organizations.

Additionally, the Office of Diversity & Inclusion offers direct support to students from diverse populations and advises cultural student organizations on campus to help promote a culture of awareness, equity, and inclusion.

Financial Aid and Scholarships
Located on the second floor of the Hugh S. Black Building
Phone: 864-597-4160 Fax: 864-597-4149

Carolyn Sparks, director of financial aid
April Baur, associate director of financial aid – federal programs and study abroad
Julie Sturgill, financial aid counselor – outside scholarships and state programs
Julie Stott, financial aid counselor – private student loans and student employment coordinator
Ally Wallace, administrative assistant

More than 90 percent of students at Wofford receive some type of financial assistance. This assistance ranges from one-time scholarships to varying levels of need-based aid packages to full merit scholarships. The staff makes every effort to work with students and their families to determine what aid is available to the student and to help make Wofford affordable. This office also manages the student employment program. Students and their families are encouraged to contact the Financial Aid Office for information at finaid@wofford.edu.

Information Technology and Management
Located in the Franklin W. Olin Building, Rooms 111, 211, 207 (Labs)
Phone: 864-597-4357 (HELP) Fax: 864-597-4549
Email: help@wofford.edu

Jason Womick, interim vice president for information technology and institutional research
Martin Aigner, help center support specialist
Katarina Barnhart, programmer/analyst
Bryan Blackwell, director of administrative systems
Heath Bryson, network administrator
Katie Burns, administrative assistant
Matt Fisher, security coordinator/server manager
Kevin Gibson, help center technician
Dexter McCarter, database administrator
Cory Miller, help center technician
Adriane Pauly, help center manager
Franklin Pettit, director of information management
Brian Rawlinson, director of network services
Raymond Ruff, director of institutional research and special projects
Ron Wood, systems administrator

The Office of Information Technology manages Wofford’s technology resources. This includes but is not limited to the campus data network, servers, phone systems, cable TV connections, audiovisual equipment and the student information system. Each residence hall room is equipped with a single, dedicated telephone line with a direct-dial extension, a connection to the campus cable television system and a connection to our wired data network.

Wireless access to the network is available in many areas of campus, including the Sandor Teszler Library, all classroom buildings, most social and study areas and most administrative buildings.

Additional information is available on the technology tab of myWofford at www.wofford.edu/technology/ and in the Olin Building Help Center. Students also may reach the Help Center at 597-HELP (4357). The Help Center is located next to the computer lab in Olin 207 and is available to help all members of the campus community with routine questions.
Intramurals, Campus Recreation and Club Sports
Located in the Richardson Physical Activities Building, Fitness Center
Phone: 864-597-4069

Steve Traylor, director of intramurals, campus recreation and club sports

The director of intramurals, recreation and club sports, organizes and promotes a comprehensive program that encompasses team sports, individual sports, fitness classes, club sports and various recreational activities. Team sports leagues offered include basketball, Terrier tag, soccer, softball, beach volleyball and dodgeball. Individual sports offered include disc golf, tennis and racquetball. Recreational activities include daily fitness classes, an outdoors club, a fly-fishing club, basketball and beach volleyball at the Village, and an equipment check-out program. Club sports that are currently active include men’s lacrosse, women’s volleyball, golf, soccer, ultimate Frisbee and equestrian.

Library
Sandor Teszler Library Phone: 864-597-4300
Reference/Research Assistance: 864-597-4302
Circulation: 864-597-4301

J. Kevin Reynolds, dean of the library
Timothy E. Brown, discovery and access services coordinator
Melissa J. Clapp, director of library research, education, and outreach services
Carolyn Creal, cataloging assistant
Youmi Efurd, curator and coordinator of cultural events
Joseph R. Gainey, collection development assistant
April E. Grey, director of library collections, discovery, and access services
Jennifer M. Jones, evening and weekend library assistant
J. Paul Jones, circulation coordinator
Rebecca L. Jones, periodicals assistant
Luke Meagher, special collections librarian
Vicki Roper, acquisitions assistant
Hillary Smith, assistant to the dean and inter-library loan coordinator
Shelley H. Sperka, director of library systems and applications
R. Phillip Stone, college and Methodist archivist
Emily Witsell, reference and instruction librarian

Wofford’s Sandor Teszler Library is a three-level building featuring a wide array of information resources and a variety of flexible research, study and collaborative accommodations for nearly 400 people. In service since the fall of 1969 and named one of the “Outstanding Buildings of the Year” by the South Carolina Chapter of the American Institute of Architects, the building was dedicated in 1971 and named for Sandor Teszler, a humanitarian and respected leader in the textile industry.

The library’s Google-like discovery service, called Wofford OneSearch, enables students to search over 500 million resources, including e-books and e-journals, from anywhere in the world. Additionally, the library offers dozens of databases focused on disciplines across the curriculum. The library is a member of PASCAL, South Carolina’s academic library consortium, which provides shared access to print and electronic collections among all the state’s institutions of higher education.

Also housed in the library are the Wofford College Archives and the records and historical materials of the South Carolina Conference of The United Methodist Church. In addition, Special Collections houses some 6,000 volumes of material dating from the 16th through the 21st centuries, many of which were part of the college’s original library collection. A diverse sub-collection, the Littlejohn Collection, contains an array of manuscripts, archives and objects. Increasingly, many of these rare and unique resources are being made available online through our “Digital Commons.”

The library, which is transforming into a student-centered academic commons, has a staff of 16 that provide many services, including research assistance and instruction in using the library’s rich holdings. Library staff members are available 93 hours a week. The building also includes conference areas with media facilities, the college’s Writing Center and a gallery with a

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changing schedule of exhibitions through the course of each year. The library’s website provides access to our full range of services and resources. Wireless access is available throughout the building.

**Library hours:**

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<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday-Thursday</td>
<td>8 a.m.-1 a.m.</td>
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<tr>
<td>Friday</td>
<td>8 a.m.-7 p.m.</td>
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<tr>
<td>Saturday</td>
<td>10 a.m.-5 p.m.</td>
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<tr>
<td>Sunday</td>
<td>1 p.m.-1 a.m.</td>
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To assist students and faculty, a reference librarian or reference assistant is available the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday-Wednesday</td>
<td>9 a.m.-5 p.m. / 7 p.m.-1 a.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>9 a.m.-5 p.m. / 7-10 p.m.</td>
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<td>Saturday</td>
<td>10 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>1 p.m.-6 p.m. / 7 p.m.-1 a.m.</td>
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Books circulate to students for three-week periods with renewals. DVDs and other audiovisual items circulate for seven days. Borrowers must present a student ID with barcode each time a book is checked out; renewals must be made in person. Overdue fees accrue at 25 cents per day for each item.

**Marketing and Communications**

Located on the first floor of the Burwell Building

Phone: 864-597-4184   Fax: 864-597-4179

Annie Mitchell, APR, vice president for marketing and communications
Jo Ann Brasington, editorial director
Laura Corbin, director of news services
Angela Filler, marketing coordinator
Michelle Griggs, director of creative services
Janella Lane, executive assistant to the vice president for marketing and communications
Mark Olencki, college photographer
Erin Patton, graphic designer
Craig Sudduth, director of digital marketing

The Wofford College Office of Marketing and Communications (OMC) provides strategic planning, messaging, marketing, advertising, public and media relations, communications and creative support for the college. Office team members are responsible for strategically directing and executing the areas of creative services, digital marketing services, features and publications, news services, marketing and advertising services and photography services. Visit www.wofford.edu/omc to learn more about the OMC staff, areas of emphasis, timelines and services, and to complete request forms and view the brand book and logos.

**Physical Plant**

Located at 640 Cumming St. (just across from the Jerry Richardson Indoor Stadium)

Tom Rocks, director of physical plant
Bill Littlefield, assistant director Randy Brown, multi-craft supervisor
Jeff Burney, residence hall housekeeping supervisor
Marty Kerr, mechanical, HVAC supervisor
Mitch Humphries, housekeeping supervisor
Johney Bonds, grounds supervisor
Converse Draper, utility supervisor
Ken Pettit, preventive maintenance supervisor
Bob Richards, senior engineer
Stewart Winslow, director of horticulture and landscape design
The members of the Physical Plant staff are responsible for all maintenance, repairs and general upkeep of approximately 75 buildings on the 200-acre campus. Any change to or attachment to any building’s interior or exterior must be approved and coordinated by the Physical Plant director or assistant director. Further information about this department for resident students is listed under the Residence Life Policies section.

**Post Office**
Located on the first floor of Burwell Building  
Phone 864-597-4240

Delia Patel, manager  
Keith Ledford, mail carrier

The Campus Post Office (CPO) is open from 8 a.m. to 4:30 p.m., Monday through Friday. The post office is closed on Saturdays and Sundays. All students are required to have a CPO box. Students may purchase stamps and can mail and receive packages within the policies of the Post Office. Due to limited storage available in the Campus Post Office, students are required to check boxes on a regular basis. Students should use the following format as a return address on all outgoing mail and have correspondents use this format when sending mail to them:

Student Name, Wofford College  
429 N. Church St. CPO #  
Spartanburg, SC 29303-3663

The Post Office email address is postoffice@wofford.edu. For additional information regarding the Post Office policy, please read the section on Business Policies.

**President’s Office**
Located on the second floor of the DuPré Administration Building  
Phone: 864-597-4010  
Fax: 864-597-4018

Nayef H. Samhat, president  
David M. Beacham, senior vice president for administration and secretary to the Board of Trustees  
Crystal M. Holmes, executive assistant to the president  
Amanda F. Gilman, president’s office coordinator of events

The Office of the President houses the chief executive officer of Wofford College (president) and the administrative personnel working most closely with the CEO on a daily basis. The president is the college officer with whom authority for the daily activities of the college rests. Official contact with the Board of Trustees, the official governing body of the college, is maintained through the President’s Office.

**Religious & Spiritual Life**
Located on the first floor of Main Building, Yorke Family Portico Entrance  
Phone: 864-597-4050  
Fax: 864-597-4059  
Email: chaplain@wofford.edu

The Rev. Dr. Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion, director of Interfaith Programs  
Elizabeth M. Fields, director, Halligan Center for Religious & Spiritual Life

Religious and spiritual life is under the direction of the college chaplain. The resources of the Chaplain’s Office and the Halligan Center are available to all members of the college community, regardless of race, culture, religion, sexual orientation, socioeconomic status, gender or ability. Wofford College is a welcoming community to all persons whether or not they are part of a religious or faith tradition.

The Halligan Center for Religious & Spiritual Life is
- The coordinating home for the diverse religious observance on the Wofford campus,
• A well-being resource for students, staff and faculty,
• Home to Wofford’s expanding interfaith program, and
• Home to our engagement, from a faith perspective, of issues in the world today.

Whether one is wrestling with big questions or searching for a community of faith (spiritual journey), attempting to discern talents, passions and strengths while deciding what to do in life (exploring vocation) or ready to commit to direct service and action (building a resilient world), the Halligan Center is a valuable resource of encouragement, contemplation and connection for the Wofford community.

Wofford has several locations for group and individual religious and spiritual activities. These include Leonard Auditorium, Mickel Chapel and the Masjid, all in Main Building. Martha’s Garden, located near the Pavilion, is a favorite spot for prayer and reflection. The Labyrinth at Glendale Shoals is a favorite off-campus site for meditation and contemplation in a beautiful natural setting.

The Halligan Center offers a variety of worship experiences on campus. Seasonal and traditional services of worship, such as the Blessing of the Entering Class, Candlelight Carols, and Baccalaureate are held on selected days. Ash Wednesday and Holy Thursday services are well attended on campus. Other campus-wide events include the Lighting of the Menorah and the Passover Seder. Jun’ah Prayers are offered on occasion. A Simple Time, a midweek time of communion and contemplation led by the chaplain, is held in Mickel Chapel each Wednesday. Weekly meditation times are offered. Arise, a hip-hop worship experience is offered weekly. Numerous study and discussion groups occur on campus. Listings are available outside the Halligan Center and by social media. In addition, the Halligan Center offers assistance to students of any faith who wish to find a local place of worship.

One of Wofford’s signature efforts is around interfaith programming. Students from across a variety of religious and spiritual and secular worldviews come together to form friendships, learn from each other, and serve the community. Wofford has consistently received national recognition for its leadership in Interfaith community service. Two Interfaith Fellows (students) lead the campus Interfaith Youth Core and the Better Together campaign. Faculty offer courses on interfaith engagement. Chaplain Robinson is the Director of Interfaith Programs.

Religious groups from several traditions, including Jewish, Muslim, Hindu and Christian (Roman Catholic, Protestant and Orthodox) have regular meetings and periodic lectures and forums. Professionally trained and credentialed leaders serve as campus ministers for these groups. Parachurch groups, such as Campus Outreach and Fellowship of Christian Athletes have non-credentialed or volunteer staff and offer activities on campus and in the community. Student-organized religious and spiritual groups function on campus as well.

Convocations dealing with issues of religion, spirituality and ethics are open to the campus community.

Wofford College Religious & Spiritual Life contacts include:
Baptist(CBF) .......................................................... Rev. Stuart Jones .......................................................... 864-582-7467
Baptist ................................................................. Rev. Dr. Benjamin D. Snoddy ......................................................... 864-582-1478
Baptist(Southern) .................................................. Suzanne Bachelor ................................................................. 864-582-4609
Buddhist ................................................................ Watlao Buddha Ratnaram (Temple) ......................................................... 864-599-0408
Episcopal .................................................................. David Dixon ................................................................. 864-585-2268
Greek Orthodox ...................................................... Father George ................................................................. 864-585-5961
Hindu..................................................................... Hindu Society of Spartanburg ................................. 864-599-7048
Interfaith Youth Core .......................................... Dr. Ron Robinson ................................................................. 864-597-4051
Jewish .................................................................. Rabbi Yossi Liebowitz ................................................................. 864-582-2001
Lutheran ................................................................. Professor Andrew Green ......................................................... 864-597-4372
Muslim ................................................................. Dr. Courtney M. Dorroll ................................................................. 864-597-5026
Presbyterian (PCUSA) ............................................ Rae Epps ................................................................. 864-583-6696
Reformed Univ. Fellowship (PCA) ................. Rev. David Fisk ................................................................. 864-650-2985
Roman Catholic .................................................. Stephen Gambill ................................................................. 336-984-6169
United Methodist .............................................. Rev. Paige Wolfe ................................................................. 864-582-7263

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**Residence Life**  
Located on the second floor of the Campus Life Building  
Phone: 864-597-4068

Brian Lemere, assistant dean of students and director of residence life  
Demario Watts, associate director of residence life  
Allen Lollis, resident director, resident director  
Dezrae Spencer, resident director  
Karlee Tate, resident director  
Christian Barrientos, resident director

The assistant dean of students oversees residential education, administration and policy within the residence hall system. The Residence Life Office is committed to providing students with a safe and secure environment that fosters student development, facilitates community mindedness, supports academic success and celebrates diversity.

Wofford College employs four resident directors who live in and supervise the residence halls. They are responsible for enforcing policies and regulations as well as responding to emergencies in their buildings. They supervise the 39 resident assistants (RAs), upperclassmen trained to serve as a campus resource, coordinate hall programming, mediate conflicts, hold hall meetings, assist with check-in and check-out and perform weekly “on-call” duties. The RAs are the eyes and ears of the Office of Residence Life and are the first step in providing a safe, secure and successful environment within the residence halls.

**Student Activities**  
Located on the second floor of the Campus Life Building  
Phone: 864-597-5107

Natalee Oldham, director of student activities

Student Activities is one of the three major focuses of the Student Involvement Program. The Student Activities office sponsors a variety of speakers, concerts, movies and other events in the Campus Life Building and elsewhere on campus throughout the year. The director of student activities oversees the Wofford Activities Council (W.A.C.) and Wofford Live, both of which are committees of the Campus Union. W.A.C. is the student-led social programming group, whose members oversee every aspect of the event planning process – from planning and producing events to marketing and promotions to hospitality. Wofford Live is a committee of students that works to bring well-known musical acts to campus.

Wofford has many different student organizations that one can get involved in; some of the groups include, but are not limited to, Campus Union, Skiing and Snowboarding Club, Ducks Unlimited, Cooking Club and Wofford Robotics and Engineering Cadre. The office supports student clubs and organizations, providing resources for students to start new groups, plan events and promote their organizations to the campus community. Wofford offers a complete educational, cultural and social experience that contributes to student development and success.

**Student Affairs**  
Located on the first and second floors of the Campus Life Building  
Phone: 864-597-4040  
Fax: 864-597-4049

Roberta Bigger, vice president for student affairs and dean of students  
Beth Clardy, assistant to the vice president for student affairs

The Division of Student Affairs at Wofford College supports the mission of the college by providing opportunities and guidance so that students can develop mentally, spiritually, socially, emotionally, intellectually and physically. This is accomplished through programming organized within residence life, student activities, diversity and inclusion, Greek life, the Wellness Center, counseling, Campus Safety, campus recreation, club sports and intramurals, student government, the student judicial system and parent and new student orientation.

The offices are open Monday-Friday, 8:30 a.m.-5 p.m. The staff has an open-door policy and will see students without regard
for ethnicity, culture, ability, gender, sexual orientation or religion. To ensure that a staff member is available at a convenient time, students are encouraged to make an appointment. Students who have an emergency may call the Campus Safety Office at 864-597-4911 for the name of the staff member on call.

**Student Involvement**
Located on the second floor of the Campus Life Building  
Phone: 864-597-4048

Matthew Hammett, assistant dean of student involvement

The assistant dean of students for student involvement works with students, staff and faculty to provide programs, services, guidance and leadership opportunities that enrich students’ educational experiences at the college. Members of the Student Affairs staff and student leaders from more than 130 student organizations implement programs that encourage personal growth, promote civic responsibility, embrace differences, model responsible leadership, enhance Greek life, provide entertainment and engage students on campus and in the Spartanburg community. The Office of Student Involvement assists students in celebrating diversity and integrating co-curricular programs to create a welcoming, inclusive experience for all students. More information about student clubs and chartered organizations may be found at www.wofford.edu/studentorganizations.

**The Space in the Mungo Center**
Located on the main floor of the Michael S. Brown Village Center

Contact information for all staff members: visit www.wofford.edu/thespace

John Coleman, career services director  
Curt McPhail, executive director  
Lynne Mullin, assistant director of entrepreneurial programs  
Rebecca Parker, internships and employer relations director  
Tyler Senecal, director of entrepreneurial programs  
Lee Smith, career development specialist  
Hannah Wofford, office coordinator

Founded in 2010, The Space in the Mungo Center houses seven programs that bridge the space between college and life after graduation. The programs leverage the college’s liberal arts foundation and focus on developing skills and talents that give Wofford students a competitive advantage during college and after graduation, regardless of the future they pursue. The Space truly changes the paradigm of preparing students for the transition to life after college by providing practical tools and hands-on experiences for the world of work.

**Wellness Center**
Located in the Hugh R. Black Building  
Phone: 864-597-4370  
Web: wofford.edu/wellnesscenter

Elizabeth D. Wallace, B.S., B.S.N., RN, LPC, associate vice president of student affairs and director of Wellness Center  
Lisa M. Lefebvre, B.S.N., RN, director of employee wellness and medical services  
Perry V. Henson, B.A., Ed.S, director of counseling and accessibility services  
Tammy S. Gilliam, A.P.R.N., B.C., F.N.P., D.N.P., nurse practitioner  
Anna B. Seegars, RN, BSN, college nurse  
Kellie Buckner, Ed.S. LMFT, college counselor  
Pam Michaels, administrative assistant  
Jeff Cashman, D.O., college physician  
Eric Cole, M.D., college physician  
Christian Nowatka, M.D., college physician  
Ralph A. Tesseneer, M.D., college physician
Wofford College maintains a campus healthcare program to provide primary care for resident students and to educate students and employees on preventive measures concerning their health and wellbeing.

The Wellness Center is staffed Monday through Friday from 8:30 a.m. to 5 p.m. by licensed healthcare providers, including a nurse practitioner. The nurse practitioner is able to diagnose, treat and prescribe medicines in most cases of illnesses and injuries. If needed, students will be referred to the college physicians. Non-emergency visits to the Wellness Center should be made at times that do not conflict with classes. Students must assume the responsibility for communicating directly with their professors in matters concerning missed classes, assignments or exams because of illness or injury. Additional information regarding the sick policy is listed in this handbook under Class Attendance Policy or wofford.edu/wellnesscenter/statementofillness/

Payment of the comprehensive fee entitles resident students to office visits to see the Wofford College physicians in ordinary cases of illness. Other health situations can be seen by the doctors but are not covered by the fee. This fee also entitles students to unlimited visits to the Wellness Center. On-campus office services such as labs, procedures, injections and prescription medications have a nominal fee when seen in the Wellness Center.

After-hours emergency care is available by calling the Campus Safety Office, the resident assistant or resident director on duty or the Student Affairs staff member on call.

- The Spartanburg Medical Center emergency department and EMS are minutes away and are available for emergency situations when warranted.
- Regional nurse on call is a free service that provides accurate health and wellness information by phone from a registered nurse. This service operates 24 hours a day. The number is 864-591-7999.

The Wofford Wellness Program
The Wellness Program provides the Wofford community with wellness programming throughout the year.

Counseling Services
Counseling services are available to Wofford students as part of the comprehensive fee. Services are available to assist students in navigating some of most stimulating and rewarding times they will experience. There are many times that a student is able to handle transitions and stress smoothly without much disruption in his/her life. But there may be times in a student’s life when there is a change that feels chaotic, out of control or overwhelming. Counselors see students for a variety of concerns and issues that may range from mild distress to more serious psychological issues. The most frequent issues in college counseling are stress and time management, values clarification, alcohol and drug misuse, relationships, self-esteem issues, family concerns, disordered eating, depression and anxiety. Counselors also may facilitate access to on campus psychiatric services for medication on a time-limited basis and for nominal fee.

To make arrangements to see one of the college counselors, please visit our website (wofford.edu/wellnesscenter) to schedule an appointment. Students will be responsible for fees for any off-campus counseling. Contact the Wellness Center for more information.

Accessibility Services
The director of Accessibility Services coordinates assistance for students with disabilities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Wofford College seeks to provide disabled students with reasonable accommodations needed to ensure access to the programs and activities of the college. Accommodations, determined on an individual basis, are designed to meet a student’s needs without altering the nature of the college’s instructional programs. A student in need of accommodation must submit proper documentation through the student tab on myWofford. Guidelines for documentation are available from the Wellness Center or online at wofford.edu/wellnesscenter.

Zach’s
Located on the first floor of the Campus Life Building
Phone: 864-597-4070 or 597-4071

Carolyn Bonner, a.m. supervisor
Russell Bonner, p.m. supervisor
Hours of Operation:
Monday–Friday ................................................................. 9 a.m.–10 p.m.
Saturday ............................................................................. 11 a.m.–10 p.m.
Sunday ................................................................................. 2–10 p.m.

Aramark Campus Services operates Zach’s Food Court for the benefit of Wofford students, faculty and staff. Zach’s features Chick-fil-A, Boar’s Head, Grille Works, Kettle Classics (a soup station), Sushi with Gusto, World’s Fair and a variety of grab-and-go items. Zach’s accepts Terrier Bucks, cash and checks. Meal trade-out will be available during lunch Monday through Friday from 11:15 a.m. until 1:15 p.m. during the fall and spring semesters.
# Quick Reference

## Campus Contacts

<table>
<thead>
<tr>
<th>FOR</th>
<th>TALK TO</th>
<th>IN THE</th>
<th>AT</th>
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<tbody>
<tr>
<td>Absences</td>
<td>See Professors</td>
<td>Andrews Field House</td>
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<td>Emergencies</td>
<td>Campus Safety</td>
<td>Andrews Field House</td>
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<tr>
<td></td>
<td>Roberta Bigger</td>
<td>Campus Life Building, 2nd floor</td>
<td>4044</td>
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<tr>
<td>Illness</td>
<td>Beth Wallace</td>
<td>Hugh R. Black Wellness Center</td>
<td>4370</td>
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<td>Tammy Gilliam</td>
<td>Hugh R. Black Wellness Center</td>
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<td></td>
<td>Anna Seegars</td>
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<td>Lisa Lefebvre</td>
<td>Hugh R. Black Wellness Center</td>
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<td>Academic Problems</td>
<td>Professors or Advisers</td>
<td>Individual offices</td>
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<tr>
<td>Admission</td>
<td>John Birney</td>
<td>Hugh S. Black Building, 1st floor</td>
<td>4133</td>
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<tr>
<td>Alumni Affairs</td>
<td>Debbi Thompson</td>
<td>Papadopoulos Building</td>
<td>4208</td>
</tr>
<tr>
<td>Athletics</td>
<td>Richard Johnson</td>
<td>Richardson Building</td>
<td>4090</td>
</tr>
<tr>
<td>Automobiles</td>
<td>Campus Safety</td>
<td>Andrews Field House</td>
<td>4352</td>
</tr>
<tr>
<td>Bills, Fees, Tuition</td>
<td>Kathy Kelly</td>
<td>Snyder House</td>
<td>4228</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>Rebecca Liakos</td>
<td>Wofford Bookstore, 501 N. Church St.</td>
<td>582-6514</td>
</tr>
<tr>
<td>Business Affairs</td>
<td>Barbie Jefferson</td>
<td>Snyder House</td>
<td>4226</td>
</tr>
<tr>
<td>Campus Calendar</td>
<td>Laura Corbin</td>
<td>Burwell Building</td>
<td>4180</td>
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<tr>
<td>Campus Safety</td>
<td>Randy Hall</td>
<td>Andrews Field House</td>
<td>4351</td>
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<td>Campus Union</td>
<td></td>
<td>Campus Life Building, 2nd floor</td>
<td>4047</td>
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<tr>
<td>Campus Ministry</td>
<td>Ron Robinson</td>
<td>Main Building, 1st floor</td>
<td>4051</td>
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<td>Career Counseling</td>
<td></td>
<td>The Space in the Mungo Center</td>
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<td>Counseling</td>
<td>Kellie Buckner</td>
<td>Hugh R. Black Wellness Center</td>
<td>4356</td>
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<td>Perry Henson</td>
<td>Hugh R. Black Wellness Center</td>
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<td>Ron Robinson</td>
<td>Main Building, 1st floor</td>
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<td></td>
<td>Beth Wallace</td>
<td>Hugh R. Black Wellness Center</td>
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<td>Development</td>
<td>David S. Wood</td>
<td>Papadopoulos Building</td>
<td>4200</td>
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<td>Exams</td>
<td></td>
<td>Du Pré Administration Building</td>
<td>4020</td>
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<tr>
<td>Financial Aid/Scholarships</td>
<td>Carolyn Sparks</td>
<td>Hugh S. Black Building, 2nd floor</td>
<td>4161</td>
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<tr>
<td>Food Service</td>
<td>Jason Davidson</td>
<td>Burwell Building</td>
<td>4252</td>
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<tr>
<td>Menu Line</td>
<td>Jason Davidson</td>
<td>Burwell Building</td>
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<tr>
<td>Fraternities/Sororities</td>
<td>Matt Hammet</td>
<td>Campus Life Building, 2nd floor</td>
<td>4048</td>
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<tr>
<td>Housing</td>
<td>Brian Lemere</td>
<td>Campus Life Building, 2nd floor</td>
<td>4068</td>
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<tr>
<td>International Programs</td>
<td>Amy Lancaster</td>
<td>Du Pré Administration Building</td>
<td>4026</td>
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<tr>
<td>Intramurals</td>
<td>Steve Traylor</td>
<td>Richardson Building</td>
<td>4069</td>
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<tr>
<td>Jobs</td>
<td>Curt McPhail</td>
<td>The Space in the Mungo Center</td>
<td>4262</td>
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<tr>
<td>Library</td>
<td>Kevin Reynolds</td>
<td>Sandor Teszler Library</td>
<td>4300</td>
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<tr>
<td>Lost and Found</td>
<td>Campus Safety Office</td>
<td>Andrews Field House</td>
<td>4911</td>
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<td>Mail</td>
<td>Campus Post Office</td>
<td>Burwell Building</td>
<td>4240</td>
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<tr>
<td>Maintenance</td>
<td>Tom Rocks</td>
<td>Cumming Street Facility</td>
<td>4381</td>
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<tr>
<td>Military Science/ROTC</td>
<td>Albert Yonkovitz</td>
<td>Daniel Building</td>
<td>4337</td>
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<tr>
<td>Music</td>
<td>Gary McCraw</td>
<td>Montgomery Music Building</td>
<td>4597</td>
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<tr>
<td></td>
<td>Christi Sellars</td>
<td>Montgomery Music Building</td>
<td>4597</td>
</tr>
<tr>
<td>News Media</td>
<td>Laura Corbin</td>
<td>Burwell Building</td>
<td>4180</td>
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<tr>
<td>Parents’ Programs</td>
<td>Thom Henson</td>
<td>Papadopoulos Building</td>
<td>4208</td>
</tr>
<tr>
<td>Registration</td>
<td>Jennifer Allison</td>
<td>Du Pré Administration Building</td>
<td>4030</td>
</tr>
<tr>
<td>Service Learning</td>
<td>Jessalyn Story</td>
<td>Snyder House Annex</td>
<td>4403</td>
</tr>
</tbody>
</table>
Community Helplines and Support Groups

AIDS Hotline ................................................................. 1-800-448-0440
Alcohol and Drug Abuse
  Alcoholics Anonymous ........................................ 585-1930
  Spartanburg Alcohol and Drug Abuse Commission ........ 582-7588
Carolina Pregnancy Center ........................................ 582-4673
Carolina Center for Behavioral Health .......................... 1-800-866-HOPE
Crisis (Mental Health Association) ............................. 583-5802
Drug Information Hotline ......................................... 1-877-297-6347
Eating Disorders (Mental Health Association) ................ 582-3104
Gamblers Anonymous (Mental Health Association) .......... 582-3104
Lawyer Referral Service ........................................... 1-800-868-2284
Mental Health Center ............................................... 585-0366
Poison Control ......................................................... 1-800-222-1222
Safe Homes-Rape Crisis Coalition 24 Hour Crisis Line .... 1-800-273-5066
Sexual Assault Victims Group .................................... 583-9803
Sexually Transmitted Diseases Hotline ......................... 1-800-227-8922
Spartanburg Health Department ................................ 596-2227
Substance Abuse Information .................................... 1-800-662-HELP
Survivors of Suicide (Mental Health Association) ............ 582-3104

Local Hospitals and Emergency Care

Emergency .................................................................... 911
Mary Black Memorial Hospital .................................... 573-3000
Spartanburg Regional Medical Center ......................... 560-6000
Regional Nurse on Call ............................................. 591-7999
Building Hours

DuPré Administration
Monday-Friday, 8:30 a.m.-5 p.m.

Burwell Building
All Week, 7 a.m.-11 p.m.

The Commons in the Campus Life Building
All Week, 7 a.m.-midnight

Hugh R. Black Wellness Center
Monday-Friday, 8:30 a.m.-5 p.m. (*Emergency care is available after office hours by contacting Campus Safety, the resident assistant on duty and/or the Student Affairs staff person on call.*)

Main Building
Monday-Friday, 8 a.m.-6 p.m.

Franklin W. Olin Building
Monday-Thursday, 8 a.m.-11 p.m.
Friday, 8 a.m.-5 p.m.
Sunday, 2-11 p.m.

Richardson Physical Activities Building (Fitness Center)
All Week, 5:30 a.m.-midnight (*The hours of operation are adjusted to accommodate special events, athletics activities and college holidays.*)

Joe E. Taylor Center (Weight Room)
Monday-Friday, 6 a.m.-5:45 p.m.

Roger Milliken Science Center
Monday-Friday, 7:30 a.m.-6 p.m.

Great Oaks Hall, Roger Milliken Science Center
24 hours a day for studying

Sandor Teszler Library
Monday-Thurs., 8 a.m.-midnight (8:30 a.m.-5 p.m.; 7 p.m.-1 a.m.)
Friday, 8 a.m.-7 p.m. (8:30 a.m.-5 p.m.)
Saturday, 10 a.m.-5 p.m. (10 a.m.-5 p.m.)
Sunday, 1 p.m.-midnight (1 p.m.-6 p.m.; 7 p.m.-midnight)

Wofford Bookstore
Monday-Friday, 9 a.m.-5:30 p.m. Saturday, 11 a.m.-4 p.m.

Zach’s, Campus Life Building
Monday-Friday, 9 a.m.-10 p.m.
Saturday, 11 a.m.-10 p.m. Sunday, 2-10 p.m.

Michael S. Brown Village Center - Market and Restaurant

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<thead>
<tr>
<th></th>
<th>Market</th>
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<tbody>
<tr>
<td>Monday-Thurs.</td>
<td>8 a.m.-9 p.m.</td>
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<td>Saturday</td>
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<td>Sunday</td>
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Code of Student Rights and Responsibilities

Preamble
Since Wofford College is a community of persons living together in a social as well as educational context, there must be a code of student responsibility. Wofford College is, however, dedicated to the maturing of men and women and the pursuit of a liberal education. Therefore, the responsibility for student conduct, both on and off the Wofford campus, rests principally with the students themselves. Wofford College has flexible policies and procedures, rather than rigid and needlessly detailed rules and regulations. Thus, the Wofford College community expects to remain open as well as to maintain order.

I. Relationships Between College Code and Other Authorities

A. Civil Law
Although Wofford College is concerned with all activities of all students, both on and off campus, which constitute a part of their educational experience, Wofford College will not assume jurisdiction over activities off campus except in those rare instances in which such activities are clearly detrimental to the Wofford College community. Aside from ensuring fair treatment and providing assistance in the securing of counsel, Wofford College administration will not involve itself in students’ arrest by civil authorities.

If a violation of civil law occurs on campus, Wofford College may institute its own proceedings against the offender if Wofford College’s interest as determined by the Judicial Commission is clearly distinct from that of the community outside the college.

B. College Policies and Procedures
Wofford College students will be subject to the policies and procedures of this institution. If any issue is not clearly addressed by the Code of Student Rights and Responsibilities, the judicial body and student body may consider the Wofford College Policies and Procedures as a supplement to the Code.

II. Conduct of Wofford Students While on Other College Campuses
It is foreseeable that Wofford students might violate regulations on other college campuses. Since such infractions may not violate civil law and since other colleges have no jurisdiction to punish Wofford students, the Judicial Commission is given discretion to determine jurisdiction over such violations.

III. Educational Rights and Responsibilities

A. Right of Inquiry
Students and student organizations are free to examine, to discuss and to express opinions or questions of interest to them. Furthermore, in order to bring to the campus a wide range of viewpoints on various subjects, the Wofford College community believes that no speaker invited by a campus organization should be denied free access to the campus.

A campus organization wishing to bring an outside speaker to the campus should notify the dean of students and make necessary arrangements for proper scheduling of facilities and preparation for the event. It should be realized by all persons that sponsorship of outside speakers by the Wofford College community does not imply approval or endorsement by Wofford College of the views expressed. In addition, all speakers must agree to be available for questions and answers. Wofford College cannot, of course, shield from state or federal prosecution any speaker whose utterances at Wofford allegedly violate valid laws relating to treason, sedition, obscenity or the like.

B. Right of Expression
In the interest of academic freedom and the right of peaceable assembly, Wofford College students are allowed in any public area of Wofford College, including corridors and other places set aside for public meetings, to support or protest any cause of interest to them. All student gatherings or demonstrations must be orderly and must not interfere with the legitimate pursuits of other members or guests of Wofford College. The students of Wofford College are encouraged to voice their opinions, but they should realize that they speak only for themselves and not for the student body or the Wofford College community as a whole. Participation of students in demonstrations and protests off the campus is left to their own discretion, subject only to the article above. The Wofford College name, however, is retained for official, recognized organizations and activities and may not otherwise be used without special permission.
The publications of Wofford College, both oral and written, shall conform to journalistic ethics and to good practices of that profession. This includes the avoidance of libel and slander, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. With these standards, the publications of Wofford College will be free of censorship, prior restraint or advance approval of copy. The individual editors will employ their own discretion concerning editorial and news policy and will not be subject to arbitrary suspension or expulsion from Wofford College because of editorial or news policy.

C. Freedom of Association
As part of the academic freedom sought by Wofford College, students may organize themselves into any groups they wish for whatever purpose they wish. All students in an organization shall be subject individually to the rules of Wofford College and the community.

Any student has the right to associate freely with off-campus organizations without being punished or in any way harassed for this membership or association.

A student organization may apply for recognition by Wofford College by meeting the requirements for application set up by Wofford College. These are detailed in the section on business policies:
1. The name of the organization, its stated purposes and the names of its principal officers must be on file in the office of the dean of students.
2. Recognized Wofford organizations shall not practice racial, sexual or religious discrimination, except as authorized by Title IX, Section 901 of the United States Code.

Recognition may be granted or denied by the Student Affairs committee of the faculty.

Recognized organizations have Campus Post Office privileges and priority over unrecognized student organizations in the use of campus facilities for meetings and social functions. Though recognition does not entitle an organization to appropriation from college funds, only recognized organizations may apply.

IV. Social Responsibilities
A. Conduct Affecting the Person, Property or Rights of Others
Wofford students shall not lie, cheat or steal. It is the responsibility of the students to respect the persons, property and rights of others. Therefore, students will not engage in any form of activity that results in or that might naturally result in any of the following:
1. Injury to person
2. Damage to property
3. Interference with the normal activities of Wofford College
4. Interference with the rights of other members of the Wofford community

B. Alcohol Policy
Possession or use of alcoholic beverages is governed by local ordinances and state law. In addition, on-campus conduct of students and their guests relating to the possession or use of alcoholic beverages is a matter of special concern and is subject to policies and procedures set forth in a statement adopted by the Board of Trustees and appended to this code. The administration will assume jurisdiction in these cases. (Refer to the Policies and Procedures section for the complete policy.)

C. Drug Policy
Possession or use of narcotic, mind-altering or other illicit drugs, except on prescription of a licensed physician, is prohibited by local ordinances and by state and federal laws. In addition, possession or use of these substances by Wofford College students and their guests is a matter of special concern and is subject to policies and procedures set forth in a statement adopted by the Board of Trustees and appended to this code. The administration will assume jurisdiction in these cases. (Refer to the Policies and Procedures section for the complete policy.)

D. Sexual Harassment and Sexual Misconduct
All students have the right to work and study in an environment free from all forms of adverse discrimination. This includes any form of sexual harassment or sexual misconduct. Refer to these terms, which are specifically defined and explained in the Sexual Misconduct Policy, located in the Selected Policies and Procedures section of the Student Handbook.
E. Discrimination and Harassment
Wofford will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. (Refer to Discrimination and Harassment Policy in Selected Policies and Procedures.) The bias reporting form is found at connect.wofford.edu/mywofford/campusLife/biasIncident.aspx.

F. Civil Law
Students are expected to abide by civil law.

G. Gambling
Gambling on campus is not permitted.

H. Hazing
Hazing is not permitted on or off campus. Hazing is defined as any action taken or situation created by any organization or persons that would produce or result in mental or physical discomfort, embarrassment, harassment or ridicule.

I. Firearms
The possession and/or use of firearms (except where specifically allowed by state law), weapons and other propelling devices as well as explosives, such as fireworks, ammunition or chemicals that are explosive in nature, is prohibited on campus. Unauthorized use, possession or storage of any weapon on campus constitutes a violation of the code and college policy. All weapons are strictly prohibited in students’ rooms and elsewhere on campus.

A weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property. Weapons include, but are not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus and knives.

Note: Wofford College reserves the right to confiscate anything it deems hazardous or dangerous.

J. Fireworks and Other Weapons
Use of fireworks and explosives is prohibited.

K. Commercial Solicitation
No soliciting, canvassing or peddling is permitted by anyone on campus without specific written permission from the dean of students/or her designee.

L. Responsibility to Campus Safety Officers
Campus Safety officers protect the college and its occupants from vandalism, theft and other harmful conduct. They are to be treated with courtesy and respect by all members of the community. It is the responsibility of students and others to comply immediately with a request to show identification cards to any Campus Safety officer.

V. Honor Code

Preamble
Wofford College is committed to the moral as well as the intellectual growth of its students and staff. Freedom and responsibility in such a community demand that its members embrace unambiguous principles of good conduct. Thus, the Wofford College Code of Student Rights and Responsibilities emphasizes personal integrity as its highest value, and members of the community are expected to be honest, trustworthy, responsible, and honorable.

Dishonesty (lying, cheating, defrauding, and or stealing) is especially destructive of the academic process. Integrity being necessary in research, discovery, and expression of ideas, Wofford College has an Honor Code to express its intolerance for academic dishonesty. The Honor Code requires faculty, staff, and students to be honest in their own work and their use of ideas, and to encourage others to do the same. The Code demands a high standard of personal honor. It requires students to pledge honesty in their academic work and it sets forth appropriate responses to those who violate that pledge.

A. Academic Dishonesty
The Honor Code at Wofford College governs academic dishonesty. Academic dishonesty is a general term referring here to
any cheating, misrepresentation, and or stealing in academic or intellectual work submitted by a student of Wofford College in courses or projects or for college publications. It also applies to dishonesty in academic activities in which students may represent Wofford College (college bowl or mathematics competitions, internships, or research projects, for example), even if these activities occur when classes are not in session.

It is impossible to list all acts of academic dishonesty, but acts of academic dishonesty include:

1. Any conduct that involves the unauthorized use of information obtained by any means.
2. Unauthorized receiving, buying, selling, or theft of any assignment, examination, or quiz prior to its administration.
3. Unauthorized use of any electronic or mechanical device during any academic course.
4. Unauthorized collaboration on any test, assignment, or project.
5. Plagiarism, which is defined as:
   a. Verbatim repetition, without acknowledgement, of the writings of another author.
   b. Borrowing or using information developed by another without acknowledging the source.
   c. Paraphrasing or translating the work or thought of another writer without acknowledgment.
   d. Allowing any other person or organization to prepare work which one then submits as his/her own.
6. Preparing any assignment for another to submit as his/her own.
7. Misrepresenting personal circumstances (such as conflicting responsibilities, personal illness, or illness or death of loved ones) in an effort to avoid an assignment or deadline or as an excuse for not meeting academic responsibilities in a course.
8. Submitting for credit in a course any work previously submitted for credit in this course or in another course.
9. Any other incident of lying, cheating, or stealing in the preparation or presentation of academic work.
10. Lying to members of the faculty, administration, or Honor Council who are conducting an investigation or a hearing of academic dishonesty.
11. Misrepresenting personal or academic circumstances in order to gain advantage in registration for classes or to secure a course override.

B. Honor Pledge
A condition of matriculation at Wofford College is the signing of the Honor Pledge, in which students promise the faculty and fellow students they will not engage in any act of academic dishonesty. The pledge reads as follows:

I understand that Wofford College seeks to develop the character as well as the intellect of its students. I understand that Wofford students are expected to be honest, trustworthy, and honorable. Further, I understand that behavior contrary to these expectations threatens the values of the college and destroys trust among members of our campus community.

I have read and understand the provisions of the Wofford College Honor Code governing academic dishonesty. I understand that academic dishonesty reflects poor judgment and character, undermines the integrity of the academic program, and diminishes the value of the credentials of the graduates of the college.

As a sign of my membership in the Wofford College community and of my allegiance to its principle of honor, I promise the faculty and my fellow students that I will never engage in an act of dishonesty in my academic work.

As a reinforcement of the promise, students will sign work submitted in a course with the word “pledged” and their signature.

C. Honor Council
The Honor Council, a component of the student government at Wofford College, administers the provisions of the Honor Code. The Council is composed of fifteen students. Members of the Honor Council are selected each spring for the following year. Early in each spring semester the Chair of the Honor Council will solicit the student body for applicants for membership on the Council. Candidates will submit an application letter and two recommendations, one from a student and one from a faculty/staff member. The applicants are screened by the Electoral Board which consists of the outgoing Chair of the Judicial Commission, the four outgoing officers of the Campus Union, the six outgoing senior delegates of the Campus Union, the Dean of Students, and two members of the faculty. The Board will pass the names of those applicants it approves to the outgoing senior members of the Honor Council who will elect from those approved by the Board the Honor Council members for the upcoming year. In making its selection of new members of the Honor Council, the Board and the seniors on the Council give primary consideration to a candidate’s moral character and commitment to the promotion of academic honesty.

The newly elected members of the Honor Council are eligible to assume their Council responsibilities effective the beginning of spring semester academic holidays. The Honor Council elects its Chair, Vice Chair, and Secretary. If for any reason a
member of the Honor Council vacates a position, the seniors on the Council will name a replacement.

The Chair of the Honor Council presides at hearings of accusations of academic dishonesty. For each case, the Chair appoints a member of the Council to serve as prosecutor for that case. The Chair also appoints a student requested by the accused student to serve as student advocate. If the accused student has no request, the Chair will appoint a student advocate from the Council. If for any reason the Chair is unavailable, the Vice Chair will act in his/her place. The Secretary is responsible for all communications from the Council. The Academic Integrity Committee will appoint at least one of its faculty members to observe each meeting and hearing of the Council and to give advice and guidance to the Council in performing its duties. The faculty member will not vote, nor will he/she attempt to persuade the Council in its verdict or sanction.

1. Reporting Procedures

While failure to report an act of academic dishonesty is not an infraction of the Code, all persons in the Wofford College community are to uphold the values of the Honor Code, and they should not tolerate academic dishonesty by others. When anyone in the Wofford College community has reason to believe that a student has committed an act of academic dishonesty, it is appropriate and right to report the matter in writing to the Provost and the Chair of the Academic Integrity Committee or to the faculty member involved. If the report goes to the faculty member, he/she will notify the Provost and the Chair of the Academic Integrity Committee. Upon receiving a report, the Chair of the Academic Integrity Committee will notify the Chair of the Honor Council (and the faculty member, if the report did not originate with the faculty member in question), and begin the process of adjudicating the case as described below.

Members of the Wofford College community must use their best judgment in determining whether or not acts are covered by the definitions of this Code and therefore constitute academic dishonesty. Instructors who suspect that an instance of academic dishonesty has occurred will report the circumstances to the Provost and the Chair of the Academic Integrity Committee.

2. Adjudication

Upon receiving a report that an act of academic dishonesty may have occurred, the Chair of the Academic Integrity Committee will determine whether the accused student has previously violated the Code, and will then proceed as follows:

If the alleged infraction would be a first offense:
If the professor in question deems the matter warrants a sanction of suspension, he/she may choose to remand the case to the Council without a preliminary meeting.

Otherwise, the Chair of the Academic Integrity Committee will call for an adjudication meeting, to be attended by the professor, the accused student, a member of the Academic Integrity Committee, and an advocate for the accused. The representative of the Academic Integrity Committee will chair the meeting. The advocate for the accused must be a current student at Wofford College. The Chair of the Honor Council will nominate a member of the Honor Council to serve in this role, but the accused student may at his/her discretion choose a different person to act as his/her advocate.

At the adjudication meeting, the professor in question will present the evidence of an offense, and the accused student can offer a defense. The student is not obligated to offer a defense if he/she does not wish.

If the accused student admits that he/she did commit a violation, either knowingly or unknowingly, the meeting attendees will discuss an appropriate sanction. The ultimate decision on the sanction rests with the professor in question (in consultation with the attending member of the Academic Integrity Committee); however, the sanction can be no stronger than assigning a grade of WF (non-replaceable) for the course.

If the accused student does not admit to a violation of the Code, or chooses not to accept the sanction selected by the professor, the case is remanded to the Council for a hearing, and a recording of the adjudication meeting will be made available to the Council. If all parties agree to the selected sanction, the member of the Academic Integrity Committee in attendance will file a report with the Chair of the Academic Integrity Committee and the Provost’s Office (and, in the case of a sanction of WF, with the Registrar’s Office), briefly outlining the facts of the case and the agreed-upon sanction.

If the alleged infraction would not be a first offense, or if the preliminary hearing did not result in an agreement:

The case is remanded to the Honor Council. The faculty advisor to the Honor Council, a member of the Academic Integrity Committee designated by the Chair, and the prosecutor for the case will confer to decide if there is probable cause for a charge. If two of the three agree that evidence is sufficient, the faculty advisor to the Honor Council will
notify the Chair of the Honor Council, who will formally charge the student and convene a Court to hear the case.

If the advisor, designated member of the committee, and prosecutor do not find sufficient evidence to make a charge, the Chair of the Academic Integrity Committee will inform the accuser that the claim has been investigated and that no charge is being made. The matter is not recorded in the file of the accused student and the faculty member must not consider the alleged violation in determining the student’s grade in the course. Any written records pertaining to the case will be destroyed.

Unless one was already selected, the Chair of the Honor Council will nominate a member of the Council to serve as advocate for the accused student. The student may accept that nomination, or select a different student to serve in that role.

During the academic year, the Chair of the Honor Council will convene six members of the Council to conduct a hearing. During vacation periods, including summer terms, the Chair has the option to convene a panel with as few as three members of the Council to conduct a hearing. During such periods, if the accused student wishes to wait until a full court can be convened, he/she may do so with the knowledge that the hearing may be delayed as necessary until the College is in session. The Honor Council members so appointed will be the hearing Court for the case. That number shall include the Council Chair, but not include the prosecutor or the student advocate. Any member who has kinship or a close personal relationship with the accused student will be expected to recuse himself/herself from the case. The student will be found responsible for a violation if at least four of the six members of the Council (or a 2/3 majority during vacation periods) find that a preponderance of evidence indicates the violation occurred. Otherwise, the accused student will be found not responsible.

If the process leads to the student being found responsible, the attending member of the Academic Integrity Committee will inform the hearing Court of any previous conviction the offender may have for academic dishonesty, after which the Court will set the sanction. At least four of the six members of the Court (or a 2/3 majority during vacation periods) must concur with the sanction. If there is no agreement, the least severe punishment under consideration will be administered. The verdict and the sanction will be announced by the Court to the convicted student, the prosecutor, and the student advocate immediately after the Court completes deliberation and makes a decision, and the Chair of the Council will give the student a written notice of the Council’s decision and sanction.

A student accused of academic dishonesty may elect to admit responsibility before or at the beginning of the hearing. In that case, the Court will meet only to determine a sanction. The student may attend the meeting to make a statement or may choose to be absent, but must be present for the announcement of the sanction immediately after the Court completes deliberation and makes a decision.

If the accused student is found not responsible, the verdict will be announced to the accused student, the prosecutor, and the student advocate immediately after the decision is made. All materials relating to the case will be destroyed. The faculty member must not consider the alleged violation in determining the student’s grade in the course.

Meetings of a hearing of academic dishonesty are closed, attended only by the members of the Court, other members of the Council as observers, at least one member of the Academic Integrity Committee, the accused student and the student advocate, and persons invited by the Court to give information or testimony. In addition, the Provost may aid the prosecution, and the Dean of Students or an appointed representative may aid the defense. The reporting faculty member may attend the hearing at his/her discretion, but may only be in the room while he/she is giving testimony or answering questions from the Council. The proceedings of the Court will be audio recorded for purposes of reference. The recordings of hearings will be maintained in the office of the Provost for two years.

D. Sanctions

Students found responsible by the Honor Council for a violation of the Code that occurs in the context of a course will be subject to the following sanction or sanctions:

1. Grading Sanction

Mandatory withdrawal of a student from the course, resulting in the professor’s assignment of a grade of WF (or F if the determination is made after the course has been completed). The council may assign one of two grading sanctions:

1. Replaceable WF—The student may retake the course to replace the WF in his or her Wofford GPA. Both the WF and the retake grade will be noted on the transcript.
2. Non-Replaceable WF—The student may retake the course; however, both the WF and the retake grade will be used to determine Wofford GPA. Both the WF and the retake grade will be noted on the transcript.
2. Suspension
Separation of a student from Wofford College for a fixed period of time determined by the court, usually from the time remaining in the academic term to an academic year in length. Wofford will not accept for credit any work undertaken at other institutions by a student during his or her suspension from Wofford College.

3. Expulsion
Permanent termination of student status. The court may allow the student to complete the current term.

4. Workshop
The court may recommend that the student complete one or both workshops listed below within 30 academic days (exclusive of exams) following delivery of sanction. The recommendation will be recorded with the sanction, and the student’s completion of the workshop within the given time frame will be noted in Honor Council records.
   1. A research workshop directed by the reference librarian on proper use of references in research and proper citation of materials used.
   2. A time management workshop. Options for completing this workshop will be presented to the student at time of sanctioning.

Students found responsible for a violation of the Honor Code outside of the context of a course will be subject to the sanctions outlined in Article VI of the Code of Student Rights and Responsibilities.

1. First Offense
For a first offense that occurs within the context of a course, the Court has the discretion to impose one of two sanctions: (1) a grading sanction, or (2) both the grading sanction and suspension from Wofford College. On the motion of the Provost, a student may be expelled from Wofford College for a first offense that is flagrant or egregious. In cases where the Court believes a workshop may provide the student with important skills to aid in avoiding further infractions, the Court may also require the completion of one or both workshops. For an offense outside the context of a course, the Court may impose any of the sanctions outlined in Article VI of the Code of Student Rights and Responsibilities except expulsion, which may only be considered upon the motion of the Provost.

2. Subsequent Offense
If a subsequent offense occurs within the context of a course, the sanction is (1) both the grading sanction and suspension as outlined above, or (2) both a grading sanction and expulsion from Wofford College. The Court may also require the completion of one or both workshops to demonstrate readiness for re-entry. If a subsequent offense occurs outside the context of a course, the court may delay the beginning of a suspension or expulsion until the next term or semester. In the case of a suspension or expulsion with immediate effect, grades for the other courses in which the student is enrolled will be WF or WP as assigned by the professor, depending on whether the student is passing or failing at the time.

All sanctions take effect at the expiration of the 48-hour appeal period or as soon as the ruling on an appeal is made, except that, if the infraction occurs late in a semester, the Court may delay the beginning of a suspension or expulsion until the next term or semester. In the case of a suspension or expulsion with immediate effect, grades for the other courses in which the student is enrolled will be WF or WP as assigned by the professor, depending on whether the student is passing or failing at the time.

Students who have been suspended must apply to the registrar for re-admission at least thirty days before the date they seek to return. Wofford will not accept for credit any work undertaken at other institutions by a student during his/her suspension from Wofford under this Code.

E. Communications
Prior to the resolution of a charge, all parties shall hold the names of students suspected of acts of academic dishonesty in confidence. Once each semester, the Secretary of the Council will, with input from the Chair of the Academic Integrity Committee, provide the student body, faculty, and administration with a report on the number of cases resolved and the sanctions imposed. The names of persons involved will be withheld.

When a student is found responsible for an act of academic dishonesty, all records of the adjudication meeting and/or the Court, including copies of all correspondence, will be maintained in the Office of the Provost.

Formal charges of academic dishonesty will be communicated by the Court to the accused student, the Provost, the Dean of Students, and the faculty or staff member teaching the course or sponsoring the academic activity. In addition to the announcement immediately after the Court’s decision, the results of hearings, including the verdict and the sanctions, will be communicated in writing by the Court to the accused student, the Provost, the Dean of Students, the Advisor to the Honor
Council, the Chair of the Academic Integrity Committee, and the faculty or staff member teaching the course or sponsoring the academic activity. The attending representative of the Academic Integrity Committee will notify the Registrar of sanctions and in a case involving a student-athlete will notify the Director of Athletics of the results of the hearing.

Formal charges of academic dishonesty, verdicts, and sanctions will be communicated by the Dean of Students to parents or guardians of a student unless the student is independent as determined by college officials according to the FERPA Act, which protects the privacy of educational records.

F. Safeguards
When a case is sent to the Honor Council for a hearing, the accused student is guaranteed the following procedural safeguards.

1. The student must be informed in writing of any charge or charges at least 72 hours before the case is heard.
2. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs below.
3. The student has the option of being excused from any tests or examinations for a period of 48 hours before and after the scheduled hearing.
4. The student will be represented by a member of the Honor Council who is appointed by the Chair as the student’s advocate or, at the request of the charged student, the Chair may appoint a Wofford student who is not on the Council.
5. The student has the right to ask the Court to invite persons to testify on his/her behalf regarding the facts of the case, and the Court will invite such persons.
6. The student has the right to remain silent, and such silence does not constitute evidence of responsibility.
7. The student and his/her student advocate and the Honor Court prosecutor are required to exchange all evidence and materials for use in the proceeding at least 48 hours prior to the hearing.
8. The student may (and should) continue to participate in all course activities until the case and any appeals are fully resolved.

G. Appeals
The student has the right of appeal as outlined in the Honor Code. Any person found responsible for a violation of the Honor Code may appeal the verdict or sanction. The appeal must be submitted to the Chair of the Academic Integrity Committee within 48 hours (excluding holidays and weekends) after the student has been notified orally by the Court at the end of the hearing of the verdict or sanction. Appeals must be submitted in writing, and must rest on appropriate grounds (which are exclusively those listed in section VIII.D.4 of the Student Code of Rights and Responsibilities). The Academic Integrity Committee, whose decision is final, will consider the appeal, giving the decision in writing within one week to the appellant and to the Chair of the Honor Council. The actions of the Academic Integrity Committee are limited to: uphold or reverse the verdict, impose a lesser sanction from those listed in the honor code, or, in the case of new evidence, remand the case back to the Council for further discussion. In the case of a sanction of suspension for more than one term, the Academic Integrity Committee may refer the appeal to the Provost, who may uphold or reverse the verdict, impose a lesser sanction from those listed in the Honor Code, or, in the case of new evidence, remand the case back to the Council for further discussion.

H. Revision
The Academic Integrity Committee is charged to review the Code and its workings annually and to make revisions as needed. Revisions that only correct errors of spelling, grammar, or punctuation may be made by the Academic Integrity Committee. All other revisions must be approved by the faculty and by the student body at large (as determined by a campus-wide referendum distributed electronically; if voter turnout is under 40%, any changes approved by the faculty will be enforced without student approval).

(Revised May 2016)

VI. Sanctions
Students convicted, pursuant to due process, of violation of this code are subject to one or more of the following sanctions:

A. Fines
The maximum fine levied by any court will not exceed $1,000. Fines must be paid within 30 days of sanctioning or before the end of the academic term, whichever comes first. The amount of the fine will be determined by the court in consideration of the seriousness of the infraction.
B. Referral
A student may be referred to counseling or to other appropriate resources in the community.

C. Apology
A written or oral apology to individual(s) or an organization whose rights the student has violated.

D. Warning
A written notice that states that the continuation of conduct in violation with the code will result in more severe disciplinary sanctions.

E. Community Restitution
Hours of work to Wofford as a court deems appropriate. The specified number of hours of community restitution must be coordinated through the Office of Student Affairs and performed on the Wofford campus.

F. Eviction
A student can be evicted from college housing in the event that his/her conduct creates a hazard or a nuisance to others.

G. Restitution
Reimbursement in the form of money and/or labor for damage to or misappropriation of property.

H. Suspension
Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a defined period of time. A person appealing the suspension sanction must submit a statement of such intent to the chair of the Judicial Commission within 24 hours after the verdict of suspension has been imposed. When a student has been given the sanction of suspension and has appealed this decision, the student may participate only in academic activities. He/she cannot take part in clubs, musical groups, athletic teams and other student organizations during this time period. When a student is suspended, he/she should leave the Wofford College campus within 24 hours after the final verdict of the judicial system has been determined. A suspended student is not allowed to return to campus without the written permission of the dean of students.

I. Expulsion
Termination of student status for an indefinite period of time. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion. A person wishing to appeal the sanction of expulsion must make it known within 24 hours after the verdict of expulsion is reached by submitting a statement of such desire to the chair of the Judicial Commission. He or she will be permitted to remain enrolled in Wofford College until the appeal has been heard. When a student is expelled, he/she should leave the Wofford College campus within 24 hours after the final verdict of the judicial system has been determined. An expelled student is not allowed to return to campus without the written permission of the dean of students.

J. Suspended Sentence
In addition to the above sanctions, the court has the power to suspend any or all of the sanctions upon the fulfillment of certain conditions as determined and set forth in the sanction statement of the respective court.

K. Records
The Judicial Commission will make public all sanctions imposed by the judicial system. The publication will include listing of any violation and accompanying sanction in a publication distributed to all students at the beginning of the semester following the sanction. In addition, persons requesting information concerning rulings may request such information as absent names from the chair of the Judicial Commission.

L. Notification of Parents and Guardians
All sanctions will be communicated to parents or guardians unless the student is independent as determined by college officials according to the Family Educational Rights and Privacy Act.

M. Disciplinary Probation
Exclusion from participation in activities in which one represents Wofford College or any college-recognized organization as
set forth in the notice of probation for a specified period of time.

N. Other Sanctions as Deemed Appropriate

O. Failure to Comply with Sanctions
Failure to comply with the sanctions imposed upon a student will result in harsher sanctions, including suspension.

VII. Procedural Safeguards

A. Searches of Residence Hall Rooms/Apartments or Houses Leased by Greek Letter Organizations
Searches of student rooms/apartments or fraternity houses by civil authorities are governed by local, state or federal law. Searches by campus authorities may be conducted only under the following circumstances:

1. Hot Pursuit
Campus Safety officers, perceiving what they reasonably believe to be a violation of this code or civil law, may pursue suspected offenders. Residence hall rooms and/or apartments (or similar areas) may be entered by Campus Safety officers in fresh pursuit and subjected to reasonable searches for implements or fruits of the suspected offense.

2. Warrant
In any case where there are reasonable grounds to believe that the search of a residence hall room or other campus facility will disclose the actual violation of this code or civil law or the implements or fruits of such a violation, said room or facility may be searched by warrant. A search warrant may be issued by the president of the college, the provost, the dean of students, the senior vice president for development or the senior vice president for business. It must identify specifically the area to be searched, the nature of the material for which the search is being conducted and the nature of the suspected violation. Such warrant shall be served by a Campus Safety officer or by a college official who did not issue the warrant, and it shall be served, if possible, in the presence of one or more occupants of the room being searched. If the occupants are not present, the room may be searched by means of a pass key, by a member of the Campus Safety Office and/or Residence Life Staff.

3. Custodial Inspection
At reasonable intervals and on advance notice, any residence hall rooms, apartments or fraternity houses may be inspected for maintenance, repair, health or safety purposes.

4. Emergency Situations
When a college official has reason to suspect that there is an emergency, the official may enter the premises after proper identification.

5. College Official
When a college official enters a room pursuant to any legitimate purpose as provided under this section, if the official observes any code violation in plain sight, the official may charge the student with a code violation.

B. Due Process of Law
A student who is charged with violating the code is guaranteed the following procedural safeguards:

1. The student must be informed in writing of any charge or charges at least 72 hours before the hearing is held. This formal statement of charges must state the nature, time and place of the violation charges. The date, time and place of the hearing must be disclosed.
2. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs.
3. The student has the option of being excused from any tests or examinations for a period of 48 hours after charges are presented, for a period of 48 hours prior to the scheduled hearing and for a period of 48 hours after the scheduled hearing.
4. The student has the right to be represented by a student advocate or any other full-time Wofford student of his or her choice. (Current Judicial Commissioners cannot serve in this role.)
5. The student has the right in a hearing to call witnesses to testify on his or her behalf and has the power to subpoena any member of the college community.
6. The student has the right to confront his or her accuser and to cross-examine any witness.
7. The student has the right to remain silent, and such silence does not constitute evidence of guilt. The court shall exclude the following evidence:
a. Confessions obtained by coercion or deceit.
b. Objects or documents obtained as the result of illegal searches.
c. Records of prior criminal, social or academic infractions may be considered by the judicial system only after the verdict of guilty has been reached, when appropriate sanctions are being determined.
d. The student has the right to an open or closed hearing in Administrative Court, Judicial Court and Appeals Court, at his or her own discretion.
e. The student and his or her student advocate are required to exchange lists of witnesses, discovery of evidence and retention of statements for use in the judicial proceeding with the attorney general and/or the dean of students no later than 24 hours prior to the hearing.
f. The burden of proof rests on the prosecution.

Approved by the Wofford Faculty on May 7, 2009

VIII. The Judicial System

Preamble
The Wofford College judicial system is established as the forum whereby students and chartered organizations charged with violations of the Code of Student Rights and Responsibilities have their cases adjudicated. Members of the judicial system must be held above reproach, bestowing the utmost respect to the system they serve and the code they uphold. The protection of students’ rights shall be ensured by the integrity of the process and the safeguards set forth in the code. The system shall seek to ascertain truth and rectify harms, so that Wofford College can provide a safe and free environment for a liberal arts education.

A. Judicial Commission

1. Purposes and Duties
   - To supervise all judicial processes and decide original jurisdiction in all violations of the student code.
   - To serve as members, upon appointment, to the Judicial Court.
   - To serve as members, upon appointment, to the Appeals Court.
   - The Judicial Commission chair shall be elected by the Judicial Commission from the six elected commissioners and five appointed commissioners at the first meeting of the Commission. The chair shall be the non-voting director of the judicial system, except in the case of a tie in which he or she will cast a vote. The chair will work with Student Affairs to confirm the appointment of commissioners to each case. He or she will chair Judicial Court and Appeals Court hearings and will be responsible for leading the meetings of the Judicial Commission.
   - To decide on the procedures to be followed in the appeals proceedings.
   - To decide college interest concerning student violations of civil law or codes of other colleges or universities.
   - To read statements of intent to appeal and to determine whether grounds are sufficient to warrant an appeal to the Appeals Court, and to notify students via email or campus mail of their decisions within 48 hours of the next weekly Judicial Commission’s meeting, not counting student holidays or weekends.
   - To meet every other week to dispose of all matters pending and for commissioners to receive court appointments.
   - These weekly meetings, as well as all non-administrative court cases, should fall on a set day of the week. The chair or adviser may call additional meetings as needed.

2. Composition
   - There shall be 11 members. Six members are elected as follows: three at large from the student body and one member each from the rising senior, junior and sophomore classes. Five members are appointed by the senior or the graduating members of the Judicial Commission and the outgoing officers of the Campus Union during the month of February following an application and interview as follows: two at large from the student body and one member from each of the rising senior, junior and sophomore classes.
   - The Judicial Commission chair shall be elected by the Judicial Commission from the five elected commissioners and four appointed commissioners at the first meeting of the commission. The chair shall be the non-voting director of the judicial system, except in the case of a tie in which he or she will cast a vote. He or she will be responsible for appointments of commissioners to each case, including insuring that all commissioners serve on 30 percent of the Judicial Court and Appeals Court cases. He or she also will sit on each case and will be responsible for leading the weekly meetings of the Judicial Commission.
   - The Judicial Commission, upon its first meeting following elections and appointments, shall choose the vice-chair from among its members. The vice-chair shall serve as chair in the absence of the chair.
   - The Judicial Commission, upon its first meeting following elections and appointments, shall also choose a clerk of
court from among its members.
- All candidates for the Judicial Commission must have not been found guilty of any violation of the code of Student Rights and Responsibilities other than an alcohol education option or parking citations.
- The members of the Judicial Commission shall not be elected members of the Campus Union Assembly, nor shall they be appointed members of the Honor Council. If someone becomes a dual office holder, he or she will have one week to make a choice and resign from one of the offices.

3. Removal
- Grounds of removal of a commissioner shall be negligence of duties or malfeasance in office.
- Upon petition signed by three members of the Judicial Commission, the Appeals Court must consider the merit of such a petition of impeachment and rule thereon. The three petitioners and the impeached commissioner shall not sit on the Appeals Court during the hearing for removal. If the chair of the Judicial Commission is a petitioner of the impeached, the Appeals Court shall choose an acting chair. In these hearings and in any case in which more than four members of the commission are involved, the seats of the petitioners will be taken by the president of the Campus Union and the chair of the Honor Council. The burden of proof shall rest on the petitioners. At least a two-thirds vote of the Appeals Court shall be required to remove the impeached commissioner.
- Upon removal of a commissioner, the Campus Union Assembly shall provide for an election in the case of an elected commissioner, or for an electoral board appointment in the case of an appointed commissioner, to fill the vacancy as set forth in its constitution and bylaws unless the vacancy occurs after fall semester midterm grades are posted.

B. Judicial Court

1. Purposes and Duties
- To try all alleged violations of the Code of Student Rights and Responsibilities over which it has jurisdiction.
- To have the power to subpoena any member of the Wofford College community for the purpose of gaining information in the exercise of its duty.
- To have the power to hold any student in contempt who does not comply with a subpoena issued by the court.
- Students so convicted of contempt by a court will be liable to the sanctions as outlined in Article VI of the Code of Student Rights and Responsibilities. Any student convicted of perjury before the Judicial Court will be subject to the sanctions of Article VI of the code.
- To refer to the administration for further action any member of the faculty or staff who refuses to cooperate with the court.
- To report all decisions to all members of the Judicial Commission, the attorneys general, the student advocates and the dean of students unless covered by federal regulations.

2. Composition
- All members of the Judicial Commission.
- One administrator and an alternate appointed by the president of the college.
- Six faculty members elected by the faculty.
- Three voting commissioners, one faculty member, one administrator and the chair of the Judicial Commission shall be present to conduct a hearing.

3. Hearing Procedures
- Judicial Court hearings will follow Wofford College court procedures.
- It is the responsibility of the accused student to contact any witnesses whom he or she desires to be at the hearing. The accused student has the right to petition the chairperson to subpoena any member of the Wofford community.
- All proceedings of the Judicial Court are audio taped.
- The chair presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Judicial Court has the power to adopt certain rules for the hearings by majority. However, these rules may not be in conflict with the general rules of the court. The accused student must appear in person. He or she may either choose his or her own representative from the Wofford community or request a student advocate to be appointed from the commission. This individual will be able to assist the accused student in preparing for the hearing and understanding the judicial procedure.
- During the hearing, a request for a recess may be made at any time by the defendant or any member of the court. If the chair grants the request, no proceedings shall continue for more than one hour without a recess unless both the accused student and the members of the court agree upon the absence of a recess.
- The members of the court will meet after the hearing is adjourned in closed session to determine the sanctions and/or
guilt of the defendant. A majority is necessary for all rulings made in the court.

C. Administrative Court

1. Purpose

- To try all alleged violations of the Code of Student Rights and Responsibilities over which it has jurisdiction.
- To serve as the court of original jurisdiction for alleged violations of Wofford College’s alcohol and drug policies.
- To hear infractions of this code that occur during summer sessions, between terms or during the week of final exams when it is not feasible to wait for the convening of the normal judicial system.

2. Composition

- Fifteen members of the Wofford College administrative staff will be appointed by the president of the college in concurrence with the annual election of the members of the Judicial Commission.
- Members will serve a term of one year, with vacancies to be filled immediately by presidential appointment.
- Administrative hearings will be conducted with either one of the 15 administrative members and two student commissioner or two administrative members and three of the student commissioners.

D. Appeals Court

1. Purposes and Duties

- To serve as an appeals court for all non-academic violations.
- To have the power to hold in contempt any student who does not comply with a subpoena issued by the Appeals Court. Students so convicted of contempt by the court will be liable to the sanctions as outlined in Article VI of the code.
- To have the power to subpoena any member of the Wofford College community for the purpose of gaining information in the exercise of its duty.
- Any student convicted of perjury before the court will be subject to the sanctions of Article VI of the code.
- If any member of the faculty or staff refuses to cooperate with the court, he or she will be referred to the administration for further action.
- To report all decisions to all members of the Judicial Commission and the dean of students.

2. Composition

- The entire Judicial Commission.
- One administrator and an alternate appointed by the president of the college.
- Six faculty members elected by the faculty.
- Three members of the Judicial Commission, two faculty members and the alternate administrator, and the chair of the Judicial Commission must be present to conduct a proceeding.

3. Appeal Process

- Any person found guilty may appeal the verdict or sanction by submitting a statement of such intent to the chair of the Judicial Commission within 24 hours after he or she has been notified of the verdict or sanction.
- Any member of the campus community has the right to appeal a sanction. Only the accused person has the right to appeal a guilty verdict. The Judicial Commission must notify the student of his/her decision to accept or deny his/her appeal within 48 hours of the Judicial Commission’s meeting via email or campus mail, excluding student holidays and/or weekends.
- A community member who wishes to make an appeal to the president of the college must submit a written request to the dean of students. The president will convene an administrative committee of the provost, the dean of students and the faculty chair of the Student Affairs Committee. This committee will decide if sufficient grounds exist for an appeal from the Appeals Court to the Board of Trustees.
- This committee will make a recommendation to the Board of Trustees through the Student Life Committee. (Board of Trustees, Feb. 3, 1976)

4. Grounds for an Appeal

- Procedural errors by the administration, which are very serious and prevented the student from receiving a fair hearing.
- Discrimination in the hearing on the basis of race, gender, age, religion, sexual orientation, handicap or national origin, which caused an unjust hearing.
- Lack of clear and convincing evidence to support the decision of a court or the dean of students. In an academic dishonesty case, lack of evidence beyond a reasonable doubt must exist.
• New material evidence of which the student was not aware at the time of the hearing and which is essential to the case.
• Inappropriate sanction, including an excessively severe sanction. The statement of such intent must include stated grounds for making an appeal. If the commission (excluding those members who heard the original case) finds the grounds insufficient, it may refuse the appeal and must inform the appellant in writing.
• Due Process: Any student who has evidence that policies and procedures were not followed by a court that is part of the judicial system may submit a written request to the Appeals Court to consider the verdict and/or the sanctions determined by that court based on procedural safeguards in Article VII, Section B not being followed.

5. Hearing Procedures

• When the Judicial Commission grants an appeal, the chair sets the date, time and place of the hearing. He or she informs the appellant, the members of the appeals court and the dean of students. Notice to the appellant is sent via campus email and the date of the hearing is at least 72 hours from the date of the letter.
• It is the responsibility of the appellant to contact any witnesses whom he or she desires to be at the hearing.
• All proceedings in the Appeals Court are audio taped.
• When the appellant is present, the chair of the Judicial Commission presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Appeals Court has the power to adopt certain rules for the hearings by majority. However, these rules may not be in conflict with the general rules of the court. If the appellant appears in person at the hearing or is represented by the student advocate, the hearing will proceed as outlined:
  1. The appellant presents his or her case, which includes direct examination of the witnesses, cross-examination of the witnesses and redirect examination of witnesses.
  2. The respondent presents the case, which includes direct examination of witnesses, cross-examination of witnesses and redirect examination of witnesses.
  3. The appellant presents his or her rebuttal argument.
  4. The respondent presents his or her redirect argument.
  5. Questions are taken from the court only to the appellant and respondent.
  6. Adjournment of the hearing.
  7. Deliberations of the court.
  8. The chair of the Appeals Court may notify the appellant orally at the conclusion of the hearing, or he or she may defer notice for two days. However, a written statement of sanctions imposed must be given to the appellant within three days.

• When the appellant is not present, the chair of the Judicial Commission presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Appeals Court has the power to adopt certain rules for the hearings by majority. However, these rules may not be in conflict with the general rules of the court. If the appellant is not present or not represented by the student advocate, it must be confirmed that the appellant was duly notified of the hearing. If it is decided that notice was given, the hearing follows this procedure:
  1. The respondent (dean of students or attorney general) reads the statement of charges.
  2. The respondent presents witnesses and evidence to support the claim.
  3. The respondent makes a closing statement.
  4. The court is adjourned and the members of the appeals court determine if there was a violation of the code by the appellant. If so, they determine the appropriate sanctions.
  5. The chair of the appeals court may notify the appellant orally at the conclusion of the hearing, or he or she may defer notice for two days. However, a written statement of sanctions imposed must be given to the appellant within three days.

• During the hearing, a request for a recess may be made at any time by the appellant, respondent, student advocate or any member of the appeals court. The chair grants the request for this break, and no proceedings shall continue for more than one hour without a recess unless both the appellant and respondent agree upon the absence of a recess.
• The members of the appeals court will meet after the hearing is adjourned in closed session to determine the sanctions and/or guilt of the appellant. For all rulings made in the Appeals Court, a majority is necessary.

E. Optional Court of First Instance

1. Purposes and Duties

• Upon the request of any student accused of an infraction of the code, the dean of students, in consultation with the Judicial Commission, may accept jurisdiction in lieu of the Judicial Court, subject to appeal through the procedure outlined in Article VIII, Section D3.
• In such cases the dean of students will report all sanctions to the Judicial Commission.
F. Traffic Commission

1. Purposes and Duties
   - Traffic Commission serves as the hearing body to supervise all judicial processes related to traffic, including the campus, and to establish fines and other penalties for the various parking and traffic infractions.
   - The Traffic Commission shall meet every two weeks or as needed.
   - The Traffic Commission shall respond to any person issued a traffic citation by a member of the Wofford College Campus Safety Department. The person must write a letter or email to the chair of the Traffic Commission to request an appeal of a citation. This request must be sent within 10 days of the issuance.

2. Composition
   - Two student members of the Judicial Commission appointed by the chair of the Judicial Commission.
   - Two administrators appointed by the president of the college: the director of the physical plant and the chief financial officer or his/her designee.
   - Two faculty members elected by the faculty.
   - Two commissioners and at least one administrator and one faculty member must be present to conduct a proceeding.

G. Courts for Greek Letter Organizations

1. The Greek courts exist for the purpose of trying violations of the code where one of their respective member organizations is being charged with such a violation.
2. The composition of these courts shall be governed by the bylaws of these organizations.
3. These courts shall have the power to subpoena members of the Wofford Community when necessary to carry out their judicial processes.
4. Cases shall arise in these courts with the consultation of the advisers to these Greek governing bodies, as well as the dean of students.
5. The rulings of these courts shall be reported to the chair of the Judicial Commission within 48 hours of reaching a final verdict.
6. Appeals of cases arising under the original jurisdiction of these courts shall also be governed by the bylaws of these organizations.
7. The Greek courts shall have the authority to recommend charges against individual members of the organizations to the Judicial Commission, to be brought before the appropriate court, so as not to exclude individuals from charges for which an organization of which they are a member is also being charged in the same incident.
8. In all cases arising, the Greek courts' original jurisdiction shall not be usurped by the other courts within the Wofford College judicial system, so as not to either cause problems of jurisdiction or allow organizations to be held in double jeopardy.

H. The Office of the Attorney General/Student Advocate

1. Selection
   The attorney general/student advocate shall be appointed by the Judicial Commission and shall be a full-time student at Wofford College. The Judicial Commission may appoint more than one attorney general/student advocate.

2. Purposes and Duties: Attorney General
   - To notify students charged with violations of the Code of Student Rights and Responsibilities, acts of the assembly and other regulations of Wofford College as to the time of the hearing, the charges, the student’s procedural rights and the procedures by which the hearing will be conducted.
   - To attend to the procurement of the prosecution in the judicial proceedings of the Administrative Court, the Judicial Court and the Appeals Court. In all cases of original jurisdiction, the attorney general shall normally be the prosecutor. If the attorney general cannot serve because of academic or personal commitments, the dean of students may serve in this capacity.
   - To serve in an advisory capacity when called by the Judicial Commission.
   - To present charges against students to the Judicial Commission for decision on original jurisdiction.
   - To assist students requesting representation in the judicial proceedings of the Administrative Court, the Judicial Court or the Appeals Court. If the student advocate cannot serve because of academic or personal commitments, the dean of students may serve in this capacity at the students’ request. The student advocate may not prosecute a case.
   - To protect the procedural rights of students charged with violations of the Code of Student Rights and Responsibilities.
   - To serve as an adviser to the Judicial Commission when called.
   - To attend meetings of the Judicial Commission when requested.
• To represent any students charged with violations at their request. Representation is not mandatory. Students reserve the right to request their own representative or represent themselves.
  1. The student advocates may not hold a position on the Honor Council or serve as a Judicial Commissioner.
  2. The student advocates shall be trained in Judicial and Administrative Court procedures and must be familiar with the code.

I. Office of the Clerk of Court

1. Selection
The Clerk of Court shall be an elected member of the Judicial Commission.

2. Purposes and Duties
- To keep records of sanctions imposed by all courts of Wofford College.
- To ensure that sanctions levied by the Judicial Commission, Judicial Court, Administrative Court or Appeals Court are completed in the specified amount of time.
- To report failures to complete sanctions levied against individuals to the chair of the Judicial Commission or the chair of the Administrative Court and the dean of students.
- To assist the Judicial Commission with the drafting and serving of court documentation.
- To record minutes at all meetings of the Judicial Commission and be responsible for the audio recording of court hearings.

IX. Administrative Authority
In any case of extreme disruptive emergency, the president of the college, or acting president, has full authority to preserve or restore order and protect Wofford College—even by expulsion when necessary. Such emergency actions may be appealed to the Appeals Court after order has been restored.

In situations covered by special policies of Wofford College, such as those exemplified by appended statements on alcohol and drugs, the president, deans or an administrative committee may assume jurisdiction, hear cases and impose sanctions according to procedures set forth in such policy statements.

X. Amending Procedure
The power to amend this code rests with the Board of Trustees of Wofford College. Any member of the Wofford College community may propose amendments. Before submission to the Board of Trustees, all proposed amendments must be considered by the assembly members and the administration. Any amendment concerning the judicial system must be brought to the attention of the Judicial Commission before any official proceedings are initiated.
Constitution of the Wofford College Campus Union

Approved May 13, 1980

We, the students of Wofford College, united as the Campus Union, convinced that our stake in the future of this college entitles us to a role in its governance, committed to the preservation of the ideals of the college and to the improvement of campus life and resolved to promote the orderly and efficient administration of student activities, to ensure the democratic representation of our interest and opinions and to provide for the means to govern ourselves, do ordain and establish this constitution of the Campus Union of Wofford College.

Article I. The Judicial System

Section 1.
The judicial system shall be organized according to the provisions of the Code of Student Rights and Responsibilities.

Section 2. Election of Judicial Commissioners
a. The election of the five judicial commissioners shall be held one week prior to the election of assembly members.
b. Any vacancy in an elected commission position occurring before the end of the mid-semester grading period of the fall semester shall be filled by a special election to be held within two weeks of the meeting of the Judicial Commission at which the vacancy is declared.

Section 3. Attorney General
The attorney general shall be appointed by the Judicial Commission and shall present to the Judicial Commission charges against students accused of violating acts of the assembly and provisions of the Code of Student Rights and Responsibilities.

Article II. The Campus Union Assembly

Section 1.
The government of the student body of Wofford College shall be vested in a Campus Union Assembly.

Section 2. Composition of the Assembly
The membership of the assembly shall include:
  a. The officers of the student body.
b. Six students from each class, elected by their respective classes.
c. Eight students elected by the student body at large.
d. Chairmen of standing committees, not elected to the assembly under the above provisions, and one representative each from the Judicial Commission and Honor Council (elected by their own bodies) shall be non-voting members of the assembly.

Section 3. Election of Assembly Members
a. Any student enrolled and present at Wofford College, who has not previously been impeached, been recalled or asked to resign from the assembly or is neither a current elected member of the Judicial Commission nor an appointed member of the Honor Council, shall be eligible for election to the assembly.
b. Representatives of the rising sophomore, junior and senior classes shall be chosen at an election held two academic weeks preceding the final week of classes of the spring semester. They shall serve on the assembly for a term of one year.
c. Representatives of the incoming freshman class shall be chosen at an election to be held during the third week of the fall semester. The delegates elected shall serve until the next Campus Union Assembly election in the following spring semester.
d. Those candidates receiving the highest number of votes in each category shall be elected. In the event of a tie vote, a runoff election shall be held on the school day following the general election.
e. Any vacancy in the assembly occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared. If a vacancy occurs after the mid-semester grading period, then the president, upon unanimous consent, shall be endowed with the power to appoint a member of the student body to fill this position for the rest of the term.
Section 4. Oath of Office
All assembly members shall take and subscribe to the following oath, to be administered by the chair of the Judicial Commission:

I do solemnly promise that I will to the best of my ability, preserve, defend and enforce the provisions and spirit of the constitution of the Campus Union of Wofford College. I also promise that I will diligently, faithfully and conscientiously perform my duties as a member of the Campus Union Assembly.

Section 5. Duties and Powers of the Assembly
a. The assembly shall determine the rules of its proceedings. Approval, amendments or suspension of the rules shall require the concurrence of three-fourths of the members present and voting.

b. The assembly shall establish bylaws describing the duties and composition of its standing committees.

c. Approval or amendment of the bylaws shall require the concurrence of two-thirds of the members present and voting. A proposed amendment to the bylaws must be presented in writing to the assembly at the meeting prior to the one at which the vote is taken.

d. The assembly shall prescribe the time, place and manner of all student body elections.

e. The assembly shall supervise the expenditure of funds allocated to it by the Board of Trustees.

f. The assembly may enact legislation pertaining to the conduct and activities of students of Wofford College, provided that such legislation is consistent with the provisions of the Code of Student Rights and Responsibilities and that no legislation be enacted regulating academic policy. The president of the college or Board of Trustees may annul any act of the Assembly that they consider inconsistent with the aims and laws of Wofford College or contrary to the purposes of this constitution or the Code of Student Rights and Responsibilities. In any such case, the Assembly shall be notified in writing of the reasons for this annulment.

g. Members of the assembly shall exercise the following additional duties and rights:
   1. To receive all notices
   2. To attend all meetings
   3. To present, discuss, nominate and vote on any motions, resolutions and other business of the assembly
   4. To inspect all official records of the Campus Union
   5. To insist on enforcement of all rules and parliamentary law
   6. To have a hearing before being expelled or penalties applied
   7. To resign
   8. To exercise any other rights given in the constitution of the Wofford College Campus Union and/or bylaws of the Wofford College Campus Union
   9. Also:
      a. Each delegate shall be required to propose two proposals to the Assembly per each individual’s term of service.
      b. It shall be the duty of the Campus Union secretary and the executive committee, at large, to keep records of and enforce Assembly members’ work in making their required proposals.
      c. If a delegate fails to produce his or her required proposals, in accordance with the guidelines specified by the executive committee, the elections and nominations committee shall deem the appropriate actions that should be taken in reaction to the delegates’ violations.

Section 6. Standing Rules of Business
a. The parliamentarian authority shall be the current edition of Robert’s Rules of Order and apply to all business of the assembly, except where it differs from the constitution of the Wofford College Campus Union.

b. A quorum of the assembly of the Campus Union shall consist of two-thirds of the elected Campus Union officers and assembly members.

c. The assembly may debate in executive session if two-thirds of the assembly concurs. All results of the executive session will be made public.

d. Any proposals, especially those proposing amendments to the Code of Student Rights and Responsibilities which are to be presented to the Wofford College Board of Trustees, must be submitted in writing to the Campus Union Assembly at its regularly scheduled meeting prior to the trustees’ board meeting at which it is discussed.

e. All bills and resolutions must be presented to the secretary of the Campus Union in writing by the assembly member offering the bill or resolution. All bills and resolutions should be submitted by 5 p.m. on the Friday prior to the next regularly scheduled meeting of the assembly or at the discretion of the secretary.

f. An agenda must be presented to the members of the assembly at least eight hours prior to the scheduled meeting.

g. Any business not stated on the agenda shall be deferred until the following meeting.

h. The minutes of all assembly meetings shall include announcements of the president in full, bills and resolutions, a
record of all votes and a brief statement concerning each petition, memorial or paper presented to the assembly.

Section 7. Attendance Policy
a. Members of the Campus Union Assembly who have missed three or more unexcused Campus Union Assembly meetings will automatically be removed from their seats upon a case review by the elections and nominations committee and be ineligible for reelection to the general assembly or officer position.

b. An accumulation of three tardies and/or early departures will constitute one absence, as deemed excusable by item e.

c. Members of the Campus Union Assembly who miss five or more excused Campus Union Assembly meetings will automatically be removed from their seats upon a case review by the elections and nominations committee and ineligible for reelection to the general assembly or officer position.

d. A written excuse concerning the nature of the absence, tardy or early departure must be submitted to the secretary of the Campus Union by 5 p.m. on the Friday prior to the missed meeting, or it will be counted as unexcused. The excuse may be mailed through the Campus Post Office or forwarded electronically. The excuse must contain the delegate’s name, date and the nature of the absence. Last-minute emergencies will be excused with a phone call or email to the secretary, if made prior to the meeting.

e. Absences merit excuse if they are for academic, official college business, religious, medical or other emergency reasons that the secretary deems appropriate.

f. Absences, tardies and early departure incurred in one semester will carry over into the following semester.

g. All Assembly members shall receive notice of attendance status from the secretary during the week immediately following spring break, during the second week of the fall semester and during the week of the end of the fall mid-semester grading period.

h. Roll will be taken at all functions that are deemed mandatory by the Campus Union Assembly’s majority vote.

Section 8. General Fund Allocation Policy
a. To obtain money from the Campus Union, the financial affairs chair should receive written notification of the request to receive an allocation of money at least three weeks prior to the date the money is needed.

b. A proposal shall be presented to the financial affairs committee at its next regularly scheduled meeting. The proposal must include the specific amount of money requested, the reason for the request and the date the money is needed. The financial affairs committee will vote on whether or not to approve the proposal.

c. If the proposal is passed through the financial affairs committee, the chair will then make a recommendation before the entire Campus Union Assembly that the allocation of the said money be approved. Pending a majority vote by the assembly, the requested money will be allocated accordingly.

d. The financial affairs committee and the Campus Union Assembly shall consider each proposal to allocate money from its general fund individually. The assembly shall determine the amount of money to be allocated on the basis of its current financial position and the remaining guidelines below, with consideration given to the recommendation of the financial affairs committee.

e. Money from the general fund that is budgeted for proposals shall be allocated only for items or activities that provide a direct or indirect benefit to members of the Wofford College community, including chartered organizations of Wofford College.

f. In order that allocations be made as the occasion arises, the Campus Union treasurer, without assembly approval, may disburse up to, but no more than $50 at any one time, provided that the assembly is informed of the allocation and that the allocation complies with the above items d and e.

g. The Campus Union financial affairs committee must be notified of all attempts to withdraw money from the general fund so that they may be approved or denied by the committee.

h. The Campus Union financial affairs committee shall seek the advice of the dean of students about any questionable general fund allocation procedure.

Article III. The Officers of the Campus Union
Section 1.
The officers of the Campus Union shall be president, vice president, secretary and treasurer.

Section 2. Election of Officers
a. Any student enrolled and present at Wofford College who has not previously been impeached, recalled or asked to resign from the assembly or an office thereof, shall be eligible for election to an office of the Campus Union.

b. Officers shall be chosen at an election to be held four academic weeks preceding the final week of classes. They shall serve for a term of one year.

c. Election shall be by majority vote. In the event that no candidate receives a majority of the votes cast, a runoff
election shall be held on the school day following the general election between the two candidates receiving the highest number of votes.

d. Any vacancy in an office occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared.

e. A student who is not presently serving any sanctions imposed by a judicial body is said to be in good standing with Wofford College.

Section 3. Oath of Office
All officers shall take and subscribe to the following oath to be administered by the chair of the Judicial Commission:

I do solemnly promise that I will, to the best of my ability, preserve, defend and enforce the provisions and spirit of the constitution of the Campus Union of Wofford College. I also promise that I will diligently, faithfully and conscientiously perform my duties as an officer of the Campus Union.

Section 4. Duties of the Officers
a. The president of the Campus Union shall be the presiding officer of the assembly, shall be an ex officio member of all committees of the Campus Union, shall make appointments to ad hoc committees and shall represent the student body at meetings of the Board of Trustees and of the student life committee of the Board of Trustees.

b. The vice president of the Campus Union shall assume the duties of the president in the event of his or her absence or incapacity, shall be an ex officio member of all committees of the assembly, shall meet with the president and shall represent the student body at meetings of the student life committee of the Board of Trustees.

c. The secretary of the Campus Union shall keep the minutes of all assembly meetings, shall publish and maintain a record of the acts and resolutions of the assembly and shall represent the student body at meetings of the education committee of the Board of Trustees.

d. The treasurer of the Campus Union shall audit and maintain the budgetary records of the assembly, shall make monthly financial reports to the assembly and shall represent the student body at meetings of the finance committee of the Board of Trustees.

Article IV. Impeachment and Recall

Section 1. Impeachment
Any officer or assembly member may be impeached upon petition by eight assembly members. Evidence of incompetence, corruption or gross neglect of duty in the work of the assembly, or of its committees, shall constitute grounds for impeachment. The assembly shall have the sole power to try impeachments and the chair of the Judicial Commission shall preside at the proceedings. Conviction shall require the concurrence of three-fourths of those present and voting. Any person so convicted shall be removed from office and may not be a candidate for election to the assembly or to an office of the Campus Union.

Section 2. Presidential Veto
The president of the Campus Union Assembly shall have the power to veto a proposal. The president must veto within seven days. The assembly may override the veto with a two-thirds majority vote.

Section 3. Recall
Upon petition to recall an officer, other assembly member or judicial commissioner by at least one-tenth of the members of the constituency from which the official was elected, the question of recall shall be referred to that constituency. Any person so recalled by the constituency shall be removed from office and may not be a candidate for election to the assembly, to an office of the assembly or to the Judicial Commission.

Article V. Referenda
If the president of the Campus Union or a majority of the assembly so directs, or upon petition by at least one-tenth of the student body, a proposal previously enacted shall be referred to the student body. A majority of those voting is necessary to nullify it.
Article VI. Ratification and Amendment

Section 1.
The constitution shall go into effect upon approval by the Board of Trustees and ratification by a majority of those voting in a student body referendum. When ratified and approved, it shall supersede all former constitutions of the student body.

Section 2.
Amendments to this constitution may be proposed by the assembly with the concurrence of two-thirds of those present and voting. Any amendments so proposed shall go into effect upon approval by the Board of Trustees and ratification by a majority of those voting in a student body referendum, provided that the amendment has been published in the Wofford College student newspaper at least once. In addition, it must either be distributed to all students by way of campus mail or by way of a public mass email prior to the referendum.
Bylaws of the Wofford College Campus Union

Enacted April 22, 1971

Article I. Basic Structure

Section 1. Committee Definitions
Committees are the basic working units of the assembly. It is not, however, a prerequisite that committee members be assembly members. Persons from various segments of the campus community may serve on the Assembly committees.

Each committee is a working body. The basic function, purposes and organization are outlined below. The committees are intentionally given broad purposes and flexible definition in order to allow for maximum creativity on the part of the committee members. They are allowed to determine their own composition as their functions and needs demand.

The attendance policy for each Campus Union committee will be set by the individual committee at the beginning of the term by a majority vote of the committee and must be approved by the executive committee. Any member of a Campus Union committee who violates the terms of the Campus Union committee’s attendance policy will be automatically removed from his or her seat on the committee upon a case review by the Campus Union Assembly. They also will be automatically removed from his or her seat on the assembly upon a case review by the elections and nominations committee and be declared ineligible for reelection to the general assembly. If they are elected members of the Campus Union Assembly, they also will be automatically removed from his or her seat on the assembly upon a case review by the Elections and Nominations committee and be declared ineligible for reelection to the general assembly or officer position. It will be up to the committee chair’s discretion as to what constitutes a missed meeting.

All standing and ad hoc committees are directly answerable to the assembly and ad hoc committees are answerable to the executive committee. Any committee action is subject to the approval of the assembly by a simple majority. Periodic reports of activities and plans must be presented to the Assembly. The assembly may call for a report from a committee at any time. Budgeting for all committees shall be handled by the financial affairs committee of the assembly.

Section 2. Chaplain
The assembly shall elect a chaplain from the voting membership to provide devotions at the beginning of each assembly meeting.

Section 3. Parliamentarian
The assembly shall elect a parliamentarian to serve the same term as the members of the assembly. This shall be a non-voting position.

Section 4. Historian
The assembly shall elect a historian to give historical remarks at the beginning of each assembly meeting.

Article II. Committees

Section 1. Elections and Nominations Committee
a. Duties
This committee shall be responsible for setting and publicizing dates for all elections, responsible for the mechanics and actual conduct of elections, responsible for counting all ballots, responsible for publicly posting the names of those persons elected, responsible for informing the candidates running for a particular office of the final vote count corresponding to that office and responsible for all other post-election matters, including runoff elections.
1. This committee shall nominate persons to serve in various committee capacities, shall nominate persons to serve on the various faculty and administrative committees and also shall nominate a delegation to the South Carolina Student Legislature.
2. This committee shall appoint student body members of standing, college and other committees in the second week of the academic year. Assembly members will turn over at the end of their delegate terms.
3. The committee chair appointees will be appointed to their respective committees within two weeks of Campus Union assembly elections. They will serve on the committee until the end of the academic year and then assume the position of chair.
4. All nominations made by the committee are subject to approval by the assembly.
5. This committee may recommend removal of a committee chair, subject to the approval of the assembly.
6. The attorney general shall be appointed by the Judicial Commission and subject to approval by the assembly.
7. The vice president shall report all proceedings of this committee to the assembly.
8. Elections for senior class officers shall be held in conjunction with Campus Union delegate elections in the spring semester.

b. Membership
   1. Chairman: President of the Campus Union.
   2. Vice President of the Campus Union.
   3. Secretary of the Campus Union.
   4. Treasurer of the Campus Union.
   5. One sophomore, one junior and one senior assembly member nominated and elected by the assembly as a whole. The size of this committee is not flexible and must be as specified above.

**Section 2. Executive Committee**

a. Duties
   1. This committee shall provide a forum whereby the needs of the Campus Union Assembly may be examined in detail and where such actions as may be necessary can be undertaken.
   2. This committee shall have the power to provide an accessible forum where legislation pertinent to the constitution, bylaws and rules of the Campus Union Assembly may be discussed and reviewed in detail.

b. Membership
   1. The chair of this committee shall be the vice president of the Campus Union.
   2. Membership shall consist of all chairmen of the standing committees as appointed by the elections and nominations committee.
   3. Ad hoc committee chairmen will be considered members of this committee and their attendance is expected.
   4. The executive committee shall meet regularly at a time specified by the committee or the chair.
   5. The attendance records of the executive committee members will be used as a basis for the elections and nominations committee’s appointments the following year.

**Section 3. The Wofford Activities Council**

a. Duties
   1. This committee shall provide social programs for the entire college community.
   2. This committee shall be responsible for artists, promotion, publicity, ticket sales, security and meeting all contract requirements of the artists.
   3. The committee should coordinate closely with Wofford College and community calendar of events in planning programs.
   4. This committee shall work specifically with the Student Affairs staff in executing its plans for Homecoming and Spring Weekend.

b. Membership
   1. The chair shall be appointed by the elections and nominations committee. A campuswide application process will take place prior to appointment by the elections and nominations committee. Assembly membership is not a prerequisite for this position.
   2. Assembly members shall be appointed to the Wofford Activities Council by the elections and nominations committee.
   3. No less than eight other students outside the assembly shall be appointed.
   4. At least one fraternity member and one sorority member, as well as members from other chartered organizations, shall be appointed.
   5. The director of student activities shall serve as a non-voting member of this committee.
   6. This committee shall have the power to regulate its size and composition as it sees fit.

**Section 4. Campus Relations Committee**

a. Duties
   1. This committee shall work through all available media and a person designated by the director of communications of Wofford College in order to ensure that proper news coverage is given to both organizational and individual activities. This committee shall maintain good public relations between the Wofford College community and the local community.
   2. This committee shall collect, coordinate and report all dates of events sponsored by any group of the
Wofford campus and also all dates of interest to members of the Wofford College community of events in the Spartanburg area.

3. This committee shall coordinate the activities of the Presidential Advisory Council. The Presidential Advisory Council meets monthly with the president of the college to discuss campus issues.

4. This committee shall organize presidential dinners in conjunction with food service.

5. This committee shall publicize vacancies of the Campus Union Assembly and dates of elections to fill those vacancies.

b. Membership

1. The chair shall be appointed by the elections and nominations committee. Assembly membership is not a prerequisite for this position. A campuswide application process will take place prior to appointment by the elections and nominations committee.

2. Assembly members shall be appointed to the campus relations committee by the elections and nominations committee.

Section 5. The Facility Affairs Committee

a. Duties

1. This committee shall act as an agency responsible for hearing and expressing student grievances and suggestions in areas such as food services, physical plant, campus development and maintenance services.

2. It shall work specifically with the vice president for business to resolve problems that may arise under its jurisdiction.

b. Membership

1. The chair shall be appointed by the elections and nominations committee. A co-chair will be selected by the facility affairs committee. Suggestions for this position may be made by the elections and nominations committee. Assembly membership is not a prerequisite for this position. A campuswide application process shall take place prior to appointment by the elections and nominations committee.

2. Assembly members shall be appointed to the facility affairs committee by the elections and nominations committee.

3. This committee shall have the power to regulate its size and composition as it sees fit.

Section 6. The Financial Affairs Committee

a. Duties

1. This committee shall compile and submit a proposed Campus Union budget each year for approval by the assembly and, then, to the college budget committee for its approval.

2. Vouchers for Campus Union funds shall require the signature of the treasurer or the president of the Campus Union and the dean of students.

3. A standing committee must submit an itemized budget for approval from this committee. It shall then be brought before the Campus Union Assembly for approval.

b. Membership

1. The chair is the treasurer of the Campus Union.

2. Assembly members shall be appointed to the financial affairs committee by the elections and nominations committee.

3. Two students not in the assembly shall be nominated by the elections and nominations committee.

4. The elections and nominations committee should be careful to select committee members who have interest in and knowledge of organizational budgeting. The organization of this committee shall not be flexible and shall be as specified.

Section 7. Wofford Live

a. Duties

1. This committee shall serve as the concert-planning committee of Wofford College.

2. This committee shall receive and consider requests for the allocation of finances from both individuals and organizations to fund fun events on Wofford College campus.

3. This committee shall make a conscious effort to fund a wide variety of events and to appeal to the diverse social needs of the student body.

4. This committee shall operate according to the guidelines adopted by the Wofford Live Committee.
b. Membership
   1. The chair shall be appointed by the elections and nominations committee. Assembly membership is not a
      prerequisite for this position. A campuswide application process shall take place prior to appointment by
      the elections and nominations committee.
   2. An open application process will encourage the general student body to apply for committee positions.
   3. Assembly members shall be appointed to the Wofford Live Committee by the elections and nominations
      committee.
   4. The committee shall have the power to regulate its size and composition, although the number of members
      shall be no more than 12.
   5. Members should represent both the Greek and non-Greek communities.
   6. The adviser from the student affairs staff will be selected by the dean of students, the president of the
      student body and the chair of the Wofford Live Committee with the consent of the elections and
      nominations committee.

c. Operations
   1. The budget shall be apportioned to allocations for student-planned activities and funding for concert events.
   2. The committee shall encourage students and organizations to propose and plan their own events.
   3. All proposals for student-planned Wofford Live events shall be formally voted on by the Campus Union
      Assembly after approval by the Wofford Live chair and adviser.
   4. The Campus Union Assembly shall deliberate over Wofford Live proposals using the same practices as
      other orders of the Campus Union.
   5. The committee shall take student input gathered through surveys and student feedback into consideration
      when planning its events.
   6. The budget shall be maintained by the chairperson and made available to the committee and the Campus
      Union Assembly.

Section 8. The Wofford Athletics and Recreation Committee
   a. Duties
      1. This committee shall promote and encourage greater attendance, spirit and support of all Wofford athletic
         programs.
      2. This committee shall work to make Wofford sporting events a routine part of the average student’s weekly
         schedule.
      3. This committee shall work to advise the other athletic support groups and departments on campus.
      4. This committee shall work to help integrate student athletes into other aspects of Wofford campus life.
      5. This committee shall work specifically with the director of campus recreation and intramurals to promote
         programs and services.
      6. The chair shall be appointed by the elections and nominations committee. Assembly membership is not a
         prerequisite for this position. A campuswide application process shall take place prior to appointment by
         the elections and nominations committee.
      7. Assembly members shall be appointed to the facility affairs committee by the elections and nominations
         committee.
      8. The committee shall have the power to regulate its size and composition.

Article III. Ad Hoc Committees
Section 1. Purpose of Ad Hoc Committees
   a. The purpose of an ad hoc committee is to study a specific issue or administer a project that does not fall within the
      jurisdiction of any standing committee.
   b. By definition, ad hoc committees should serve for a limited period of time and then be dissolved.

Section 2. Creation of Ad Hoc Committees
   a. The Campus Union Assembly may create ad hoc committees by majority vote.
   b. The president of the Campus Union shall appoint the chairmen and the members of the ad hoc committees.

Section 3. Terms of Ad Hoc Committees
   a. The resolution creating an ad hoc committee must state the purpose and goals of the committee.
   b. The resolution must set a deadline, which shall not be more than a year in the future, for completion of the ad hoc
      committee’s work.
c. The ad hoc committee may petition the assembly for an extension of its deadline; however, the committee must justify its request for an extension.

d. The ad hoc committee must take periodic reports on its progress to the assembly, and the assembly may dissolve the committee if it becomes inactive.
Selected Policies and Procedures

Statement on the Policies
Students are responsible for knowing and observing all regulations that may affect their status at Wofford College. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual college bulletins and all official college memos and notices.

Students are expected to respond to all communications from members of the faculty or staff of Wofford College. Both email and the Campus Post Office are channels for official communications. The preferred method of communication is email, and each student is required to have and check a valid Wofford College email account.

In addition, all students are required to have Campus Post Office boxes where they may receive other notices and requests from college personnel. Students are expected to check their mail and email daily and to respond to faculty and staff during the next school day after they receive a request. Failure to comply may be grounds for academic or disciplinary sanction.

Because this handbook covers a range of topics and because it may occasionally be necessary to change the text, the statements contained herein are not meant to be and should not be considered contractual in nature.

Goals of the College
Adopted by the faculty, 1995

Wofford College seeks to be among the best undergraduate liberal arts colleges in the Southeast. Wofford College exists to serve society by providing a superior program of liberal arts education to prepare students for lives of fulfillment, effective citizenship and service to others.

To achieve this purpose, Wofford College seeks to be a community in which all employees work to support the development of students and in which faculty and students commit to teaching, to learning and to developing certain attitudes and motivations.

Because Wofford College seeks to develop the whole person, it seeks a range of outcomes for students and graduates. Wofford wants them to achieve many of the following:

1. Skills, Abilities or Capabilities
   - To read effectively
   - To express themselves effectively orally and in writing
   - To work with numerical data
   - To use computers (for learning, organizing, investigating, problem solving and communicating)
   - To think critically and creatively
   - To be independent and continuing learners

2. Knowledge
   - To be conversant with natural sciences, the humanities and the social sciences
   - To know of the history of the civilization of the United States
   - To have experience with other languages and cultures and to perceive other cultures as expressive ways of being human
   - To have a critical appreciation of the arts
   - To show competence in at least one field of study, either in the sciences, the humanities or the social sciences

3. Employment
   - To be prepared for employment and/or advanced study (to get jobs or gain admission and to perform well)

4. Personal Characteristics
   - To have self-respect and confidence in themselves
   - To be socially responsible
   - To have concern for the well-being of others, of society and of the environment and how one’s actions affect them
5. Positive Relationship with the College

- To have high levels of satisfaction with their experience at Wofford and to be supportive of the college.
- The personal growth sought at Wofford depends upon the existence of a community of character where:
  - Participants give of themselves for each other
  - Individuals are valued and treated fairly
  - Academic freedom is practiced and protected and civility is affirmed
  - Communications are open and honest
  - A high ethic of personal honor is practiced and defended
  - Participants have the resources necessary for work of high quality

Purpose of the College

Founded in 1854 and related to The United Methodist Church, Wofford College is a privately supported four-year liberal arts college.

The purpose of Wofford College is to function as a liberal arts institution of superior quality. Its chief concern is the development of an intellectual, spiritual and aesthetic atmosphere in which serious and inquiring minds of students and faculty alike will be challenged to a common search for truth and freedom, wherever that search may lead and in which each person may become aware of his or her own individual worth while aspiring to high standards of learning and morality.

In such an environment all members of the Wofford community should develop intellectual curiosity, independence of thought, maturity of judgment, self-discipline, religious faith and moral character so that they will be ever sensitive to the duties and responsibilities of good citizenship and render effective leadership and generous service to the communities in which they live.

This concept of liberal education is in harmony with the ideals of The United Methodist Church, to which Wofford College is related, and should lead to a Christian philosophy of life among all who study and teach and work here.

(Adopted by the Faculty, Sept. 10, 1965 and the Board of Trustees, Oct. 5, 1965.)

Please recognize that the policies listed in this section are selected Wofford College policies. Other academic policies and regulations appear in the Catalog. Members of the faculty and administration are eager to hear student responses to policies and programs. They are available to discuss these with students.

Class Attendance Policies

Students are expected to attend all classes and activities scheduled for courses in which they are registered for credit.

Absences from class, including those excused in accordance with the provisions outlined below, do not excuse students from the academic requirements of their courses. Generally, instructors will determine whether make-up work will be required or permitted for students who miss tests or other course work because of their absence from class for reasons other than documented illness and participation in official college events. When absences are excused, the instructor will make every reasonable effort to assist students with the missed work in a non-punitive way. In every case of missed class, students ultimately are responsible for the material and experiences covered during their absence.

A student who is excessively absent, particularly if he or she is also performing poorly academically, may be required to withdraw from the course under the following procedures:

1. Through the Provost, the instructor will send a Class Attendance Warning, requesting an interview. The Class Attendance Warning is an official notification and provides documentation as to the student’s status in the course. Attendance Warnings are sent to the student as well as the student’s adviser(s), Registrar, Dean of Student Success, and other pertinent campus personnel.
2. Students who receive a warning are required to make an appointment with their instructor. If the student fails to contact the instructor, if an interview is held but is unsatisfactory, or if the student fails to show satisfactory improvement in attendance and/or in academic performance, the instructor can submit a Required Class Withdrawal notice for the student to the Provost.

3. Upon Provost approval of the withdrawal, the instructor, student, Registrar and the student’s parents are informed of the required withdrawal. The student is assigned a grade of ‘WP’ or ‘WF’ as determined by the instructor.

Non-attendance is sometimes a sign of more serious underlying problems. As such, faculty are advised to complete an Attendance Warning if a student has two consecutive absences.

Student absences resulting from participation in official college events are generally considered excused. An official college event is either an athletic event approved by the faculty through its Committee on Athletics or a non-athletic event approved by the Provost of the College. The Faculty Athletics Committee will provide the faculty with copies of all athletics schedules as soon as the schedules are approved. The Athletics Department will provide the faculty with a roster listing the students who will participate and the class times they may miss as a result. The Provost will notify the faculty in advance of any approved non-athletic event and will provide the names of the students who will participate.

Although the college will identify, through the procedures outlined above, the events treated as “official,” it is the students’ responsibility to inform their course instructors as soon as possible and not later than one week in advance of any tests or other required work they will miss in order to participate in the event. The notices from the Athletics Department and/or the Provost serve as confirmation of the information provided by students. Because students bear the responsibility for completing all academic requirements of their courses, they should make every effort to arrange their academic and extracurricular schedules in such a way as to minimize conflicts, and make the proper arrangements when conflicts do occur. Indeed, students should examine their academic and athletic and other extracurricular schedules at preregistration and again prior to the start of each semester in order to identify conflicts and discuss them with the instructors to seek a suitable agreement. This responsibility is especially crucial in the case of laboratory exercises.

If students unavoidably miss tests or other required work to participate in official events, in most cases instructors will arrange a non-punitive way for them to make up the work. However, some laboratory exercises cannot be replicated and thus cannot be “made up.” When students must choose between attending such a laboratory or an official event, they must also accept the consequences of the decisions they make. They will not be punished for their decisions by either their instructors or the persons to whom they are responsible in the official events, but nevertheless they must recognize that their absence from either may affect the evaluation of their performance.

If students are remiss in their academic duties, then they may be penalized for work not performed. If students feel that they have been unfairly penalized for missing tests or other required work, and that they have acted according to their responsibilities, then they may present an appeal to the Provost who, after conferring with the student, instructor, and others involved, will resolve the impasse. The Provost’s resolution is binding on all parties.

Student absences resulting from personal emergencies (such as a death in the family) are generally considered excused. Absences because of special events (such as the marriage of a sibling) or opportunities (such as an interview for a job or a scholarship) are likewise to be considered excused. Students should discuss the need for absences with their instructors and work out arrangements for making up any work they miss due to such absences BEFORE the absence takes place, when possible. In the case of an emergency, students should notify the Dean of Students, who will then inform the students’ instructors.

Students requesting an excuse due to illness must present to the faculty member a statement signed by a health professional in the Hugh R. Black Wellness Center recommending that they be excused. These guidelines are used in issuing statements recommending that students be excused from class due to illness or injury.

1. A statement may be issued for students who have been ill at home or hospitalized off campus and who present to the Wellness Center a written statement from a physician certifying the illness or hospitalization.
2. A statement may be issued when it has been verified that students were seen by one of the Wofford College physicians through an appointment made by the Wellness Center.
3. A statement may be issued when it has been verified that students are seen by the nurse practitioner on campus.
4. A statement may be issued if the student presents with symptoms that indicate a threat of transmission to other students (i.e., fever, GI distress, productive cough, positive bacterial or viral tests).
5. Students should not miss class for medical examinations and treatments, which can be scheduled during times they do not have class or lab. A statement will be issued if the nurse can verify that the procedure took place and that the schedule conflict was unavoidable.

When it is recommended that an absence be excused, the student must present the statement from the Wellness Center staff member to the professor to gain permission to make up the work missed. The professor should, in every case possible, assist the student in making up the work in some non-punitive way.

**Policy Regarding Classes and Attendance on Days of Bad Winter Weather**
Wofford College ordinarily does not close because of weather that brings snow and ice to the area. Every effort will be made to hold classes and to have offices open. Commuting students should understand that classes are held, but that they are to run no unreasonable risk to get to the campus. They will be permitted to make up work they miss. If an exception is made to this policy, area radio and television stations will be notified. A notice will also be posted on the college’s official Facebook page. Otherwise, it is safe to assume that the college is open and conducting classes as usual.

**Accessibility Services**
In accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Wofford College seeks to provide disabled students with reasonable accommodations needed to ensure equal access to the programs and activities of Wofford College.

Support for students with special needs is coordinated through Wofford College Wellness Center/Accessibility Services. A student with special needs must submit proper documentation to Wofford College. A staff member will then talk with the individual student to discuss recommended accommodations. Since arrangements for reasonable accommodations may require significant time for preparation, students who have been admitted to Wofford College and who wish to request special services should contact the director of Wellness Center, as soon as possible after admission. Information will be sent or it may be found online at [www.wofford.edu/healthservices/](http://www.wofford.edu/healthservices/). Guidelines for acceptable documentation may also be obtained online or by requesting it from Accessibility Services.

All information pertaining to a student’s disability is confidential and will not be released without the written permission of the student. After a review of the documentation and a meeting with the student, an appropriate and supportive plan will be outlined for the student. Accommodations, determined on an individual basis, are designed to meet the student’s needs without fundamentally altering the nature of Wofford College’s instructional programs. Requests for exceptions to curriculum policies or other academic-related issues are referred to the registrar of the college and/or the provost.

**Policies of the Office of Marketing and Communications**

**Notice of Intent to Publish Certain Personally Identifiable Information**
As required by the Family Educational Rights and Privacy Act of 1974, Wofford College hereby informs current students of its intent to respond to legitimate, third-party requests for the following information: (1) legal name(s) during periods of attendance; (2) date and place of birth; (3) dates of attendance and actual or projected date of graduation; (4) degrees awarded and honors received, including the dean’s list; and (5) participation in officially recognized activities and intercollegiate sports.

On its website, Wofford College publishes an abbreviated student directory that confirms current registration and provides an email address and campus post office box.

For official college publications and certain types of news media releases, directory information includes: (1) legal name; (2) campus address (residence hall and room number, Campus Post Office box number, Spartanburg phone number and email address); (3) legal residence and the name of parent, spouse or legal guardian; and (4) photographs made by the staff of student publications, college staff or photographers under contract to Wofford College, including candid photography or videography of students involved in college-sponsored academic or extracurricular activities. Students who have questions or who wish to withhold permission to publish certain information should write the communications office or email woffordnews@wofford.edu.

Students will be asked specifically for permission prior to the release of most other personal information. Faculty and staff
members have been duly cautioned that discussion of such information with third parties is prohibited.

Photography and Videography Policies
This policy is intended to regulate the activities of commercial and news photographers and videographers.

Photographers/videographers wishing to conduct activities on Wofford College’s campus must make their requests to:

Laura Corbin
Director of News Services
Office of Marketing and Communications (OMC)
laura.corbin@wofford.edu
Phone: 864-597-4180
Cell: 864-809-8963

*Note: Photographers, videographers and reporters making requests regarding athletics events must follow the procedures and guidelines set forth by the Athletics Department. Contact Brent Williamson, associate athletics director for media relations, at 864-597-4093 or williamsondb@wofford.edu for details, credentials or permissions.

* Note: Photographers and videographers, including news media, on campus for events being hosted by outside parties will abide by policies and procedures established by those outside parties in collaboration with the Office of Marketing and Communications as appropriate.

**Exception: Wedding photography/videography conducted on the day of the wedding scheduled on campus through the Office of Campus Ministry is exempt from these policies, except for the provisions prohibiting the use of residence halls and the use of photos/video for advertising purposes.

Photography/videotaping is prohibited in residence halls. (Applies to student/campus photographers intending to publish photographs/video for commercial purposes.)

Photography/videotaping inside any other campus building must be approved by the director of news services. Photographers/videographers must be escorted by an appropriate staff person. (Applies to student/campus photographers intending to publish photographs/video for commercial purposes.)

No use of the yards or porches of private residences on campus – the Kilgo-Clinkscales House (Dean’s Home), the President’s Home or the Carlisle-Wallace House (home of the dean of students) – is permitted without specific approval. Photographers/videographers may not disrupt any campus activity. (Applies to student/campus photographers intending to publish photographs/video for commercial purposes.)

Photographers/videographers should carry appropriate identification/business cards.

Photographers/videographers under contract with the college or a sanctioned campus organization must display identification and/or credentials, and must produce identification and/or credentials when requested by a member of the OMC, Campus Safety Office or senior administration. This includes, but is not limited to, photographers/videographers engaged on behalf of fraternities and sororities. Copies of contracts between these organizations and the photographers must be provided to the OMC before the date of these events.

Wofford restrooms or other facilities may not be used as dressing or preparation areas, except as approved for day-of preparations for duly scheduled weddings through the Office of Campus Ministry. (Applies to student/campus photographers intending to publish photographs/video for commercial purposes.)

No vehicles are allowed on sidewalks or on the grass on Wofford’s campus. (Applies to student/campus photographers intending to publish photographs/video for commercial purposes.)

As a private institution, Wofford reserves the copyright/trademark on all of our buildings and grounds, and commercial photography/videography of these features must be licensed through Licensing Resource Group (LRG), Wofford’s licensing agent. Contact Debbi Thompson in the Office of Alumni and Development at thompsondn@wofford.edu or 864-597-4208 for more information. Any offer for sale or sale of such photography/videography must be approved. Such photographs/video may not be used for advertising or other commercial purposes. (Applies to student/campus photographers intending to publish photographs/video for commercial purposes.)
Social Media Acceptable Use Policy

Wofford College social media accounts exist to communicate about the college with the Wofford community and other interested stakeholders. These accounts will share updates about the college; its offices, departments and programs; and its students and alumni. All official Wofford College social media platforms also may be used by the Wofford College Office of Marketing and Communications to disseminate information in the event of a crisis. More information about the Office of Marketing and Communications can be found on the OMC website (wofford.edu/omc).

Wofford College social media account administrators can, and will, block users who attempt to spam college accounts. We also will remove posts that advertise services or promote ideals or events that are not in keeping with the mission of Wofford College.

We recognize and value differences of opinion but will remove posts that are:

- Abusive, bullying, threatening or in any way endangering the health/safety of others
- Lewd, profane or sexually explicit
- Racist
- Encouraging violence
- Violating privacy or copyright laws
- Contrary to Wofford’s mission and values

The college reserves the right to remove posts in accordance with the above criteria at any time, without warning.

This Social Media Acceptable Use Policy applies to all official accounts that represent Wofford College.

Wofford College Policy Statement on Beverage, Alcohol and Drug Abuse

Adopted by the Board of Trustees May 10, 2016

Definitions

1. Alcoholic Beverage: any spirituous malt, vinous, fermented, brewed (whether lager or rice beer) or other liquors or any compound or mixture thereof, by whatever name called or known, that contains alcohol and is used as a beverage.
2. Common Container: any container (such as kegs, pony kegs, trash cans, punch bowls, etc.) in which a quantity of alcohol can be stored or mixed in order to be distributed to or consumed by more than one person, as well as alcohol delivery devices (such as funnels, gelatin shots or ice luge) used for the rapid administration of alcohol in unknown quantities.
3. Event: party, concert, mixer, fundraiser, or other social gathering attended by undergraduate students.
4. Public Areas/Places: All locations other than a student’s private room or apartment or Greek houses including, but not limited to, common rooms, hallways, restrooms, balconies, courtyards, the areas between Greek houses, benches, classrooms, athletic facilities, campus grounds and sidewalks. The definition includes, but is not limited to, any public access outdoor areas, the Pavilion, the dining hall, hallways, lobbies, stairwells, bathrooms, lounges, front yards of fraternity houses, the middle of fraternity row, study areas, classrooms and the Glendale campus.
5. Sale of Alcohol: any transfer, trade, exchange or barter in any manner by any means for consideration of alcohol (e.g., cover charges, mug/T-shirt sales, etc.)
6. Use of Alcoholic Beverages: includes possession, consumption, distribution, purchase, sale or transfer of alcoholic beverages.
8. Possession is defined to include but not limited to:
   a. Individual possession: any alcohol, drugs or drug paraphernalia within immediate proximity of an individual person or that is being transported by or carried on an individual person.
   b. Residential possession: storage of any quantity of alcohol, drugs or drug paraphernalia not deemed individual possession will be attributed to the assigned residents of the residence hall room. In the event that no individual resident claims the alcohol, drugs or drug paraphernalia, the possession will be assigned to all residents assigned to the residence hall room.
9. Drinking Contests: Activities in which students consume alcoholic beverages in a risky manner, such as beer pong, shot parties, pre-gaming.
10. Student’s Record: A record of code of conduct violations for each Wofford College student is maintained by the
Office of Student Affairs. This record is kept on file for seven years after termination of a student’s enrollment or as required by law.

**General Provisions Regarding the Consumption and Possession of Alcohol**

1. **Areas where alcohol is prohibited:**
   a. Marsh, Greene and Carlisle Halls (regardless of age).
   b. Residence hall rooms in which both residents are under the age of 21.
   c. Other residence areas designated by Student Affairs as dry (regardless of age), including but not limited to bathrooms, hallways and lounges.
   d. Public Areas/Places of Wofford College (unless officially designated by Wofford College for special events).

2. **Areas where alcohol is allowed to be consumed by students and guests 21 years of age and older:**
   a. Porches, decks and the inside of Greek houses.
   b. Individual residence hall rooms where both residents are 21 years or older (except Marsh, Greene and Carlisle halls).

3. For information on residence hall rooms shared by a student who is at least 21 years of age and a student who is under the age of 21, see the Residence Life Policy in this handbook.

4. The use of alcoholic beverages on campus or at college-sponsored functions is permitted only by those of legal age as specified in accordance with South Carolina law or the state law of the state in which the event is located. A list of applicable local, state and federal laws may be viewed online or in the Office of Student Affairs.

5. Aiding and abetting in the sale or transfer and the actual sale and transfer of alcoholic beverages to any person under 21 years of age is prohibited.

6. Any individual consuming or possessing alcohol must have a valid picture identification card on his or her person proving that he or she is 21 years of age or older. Use of another individual’s identification or the possession of false identification is prohibited.

7. Under no circumstances will college-appropriated funds be used by individual students, student groups or student organizations for the purchase of alcoholic beverages for student events.

8. Drinking contests or alcoholic delivery devices resulting in rapid consumption of alcohol are prohibited. No prizes or incentives may be awarded for consuming alcoholic beverages, nor may alcoholic beverages be awarded as prizes or incentives.


Violations by individuals of the general provisions of the Alcohol Policy will be assigned to one of three categories: A, B or C, as defined below.

**Category A: Definition**

The following are considered Category A violations:

1. Underage use of alcoholic beverages
2. Aiding and abetting underage use of alcoholic beverage
3. Use of alcoholic beverages or possession of an open container in areas where alcoholic beverages are prohibited

**Alcohol Education Option:**

The Alcohol Education Option is available once to students charged with a Category A violation, but having no prior alcohol or drug violations. Students must complete the Alcohol Education Option within 30 days of selecting the option. If a student fails to complete the requirements of the Alcohol Education Option, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College. Completion of the Alcohol Education Option will be noted in the student’s record maintained within the Student Affairs office, and the charge against the student will be rescinded.

**Requirements of the Alcohol Education Option:**

1. Education: The student will be required to complete an educational workshop addressing the issue of alcohol use and abuse. This workshop is conducted by the staff in the Wellness Center.
2. Fine: A $50 fine must be paid to Wofford College, which will be used to fund educational speakers, programs, services and supplies to address the challenge of alcohol or drug use and abuse.

A letter (hard copy or email) will be sent to the parent(s) or guardian(s) of the student notifying them of the election to complete the Alcohol Education Option in response to a charge of the student violating the general provisions of the Alcohol
Policy.

**Category A: First Offense Sanctions**
Students charged with a first offense Category A violation will meet with a member of the Student Affairs staff. They may accept responsibility, admit to a violation and agree to complete the sanctions listed below. Otherwise, they may not accept responsibility and may request an administrative hearing.

1. **Education:** The student will be referred to the director of the Wofford College Wellness Center or an outside agency for the purposes of an individual assessment and treatment, if indicated, with any associated costs or fees incurred by the student.
2. **Fine:** A $100 fine must be paid to Wofford College within 30 days of the date of the conviction.
3. **Community Restitution:** The student will complete up to 10 hours of community restitution within 30 days of the date of the conviction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

If the student accepts responsibility and admits to a violation or is found to be responsible of a first offense Category A violation, the violation will be noted in the Student’s Record maintained in the Office of Student Affairs and a letter (hard copy or email) will be sent to the parent(s) or guardian(s) notifying them of the violation. If the student fails to complete the sanctions, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College.

**Category A: Second Offense Sanctions**
Students charged with a second offense Category A violation as defined above will appear at an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility or is found responsible, the following sanctions will be imposed as well as others deemed appropriate.

1. **Education:** The student will be required to complete South Carolina’s Alcohol and Drug Safety Action Program (ADSAP) through the Spartanburg Alcohol and Drug Abuse Commission, with all associated costs or fees incurred by the student.
2. **Formal Warning:** The student will be notified in writing that he/she may be suspended or expelled if found responsible of a third alcohol violation.
3. **Fine:** A $200 fine must be paid to Wofford College within 30 days of the date of the conviction.
4. **Community Restitution:** The student will complete up to 20 hours of community restitution within 30 days of the date of the conviction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

If the student accepts responsibility and admits to a violation or is found to be responsible for a second offense Category A violation, the violation will be noted in the Student’s Record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the violation. If the student fails to complete the sanctions, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College.

**Category A: Third Offense Sanctions**
Students charged with a third offense Category A violation will appear in an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility and admits to a violation or is found to be responsible the student may be suspended or expelled from Wofford College.

The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings and actions of the hearing. The dean of students, the registrar, the director of financial aid and the director of residence life at Wofford College will be notified that the student has been suspended or expelled. In the event of suspension, the report from the administrative hearing will confirm the length of the suspension and the dean of students will confirm any terms or conditions for readmission to Wofford College.

If the members of the Administrative Hearing determine that there are extenuating circumstances and the student should be allowed to remain enrolled the following sanctions will be imposed as well as others deemed appropriate:

1. **Education:** The student will meet with the Director of the Wellness Center (or her designee) to be referred to a certified addiction counselor for the purposes of an individual assessment and counseling with any associated costs or fees incurred by the student.
2. **Formal Warning:** The student will be notified in writing that he/she may be suspended or expelled if found
responsible of another alcohol violation.
3. Fine: A $300 fine must be paid to Wofford College within 30 days of the date of the conviction.
4. Community Restitution: The student will complete up to 30 hours of community restitution within 30 days of the date of the conviction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

Category B: Definition
Violations include, but are not limited to, the following actions of an individual while under the influence of alcohol:
1. Causing harm to oneself, others or college property
2. Engaging in physical violence or vandalism
3. Showing disrespect to an employee of Wofford College
4. Possessing a keg or common container except for nonstudent events approved by the Wofford College administration
5. Operating a motor vehicle under the influence of alcoholic beverages.

Category B: First Offense Sanctions
Students charged with a first offense Category B violation will appear in an administrative hearing. If the student accepts responsibility and admits to a violation or is found to be responsible in the administrative hearing, then the following sanctions will be imposed as well as others deemed appropriate.
1. Education: The student will be referred to the director of Wellness Center or, if indicated, an outside agency for the purposes of an individual assessment and treatment with any associated costs or fees incurred by the student.
2. Fine: A $300 fine must be paid to Wofford College within 30 days of the conviction.
3. Formal Warning: The student shall be notified in writing that he/she may be suspended or expelled if found responsible of a second offense Category B violation.

If the student accepts responsibility and admits to a violation or is found to be responsible for a first offense Category B violation, the violation will be noted in the student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the findings of the hearing. A Category B violation will also count as two violations of the alcohol policy for counting of Category A violations. If the student fails to complete the sanctions, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College.

Category B: Second Offense Sanctions
Students charged with a second offense Category B violation will appear in an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility and admits to a violation or is found to be responsible, the student may be suspended or expelled. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings of the hearing. The dean of students, the registrar, the director of financial aid and the director of residence life at Wofford College will be notified that the student has been suspended or expelled. In the event of suspension, the administrative hearing will confirm the length of the suspension and the dean of students will confirm any term or conditions for readmission to Wofford College.

Category C: Definition
Violations include a student found producing, possessing and/or using a false identification.

Category C: First Offense Sanctions
If the student accepts responsibility and admits to a first offense Category C violation, he or she may accept the following sanctions from the dean of students or staff designee. If the student accepts responsibility or is found responsible at the administrative hearing, then the following sanctions will be imposed as well as any others deemed appropriate.
1. Education: The student will be referred to the director of the Wofford College Wellness Center or an outside agency for the purposes of an individual assessment and treatment, if indicated, with any associated costs or fees incurred by the student.
2. Fine: A $200 fine must be paid to Wofford College within 30 days of the date of the conviction.
3. Community Restitution: The student will complete up to 15 hours of community restitution within 30 days of the date of the conviction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

If the student accepts responsibility and admits to a first offense Category C violation, the violation will be noted in the
student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the violation.

A Category C violation will also count as a violation of the alcohol policy for counting of Category A violations. If the student fails to complete the sanction, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College.

Category C: Second Offense Sanctions
Students charged with a second offense Category C violation will appear in an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility and admits to a second Category C violation or is found responsible, the administrative hearing will impose sanctions as deemed fit. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings of the hearing. If the student fails to complete the sanctions for a second offense Category C violation, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College.

The Amnesty/Assistance Contract
Students are encouraged to safeguard the health and safety of themselves and their peers. When a student’s health and/or safety is threatened or appears to be in jeopardy, immediate actions should be taken to prevent injury, illness or danger. The action might include calling a staff member in the Wellness Center, Campus Safety, Student Affairs or Residence Life offices to receive assistance in handling the emergency. Whatever the particular need or problem, it is important to respond in a responsible and timely manner.

Information obtained during the subsequent response by a member or members of the staff in the Wellness Center, the Campus Safety Department, the Office of Student Affairs or Residence Life during the delivery of emergency or medical treatment will not be used to bring disciplinary action under the alcohol policy against that individual or individual(s) who called for assistance, provided that the student(s) has not violated any other (non-alcohol) college policy (such as hazing, injury to people and vandalism). The student who required medical treatment will be required to meet with a member of the staff in the Office of Student Affairs and in the Wellness Center to complete an alcohol and drug assessment and an educational program.

Part 2: Organizations
Provisions for the Possession and Consumption of Alcohol at Student Organizational and Community Events
Wofford College encourages social activities for students and social gatherings on or off campus.

Organizations and individuals given permission to host an event on or off campus at which alcohol will be present may be held responsible for the actions and well-being of their guests.

The definitions and requirements stated below are the minimum standard to be followed. Organizations and individuals governed by regulations from bodies such as the NCAA, national fraternities, national sororities and others may have additional regulations that must be met.

All social events, on or off campus, must be registered in the Office of Student Affairs. Registration forms are available in the Office of Student Affairs or can be downloaded from the Student Life web site: www.wofford.edu/studentlife. These forms must be completed and returned to the Dean of Students or his/her designee four days prior to the event.

Definitions
1. Organizational or individual sponsorship is defined as an event to which:
   a. The organization or individual has invited students to attend by either verbal or written invitation.
   b. The organization or individual is associated with, has leased or owns the location of the event.

Requirements
Wofford College faculty, staff, students and organizations are expected to know the Wofford College Policy on Alcohol and Drug Abuse. To promote personal responsibility and self-governance, organizations and individuals that sponsor social events shall assume the responsibility of enforcing the following guidelines, unless exceptions are approved by the Wofford College administration for nonstudent events:
1. Wofford College expects any group of students formally or informally organized to act responsibly and to obey Wofford College policies, and to follow all applicable local, state and federal laws.
2. Before hosting an Event, officers and social chairs of the organizations or sponsoring individuals must participate
in a risk management program conducted by a member of the Student Affairs, Campus Safety and or Wellness Center staff. Risk management training must be renewed each semester for social organizations.

3. Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of those who appear to be impaired.

4. The sponsoring organization or individuals shall designate at least two students to serve as monitors (referred to as sober party monitors or SPMs) for the Event. The monitors must not consume alcoholic beverages before or during the Event. The monitors are to ensure that the age of each attendee is checked and some type of identification, such as wristbands, indicates individuals who are of legal age to possess and consume alcohol.

5. If alcohol is being consumed at an Event that is individually sponsored or under the aegis of a student organization, whether the Event is held on or off campus, the members of the group and guests (who are at least 21 years old) must bring their own alcoholic beverages to the event (BYOB/BYOL) or the alcohol must be provided by a third-party vendor.

6. If a social Event is to be held off campus, if it will be a BYOB or if it will be a third-party vendor Event, the sponsoring organization or individuals must provide transportation for all students and guests.

7. At every Event where alcohol is to be served, all attendees shall be required to have a valid picture identification card with birth date listed. Wofford College students are additionally required to have their Wofford College student identification card.

8. Events sponsored by organizations or individuals are closed to all but members and their invited guests.

9. Events may not include any form of drinking contests in their activities or promotions. No alcoholic beverages may be awarded as prizes or incentives.

10. Organizations or individuals sponsoring an Event may not distribute alcohol to attendees, including free alcoholic beverages. They may not use common containers or distribute alcohol that was brought to the Event by a host, a member or a guest.

11. Organizations or sponsoring individuals are to provide non-salty food items and non-alcoholic beverages.

12. Organizations or sponsoring individuals shall hire security personnel to maintain order and to enforce all applicable laws and policies.

13. Advertisements, posters or invitations that are intended for public viewing may not mention or depict alcohol or use terms referring to alcohol, such as “beer” or “happy hour.”

14. SPMs should supervise the amount of alcohol consumed by individual attendees of the Event.

15. Campus Safety officers and staff members may visit Events periodically to check with the persons responsible for the Event, primarily to offer assistance. If a violation of the law or college policy is observed, the officer will issue a violation and report the incident to the appropriate college official.

Sanctions for Part 2 Violations of the Provisions for the Use of Alcohol at Organizational and Community Events

If an organization, an individual or a group of individuals host an Event at which alcoholic beverages are present and one or more of the 15 requirements listed above are not adhered to, the individual(s) or organizational leaders may be charged with an organizational violation of the alcohol policy. Depending upon the severity of the situation, the Dean of Students or his/her designee and the chair of the Judicial Commission may propose one or more of the following sanctions for the violation(s):

1. Formal Written Warning
2. Monetary Fine
3. Educational Seminar
4. Community Restitution
5. Loss of Use of Wofford College Facilities
6. Suspension of College Charter

The individual(s) or organizational leaders may sign and accept the sanctions and the deadline for completing them or they may request an administrative hearing. If the organization or sponsoring individual is found in violation of the provisions of this policy, the administrative hearing can impose sanctions on the organization or individual, including but not limited to:

1. Formal Warning
2. Monetary Fine
3. Educational Seminar
4. Community Restitution or
5. Loss of Use of Wofford College Facilities
6. Suspension of College Charter

Wofford College reserves the right to suspend the activities of an organization or deny the ability of individuals to sponsor social events when said organization or sponsoring individual has been charged with a violation, pending the findings and resolution of the administrative hearing.
General Provisions Regarding the Possession and Distribution of Illegal Drugs

Possession, sale or use of narcotic, mind-altering or other illicit drugs except for one’s own prescription by a licensed physician is prohibited by Wofford College, local ordinances, and state and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by Wofford College. The sharing or distribution of prescription drugs is prohibited by Wofford College.

Possession with the intent to sell or distribute illegal drugs will be determined in accordance with local, state and federal laws. A summary of the specific local, state and federal laws that define the intent to sell or distribute illegal drugs will be maintained in the Campus Safety Office and a copy stored in the Student Affairs office. Wofford College will cooperate with all law enforcement agencies in the enforcement of such laws both on and off campus. Anyone who violates the drug policy is subject to Wofford College’s sanctions in addition to criminal sanctions. At the same time, Wofford College will assist students who voluntarily submit themselves to college officials for counseling and help with the misuse of alcohol or drugs, as long as the students are not involved in the sale or distribution of drugs to others.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second and permanently after the third conviction.

For those students who are members of NCAA sanctioned teams, the names of students with positive results of illegal drug testing conducted by Wofford College or the NCAA must be referred to the Dean of Students for processing as a violation to this policy.

Sanctions

Students who fail to complete their sanctions will not be in good standing with Wofford College. A drug violation may result in the loss of financial aid or loss of the ability to register for classes or for campus housing. All money collected from sanctioned fines will be used to fund speakers, programs, services and supplies to address the challenge of alcohol or drug use and abuse.

Possession of Illegal Drugs or Drug Paraphernalia: First Offense

Students charged with a first offense possession of illegal drugs or drug paraphernalia may sign and accept the following sanctions or they may request an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. Education: The student will meet with the Director of the Wellness Center (or designee) to be referred to an outside agency for the purposes of an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the Director of the Wellness Center.
2. Fine: A $200 fine must be paid to Wofford College within 30 days of the date of the sanction.

If the student accepts responsibility to or is found to be responsible for a violation by the administrative hearing, the violation will be noted in the student’s record maintained in the Office of Student Affairs, and a letter will be sent to the parent(s) or guardian(s) notifying them of the findings and actions of the hearing. If the student fails to complete the sanctions, the Wofford College director of financial aid will be notified that the student is not in good standing with Wofford College.

Second Offense

Students charged with a second offense possession of illegal drugs or drug paraphernalia may accept responsibility and sanctions or they may request an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility or is found to be responsible, the student may be suspended or expelled from Wofford College. The violation will be noted in the student’s record maintained in the Office of Student Affairs.

Second Offense

A letter will be sent notifying the parent(s) or guardian(s) of the findings and actions of the hearing. The Dean of Students, the registrar, the director of financial aid and the director of residence life at Wofford College will be notified that the student has been suspended or expelled. In the event of suspension, the administrative hearing will confirm the length of the suspension and the Dean of Students will confirm any terms or conditions for readmission to Wofford College.

Possession with Intent to Sell or Distribute
Students charged with a possession with intent to sell or distribute illegal drugs as defined in local, state and federal laws will appear in an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student accepts responsibility or is found to be responsible, the student will be expelled from Wofford College. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings and actions of the hearing. The dean of students, the registrar, the director of financial aid and the director of residence life at Wofford College will be notified that the student has been expelled.

Federal Regulations on a Drug-Free Workplace
The Federal Drug Free Schools and Communities Acts Amendments of 1989 require all public and private institutions of higher education to develop, distribute and publicize a policy outlining the following:

1. Standards of conduct and sanctions
2. Health risks
3. Information on assistance and counseling
4. Educational programs
5. Legal sanctions regarding alcohol and drug use

The intention of the legislation is to address the problem of underage and irresponsible drinking and/or use of illicit drugs on college campuses.

Health Risks of Alcohol and Drug Use and Abuse

Alcohol
Alcoholic beverages, in the form of beer, wine, wine coolers or distilled spirits, require no digestion. They are absorbed directly into the bloodstream from the digestive tract. Within approximately three minutes after drinking, alcohol may be found in the brain and all other tissues, organs and body fluids.

Even low dosages of alcohol can significantly impair the judgment and coordination required to drive a car safely or perform other tasks in a safe manner. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses of alcohol may cause respiratory depression and death. If combined with other central nervous system depressants, such as some seizure medications, antihistamines and sleeping pills, lower doses of alcohol will produce the effects just described.

Long-term drinking of moderate to large quantities of alcohol can have significant effects on the body. The following are some of the serious physical consequences: heart disease and failure; liver disease, including hepatitis and cirrhosis; gastrointestinal disorders; cancer of the lungs, pancreas, esophagus, stomach and mouth; high blood pressure; and malnutrition. Heavier users may also experience periods of amnesia, called blackouts. During these periods, the person functions, but later cannot remember what he or she has done during this time.

Repeated use of alcohol and other drugs can lead to chemical dependency. When dependency has occurred, sudden withdrawal is likely to produce a variety of symptoms, including irritability, anxiety, insomnia, tremors, hallucinations, convulsions, etc. Severe alcohol withdrawal can be fatal.

Marijuana (Hashish)
The effects of marijuana use depend upon the percentage of delta-9-tetrahydrocannabinol (THC) present, the method of ingestion and expectations of the user. Users may experience a reduction or impairment of short-term memory and comprehension, an altered sense of time, a rapid heart rate and a rising blood pressure. Heavy users may show slow and confused thinking, loss of energy, a lowered immune system, increased risk of lung cancer and discomfort caused by abdominal cramps and diarrhea. Other side effects of chronic use are chromosomal damage, decreased levels of the male sex hormone and brain damage. Marijuana is not known to be physically addictive, but individuals report continuous use leads to a reliance on the drug to deal with stress and discomfort. If marijuana or any other drug is used to avoid dealing with difficult situations, the problem has become severe.

Cocaine
The effects of cocaine use on the body include dilated pupils, constricted blood vessels and increases in blood pressure, heart rate, breathing and body temperature. When cocaine is sniffed over a long period of time, the cumulative effect on blood vessels in the nose can cause the cells of its mucous membrane lining to die, resulting in ulceration of the tissue, difficulty of breathing and possible perforation of the septum (the wall dividing the two halves of the nose). Crack or freebase rock cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms,
convulsions and/or death.

**Hallucinogens**
Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. Users may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Amphetamines**
Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse and death. Heavy users are prone to irrational acts. Most prescription medications to treat attention deficit disorder, such as Ritalin or Adderall, are amphetamines. Misuse or abuse of these medications may result in serious (possibly fatal) heart and blood pressure problems. Amphetamine-type medications can be habit-forming. With prolonged use, drug dependence may occur, and withdrawal symptoms may occur after stopping the drug.

**Heroin**
Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**Further Information**
For additional information on these topics, contact the Wellness Center at 864-597-4370 and the South Carolina Commission on Alcohol and Drug Abuse Drug Information Access Line (1-800-942-DIAL).

**Education**
Wofford College is committed to education and the sound development of mind, body and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority for Wofford College. Educational programs will be organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. All money collected from sanctioned fines for alcohol and drug violations will be applied toward educational programming. Information on responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available through Wofford College Wellness Center. Examples of these programs include, but are not limited to:

1. Campus programming facilitated by members of the residence life staff
2. Wellness Class
3. Alcohol awareness programming as part of focus weeks
4. Communitywide educational programs
5. Training opportunities and workshops for officers and members of Greek letter organizations and other chartered organizations
6. Substance-free social events in collaboration with the director of student activities individual student organizations

**Counseling**
Wofford College is committed to providing students with confidential referrals for professional assistance in the event that they are needed. An awareness of the negative effects of alcohol consumption or drug use may assist a student to make safe and responsible choices about alcohol and drugs. A student may make an appointment for an assessment and/or counseling by contacting Wellness Center. Counseling services are available to Wofford students as part of the comprehensive fee on a time-limited basis. Long-term counseling, specialized services or outpatient/inpatient therapy are not covered by the comprehensive fees.

**Wofford College Discrimination and Harassment Policy**
Wofford will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. Discriminatory harassment is defined as unwelcome behaviors or persistent inappropriate comments that question, pester and/or harass others for information about an individual, and/or verbally or in a threatening manner bully, torment, heckle or persecute an individual in such a way as to create a disruption to the academic/campus community where:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment, education or membership in a student organization.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, academic decisions affecting the individual or membership in a student organization.
3. Such conduct has the effect of substantially interfering with an individual’s professional or academic performance or of creating an intimidating, hostile, degrading employment or educational environment.
Harassment does not refer to behavior acceptable to or consented to by both parties or to the normal exchange of ideas within the academic environment, nor is it intended to discourage the introduction of unpopular or controversial relevant ideas in the classroom.

Each complaint will be investigated and the resulting action will be determined up to and including suspension and/or expulsion for students and discharge for faculty/staff consistent with current college policies and procedures. If a complainant knowingly and willfully makes a false accusation, he/she will be subject to appropriate disciplinary action.

**Telephone Harassment**
Use of the telephone to threaten, harass, intimidate or coerce another person is a violation of federal and state law and Wofford College policy and will not be tolerated. Telephone harassment is defined as an offense with the intent to harass, annoy, alarm, abuse, torment or embarrass by telephone. It is a communication that is obscene or threatening. Students placing such calls will be subject to criminal sanctions such as fines or imprisonment, and to sanctions as listed in the Code of Student Rights and Responsibilities.

**Reporting Telephone Harassment**
Telephone harassment is a serious issue. If a student receives harassing phone calls and believe he/she is in immediate danger, that student should call Campus Safety at once at extension 4911 and contact the dean of students or the director of residence life. They will begin proceedings to attempt to determine the identity of the harasser. Investigations will be conducted by college Campus Safety officers and by local law enforcement officers.
**Campus Safety**

**Emergency Response and Evacuation Testing**
The college conducts at least one response and or evacuation drill per year. Such drills may include but are not limited to shelter-in-place drills, mass evacuation exercises, severe weather and tabletop exercises with college and local responders. Campus Safety will coordinate these exercises and drills, and maintains records of each to include the time and date of the exercise, number of participants, an evaluation of the drill or exercise and whether or not the exercise or drill was announced. When possible, Campus Safety will invite evaluators from other agencies or departments to evaluate the effectiveness of the activity. Campus Safety will record the event on the Campus Safety website.

The college conducts two fire drills each semester (one of which is at night) for residence halls and one per semester for most educational buildings. Students are taught evacuation routes and procedures as part of hall meetings with resident assistants, in class, as part of most administrative announcements from professors and as part of scheduled evacuation drills. Officers conduct at least one fire drill per year for administrative buildings on campus. Records of the drills are maintained at the Campus Safety Office and published as part of the Annual Fire Safety Report. The college conducts tornado and/or other drills, such as evacuation drills, each semester. Records are maintained at the Campus Safety Office and Campus Safety website (www.wofford.edu/campusSafety). The college will exercise and test its mass notification system (email, text and outdoor siren system) at least once per year. Results of these tests will be maintained at the Campus Safety Office. Evacuation and other drills may be either announced or unannounced but will always be scheduled events. As many notification alert methods as possible are used and exercised during drills and exercises. For instance, siren activation is combined with evacuation drills as often as possible.

The college’s Emergency Preparedness Plan is written by the campus emergency preparedness committee and specifies the roles and responsibilities of primary campus offices and employees during emergencies. Business continuity of operations, fire and life safety procedures and contingency planning procedures are included in the plan.

Wofford College Campus Safety officers have received training in the Incident Command System, which allows the campus officers to work with responding agencies during emergencies. Wofford College Campus Safety officers are normally the first responders on the scene during on-campus emergencies. Spartanburg Police Department, Spartanburg Fire Department, Spartanburg EMS and Spartanburg County Sheriff’s Office deputies would also respond. State and federal agencies could also respond, depending on the size of the incident. The college also works with the Spartanburg County Office of Emergency Management and the office of the fire marshal when conducting emergency planning operations.

**Facilities**
The Campus Safety Office submits to the Physical Plant (via email, phone or in writing) a work list to fix outdoor lighting, inoperable exit doors and other items that may affect the safety of students and employees.

**Identification Key Cards**
Every student taking a course for credit must have an ID card. The ID card, issued to the holder, is the property of Wofford College. This card is the student’s means of identification in connection with food service, library privileges, athletic events and facilities, student health services, the bookstore, the Business Office and any other college functions to which students may be entitled. Photographs for the ID-Key Access Card are taken during new student orientation and the first week of each academic term. The ID card must be carried at all times and must be presented and/or surrendered upon the request of authorized Wofford College personnel (Campus Safety officers, any member of the administrative staff). The status of a non-Wofford College person will be assumed for any person (including any student) who refuses to present or surrender Wofford-issued or other official identifications to authorized college personnel. Such persons will be escorted from the campus. In case of violation of legal statutes, such violations will be remanded to the civil authorities. If a student’s relationship to Wofford College is terminated, the card must be returned immediately to the Student Affairs Office. If an ID card is lost, a replacement card can be made for a $10 fee in the Campus Safety Office during regular business hours, Monday-Friday, 7 a.m.-3 p.m. Since the ID-Key card controls access to the residence halls, it is important to report a lost or stolen card immediately. Students may file a lost or stolen ID card report any time, 24 hours a day, by contacting the Campus Safety Department.

**Lost and Found**
Students may contact the Campus Safety Office (864-597-4350), the Student Affairs Office (864-597-4040) or the
Motor Vehicles

Vehicle Registration

All students and all employees who regularly or occasionally drive, operate or control, park, let stand or otherwise use or maintain a motor vehicle at Wofford College are required to register the vehicle with Campus Safety.

Students and employees will be issued parking decals, which must be affixed to their vehicles on the left back (driver’s side) window. There is no cost to the student or employee to register a vehicle for the academic year. However, failure to register a vehicle will result in a fine of $20 per day. Students and employees must register their vehicles within 48 hours of their arrival, at which time they will receive a complete listing of Wofford College’s motor vehicle and parking regulations. These regulations are in effect throughout the year. Failure to comply with the regulations may result in ticketing or towing of the vehicle at the owner’s expense. Wofford students are responsible for informing their guests of these regulations.

Wofford College reserves the right to search vehicles on or adjacent to college property campus for the purpose of safety, maintenance, legal or emergency situations.

Disability Parking

State-issued or Wofford College-issued handicapped permits are required to park in the campus disability spaces. Wofford College disability permits are available to students, faculty and staff of Wofford College and are valid only on the property of Wofford College. Parking in disability spaces on city streets and other locations requires a hanging tag or disability license tag issued by the South Carolina Highway Department. Handicapped permits are available at no charge from the director of health services.

Protect Your Property/Insurance

Wofford College is not responsible for the loss, damage or theft of any personal property. Students wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. Renter’s insurance is generally available through the companies that carry vehicle or home insurance. Frequently, existing homeowner’s policies carried by parents cover a student’s personal property for the duration of the student’s college career. Students should investigate these policies before arriving on campus.

Vehicle Theft Protection

Wofford College assumes no responsibility for the care or protection of any vehicle or its contents while operated or parked on campus. Valuables, if not removed, should be secure in the trunk of the vehicle. Thefts of or damage to a vehicle should be reported immediately to the Campus Safety Department at 864-597-4911.
Residence Life

Resident Student Classification
All single students, except those commuting daily from their homes or homes of relatives (e.g., grandparents, aunts or uncles), are required to live in college housing and to take their meals through Wofford College dining services.

Wofford College, upon application, may grant exceptions in the following cases:
   a. A student who is in active military service or who is a veteran of two years of military service
   b. A student who is regularly employed 35 hours or more each week and whose schedule would make living in college housing or taking meals in the Wofford College dining hall impractical
   c. A student who cannot live in college housing due to health concerns (the student must provide documentation from a certified physician or practicing psychologist and be approved by the Wofford College physician)

Students who may qualify for an exception should contact the Office of Residence Life for an application.

Students must be enrolled in nine or more hours to reside in on-campus housing. Exceptions may be granted by the dean of students or his/her designee upon application and justification.

Wofford does not provide married student housing. Housing fees are the same in all residence halls for double occupancy rooms. The majority of rooms are designed for occupancy by two students, but a few single rooms are available. Single occupancy rooms are assigned by the director of residence life; there is an additional $750 fee per semester for students living in single rooms.

Residence Hall Assignments
Each spring, Wofford College holds a lottery for residence hall rooms and apartments. Students are eligible to participate if they pay a nonrefundable $500 room reservation fee by March 15. The order of the lottery is based on the year you entered Wofford. Students may contact the director of residence life for a complete list of the rules and regulations of the lottery. First-year and transfer students are assigned rooms in Greene, Marsh and Carlisle halls.

Wofford College reserves the right of final approval of all room and residence hall assignments. Also, Wofford College reserves the right to move a student from one room or residence hall to another during the year.

Residence Life Staff
Resident Directors
Wofford College employs staff members to live in and supervise the campus residence halls. These staff members are referred to as resident directors. They are selected for their abilities to assist and advise students and help develop a community within each building. They are responsible for enforcing policies and regulations, responding to emergencies and overseeing the resident assistants. They report to the director of residence life.

Resident Assistants
The Director of Residence Life hires upper-class students to be resident assistants in the residence halls. There is one resident assistant assigned to each hall community in every residence hall. They are selected for their abilities to help to develop a community within each building, assist and advise students, respond to emergencies and enforce policies. They work with the Student Affairs staff to create an atmosphere conducive to the well-being of all students and to develop among residents the recognition that they themselves must be responsible for maintaining such an atmosphere. Wofford students are encouraged to get acquainted with their resident assistant and resident director and to participate in the hall programs.

Duties of Resident Directors and Resident Assistants
Resident directors and resident assistants are assigned specific areas of responsibility in the residence halls where they reside. In addition, they maintain a schedule for duty to ensure that both a resident director and a resident assistant are on campus in the evenings and weekends when the offices are closed. One resident assistant per residence hall area is on duty beginning at 5 p.m. and ending at 8 a.m. the following morning. The switchboard has a roster of resident assistants and can assist students needing to locate the resident assistant on duty in their area. Additionally, resident assistant duty schedules are posted throughout each residence hall.
Note: After the switchboard closes, students should call Campus Safety for assistance.

1. Resident directors and resident assistants are available as resources and mediators for students.
2. Resident directors and resident assistants share with all other residents the responsibility of protecting the rights and privileges of Wofford students against the infractions of regulations by others.
3. Resident directors and resident assistants help maintain orderly living conditions.
4. Resident directors and resident assistants help create a campus community by providing educational and social programs for students.
5. Resident directors and resident assistants are responsible for reporting infractions to the dean of students and director of residence life.
6. Resident directors and resident assistants work with the director of residence life in checking students into their rooms at the beginning of the fall semester and checking them out of their rooms at the end of the spring semester. They may also assist the director of residence life with health and safety inspections.

**Individual Student Responsibility**

Students should expect to live in residence halls that are sanitary and conducive to study and that provide an environment where rights of privacy are respected. If these rights are not observed, students should not hesitate to contact violators personally, with the help of a resident assistant and, if necessary, report the problem to the director of residence life. Any student having difficulties adjusting to life in the residence hall should not hesitate to contact a member of the Residence Life staff.

**Access**

Access to the residence halls is controlled by a card-key system. Every student is issued a card-key, which serves as a means of identification. Students are required to carry their cards with them 24 hours a day and use them for access to the residence halls. Students who lose their cards must report the loss to Campus Safety immediately, so that the building can be secured. Each resident student is issued one key to his or her room when checking in at the beginning of an academic term. Keys are for personal use only and not to be given to other residents or guests. Each card is the property of Wofford College and is for the sole use of the person to whom it was issued. Propping open doors or otherwise tampering with the access control and alarm systems is strictly prohibited. Persons found responsible for such violations will face disciplinary action.

**Room Key**

Each resident student receives a room key at check-in. If a key is temporarily misplaced, students may seek assistance from the resident assistant on duty in their building or borrow an extra key from the Residence Life office during office hours (8:30 a.m.-5 p.m., Monday-Friday). If a student borrows a key from the Residence Life office and does not return the key within 24 hours, a re-key will be ordered and a new key will be issued at a cost of $100 to the student. If a key is lost or stolen, the loss or theft should be reported immediately to the Residence Life office; a re-key will be ordered at the cost of $100 to the student. This is necessary for the protection and security of the student, the roommate and their belongings. ID card keys and room keys must be turned in at checkout or whenever there is a change in a student’s residence status, or there will be a charge of $100.

**Personal Safety**

Students should take the following security precautions:

1. Always lock the door to your room when you are gone or sleeping
2. Keep your keys out of sight when not in use
3. Do not keep large amounts of money in your room
4. Lock your bicycle
5. Keep your vehicle locked, conceal audio equipment and place packages, luggage and other valuables in the trunk or out of sight
6. Secure prescription medications
7. Report suspicious persons and do not let unescorted strangers into the residence halls
8. Record serial numbers of electronics

If something is stolen from a student’s room, that student should immediately report the theft to a resident assistant and a Campus Safety officer. Remember that Wofford College is not responsible for the loss, damage or theft of any personal property.
Visitation Policy
Wofford College provides seven residence halls and the Village apartments that form a unique residential community on the campus. Because it is important for students to establish a safe environment that they can call home, Wofford College understands the need for positive social interaction and the introduction of guests into the residence halls.

All students residing in a residence hall and any visitor to campus must abide by the following:

General Visitation Policy
1. Each student may decide what persons are allowed to be in his or her room. A student may refuse entry to the room by any person except his or her roommate(s). College officials are not considered visitors and may not be denied access to a room.
2. Each student must respect his or her roommate’s rights to sleep and study. A student’s guests should never infringe upon these or other basic rights of personal privacy.
3. Students may host overnight guests of the same gender; however, these guests may not stay for more than 48 consecutive hours. Cohabitation is prohibited. All residents must preapprove overnight guests with their roommate.
4. Parents are strongly encouraged to make off-campus reservations for any overnight visits.

Additional Visitation Policy for Carlisle, DuPré, Lesesne, Shipp, Wightman Residence Halls and the Village
Roommates should discuss visitation hours for their room within the first 48 hours of moving into the room. Suite mates (in Carlisle, Lesesne and Wightman residence halls) or roommates (in DuPré and Shipp residence halls) are to decide on an individual basis the hours they will permit visitation in the room/suite. These hours can be altered at any point during the year.

Additional Visitation Policy for Greene and Marsh Residence Halls and First Floor of Carlisle Hall
Visitation hours are 9 a.m. -2 a.m. seven days a week. No opposite-gender guests will be allowed on a hallway between the hours of 2 a.m. and 9 a.m. All guests after midnight must be escorted by a building resident. Failure to abide by the visitation policy will be handled on a case-by-case basis. Students found abusing or in violation of the policy will be referred to the director of residence life and subject to disciplinary action including fines, revocation of visitation privileges or removal from campus housing.

Guests of Residents
Wofford students may entertain overnight guests of the same gender in the residence halls and apartments. Wofford students must take responsibility for damages and/or any other inappropriate behavior of their guests. It is a privilege to entertain guests in the residence halls. Students must inform their guests of all pertinent rules. All guests must be escorted by their hosts. All unescorted guests will be removed from the residence hall. Any student who believes a roommate or hall mate is abusing this privilege should not hesitate to contact the resident director or director of residence life. Cohabitation is prohibited. Male and female restrooms are available in all buildings. Visitors in residence halls with community restrooms should never enter the restroom if they are of a different gender than the residents of that hall.

Sales and Services
All on-campus sales and solicitations must be operated or sponsored by a chartered student organization and must receive the proper authorization. Sales and solicitations in any area (student rooms, apartments, porches, lounges, offices and other common areas) of the residence halls must be approved in writing by the director of residence life. Sales and solicitations in other public and common areas on campus must be approved by the dean of students.

Babysitting and other service activities can be health and safety issues when infants, toddlers and other non-students are in the residence halls. It is potentially dangerous and disruptive. Students cannot conduct such activities in any area of the residence halls as defined above or any other common areas on campus.

Alterations and Modifications
Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to any rooms within the residence halls or the apartments. This includes, but is not limited to putting holes in the walls/ceilings; installing wall shelving; painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets;
applying stickers to walls, windows or furniture; installing ceiling fans; making lighting alterations; and inserting window air conditioning units or heaters with exposed heating elements. Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines. Any damage to a room as a result of alterations or modifications will result in a monetary charge and disciplinary action. Command strips are allowed and should not be removed by student at end of year. Cinder blocks are prohibited in residence hall or apartments.

A. **Furniture**

Students are responsible for the furniture in their rooms provided by Wofford College. This furniture is not to be modified or removed from the rooms. Students will be charged to replace or repair missing and/or damaged college furniture. Furniture placed in the hallways or common areas for removal remains the responsibility of the student, who must ensure that furniture is in the room at the time of checkout. Students may personalize their rooms by adding carpet and other items. Students may not bring waterbeds. Students are responsible for removing all the items they bring, or they will be fined. Students also will be charged for any piece of college furniture that is missing from the room upon checkout, unless approved in advance by the director of residence life.

B. **Lofts**

Lofts are allowed only in Greene and Marsh halls. Students may not make a modification to the bed’s mattress or frame. Wofford College provides the materials for lofting beds on a first-come, first-serve basis, as long as materials are available.

C. **Windows**

Students may not hang any item outside their room’s window. This includes clothing, shoes, flags, etc. Students also are prohibited from throwing trash and unwanted belongings from their window. Violators will be fined $25 per item per day and will face disciplinary action.

D. **Walls**

Students should not damage the walls of the residence halls. Items that should not be used include, but are not limited to, nails, double-sided foam tape or duct tape. 3M Command strips are encouraged to hang posters, pictures, etc. Only Physical Plant-approved products are permitted for use to attach items to surfaces. The use of other products is subject to fines. Absolutely no holes of any type are permitted on any surface.

E. **Other**

Students, parents or guests are not allowed to adhere satellite dishes or cable equipment in, around or outside the residence halls.

### Changing Residence Hall Rooms

A $300 fine will be assessed against any student who changes rooms without the written approval of the director of residence life.

### Room Inspections

1. The residence life staff conducts health and safety inspections each semester. The inspections are announced by email at least 24 hours in advance.
2. Information about searches of students’ rooms or houses and offices leased to student organizations can be found in Article VII, Section A of the Code of Student Rights and Responsibilities.
3. Wofford College reserves the right to enter rooms without prior notice for the purpose of safety, maintenance or detection of a suspected rule violation or emergency situation.
4. Resident directors and resident assistants may act as agents of the office of the dean of students, making inspections of rooms at preannounced times in accordance with the Code of Student Rights and Responsibilities. Article VII, Section A3: “Custodial Inspection: At reasonable intervals and on advance notice, any residence hall or fraternity house may be inspected for maintenance, repair, health or safety purposes.”

### Closing Procedures

Members of the Residence Life and Campus Safety staffs secure the residence halls to protect students’ rooms during breaks and holidays. During these breaks, students are not allowed to live in the residence halls. Any student unable to check out by the closing deadline must receive, no later than 24 hours prior to closing, written permission to have a late checkout from the director of residence life. All requests for late checkout will be considered. Students should follow the closing procedures posted by the staff. Members of the Residence Life staff will check every room when securing the building. Students are
responsible for any violations observed in their room. For a complete listing of the dates that the residence halls close, please refer to the academic calendar provided on the college’s website.

**Damages**
Members of the Wofford community, including faculty, staff and students, are expected to assist in keeping the campus a safe and pleasant place to live and to study. Throughout the year, damage does occur to college property for various reasons, including natural causes (weather, age) and accidental or malicious actions of individuals. However, Wofford College operates on a self-supporting basis and no provision is made in the institution’s budget for the repair of unnecessary damages to the campus, especially to the residence halls and apartments. Students found responsible for intentionally damaging college property will be fined at least $100 and be required to reimburse the college for the cost of repairs. Each resident student must pay a $250 residence hall damage deposit. The residence hall or apartment damage deposit is held on account in the Business Office while the student resides on campus. Charges will be made against a student’s deposit for fees, fines and financial restitution related to damages in the student’s room, the hallway or other public areas. Students are responsible for keeping damages to a minimum and reporting to the resident assistant or director of residence life any damages they, their guests or other members of the hall cause. Only then can timely repairs be made and the responsible party or parties be charged. Students must pay all damage fines and restitution fees to bring their residence hall damage deposit balance back to the original level each week. Any unused balance will be refunded to the student upon graduation or withdrawal from Wofford College.

**Hall Sports**
Students are not allowed to play sports in interior hallways. Games played in the hallways (football, golf, basketball, bowling, etc.) are a major source of hall damage. Although these activities may not seem destructive, they are dangerous and costly to students and to Wofford College. Damage as a result of games played indoors will be treated as if it were a result of vandalism. Students found playing sports in the hallway may face disciplinary action. Wofford College reminds students to play outside.

**Community Damage**
When the person(s) responsible for the theft or damage to college property in a common or public area cannot be identified, the cost to replace or repair the damages will be divided equally between the residents of the hallway or in the building. In cases of severe damages, students may be charged with a violation of the Code of Student Rights and Responsibilities. For further information, please read the Code.

Each floor is responsible for respective hallways, stairwells and bathrooms. As a general rule, lounges and laundry rooms are the responsibility of all residents. The director of residence life will determine which hall communities to assess for damages based on the building layout.

If students believe that they are being billed unfairly, or if they have information about those responsible for the damage, they have the opportunity to appeal the charge to the residence life appeals committee, composed of the resident directors, the assistant director of residence life and the director of residence life. Residents must submit copies of their written appeal (email is acceptable) to the director of residence life within 48 hours of a damage billing notice being sent. The appeal should include the following information:

1. Name, CPO, email and phone number of the individual(s) submitting the written appeal
2. Date and location of the damage/excessive cleaning
3. A description of the incident including what was damaged/cleaned, how it happened, cost for service or repair, what is being appealed and a suggested course of action

The director of residence life will review all submitted appeals. After reviewing the information in an appeal, the director of residence life can choose to grant the appeal or decide to hold an appeals committee meeting. Within one week of receiving the appeal, he/she will contact the individual(s) submitting the appeal to inform them if the appeal has been granted. If applicable, the director of residence life will base his/her decision on the information in the appeal in conjunction with the appeals committee. All decisions are final and letters will be sent to all affected individuals. Individuals submitting an appeal may be called in to discuss the situation with the director of residence life or the appeals committee.

If no information about community damage is submitted within two weeks, the fine will be assessed to each resident’s account and can no longer be contested or appealed.
Cleaning Provisions

A. Rooms
Cleaning of individual rooms is the responsibility of the student or students assigned to the rooms. Students who have an excessively dirty room may be required to clean it to maintain health and safety standards.

B. Bathrooms
Community bathrooms are located in Marsh, Greene, Shipp and DuPré halls. Wofford College’s housekeepers regularly clean these bathrooms. Students are reminded that several residents share these facilities, and students should not leave personal items in the shower stalls or around the sink. The rooms in Carlisle, Lesesne and Wightman halls and the Village apartments are built in suite style, with a bathroom between every two rooms. The students who live in the adjoining rooms and who use the bathrooms are responsible for cleaning and maintaining a safe and healthy environment. Students living in the apartments are responsible for cleaning and maintaining their entire apartment, the porches, the stairways and the grounds around the balcony and apartment building. Toilet paper is provided and may be obtained from the housekeeper in the building.

C. Halls
Every member of the community shares the halls of each building. Students are prohibited from storing personal items in the hall. Items left in the hall will be documented and removed by the residence life staff. Items that are removed from the halls will not be returned to students.

Check-in/Checkout Procedures
All students must follow check-in and checkout procedures at the beginning and end of each academic term. Students check in with the Residence Life staff. In addition, students who change rooms at any time during the year should check out of one room and into the new room with the staff members responsible for each building.

A. Check-in
All students will check in through the Student Affairs Office. At that time resident students will receive a room key, sign their room condition report (RCR) and review the housing contract. If students wish to make corrections to the RCR, they must do so with their resident assistant or resident director within the first week after checking in. RCRs will be kept on file in the office of Residence Life.

B. Checkout
Students must check out of their rooms with a member of the Residence Life staff. During exams, the resident assistants will post information about checkout procedures throughout the halls and through email. If students have permission to make a room change during the year, they will check out with a member of the Residence Life staff before moving to the new room. A new RCR must be completed for the room into which the student is moving. After the student has cleaned out his or her room, the staff member will note any damage or missing furniture on the RCR. Any charges for damaged or missing furniture will be deducted from the student’s residence hall damage deposit. Students who do not check out with the Residence Life staff will be fined $100 from their residence hall damage deposit.

Alcohol
Students who are 21 years or older may consume alcohol in their room or the room of another student who is at least 21 years of age. Students who are 21 years old may not take alcoholic beverages into a room in which the residents are not 21 years old. Alcohol may not be possessed or consumed in common areas, such as bathrooms, hallways or lounges. Students who are not yet 21 may not possess or consume alcohol on campus. A student who is 21 and shares a living space with students who are under 21 should store all alcohol in his/her cubicle or closet when he/she is not present. In rooms where both residents are under the age of 21, the room is considered an alcohol-free area. No alcohol or empty alcohol containers are permitted in these rooms. Persons found violating these policies will face disciplinary action.

Marsh Hall, Greene Hall and Carlisle Hall are alcohol-free and tobacco-free residence halls. Residents, parents and visitors are prohibited from possessing or using alcohol in these areas. Students or visitors who are 21 years of age or older forfeit their right to possess or consume alcohol in these buildings. Possession of empty alcohol containers is not permitted on any of these floors. The residents of the room and their guests will be held responsible for the violation of college policy. Persons found violating college policy or state law will face disciplinary action. Beer pong tables are not allowed (and will be confiscated), and the apartment will be charged a $75 fine.
Drugs
Students are prohibited from possessing, distributing or using illegal substances. Students may not use or possess drug paraphernalia on campus. Students may not use or possess prescription drugs, which are prescribed for another individual.

Smoking Policy
Wofford College has instituted a Smoking Policy designed to provide a healthy, smoke-free environment. Smoking is not permitted in any building on campus. People who smoke are asked to do so 50 feet away from any building. The use of any and all tobacco products is prohibited in residence hall rooms and apartments on campus. Students found using tobacco products in a building will be fined $100 per occurrence.

Firearms and Weapons
The possession and/or use of firearms, weapons and other propelling devices, as well as explosives such as fireworks, ammunition or chemicals that are explosive in nature, are prohibited on campus. Unauthorized use, possession or storage of any weapon on campus constitutes a violation of the code and college policy. Unauthorized possession of firearms is against state law as well as college policy. All weapons are strictly prohibited in students’ rooms and elsewhere on campus. Firearms are permitted for official use by the Department of Military Science and the College Rifle Team.

A weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, or incapacitate or damage personal property. This includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus, knives (with blades three inches or more in length and all switchblades), box cutters, darts and bows and arrows.

Note: Wofford College reserves the right to confiscate anything it deems hazardous or dangerous.

Fire Safety
Fire alarm systems, fire extinguishers, hoses and their connections and other devices for giving alarms or fighting fires are placed in college buildings for the protection of occupants. Such systems and devices are required by applicable municipal and state laws, and they must be in operating condition at all times.

The unlawful use, destruction or theft of fire alarm and firefighting equipment is a serious offense. Therefore, Wofford College will pay a reward of $100 for information leading to the adjudication of any person or persons guilty of committing such an offense. Wofford College will prosecute any offenders to the fullest extent. Wofford’s policies do not supersede the jurisdiction of the city, county, state or federal laws; therefore, in addition to being charged with a violation of the Code of Student Rights and Responsibilities, students may face prosecution under the South Carolina criminal courts.

At a minimum, Wofford College will conduct fire drills twice per semester in all residence halls and during each summer school semester. Campus Safety also will conduct fire drills in academic, athletic and administrative buildings throughout the year. Each student is expected to participate in each fire drill. When the alarm sounds, all students must vacate their rooms. Any students found residing in a room during a fire drill will be charged with a violation and fined $50.

No open flames, such as candles, oil lamps or incense, are allowed in residence hall rooms. If observed, members of the Residence Life, Student Affairs or Campus Safety staff will confiscate these items. Students found in violation of this policy will be fined $20 plus $5 per item, and will be subject to disciplinary actions.

Maintenance
The members of the Physical Plant staff are responsible for all maintenance, repairs and general upkeep of approximately 70 buildings on the 200-acre campus. If there is a need for maintenance in a residence hall room, students are asked not to make repairs themselves. Students may make their request online at fixit.wofford.edu, or contact their resident assistant concerning any maintenance problem.

Wofford College reserves the right to enter a student’s room for maintenance purposes. Physical Plant employees wear designated uniforms. When work has been performed in an individual residence hall room, a tag with information about work performed will be placed on the inside doorknob.

Heating and cooling systems in some residence halls require approximately six to eight hours to switch modes. Every effort is
made to anticipate the need to switch modes and make the change as quickly as possible. Students are encouraged to be patient and understand that the change cannot be made instantaneously. If a room is too hot or cold, students may contact the resident assistant, the resident director, the assistant director of residence life or the director of residence life. It is important that students do their part in helping keep energy costs down. Students are encouraged to make a conscious effort to turn off lights and other electrical equipment.

Housekeeping is provided for all common areas in the residence halls, such as corridors, lounges, lobby areas, laundry rooms and community bathrooms. Students are responsible for maintaining an acceptable level of cleanliness in their rooms, as well as for cleaning up after themselves in public areas.

**Prohibited Appliances**
The following appliances have been deemed a fire hazard and are not allowed in the residence halls: hot plates, Bunsen burners, toasters, toaster ovens, George Foreman Grills, black lights and halogen lamps. Additionally, microwave/toaster combination appliances are not permitted. Any student found in possession of these items will be subject to disciplinary action and fines, and the items will be confiscated. Extension cords and multi-plug outlet adapters are also prohibited items. Students should use quality surge suppressors in place of extension cords.

**Noise Policy and Quiet Hours**
Students are responsible for creating a community that is conducive to living and learning. Noise from stereos, televisions, DVD players and computers should be kept at moderate levels, audible in the room of origin. Students are also responsible for maintaining a courteous noise level while conversing in the hall. Students found guilty of violating the noise policy will face disciplinary sanctions including a $25 fine, administrative room reassignment, loss of sound equipment or removal from college housing.

Quiet hours extend from 10 p.m. to 8 a.m. seven days a week. During these hours, any student making noise that is disturbing to other residents will face the disciplinary sanctions listed above. Courtesy hours, as described above, are in effect during all other times. During exam week, 24-hour quiet hours are in effect.

**Pets**
The only pets that are allowed in the residence halls are common aquarium fish in tanks smaller than 10 gallons. All other pets or animals are prohibited for health and humane purposes. Visiting pets are not permitted. Any animals used for class work should remain in the academic buildings in the labs specially designed to contain them safely. Students found in violation will be fined $100 and be subject to disciplinary action. Students will be given 24 hours to remove the animal from campus or face further disciplinary action.

**Village Policy and Housing Contract—September 2015**
Preamble: “Living in Wofford’s Village apartments is considered a privilege, not a right. The highest standards of conduct, cleanliness and decorum are expected. Persons failing to meet these expectations will lose the privilege of residing in these houses and the Michael S. Brown Village Center.”

All Wofford College policies apply to all residents in the Village apartments. A complete copy of the policies is available online. All resident students must sign a Wofford College Housing Contract to live in college housing. Students who choose to live in the Village apartments must agree to live by the additional policies listed in the Village Apartment Housing Contract. Any student who does not agree to live by the Village Apartment Housing Contract policies will be reassigned to housing in a residence hall or may move off campus.

**Property Liability:** Wofford College recommends that students and/or their parents cover belongings with the appropriate insurance. Wofford takes no responsibility for lost, stolen or damaged property.

**Prohibition on Alterations:** Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to any rooms within the residence halls or the apartments. This includes, but is not limited to putting holes in the walls/ceilings; installing wall shelving; painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets; applying stickers to walls, windows or furniture; installing ceiling fans; making lighting alterations; and inserting window air conditioning units or heaters with exposed heating elements. Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines.
No outside or inside construction is permitted without written permission from either the director of residence life or the director of Physical Plant.

Prohibited Items: The following items are prohibited: halogen lamps, additional beds, live or recently cut trees (e.g., Christmas trees), candles, other open flames, dart boards (including magnetic dart boards), beer pong tables, common bulk containers of alcohol and hammocks. Each resident is allowed a small refrigerator in his/her bedroom that may be used in addition to the large refrigerator provided.

Residents will be held responsible for all furniture in the apartment and will be charged if it is not present at the end of the academic term or when the student vacates the apartment.

Rules and Regulations
Students whose apartments are found not be clean, are in violation of Rules 1-7 below or fail an inspection will be given 48 hours to correct the violation before re-inspection. After 48 hours, students will be fined $50 per day until the apartment is cleaned and the situation rectified.

1. The apartments will be inspected for cleanliness during health and safety inspections each term. Inspections are announced in advance. Students whose apartment fails an inspection will be given 48 hours to correct problems before re-inspection. After 48 hours, students will be fined $50 per day the apartment is not cleaned.
2. Residents of the apartments are required to keep the apartments, their porches and stairwells clean and provide their own cleaning materials. Residents may obtain toilet paper and small trash bags from Wightman and Lesesne halls.
3. Porches and balconies should be swept regularly and are not to be used as storage areas for personal items (clothes, shoes, camping gear, etc.)
4. At least twice weekly, all residents are required to remove trash and recyclable materials and deposit them in the appropriate containers located behind the houses in designated locations. Students must ensure that trash can lids are securely fastened after depositing bags into the receptacles. Bags of trash are not allowed to remain on the porches or in the stairwells. Failure to dispose of trash promptly and in secure bags will result in disciplinary action. Throwing trash is strictly prohibited.
5. Residents are responsible for keeping porch areas, balconies and stairwells attractive, clean, healthy and pest free. While stairways are cleaned by the housekeeping staff once a week, trash and rubbish deposited anywhere other than the available receptacles will result in fines for the residents of the entire building. Stairwells that are carpeted may be vacuumsed by residents in the building. Residents may decorate the stairwells tastefully.
6. When moving out of the apartments at the end of the term, trash and discarded items that do not fit in a single can must be taken to the nearest dumpster.
7. When moving out of the apartments at the end of the term, residents are responsible for properly cleaning the refrigerator, the stove and the oven.

Unless otherwise noted, sanctions for violation of Rules 8-27 below will result in a fine of $50 for the first offense, $75 for the second offense and possible community service sanction at the discretion of the Director of Residence Life, and the third offense shall result in eviction. Additionally, any fine can include an additional amount for restitution to repair/replace any damaged property.

8. Residents of the apartments are responsible for all guests and persons found in their apartments. Residents are subject to regular housing policies on visitation, cohabitation and guests. Wofford offers apartment residents a self-regulated visitation program through which the residents mutually agree upon and sign a contract related to their visitation hours. Additional information and contracts are available by request for each unit during the first week of classes. Contracts may be returned to the students’ RA.
9. Residents must respond cooperatively to Campus Safety officers and Residence Life staff.
10. Throwing or dropping any objects whatsoever off the porch or from the windows of the apartment is not allowed. Residents will be fined, will pay restitution for damages and will face disciplinary action and/or possible eviction for such incidents.
11. Porch-style furniture is allowed, but upholstered furniture is not. All college-issued furniture must remain in the apartments.
12. Fire regulations prohibit bicycles, scooters, motorcycles and other conveyances from being chained to or parked on stairwells, porches and handicap ramps. Residents are reminded to use the bike racks placed around the Village.
13. Cooking on porches is not allowed. Both indoor and outdoor grills are prohibited in or around college buildings. Community grills (charcoal use only) will be located at different locations around the Village. Residents must provide their own grilling supplies for use with the community grills. Grills found by college staff will be confiscated.
14. Digging and planting in the college natural areas is not permitted.
15. No flags, laundry, clothing or other items can be hung from the windows, the porches, the balconies or the roofs.
16. No pets are allowed in the apartments except for small aquarium fish in tanks smaller than 10 gallons. Residents found with pets will pay a $75 fine per day, and must reimburse the college for any expenses required for cleaning up after the pets. Family pets are not allowed to stay overnight in the apartments. All residents of the apartments will be held responsible if a pet is found in an apartment.
17. Students are expected not to feed stray animals on campus or lay out food for animals in any location on campus. This includes feeders of any kind.
18. Homemade bunk beds, larger beds and lofts are not permitted in the apartments.
19. Roofs and ledges of all buildings are “off limits.” Fines of $100 per person may be imposed on violators, among other sanctions deemed appropriate by the Residence Life staff.
20. Exterior doors of apartments should not be propped at any time.
21. Hitting golf balls (including plastic golf balls) is not allowed.
22. Smoking is not allowed within the apartments or in the interior stairwells. The use of any and all tobacco products is prohibited inside the apartments. Smoking and chewing tobacco is allowed on the porches by agreements of all the residents of the building, but cigarette butts and chewed tobacco must be disposed of properly and may not be dropped on the porches or the ground. Residents of each building are responsible for providing their own ashtrays. Students found using tobacco products inside an apartment will be fined $100 per occurrence.
23. If cigarette butts or chewed tobacco are found on a porch or in the grass around an apartment, the residents of the apartments in the nearest building will be held accountable. The sanction for the first offense for cigarette butts or chewed tobacco is a $50 fine; the second offense is a $100 fine and community restitution hours, and the third offense will be removal from the apartments.
24. Students should not disable smoke detectors or tamper with fire equipment in any way. Tampering with fire equipment will cause the fire alarm system to initiate and dispatch the local fire department. Students who cause a fire alarm due to tampering with fire equipment will be fined $100, will reimburse the college for the full cost of the dispatch and may face reassignment by the Residence Life staff.
25. Windows are to remain closed for security reasons. The sanction for the first offense for an open window is a $50 fine, the second offense is a $100 fine and the third offense will be removal from the college apartments.
26. “Fight Clubs”: Anyone found fighting/boxing in any form not part of a sanctioned college sporting event, for sport fine, the second offense is a $100 fine and the third offense will be removal from the college apartments.
27. Residents must comply with the Wofford College Beverage Alcohol and Drug Policy, including but not limited to the following:
   a. Students who are not 21 years old may not possess or consume alcoholic beverages.
   b. Students who are 21 years old and who provide opportunities where alcohol is easily accessible or who distribute alcoholic beverages to students or guests who are under the age of 21 years will be fined $300. Possession is defined to include but not limited to:
      i. Individual possession: any alcohol, drugs or drug paraphernalia within immediate proximity of an individual person or that is being transported by or carried on an individual person, and
      ii. Residential possession: storage of any quantity of alcohol, drugs or drug paraphernalia not deemed individual possession will be attributed to the assigned residents of the residence hall room. In the event that no individual resident claims the alcohol, drugs or drug paraphernalia, the possession will be assigned to all residents assigned to the residence hall room.
   c. Common containers of alcohol, including but not limited to kegs, party balls, ice luges, pony kegs and funnels, are prohibited. Drinking games such as beer pong are not permitted. Beer pong tables are not allowed (and will be confiscated). The four residents of the apartment will be fined $100 collectively. Additionally, any other container being used for the purpose of a common container will be treated as such. There will be no warnings for violations of this rule. Possession of a common bulk container will result in an automatic $150 fine per the residents of the apartment.
   d. Alcohol is allowed in apartments and on porch areas for residents of legal age, but is strictly prohibited on the grounds of the apartments (e.g., courtyards, roadway, sidewalks, stairwells, etc.). Alcohol being consumed on a porch must be in a cup. In accordance with South Carolina state law, residents may not consume alcohol from beer, wine or liquor bottles or cans while on the porch ($50 fine). The Village is not an open consumption area except when designated for special college events. If all residents of an apartment are of legal age, alcohol can be stored in the common refrigerator and kitchen. However, if there is an underage resident living in the apartment, all residents of legal age must store alcohol in their bedrooms and always be in the presence of their alcohol when in the common area and on porch.
   e. All parties must be registered with the Residence Life office by submitting the party registration form by noon on Thursdays for weekend parties and 24 hours in advance for weekday parties. This form may be
obtained from the Residence Life office or online. In addition, Campus Safety and Residence Life officials reserve the right to shut down a party at any time.

f. A party is defined as more than 16 people, including residents of the house, being present within the house at one time. The maximum number of people allowed in an apartment for a registered party is 35. The maximum number of people allowed on a porch during a registered party is 20, unless otherwise posted.

g. The maximum number of people allowed on a balcony in the Michael S. Brown Village Center is 6. Residents in apartments that have ledges but no door to the outside area are not allowed to stand, sit or place any object on the ledge. The ledge is cosmetic, and was not built for people to stand on.

h. If at any time a resident has guests over for a spontaneous gathering and the number exceeds 16, the resident must contact the RA on duty immediately. The RA on duty will in turn alert Campus Safety and the RD on call. Students are reminded that quiet hours start at 10 p.m. each night. Sunday through Thursday, all social events must end no later than 12 a.m. On Friday and Saturday nights, social events must end not later than 2 a.m.

i. Unauthorized parties or parties that exceed 35 people will result in the residents of the apartment being fined $300.

j. Students wanting to have an event on the lawn that includes alcohol must complete a social event registration form and have the event approved by a member of the Student Involvement staff. If approved, the students hosting the event will be required to uphold the alcohol policy.

k. Residents of any apartment in which students or guests are found possessing, using or distributing illegal drugs or drugs prescribed to other individuals will have to vacate the apartment within 24 hours of the drugs being found and shall be subject to disciplinary action in accordance with the Wofford College Beverage Alcohol and Drug Policy.

The Amnesty Policy: Students are encouraged to look out for the health and safety of themselves and their peers. When a student’s health and/or safety is threatened or appears to be in jeopardy, immediate actions should be taken to prevent injury, illness or danger. The action might include calling a staff member in the Wellness Center, Campus Safety, Student Affairs or Residence Life offices to receive assistance in handling the emergency. Whatever the particular need or problem, it is important to respond in a responsible and timely manner.

Information obtained during the subsequent response by a member or members of the staff in the Wellness Center, the Campus Safety Department, the Office of Student Affairs or Residence Life during the delivery of medical treatment will not be used to bring disciplinary action under the alcohol policy against that individual or individual(s) who called for assistance, provided that the student(s) has not violated any other (non-alcohol) college policy (such as hazing, injury to people and vandalism). The student will meet with a member of the Student Affairs and the Counseling staff, but will not be cited for a violation.

These policies apply to the exterior and interiors of the apartments unless otherwise stated. Therefore, failure of residents to observe and abide by these policies will result in disciplinary action and/or possible eviction. Members of the Wofford College staff will monitor the outdoor Village areas, the stairwells and the porches on a regular basis. Any violations of college policies will be documented.

Students found violating the Village policies will have seven days from the date of the violation to pay any associated fines.

In addition to these set policies, students are expected to abide by the Student Code of Rights and Responsibilities and all college policies. The only exception to other residence life policies is apartment residents being allowed to use toasters, toaster ovens and George Foreman Grills. At any time, these policies may be changed or updated by the Office of Residence Life or dean of students. Apartment residents will be notified via email within 24 hours of changes or updates to these policies.
Business Policies

Financial Obligations to the College
Comprehensive fees (tuition, fees, and room and board), traffic and other fines, returned checks and any other financial obligations to Wofford College are charged to the student’s account receivable in the Business Office. All such amounts must be paid in a timely manner.

Use of Information Technology Resources
Members of the Wofford College community are expected to abide by the Office of Information Technology policies, which are available at my.wofford.edu by clicking on the top left technology tab. Violations will be reported to the provost and the dean of students.

Acceptance and Cashing of Checks
Wofford College will accept personal checks of students (and their parents or other party having financial responsibility for a student) in payment of college expenses, college store purchases, etc. Such checks should be for the balance of fees due or for the specific purchase.

Wofford College strongly recommends that students establish bank accounts in Spartanburg. There are numerous banks within walking distance of the campus. BB&T has placed an automatic teller machine in the lower level of the Burwell Building.

For the convenience of resident students, the Business Office will cash personal checks for students up to $25. Second-party checks (personal checks of one person which are to be endorsed and cashed by a second person) will not be cashed. In order to cash a check, the check must be drawn payable to cash and must then be signed in the presence of the employee handling the transaction. Presentation of a current Wofford College identification card is required.

Wofford College will make every effort to protect itself against any loss from checks returned for insufficient funds. If a check is returned unpaid by a bank to Wofford College, Wofford College will charge a $25 fee. (This penalty is in addition to any fees charged to the maker by the bank on which the check is drawn.)

The privilege of making any payment to Wofford College by check or cashing checks on campus will be denied to anyone who presents a single bad check until that check has been cleared. This privilege will be denied permanently to anyone who presents a second bad check. If the transaction is fraudulent (forgery, no account, advance knowledge that a check will not be paid by the bank, etc.), Wofford College may prosecute the offender. All returned checks must be promptly paid by cash, certified check or money order.

Post Office Policy
The Post Office policy authorizes the handling of the following items without any censorship whatsoever, but with the individual or organization sending communications having the sole responsibility for them:

1. All mail originating through the United States Post Office, providing that it bears the name of an enrolled student or an employee of Wofford College. Otherwise, said mail will be returned to the sender marked “Addressee Unknown.”
2. All faculty and administrative communications, which should be labeled with a correct name and box number. All communications must be dated and bear a signature.
3. Communications published in conformity with the Code of Student Rights and Responsibilities. Such communications must be dated and bear a signature. No other items are to be placed in Campus Post Office boxes.

Students must show a picture ID to pick up packages sent to their College Post Office (CPO). A signature is required for pickup. Mail sent to a CPO under an alias does not conform to this policy, and such packages will be returned to the sender marked “Addressee Unknown.” Any package that has not been picked up within 60 days of receipt by the Campus Post Office may either be returned to sender (postage due) or disposed of.
The advent of Internet shopping has prompted an increase in mail order purchases. Unfortunately, some students are under the impression that the use of their given names is not safe, and therefore they use aliases to protect their identity. However, in order to receive the merchandise at the CPO, all members of the Wofford community must use their legal names and present valid picture IDs.

**Publicizing Information**

Chartered organizations, students, faculty and staff are encouraged to publicize activities and events in which the Wofford College community has the opportunity to be involved. All public notices or publicity material posted on college property must be sponsored by a chartered organization or college department, or otherwise approved by the dean of students or a designate. In addition, advertising that promotes the use and/or sale of alcohol is prohibited. Publicity should bear the following information:

1. Name of the activity
2. Time of the activity
3. Place of the activity
4. Name of the person or organization responsible for the activity

All publicity must be removed within two days of the date of the event by the individual or organization that posted it. Publicity of off-campus events and activities must be approved by a member of the Student Affairs staff.

Items can be posted on:

1. Bulletin boards in Burwell, Olin, Daniel, Main, Library, Campus Life Building, Richardson Building and residence halls (do not block any windows in the doors)
2. Windows inside Burwell Building lobby in the labeled window (for the appropriate day of the week)
3. Interior walls between glass doors in Campus Life Building; Campus Post Office glass doors and pillar inside

Please use only masking tape, Scotch tape or thumbtacks and staples (bulletin boards only) to hang items. No duct tape is to be used on any postings.

Items cannot be posted on:

- Trees
- Sidewalks
- Iron railings
- Lampposts
- Painted surfaces
- Glass doors and windows
- The doors and windows of the dining room
- Mickel Chapel, Harley Room, Acorn Café, Papadopoulos Room and Leonard Auditorium
- The doors of Milliken Science Center, Olin Building, Papadopoulos Building, Daniel Building and Sandor Teszler Library Burwell Building facing the campus
- The interior doors of the Commons
Policies and Procedures for Student Organizations

Wofford College recognizes the rights of individuals to associate on campus, and acknowledges that a wide range of campus organizations may enhance the college environment. Therefore, Wofford College encourages organizations to be chartered. Student organizations should contribute positively to the Wofford College community in a distinctive manner and have objectives that correspond to the Purpose of the College. Student organizations should aim to develop students’ intellectual curiosity, independence of thought, maturity of judgment, self-discipline, religious faith and moral character. They should foster citizenship and leadership and promote community service. Organizations should seek a positive and open relationship with Wofford College. In order to foster this relationship with Wofford College, every formal organization should seek formal recognition of the organization through the granting of a charter. Even without a formal charter, Wofford College emphasizes that every organization operating on campus (chartered or informal) is accountable to the following policies and procedures.

I. Charter Application Process
The duties of the student affairs committee of the faculty, as stated in the faculty bylaws, include the power and responsibility “to grant and/or withdraw charters to all student organizations with due regard to their contribution to campus life, student development and acceptable standards of conduct or impose restriction when organizations fail to serve useful functions or maintain acceptable standards.”

Applications for charters are available online. The student affairs committee of the faculty will accept applications at any time. The committee may seek opinions from existing organizations on charter applications.

A notice of application will be read at Campus Union and Campus Union chamber meetings. Any member of the current student body, the faculty and/or the staff who has an objection or grievance related to an organization applying for a charter must register it in writing with the chair of the student affairs committee so the committee may review it. Once an organization is granted a charter, it may renew the charter at the end of the spring semester by completing an annual report distributed by the Campus Union chamber.

Independent organizations that apply for and receive a charter from the Student Affairs Committee of Wofford College receive specific benefits. This does not mean that those organizations are controlled by Wofford College, or that Wofford College is responsible for the organizations’ contracts or other acts or omissions, or that Wofford College approves of the organizations’ goals or activities.

II. Relationship Between Student Organizations and Wofford College
Wofford College is a private not-for-profit corporation, and the organizations that apply for charters are not part of that corporation, but rather exist and operate independently of Wofford College. Student organizations are not agents, servants or employees of Wofford College, but, rather, independent contractors, which manage their own affairs. The purpose or purposes of a student organization must not conflict with the educational functions or established polices of Wofford College.

III. Benefits of Chartered Organizations
1. Chartered student organizations in good standing may use college facilities subject to the rules governing such use.
2. Chartered student organizations that lease facilities from Wofford College are subject to all the terms of that lease.
3. Chartered student organizations in good standing may petition the Campus Union for student activity funds or receive funding from student activity fees.
4. Chartered student organizations in good standing may advertise their meetings and fundraisers on campus (subject to the rules of publicizing information as stated in the Student Handbook).
5. Chartered student organizations in good standing may hold fundraising activities on campus (subject to the rules of solicitation and canvassing).
6. Chartered organizations are recognized as members of the Campus Union chamber.

IV. Good Standing and Operation
1. Individuals who join together in a student organization collectively share a common responsibility to themselves, their group and Wofford College. All student organizations will be held responsible by Wofford College for abiding by federal, state and local laws, as well as all college regulations.
2. Nondiscrimination: A student organization is ineligible for chartered status when membership is restricted by
reason of age, ancestry, citizenship, color, disability or handicap, gender, race, religious creed, national origin, political affiliation, sexual orientation or veteran status. Consideration shall be given to organizations that may be exempt from Title IX of the Educational Amendments of 1972, relating to the discrimination of gender. Notwithstanding these requirements, a student organization may restrict membership based on an ability to perform the activities related to the organization’s purpose. In determining cases of discrimination, it is not sufficient to look merely to the constitution of an organization but also to its actual practices and operations.

3. **Financial standing:** Chartered organizations must not operate with an end-of-the-year deficit or have substantial debt.

4. **Annual report:** Chartered organizations must complete an annual report form for the college at the end of the academic year. The form is available online and will be distributed through the Campus Union chamber.

5. **Judicial standing:** Student organizations that have been sanctioned by a body of Wofford College must complete all the sanctions to attain good standing.

6. Student organizations shall not disturb or infringe upon the privacy of the residents in college residence halls, or disturb or interrupt the conduct of classes or extracurricular activities for the purposes of recruiting new members and/or raising funds.

7. Student organizations must send a representative to the Campus Union chamber meeting, which meets on the second Monday of every month during the academic year.

8. The president or student leader of the organization must provide each member of the organization with a copy of these policies and procedures.

**V. Membership**

Only currently employed faculty, staff and currently registered students shall be eligible for active membership status in student organizations. All full-time and part-time officially registered students shall be eligible to preside, officiate, vote, officially represent or solicit funds on the campus on behalf of the organization. Only full-time officially registered students shall be eligible to serve as appointed or elected officers.

**VI. Fundraising**

Organizations may collect dues, initiation fees and donations. They may sell materials related to the purpose of the organization. Funds raised by registered student organizations may be expended consistent with the stated purposes of those organizations. Such funds are subject to local, state and federal laws and to financial accountability. All fundraising activities on campus must be pre-approved by the director of residence life or dean of students. No fundraising activities shall conflict with the ongoing business operations or business interests of Wofford College.

**VII. Solicitation**

Solicitation activities shall be defined as (1) donations without products or services being rendered; or (2) activities that raise funds through the direct sale of merchandise or service for the benefit of a student organization or non-college charitable organizations. Student organizations may be required to verify the nature of the charitable purpose or existence of the organization.

**VIII. Canvassing**

1. Canvassing is any effort to influence opinions, gain support or promote a particular cause or interest, specifically excluding solicitation or fundraising as defined by current policy. Surveys are not considered canvassing for purposes of this policy.

2. Canvassing shall be restricted to 8 a.m.-11 p.m.

3. Canvassing may occur in the main lobbies of the residence halls and outside of the dining room, Zach’s and the bookstore.

4. Canvassing may not occur in individual residence hall rooms or classrooms.

5. Canvassers must abide by all college rules and regulations. Violators will be subject to referral to the dean of students.

**IX. Group Responsibility**

When persons are functioning in their capacity as members of a student organization, they will be held accountable for their conduct individually and collectively. Any group or collection of a group’s members acting in concert is responsible for the actions of the members. Occasional misconduct of an individual member is not chargeable to the group; however, group conduct exists where:
1. Members of the group act in concert to violate the Wofford College Code of Student Rights and Responsibilities or college policies.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without appropriate group control, remedy or sanction.
6. An organization, or members of a group acting in concert, provides the impetus for violation of Wofford College rules, policies and regulations.

Groups will be held responsible for the acts of their members when those acts grow out of or are in any way related to group life. Each organization has the duty to take all reasonable steps to prevent any infraction of college rules and state laws growing out of, or related to, the activities of the organization. This duty is applicable to all members at all times. (All members should be aware that their misdeeds could result in the sanctioning of their entire organization and themselves as individuals.)

If a student organization violates a college policy or a local, state or federal law, the following process shall take effect: a member of the student body, the faculty or the staff of Wofford College shall complete an incident report form. The form shall be given to the dean of students, who will determine what charge shall be lodged against the organization. The president or leader of the organization shall meet with the dean of students to receive the charge. The charge and the organization will be referred to the appropriate body.

Any conduct of a student organization that is not covered by the Code of Student Rights and Responsibilities shall be referred for action to the student affairs committee of the faculty.

X. Sanctions
Organizations found guilty of violating the Code of Student Rights and Responsibilities, local, state or national laws are subject to one or more of the following sanctions:

- Completion of educational and training programs Loss or suspension of charter
- Suspension of fundraising activity Suspension of solicitation activity
- Assessment of reimbursement and/or community restitution related to the offense Loss of use, or restricted use, of college facilities
- Suspension of the privilege to apply for funds from Wofford College Receipt of administrative warning
- Referral of individuals and/or organizations to judicial court
- Receipt of other sanctions as defined in the code or as deemed appropriate

Organizations charged with violating other policies or procedures of Wofford College shall be referred to the student affairs committee of the faculty. If the committee decides that an organization should be sanctioned, it may choose the sanction(s) from those listed above. Individuals and organizations may appeal the decision(s) of the committee by submitting within three class days a letter requesting a review to the president of Wofford College.

XI. Advisers
All chartered organizations are required to have a faculty or staff adviser. The adviser must be a full-time employee of Wofford College. The purpose of an organization having an adviser is to provide assistance to the officers and the members in accomplishing the group’s goals and have oversight of its activities. The adviser must attend an annual training session. The adviser may assist the organization by providing counsel on specialized subjects in which the adviser is experienced or expert and on general matters relating to the conduct of organization affairs. Advisers are encouraged to offer constructive criticism and guidance. Advisers shall be informed of any judicial proceedings taken with the organization.

XII. Use of Wofford College’s Name and Symbols
Wofford College will allow the use of its name as part of the student organization’s name only if the organization takes appropriate steps necessary to prevent persons and organizations with which it deals from receiving the impression that the organization is part of, controlled by or acting on behalf of Wofford College. The organization shall not use any marks, symbols, logos, mottos or indicia of Wofford College without its express prior written consent. Contact the Department of Marketing and Communications at 864-597-4184 or woffordnews@wofford.edu for more information.
XIII. Taxes
An organization shall not use the Wofford College taxpayer identification number or Wofford College’s tax-exempt status in connection with purchases or sales by the organization, gifts to the organization, interest or other income of the organization or any other activity of the organization.

XIV. Liability, Insurance and Defense
The organization understands and agrees that Wofford College, its employees and agents will not be liable for any of the organization’s contracts, torts or other acts or omissions, or those by the organization’s directors, officers, members, staff or activity participants. The organization understands and agrees that neither it nor its directors, officers, members, staff or activity participants are protected by Wofford College’s insurance policies or self-insurance plans, and that Wofford College will not provide any legal defense for the organization or any such person in the event of any claim against any of them.
Service and Assistance Animal Policy and Agreement

Wofford College (“Wofford” or the “college”) recognizes the importance of “service animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “assistance animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Wofford is committed to allowing individuals with disabilities the use of a service animal on campus to facilitate their full participation in and equal access to the college’s programs and activities. Wofford is also committed to allowing assistance animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy campus housing. This policy explains the specific requirements applicable to an individual’s use of a service or assistance animal in campus housing. Wofford reserves the right to amend this policy as circumstances require.

Although it is the policy of Wofford that individuals are generally prohibited from having animals of any type in campus housing, Wofford will consider a request by an individual with a disability an exception from this prohibition as a reasonable accommodation to allow an assistance animal that is necessary because of a disability. However, no service or assistance animal may be kept in campus housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

1. Definitions

a. Service Animal
A “service animal” is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be a service animal. Other animals, whether wild or domestic, do not qualify as service animals. Examples of such work or tasks include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with post traumatic stress disorder (PTSD) during an anxiety attack, and/or performing other duties. Service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

b. Service Animal in Training
Individuals training animals to aid and guide persons with disabilities are afforded the same rights as those individuals who require the assistance of a service animal. If you are training an animal to aid and guide persons with disabilities and wish for that animal to live in campus housing, you must contact the director of accessibility services and the director of residence life, and you must comply with the requirements set forth in this policy.

c. Assistance Animal
“Assistance animals” are a category of animals that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered service animals under the ADAAA. These animals are sometimes called companion animals, therapy animals or emotional support animals. In this policy, they are referred to as assistance animals. Some assistance animals are professionally trained, but in other cases assistance animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as assistance animals, but any animal may serve a person with a disability as an assistance animal.

The questions to be answered in determining whether an assistance animal will be allowed in campus housing are 1) whether or not the assistance animal is necessary because of the individual’s disability to afford the individual an equal opportunity to use and enjoy campus housing; and 2) whether its presence in campus housing is reasonable. However, even if the individual with a disability establishes necessity for an assistance animal and it is allowed in campus housing, an assistance animal is not permitted in other areas of the college (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

d. Pet
A “pet” is an animal kept for ordinary use and companionship. A pet is not considered a service animal or an assistance animal. It is not covered by this policy. Individuals are not permitted to keep or bring pets in campus buildings, including campus housing.

e. Approved Animal
An approved animal is a service animal or an assistance animal that has been granted as a reasonable accommodation under this policy.

f. **Owner**
The “owner” is the individual who has requested the accommodation and has received approval to bring a service animal or assistance animal into campus housing.

g. **Accessibility Services Office**
The accessibility services office (“accessibility services”) collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all Wofford programs and activities.

2. **Service Animals on Campus (other than living in campus housing)**

Service animals are generally permitted in all public areas on campus, unless public health or a safety issue prohibits them from a particular area (e.g. a lab where protective clothing or gear is required). Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. A service animal may be excluded from college property if the animal’s behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded.

If it is readily apparent that an individual has a disability and requires on-campus assistance of an animal that qualifies as a service animal, no further information will be requested in order for the individual to bring the service animal into public areas of campus. If it is not readily apparent that the animal is a service animal, an individual may be required to identify the dog as a service animal and describe what work or task the dog been trained to perform. The individual will not be asked about their disability, required to show medical documentation, required to show training documentation for the dog, or asked that the dog demonstrate its ability to perform the work or task.

3. **Procedures for Requesting Service Animals in Campus Housing**

An individual seeking to keep a service animal in campus housing must make a formal request to accessibility services. To do so, the student should complete the steps below:

1. Visit the student tab on myWofford to complete and submit the appropriate “Housing Accommodation” request.
   a. This process must be completed by the incoming student housing deadline for new students and the housing lottery deadline for returning students. These deadlines are posted on the Office of Residence Life website. While applications submitted after these dates will be accepted and considered, Wofford College cannot guarantee that it will be able to meet late applicants’ accommodation needs.
2. At the time a student submits a request for an accommodation involving a service animal, the student should submit documentation showing that the animal’s vaccinations are current.
3. Review this policy and sign and submit the service and assistance animal agreement.
4. Requests will be reviewed and evaluated on a case-by-case basis. The Office of Accessibility Services, with Residence Life, will arrange a meeting with the person requesting that a service animal be housed in campus housing. This policy will be carefully reviewed with the owner at that time.
5. Upon approval of a service animal, college staff will be notified as appropriate.

4. **Procedures for Requesting Assistance Animals in Campus Housing**

Assistance animals may not be brought into campus housing without approval of college officials. An individual requesting permission to keep an assistance animal in campus housing must make a formal request to the Department of Residence Life. To make a request, students will need to complete the steps below:

1. Visit the Student tab on myWofford to begin the process. The student will be prompted to complete the “Housing Accommodation” request and submit documentation of their disability to be reviewed.
   a. This process must be completed by the incoming student housing deadline for new students and the housing lottery deadline for returning students. These deadlines are posted on the Office of Residence Life website. While applications submitted after these dates will be accepted and considered, Wofford College cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop
during the semester.

2. Documentation of the need for an assistance animal should generally include the following information from the student’s attending physician, psychiatrist or other mental health professional:
   a. Verification of the student’s disability, including the diagnosis;
   b. Description of how the diagnosis was reached;
   c. Statement on how the animal serves as an accommodation for the documented disability; and
   d. Statement on how the need for the assistance animal relates to the ability of the student to succeed at the college.
   e. Current documentation of items requested must be dated within the last 12 months.

3. At the time a student submits a request for an accommodation involving an assistance animal, the student should submit documentation showing that the animal’s vaccinations are current.

4. Review this policy and sign and submit the service and assistance animal agreement.

5. Accessibility services will review documentation and consult with necessary campus colleagues to consider the request. Requests will be reviewed and evaluated on a case-by-case basis. Accessibility Services, with the Office of Residence Life, will arrange a meeting with the person requesting that a service animal be housed in campus housing. This policy will be carefully reviewed with the Owner at that time.

6. Upon approval of an assistance animal, college staff will be notified as appropriate.

5. Criteria for Determining Whether Presence of a Service or Assistance Animal is Reasonable

1. Campus housing is unique in several aspects, including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room, suite or apartment in certain residences. To ensure that the presence of service and assistance animals is not an undue administrative burden or fundamental alteration of campus housing, Wofford reserves the right to assign an individual with a service or assistance animal to a single room without a roommate.

2. For all requests for service and assistance animals to reside in campus housing, Accessibility Services will consult with Residence Life in making a determination on a case-by-case basis of whether the presence of an assistance animal is reasonable. A request for an assistance animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters campus housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including college property.

3. Wofford may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with service and assistance animals:
   a. The size of the animal is too large for available assigned housing space;
   b. The animal's presence would force another individual from individual housing (e.g. serious allergies);
   c. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
   d. The animal is not housebroken or is unable to live with others in a reasonable manner;
   e. 5. The animal's vaccinations are not up-to-date;
   f. 6. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
   g. 7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

Wofford will not limit room assignments for individuals with service or assistance animals to any particular building or buildings because the individual needs an assistance animal because of a disability.

6. Access to College Facilities by Assistance Animals

a. Assistance Animals

An assistance animal must be contained within the owner’s privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When an assistance animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance animals are not allowed in any college facilities other than college residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

b. Dominion and Control
Notwithstanding the restrictions set forth herein, the assistance animal must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from campus housing.

7. Owner’s Responsibilities for Assistance Animal

If the college grants an owner’s request to live with an assistance animal, the owner is solely responsible for the custody and care of the assistance animal and must meet the following requirements:

a. General Responsibilities
   1. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner’s responsibility to know and understand these ordinances, laws, and regulations. The college has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The college reserves the right to request documentation showing that the animal has been licensed.
   2. The owner is required to clean up after and properly dispose of the animal’s waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by Wofford.
   3. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the assistance animal and/or discipline for the responsible individual.
   4. Wofford will not ask for or require an individual with a disability to pay a fee or surcharge for an approved assistance animal.
   5. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage. An individual with a disability may be charged for any damage caused by his or her assistance animal beyond reasonable wear and tear to the same extent that the college charges other individuals for damages beyond reasonable wear and tear. The owner’s responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and damage to personal property of others. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college property that are assessed after the student and approved animal vacate the residence. The college shall have the right to bill the student account of the owner for unmet obligations. The owner is expected to cover these costs at the time of repair and/or move-out.
   6. The owner’s living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the college’s standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the owner’s account for unmet obligations under this provision.
   7. The owner must fully cooperate with college personnel with regard to meeting the terms of this policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
   8. Assistance animals may not be left overnight in campus housing to be cared for by any individual other than the owner. If the owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the assistance animal is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.
   9. The owner agrees to abide by all equally applicable residential policies that are unrelated to the individual’s disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
   10. The animal is allowed in campus housing only as long as it is necessary because of the owner’s disability. The owner must notify the Accessibility Services Office in writing if the assistance animal is no longer needed or is no longer in residence. To replace an approved assistance animal, the new animal must be necessary because of the owner’s disability and the owner must follow the procedures in this policy when requesting a different animal.
   11. Wofford personnel shall not be required to provide care or food for any assistance animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
   12. The individual must provide written consent for Accessibility Services to disclose information regarding the request for and presence of the assistance animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the
individual’s disability.

13. All roommates or suitemates of the owner must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, either the owner and animal or the non-approving roommates or suitemates, as determined by the appropriate Residence Life staff member, may be moved to a different location.

14. When an approved animal is left alone in the room, without another human, it must be kept in a crate, cage, carrier, or other container to insure it will not interfere with college staff, who may need to enter the unit.

15. The college may relocate the owner and approved animal as necessary.

16. The owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

17. Any violation of the above rules may result in immediate removal of the approved animal from the college and may be reviewed through the student conduct system and the owner will be afforded all the rights and procedures provided by that process.

18. If the animal is removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations.

8. Conflicting Health Conditions

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the director of residence life if they have a health or safety related concern about exposure to a service or assistance animal. The college will reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to service or assistance animals.

The Office of Residence Life will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved.

9. Removal of Assistance Animal

The college may require the individual to remove the animal from campus housing if:

1. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. the animal’s presence results in a fundamental alteration of a college program;
3. the owner does not comply with the owner’s responsibilities set forth above; or
4. the animal or its presence creates an unmanageable disturbance or interference with the college community.

The college will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Accessibility Services personnel and may be appealed to Wofford’s ADA coordinator.

Should the assistance animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

10. Requirements for Faculty, Staff, Students, and Other Members of the Wofford Community

Members of the Wofford community are required to abide by the following practices:

1. They are to allow a service animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet a service or assistance animal unless invited to do so.
3. They are not to feed a service or assistance animal.
4. They are not to startle a service or assistance animal, deliberately.
5. They are not to separate or to attempt to separate an owner from his or her service or assistance animal.
6. They are not to inquire for details about the owner's disabilities. The nature of a person's disability is a private matter.
11. Non-retaliation Provision

Wofford will not retaliate against any person because that individual has requested or received a reasonable accommodation in college housing, including a request for an assistance animal.

12. Appeals

A student may appeal the decision regarding a request for an accommodation involving a service or assistance animal by submitting an appeal in writing to the Title IX and ADA coordinator, Melissa Nichols, at nicholsmm@wofford.edu within five business days of the decision denying the request.

Agreement and Release of Information Consent Form

By my signature below, I verify that I have read, understand and will abide by the requirements outlined in the Wofford College Service and Assistance Animal Policy (the “policy”), and I agree to provide the additional information required to complete my Request for a Reasonable Accommodation.

I have read and understand the policy and I agree to abide by the requirements applicable to service and assistance animals. I understand that if I fail to meet the requirements set forth in the policy, Wofford has the right to remove the service or assistance animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

I furthermore give permission to the Accessibility Services Office to disclose to others impacted by the presence of my service or assistance animal (e.g., Residence Life staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the service or assistance animal and/or resolving any potential issues associated with the presence of the animal.

I further recognize that the presence of the service or assistance animal may be noticed by others visiting or residing in college housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances service and assistance animals are permitted for persons with disabilities.

__________________________________________________________________________
Owner’s Signature                          Date

__________________________________________________________________________
Accessibility Services Representative          Date

__________________________________________________________________________
Residence Life Representative                   Date
**WOFFORD COLLEGE**  
**SEXUAL MISCONDUCT POLICY**  
2016-17

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WOFFORD COLLEGE
SEXUAL MISCONDUCT POLICY
2016-2017

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT:

If you or someone you know may have been a victim of Sexual Assault or any other type of Sexual Misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week from WOFFORD COLLEGE CAMPUS SAFETY (864-597-4911) or from a Student Affairs staff member on call. Campus Safety can contact the staff member on call.

During business hours (8:30 a.m. to 5:00 p.m., Monday through Friday), you are also strongly encouraged to contact one of the following individuals:

**Interim Title IX Coordinator: Matthew Hammett**
Assistant Dean for Student Involvement/Interim Title IX Coordinator
Office # 15—Campus Life Building
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4048
Email: hammettmk@wofford.edu

**Title IX Deputy Coordinator: Carole Lister**
Director of Human Resources/Title IX Deputy Coordinator
Snyder House
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4230
Email: listercb@wofford.edu

**Title IX Deputy Coordinator: Demario Watts**
Assistant Director of Residence Life/Title IX Deputy Coordinator
Campus Life Building, Second Floor
Wofford College, 429 North Church Street
Spartanburg, SC 29303
Telephone: 864-597-4066
Email: wattsdl@wofford.edu

For additional information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, see **Exhibit A attached to this Policy.**
WOFFORD COLLEGE
SEXUAL MISCONDUCT POLICY
2016-17

ARTICLE I. INTRODUCTION

Section 1.01 Notice of Nondiscrimination.

Wofford College does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Wofford College believes that all members of the College community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College will not tolerate sexual misconduct. Further, as a recipient of federal funds, Wofford College complies with Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq. and its implementing regulations, 34 C.F.R., Part 106) that prohibit discrimination on the basis of sex, in federally assisted education programs and activities: “no person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial aid . . . .” In addition, the Supreme Court, Congress, and federal executive department and agencies, including the Department of Education, have recognized that sexual harassment can constitute discrimination which is prohibited by Title IX.

The following individuals have been designated to handle inquiries regarding Wofford College's nondiscrimination policies.

- Inquiries concerning nondiscrimination on the basis of sex may be referred to Wofford College's Title IX Coordinator (or to the U.S. Department of Education’s Office for Civil Rights (District of Columbia Office)). Wofford College's Title IX Coordinator is Melissa Nichols, Title IX and ADA Coordinator, whose office is located on the second floor of the Wellness Center, 429 North Church Street, Spartanburg, South Carolina 29303. Ms. Nichols may be contacted by phone at 864-597-4375 or by email at nicholsmm@wofford.edu.

- Inquiries concerning nondiscrimination on the basis of a student’s disability may be referred to Wofford College’s Accessibility Services Director, Perry Henson. Ms. Henson’s office is located on the 2nd floor of the Wellness Center, 429 North Church Street, Spartanburg, South Carolina 29303. Ms. Henson may be contacted by phone at 864-597-4373 or by email at hensonpv@wofford.edu.

- All other inquiries concerning nondiscrimination not addressed in this Policy may be referred to Wofford College’s Vice President for Student Life, Roberta Bigger. Dean Bigger’s office is located in the Campus Life Building, 429 North Church Street, Spartanburg, South Carolina 29303. Ms. Bigger may be contacted by phone at 864-597-4040 or by email at biggerrh@wofford.edu.

Concerns about nondiscrimination may also be reported using the Bias Incident Report form: https://connect.wofford.edu/mywofford/campusLife/biasIncident.aspx.
Questions or inquiries concerning the application of Title IX may also be referred to the United States Department of Education’s Office of Civil Rights (OCR) at the following:

Office for Civil Rights
U.S. Department of Health and Human Services
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1475
202-453-6020
Fax: 202-453-6021
ocr.dc@ed.gov

Section 1.02 Background and Community Expectations.

Sexual misconduct and sexual harassment are all forms of discrimination and are referred to generally as “sexual misconduct” in this policy. This policy has been developed to reaffirm these principles and to define community expectations, outline Wofford College’s response to reports of sexual misconduct, provide recourse for individuals whose rights have been violated, and provide a mechanism for determining when those rights and expectations have been violated.

Wofford College strongly urges all members of the campus community to play a role in discouraging, responding to, and preventing sexual misconduct that is prohibited by this policy. Wofford College encourages the community to speak up when an incident occurs and to report sexual misconduct. Further, any individual who feels that he or she has been subjected to prohibited conduct under this policy is encouraged to seek assistance and resolution. This policy provides a variety of ways in which an individual may proceed in cases of unlawful discrimination, sexual harassment, sexual misconduct, and retaliation, so that each individual may choose an avenue for reporting appropriate to his or her particular situation, whether that be internally through Wofford College informal or formal resolution or externally through law enforcement or criminal or civil processes.

The College is committed to providing programs, activities, and an educational and work environment free from sex discrimination and to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct Complaints. In furtherance of these commitments, this Policy sets forth available resources (Exhibit A), describes prohibited conduct (Article II), and establishes procedures for responding to Complaints of Sexual Misconduct (Articles III-VIII).

The College will make this Policy and information about recognizing and preventing Sexual Misconduct readily available to all members of the College community.

The College is committed to eliminating Sexual Misconduct, preventing its recurrence, and addressing its effects.

Section 1.03 Applicability of This Policy.

This Policy applies to any allegation of Sexual Misconduct made by or against a student or an employee of the College or a third party, regardless of the sex, sexual orientation, sexual identity, gender, or gender identity of any party and wherever the alleged Sexual Misconduct occurred, if the conduct giving rise to the Complaint is related to the College’s academic, educational, athletic, or extracurricular programs or activities. There is no geographical limitation to invoking this Policy.

In the case of allegations of Sexual Misconduct, unless otherwise stated, this Policy supersedes and
applies in lieu of all other procedures and policies set forth in other College documents.

Section 1.04  Period of Limitations.

A Complaint of Sexual Misconduct may be filed at any time, regardless of the length of time between the alleged Sexual Misconduct and the decision to file the Complaint. However, the College strongly encourages individuals to file Complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a Complaint may compromise the subsequent investigation, particularly if neither the Complainant nor the Respondent is employed by the College or enrolled as a student at the time.

Section 1.05  Definitions Applicable to This Policy.

Capitalized terms used in this Policy have the meanings given to them in Exhibit B.
ARTICLE II. STATEMENTS OF POLICY

Section 2.01 Prohibition on Sexual Misconduct.

This Policy is designed to protect the rights and needs of alleged victims and Respondents. Creating a safe environment is the responsibility of all members of the College community.

The College prohibits Sexual Misconduct. The College strongly encourages prompt reporting of all types of Sexual Misconduct and is committed to fostering a community that promotes timely and fair resolution of Sexual Misconduct cases. To that end, the College has defined Sexual Misconduct broadly to include any unwelcome conduct of a sexual nature, and the College will properly address all allegations of Sexual Misconduct. Sexual misconduct can be committed by men or women and it can occur between individuals of the same sex or different sex. Wofford College is committed to fostering a campus environment that promotes prompt and effective resolution of sexual misconduct cases. The College’s procedures are designed to protect the rights, needs and privacy of the person reporting an alleged sexual misconduct (“Complainant”), the rights of those accused of sexual misconduct (“Respondent”) and of the campus community as a whole.

However, not all unwelcome conduct of a sexual nature rises to the level of warranting adjudication and/or discipline pursuant to this Policy. Although the College will properly address all allegations of Sexual Misconduct, this Policy uses the term “Material Sexual Misconduct,” as defined in Exhibit B, to identify those acts of Sexual Misconduct that do warrant adjudication under, and discipline pursuant to, this Policy.

Section 2.02 Prohibition on Retaliation.

Retaliation against any person for filing, supporting, or providing information in good faith in connection with a Complaint of Sexual Misconduct is strictly prohibited. Violations of this prohibition will be addressed through this Policy and/or other College disciplinary procedures, as deemed appropriate in the College’s discretion. Any person who feels that he or she has been subjected to Retaliation should make a report to the Assigned Title IX Deputy Coordinator or to the Title IX Coordinator.

Section 2.03 Prohibition on Providing False Information or Interfering with an Investigation.

Any individual who knowingly files a false Complaint under this Policy or who interferes with an investigation may be subject to disciplinary action. Interference with an investigation may include, but is not limited to:

- Attempting to coerce, compel or prevent an individual from providing testimony or relevant information;
- Removing, destroying or altering documentation relevant to the investigation; or
- Providing false or misleading information to College officials who are involved in the investigation and resolution of a Complaint, or encouraging others to do so.

Section 2.04 Related Misconduct.

The Hearing Board may hear allegations of and impose sanctions for alleged misconduct that is related to the Sexual Misconduct at issue, even if such related misconduct is not, when standing alone, governed by this Policy.
Amnesty

The College considers the reporting and adjudication of Sexual Misconduct cases on campus to be of paramount importance. The College does not condone underage drinking or use of illegal drugs. However, the College will extend amnesty to alleged victims, Third-Party Reporters, and those assisting victims of Sexual Misconduct from punitive sanctioning for illegal use of drugs and/or alcohol.

Section 2.06 Individuals with Disabilities

The College will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in the steps and procedures outlined in this Policy. Student requests for accommodations must be made to Accessibility Services (located on the second floor of the Wellness Center and available from 8:30 a.m. until 5:00 p.m.). All other requests for accommodations must be made to Human Resources (located in Snyder House).
ARTICLE III. CONFIDENTIALITY

Section 3.01 Confidentiality in Reporting and Disclosure.

The College encourages anyone who has experienced Sexual Misconduct to talk to someone about what happened, both so that they can get the support they need and so that the College can respond appropriately. The College wants individuals to be aware of the various reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they be subjected to Sexual Misconduct.

(a) Mental health professionals, pastoral counselors and health services professionals. Mental health professionals and pastoral counselors who provide mental health counsel to members of the Wofford College community, registered nurses, nurse practitioners and off-campus rape crisis resources are not required to report any information about an incident to the College or the Title IX Coordinator without a Complainant's permission. Individuals may discuss alleged Sexual Misconduct in strict confidence with these individuals ("Strictly Confidential Resources"). The following is contact information for these individuals:

(i) Wellness Center (864-597-4370 or 4371),

(ii) Chaplain (864-597-4050 or 4051), and

This means that Personally Identifiable Information shared with Strictly Confidential Resources is not part of students' or employees' College records and will not be reported to other College personnel (including the Title IX Coordinator), to the Respondent, or to others (unless the disclosing individual gives his or her consent to the disclosure or the law requires it (as may be the case with alleged Sexual Misconduct involving a minor or under conditions involving imminent physical harm, for example)).

Strictly Confidential Resources will assist the Complainant in receiving necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A Complainant who first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement and thus have the incident fully investigated.

Strictly Confidential Resources are not Responsible Employees, and therefore, are not required to (and will not, absent direction from the disclosing individual to do so) report incidents of alleged Sexual Misconduct to the Title IX Coordinator. For purposes of clarity, please understand that many of the College employees who are not Strictly Confidential Resources are Responsible Employees. Communications made to Responsible Employees (and others) are not entitled to the same confidentiality protections as those made to Strictly Confidential Resources. Please note that people who serve more than one role at the College (e.g. Chaplain and faculty member) will be a highly confidential resource when serving in the role designated as confidential (e.g. Chaplain) but will be a Responsible Employee when serving in a role designated as a Responsible Employee role (e.g. faculty member).

(b) The Title IX Coordinator and Responsible Employees. When a Complainant tells a Responsible Employee about an incident of Sexual Misconduct, the Complainant has the right to expect the College to take appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A disclosure to the Title IX Coordinator or a Responsible Employee constitutes a report to the College and obligates the College to investigate the
incident and take appropriate steps to address the allegations, which may include disclosures as contemplated by Section 3.02(a). See the definition of "Responsible Employee" in Exhibit B for a list of the College's Responsible Employees.

A Responsible Employee must report all relevant details about the alleged sexual misconduct shared by the Complainant to the Title IX Coordinator or a Title IX Deputy Coordinator, and the College will need to determine what happened—including the names of the Complainant and the alleged perpetrator(s), any witnesses and any other relevant facts, including the date, time and specific location of the alleged incident.

Section 3.02 Confidence in the Investigation and Resolution Processes.

(a) Sharing of Information (Applicable to All Complaints). The College will respect and will make every feasible effort to avoid the inappropriate disclosure of the information shared by and the identities of the parties involved in Sexual Misconduct matters.

Information regarding alleged Sexual Misconduct will generally be disclosed by College personnel during the investigation and resolution processes only as follows:

(i) College personnel will (and are obligated to) handle information regarding alleged Sexual Misconduct in accordance with applicable local, state, and federal laws. For example:

1) Under conditions of potential imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the alleged incident(s) of Sexual Misconduct. Any such warning would not include information that identifies the Complainant.

2) Information regarding the alleged Sexual Misconduct may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

3) The College may be required by state law to inform the South Carolina State Law Enforcement Division of the occurrence of the alleged incident(s) of Sexual Misconduct.

(ii) College personnel may report alleged Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue (e.g. incidents involving minors).

(iii) College administrators will share information regarding alleged Sexual Misconduct, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Misconduct, and address the effects of the Sexual Misconduct.

(b) Requests for Confidentiality. If information regarding alleged Sexual Misconduct is shared with the Title IX Coordinator and/or a Responsible Employee, but the Complainant desires that • the information not be shared with other Responsible Employees, with the Respondent, or with others, even as appropriate and necessary to address the allegations, • that the College not investigate the information, or • that no disciplinary action be taken, the Complainant must request that the College treat such information as confidential. This request must be made to the Assigned Title IX Deputy Coordinator (or, if such determination has not yet been made, to the Title IX Coordinator).
(i) **Evaluation of the Request.** The College takes requests for confidentiality seriously; however, granting such requests may limit the College's ability to investigate and take reasonable action in response to a Complaint. The Title IX Coordinator will evaluate the request for confidentiality in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment and will determine whether such request will be granted. In order to make such a determination, the Assigned Title IX Deputy Coordinator (or, if such determination has not yet been made, the Title IX Coordinator) may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh requests for confidentiality against the following factors, among others:

1) the seriousness of the alleged Sexual Misconduct (including, but not limited to, whether the Sexual Misconduct was perpetrated with a weapon);

2) the increased risk that the alleged perpetrator will commit additional acts of Sexual Misconduct, such as (A) whether there have been other reports or complaints against the alleged perpetrator, (B) whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of Sexual Misconduct or a history of violence, (C) whether the alleged perpetrator threatened further Sexual Misconduct or threatened violence against the victim or others, or (D) whether the Sexual Misconduct was committed by multiple perpetrators;

3) whether the information reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group or person;

4) the Respondent’s right to receive information about the allegations if the information is maintained by the College as an Education Record;

5) whether the victim is a minor; and

6) whether the College possesses other means to obtain relevant evidence of the Sexual Misconduct (e.g., security cameras or security personnel, physical evidence).

The presence of one or more of these factors may lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely honor the request for confidentiality.

(ii) **Determination as to Whether Request Can Be Granted.** The Assigned Title IX Deputy Coordinator (or, if such determination has not yet been made, the Title IX Coordinator) will inform the person requesting confidentiality whether the College intends to honor the request or whether the College intends to pursue investigation and/or resolution in spite of the request.

If the College determines that it cannot maintain confidentiality, it will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for addressing the allegations. The College will also take ongoing steps to protect the Complainant from Retaliation or harm and work with the Complainant to create a safety plan, if warranted, and assist the Complainant in accessing other services and interim measures (see Section 6.02(a)).
If the College honors the request for confidentiality, the College’s ability to investigate and take reasonable action in response to an allegation of Sexual Misconduct may be limited. A Respondent is entitled to know the name of the Complainant and information regarding the nature of the allegations in order to defend against the allegations; thus, the College may not be able both to adjudicate the Complaint and to maintain confidentiality during that process.

Even when the College determines to abide by a request for confidentiality (and even if such request limits the College’s ability to take disciplinary action against the Respondent):

1) To the extent practicable and appropriate, the College will take prompt action to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence. For instance, the College may take appropriate interim measures to ensure an individual’s safety even in the absence of a College proceeding. The College may also consider broader remedial action (such as increased monitoring, supervision, or security at locations where reported sexual violence occurred, increased education and prevention efforts, including to targeted population groups, and climate assessments).

2) Information regarding the alleged Sexual Misconduct may be included in College records, as necessary and appropriate.

3) College personnel will (and are obligated to) handle information regarding alleged Sexual Misconduct in accordance with applicable local, state, and federal laws and may take the steps outlined in Section 3.02(a)(i).

Please note that the College cannot control disclosure by third parties.
ARTICLE IV. HOW AND WHERE TO REPORT ALLEGED SEXUAL MISCONDUCT

For information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, see Exhibit A attached to this Policy.

Because Sexual Misconduct may in some instances constitute both a violation of College policy and criminal activity, and because the College processes are not a substitute for instituting legal action, the College encourages individuals to report alleged Sexual Misconduct promptly to College officials and to law enforcement authorities, where appropriate.

Individuals have the option not to report alleged Sexual Misconduct to campus officials or to law enforcement authorities. The College respects the individual’s decision in regards to reporting; however, subject to the Confidentiality provisions outlined in Article III of this Policy, if information about Sexual Misconduct comes to the attention of the College, the College (1) will start an investigation even in the absence of a filed Complaint and/or (2) may notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Section 4.01 Reporting to Local Law Enforcement

Individuals may file a complaint directly with local law enforcement agencies by dialing 911.

Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

(a) Wofford College Campus Safety, 24 hours a day, seven days a week (available by phone at 864-597-4911 and located in Andrews Field House),

(b) the College’s Title IX Coordinator, Melissa Nichols (Title IX and ADA Coordinator), (available by phone from 8:30 a.m. to 5:00 p.m., Monday and Tuesday at 864-597-4375 or by email Monday through Friday at nicholsmm@wofford.edu and located in the Wellness Center), or

(c) the Division of Student Affairs, from 8:30 a.m. to 5:00 p.m. Monday through Friday (available by phone at 864-597-4040 and located in the Campus Life Building).

Individuals may inform law enforcement authorities about Sexual Misconduct and discuss the matter with a law enforcement officer without requesting an investigation under this policy. Individuals who make a criminal complaint may also choose to pursue a College Complaint simultaneously.

Section 4.02 Reporting to the College.

If you wish for information regarding Sexual Misconduct to be investigated and addressed pursuant to this Policy, you must disclose such information to the Title IX Coordinator or to a Responsible Employee. See the definition of “Responsible Employee” in Exhibit B for a list of the College’s Responsible Employees. These individuals are REQUIRED to report and address allegations of Sexual Misconduct or relay the allegations to the Title IX Coordinator (or, if the Title IX Coordinator is
implicated in the allegations, to a Title IX Deputy Coordinator) to do so). Individuals who are not Responsible Employees are not subject to the same requirement (and in some instances, such as is generally the case with Strictly Confidential Resources, are prohibited from reporting alleged Sexual Misconduct to others absent an express directive from the alleged victim to do so).

Individuals may report information regarding Sexual Misconduct on their own behalf (i.e., as Complainants) OR on behalf of the Complainant (i.e., as Third-party Reporters).

If the Title IX Coordinator is the Respondent or is otherwise at issue in a Complaint, or if an individual is otherwise uncomfortable making a Complaint to the Title IX Coordinator, he or she may report alleged Sexual Misconduct to a Title IX Deputy Coordinator or any other Responsible Employee.

No member of the College community may discourage an individual from reporting alleged incidents of Sexual Misconduct. With the exception of certain research-based disclosures described in the following paragraph, a Responsible Employee with any knowledge (including firsthand observation) about a known or suspected incident of Sexual Misconduct must report the incident to the Title IX Coordinator (or, if the Title IX Coordinator is implicated in the allegations, a Title IX Deputy Coordinator). No employee is authorized to investigate or resolve Complaints without the approval and involvement of the Title IX Coordinator or an Assigned Title IX Deputy Coordinator.

Disclosures of incidents of alleged Sexual Misconduct made by an individual during such individual’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (an “Approved Research Project”) will not be considered notice to the College of Sexual Misconduct for purposes of triggering its obligation to investigate the incident at issue. (More specifically, a Responsible Employee whose knowledge of a known or suspected incident of Sexual Misconduct is gained as a result of conducting an Approved Research Protocol is not required to report the incident to the Title IX Coordinator.) Institutional Review Boards may, in appropriate cases, require researchers to provide information to all subjects of a study about the subjects’ Title IX rights and about available College and community resources and support services with regard to Sexual Misconduct.

Individuals may also file anonymous reports by completing a Silent Witness Form at http://www.wofford.edu/campusSafety/form.aspx?ekfrm=4204. Individuals who choose to file anonymous reports are advised that it may be very difficult for the College to follow up or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.
### Reporting to the College:

**What Happens After A Person Reports?**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>If someone reports directly to the <strong>Title IX Coordinator</strong>:</td>
<td>The <strong>Title IX Coordinator</strong> will initiate the investigation and resolution process</td>
</tr>
<tr>
<td></td>
<td>(unless the person requests confidentiality pursuant to Section 3.02(b), in which case the information will be held in confidence unless the Title IX Coordinator determines that, due to the College’s commitment to provide a reasonably safe and non-discriminatory environment, the request cannot be granted).</td>
</tr>
<tr>
<td>If someone reports to a <strong>Responsible Employee</strong> (including a <strong>Title IX Deputy Coordinator</strong>): (See the definition of Responsible Employee in Exhibit B for a list of all of the College’s Responsible Employees)</td>
<td>The <strong>Responsible Employee</strong> will forward the information to the <strong>Title IX Coordinator</strong>, who will initiate the investigation and resolution process (unless the person requests confidentiality pursuant to Section 3.02(b) in which case the information will be held in confidence unless the Title IX Coordinator determines that, due to the College’s commitment to provide a reasonably safe and non-discriminatory environment, the request cannot be granted).</td>
</tr>
<tr>
<td>If someone confides in a <strong>Counselor</strong>, registered nurse, nurse practitioner or the <strong>Chaplain</strong>:</td>
<td>The <strong>information provided will remain strictly confidential</strong> and will not* be reported to the Title IX Coordinator (or anyone else) for investigation and resolution.</td>
</tr>
<tr>
<td></td>
<td><em>Remember that in unusual circumstances, information someone shares with the counselors, registered nurses, nurse practitioners or Chaplain (such as situations involving imminent harm to the community or situations involving abuse of a minor) may be disclosed without that person’s consent.</em></td>
</tr>
<tr>
<td>If a person reports to someone else (i.e. someone other than the <strong>Title IX Coordinator, a Responsible Employee, a counselor, registered nurse, nurse practitioner or the Chaplain</strong>):</td>
<td>The <strong>individual may or may not report details regarding the information provided to the Title IX Coordinator</strong>. This is because the individual to whom you reported is not obligated to report allegations of Sexual Misconduct to the Title IX Coordinator (and conversely, is not obligated to maintain the information you shared in confidence).</td>
</tr>
<tr>
<td></td>
<td>For this reason, if a reporting party would like the information to be addressed by Wofford College, they should direct it to a Title IX Coordinator or a Responsible Employee. Conversely, if the reporting party would like the information they share to be maintained in strict confidence, they should share it with a counselor, registered nurse, nurse practitioner or with the College Chaplain.</td>
</tr>
</tbody>
</table>
ARTICLE V.
POLICIES APPLICABLE TO ALL COMPLAINTS OF SEXUAL MISCONDUCT

Section 5.01  Oversight.

The Assigned Title IX Deputy Coordinator will be responsible for overseeing the prompt, fair, thorough and impartial investigation and resolution of Complaints filed with or disclosed to the College. The Title IX Coordinator may also serve the function of the Assigned Title IX Deputy Coordinator in the resolution of a Complaint. When that is the case, the Vice President of Student Affairs will serve the appeal function set forth in Section 6.04(b)(vi).

Section 5.02  Conflicts.

If any employee designated by this Policy to participate in the investigation or resolution of a Complaint is the Respondent, then the Title IX Coordinator will appoint another College administrator to perform such person’s duties under this Policy. (If the Title IX Coordinator is the Respondent, then the President of the College will appoint another College employee to perform his or her duties under this Policy.)

Section 5.03  Support Persons.

Both the Complainant and the Respondent may have one support person present to support and assist them throughout the Complaint process (including, but not limited to, during related prehearing meetings, during investigative interviews, and during the hearing or proceeding (for purposes of this section, “meetings”). The Complainant and the Respondent are not limited in their choice of support person. Support persons may be friends, family members, victim advocates, lawyers, or others. The Complainant and the Respondent may consult with their respective support persons during meetings, provided that such consultation is not disruptive. Support persons may not, however, have a speaking role during any meeting. In addition, the support person’s attendance may be disallowed if such support person’s presence would be obstructive or would otherwise warrant his or her removal. Absent accommodation for disability, the Complainant and the Respondent may not be accompanied by more than one support person or by other individuals during meetings.

For the avoidance of doubt, the College may seek advice from the College’s counsel at any time (including during any hearing or proceeding).

Section 5.04  Timing.

The College will make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in this Policy are intended as guidelines and may be altered for good cause. The College will strive to complete its investigation and resolution of a Complaint (not including an appeal, if applicable) within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. If circumstances, such as complexity of the case, non-availability of parties or witnesses, College breaks or other circumstances require the College’s investigation and resolution to extend past 60 days, the College will notify the parties of that fact. Hearings, if any, will take place within 20 days of the conclusion of the investigation.
If a hearing has taken place, both the Complainant and the Respondent will receive a Final Outcome Letter within 5 calendar days of the conclusion of the hearing.

Any party may request an extension of any deadline by providing the Assigned Title IX Deputy Coordinator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Assigned Title IX Deputy Coordinator may modify any deadlines contained in this Policy as necessary and for good cause; in such case, the Assigned Title IX Deputy Coordinator will provide the Complainant and the Respondent with written notice of the modification and the reason therefor.

Section 5.05 Documentation.

The College will retain documentation (including but not limited to the written Complaint, notifications, the Investigative Report, written findings of fact, petitions for appeal, notifications of decisions (including the Final Outcome Letter) and any written communication between the parties), for at least seven years. Audio recordings of hearings will be retained for the same length of time. Documentation pertaining to expulsions or degree revocations will be retained indefinitely or in accordance with College policy.

Section 5.06 Confidentiality and Disclosure.

In order to comply with FERPA, Title IX, and other applicable laws, and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the resolution processes are not open to the general public. Accordingly, documents prepared in anticipation of the informal and/or the formal resolution processes (including the Complaint, the Investigative Report, and notices and communications to or from the Complainant or the Respondent); documents, statements, or other information introduced in the interviews, meetings, and proceedings; and the Final Outcome letter may not be disclosed outside of those processes except as may be required or authorized by law. The College reserves the right to notify parent(s) or guardian(s) of a student Respondent of the outcome of any investigation involving that Respondent, redacting names of any other students who do not consent to the disclosure of their information.

For the avoidance of doubt, if it is determined that the Respondent committed Sexual Assault, College policy does not prohibit the further disclosure of the Final Outcome Letter by either the Complainant or the Respondent.

Section 5.07 Violations Involving Groups of Individuals

Members of a student group, an organization, a College department or a team, or individuals collusively acting in concert in violation of this policy may be charged as a group and/or as individuals, and an investigation may proceed against the group as joint respondents or against one or more involved individuals as appropriate given the available information and the circumstances.

A student group, an organization, or a team's officers and members may be held collectively and individually responsible when violations of this policy by the organization or its members:

1. occurred at organization-sponsored events;
2. received the consent or encouragement of the organization or of the organization's leaders.
or officers; or
3. were known or reasonably should have been known to the membership or its officers.

In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and/or individually in proportion to the involvement of each individual.

**Section 5.08 Consolidation of Investigation**

The Title IX Coordinator may consolidate multiple reports against a single Respondent or group of Respondents into one investigation if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident(s).
ARTICLE VI. THE PROCESS APPLICABLE TO ALL COMPLAINTS OF SEXUAL MISCONDUCT

Section 6.01   STEP 1: A Report of Sexual Misconduct Becomes a Complaint.

A Complaint may be initiated in one of the following ways:

(a) An alleged victim may file a written Complaint with the College or a third party may file a written Complaint on his or her behalf. An alleged victim may complete a Sexual Misconduct Complaint Form (see Exhibit C) or may submit a written statement in his or her own words providing sufficient information for the College to investigate the allegations contained therein (including but not limited to the name of the alleged victim, the name of the alleged perpetrator, and the date, location, and nature of the alleged Sexual Misconduct).

(b) An alleged victim may meet in person with the Title IX Coordinator to report alleged Sexual Misconduct. In such a situation, the Title IX Coordinator will ask the alleged victim to complete a Complaint form provided by the College.

(c) The College may determine, based on information of which it becomes aware, that it is necessary and/or appropriate for it to investigate the information available to it.

Once a Complaint is initiated, an alleged victim will be referred to as a “Complainant” and an alleged perpetrator will be referred to as a “Respondent.”

Section 6.02   STEP 2: Evaluation of Interim Measures and Interim Disciplinary Sanctions.

Following the initiation of a Complaint (and at any point during the Complaint, investigative or disciplinary processes, if the Assigned Title IX Deputy Coordinator deems it necessary for the protection of any member of the College community), the Assigned Title IX Deputy Coordinator will determine which, if any, of the following measures and/or actions should be taken:

(a) Interim Protective Measures for Complainants. When warranted to ensure the safety and wellbeing of the Complainant, the Assigned Title IX Deputy Coordinator may implement one or more interim measures, if appropriate and/or reasonably available, including but not limited to the following:

(i) Issuing no-contact orders to prevent any contact between or among the Complainant, the Respondent, witnesses, and/or third parties;

(ii) Providing the Complainant an escort to ensure that he or she can move safely between classes, work, and/or activities;

(iii) Changing a Complainant’s or a Respondent’s on-campus housing, if any, to a different on-campus location and providing assistance from College personnel in completing the relocation;

(iv) Changing a Complainant’s or a Respondent’s work arrangements or schedules; and

(v) Changing academic schedules (such as moving the Complainant or the Respondent from one class section to another).
(b) **Interim Disciplinary Measures for Respondents.**

(i) **Student Respondents.** When a Student Respondent’s alleged actions or behaviors affect the safety, health, or general welfare of the Complainant, other students, and/or the College community, the Assigned Title IX Deputy Coordinator may impose interim disciplinary measures prior to the adjudication of the Complaint pursuant to this Policy.

Possible interim measures include but are not limited to requesting that the Vice President for Student Affairs or his or her designee
(A) impose on the Respondent an administrative withdrawal from the College, or
(B) summarize suspend the Respondent from campus housing on an interim basis, or
(C) restrict the Respondent’s access to college facilities.

The Assigned Title IX Deputy Coordinator will notify the Respondent of the proposed interim measure(s) in writing. These actions may be appealed to the Vice President for Student Affairs (available by phone at 864-597-4040 and located in the Student Life Building) or his or her designee. The decision of the Vice President for Student Affairs regarding the imposition of these actions will be final.

(ii) **Employee Respondents.** When an employee Respondent’s alleged actions or behaviors affect the safety, health, or general welfare of the Complainant, students, other employees, and/or the College community, the Assigned Title IX Deputy Coordinator may request that the individual authorized to make personnel decisions regarding the employee at issue (A) take such steps as are reasonable, appropriate, and necessary to restrict the Respondent’s access to college facilities, or
(B) temporarily adjust the job duties of or place on administrative leave such Respondent.

These actions may be appealed to the Director of Human Resources (available by phone at 864-597-4230 and located in the Snyder Building). The decision of the Director of Human Resources regarding the imposition of these actions will be final. If the Director of human Resources is the Assigned Title IX Deputy Coordinator, the decision regarding interim measures may be appealed to the Title IX Coordinator.

**Section 6.03  STEP 3: Initial Meetings with the Assigned Deputy Title IX Coordinator.**

(a) **Complainant’s Initial Meeting with the Assigned Title IX Deputy Coordinator.** As soon as is practicable, the Assigned Title IX Deputy Coordinator will contact the Complainant to schedule an initial meeting to discuss the Complaint and avenues for its resolution. (If the person who reported the alleged Sexual Misconduct is a Third-party Reporter, the Assigned Title IX Deputy Coordinator will attempt to meet with him or her as soon as possible to gather information.)

The Complainant may, within five calendar days of the interview with the Assigned Title IX Deputy Coordinator, submit a written statement of position regarding the alleged Sexual Misconduct to the Assigned Title IX Deputy Coordinator.

Following the meeting with the Complainant, the Assigned Title IX Deputy Coordinator will, if applicable, promptly determine the interim measures to be provided to the Complainant during the investigative and resolution processes. (If interim protective
measures have already been implemented pursuant to Section 6.02(a), the Assigned Title IX Deputy Coordinator will evaluate whether they should continue to be provided and whether other interim measures should also be implemented.) These interim measures may include the protective measures listed in Section 6.02(a) and/or other appropriate interim measures, such as

(i) arranging to dissolve a campus housing contract and offering a pro-rated refund;
(ii) rescheduling class work, assignments, and examinations;
(iii) arranging for the Complainant to withdraw from or take an incomplete in class without penalty;
(iv) providing academic support services;
(v) providing alternative course completion options;
(vi) permitting a temporary withdrawal from the College; and
(vii) providing counseling services.

Such determination will promptly be communicated to the Complainant (no later than it is communicated to the Respondent) and, to the extent that it affects him or her, the Respondent.

(b) **Respondent’s Initial Meeting with the Assigned Title IX Deputy Coordinator.** As soon as is reasonably practicable after the Assigned Title IX Deputy Coordinator’s initial meeting with the Complainant, the Assigned Title IX Deputy Coordinator will schedule an initial meeting with the Respondent to discuss the Complaint, to inform the Respondent of any interim measures already determined and being provided to the Complainant that directly affect the Respondent, and to discuss the process for resolving the Complaint. Following the interview with the Respondent, the Assigned Title IX Deputy Coordinator will, if applicable, promptly determine the interim measures to be provided to the Respondent during the pendency of the investigative and resolution processes (such as those listed in Section 6.02(a) and/or Section 6.03(a) above). Such determination will promptly be communicated to the Respondent (no later than it is communicated to the Complainant) and, to the extent that it affects him or her, the Complainant.

The Respondent may, within five calendar days of the interview with the Assigned Title IX Deputy Coordinator, submit a written statement of position regarding the alleged Sexual Misconduct to the Assigned Title IX Deputy Coordinator.

**Section 6.04 STEP 4: The Investigation.**

(a) **Effect of Corollary Criminal Investigation.** The College’s investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, the College may take interim measures when necessary to protect the Complainant/Respondent and/or the College community.
Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Material Sexual Misconduct, for the purposes of this Policy, has occurred.

(b) The Assigned Title IX Deputy Coordinator’s Initial Determination. The Title IX Coordinator will promptly appoint two Investigators. The Assigned Title IX Deputy Coordinator will share their names and contact information with the Complainant and the Respondent, and will forward the Complaint to the Investigators unless it is clear on its face and/or based on the Assigned Title IX Deputy Coordinator’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes Material Sexual Misconduct.

Within three business days of such appointment, the Investigators, the Complainant, or the Respondent may identify to the Assigned Title IX Deputy Coordinator in writing alleged conflicts of interest posed by assigning such Investigators to the matter. The Assigned Title IX Deputy Coordinator will carefully consider such statements and will assign different individuals as Investigators if it is determined that a material conflict of interest exists.

In the event that the Complaint was made by a Third-party Reporter, the Assigned Title IX Deputy Coordinator will also consider the following factors in determining whether it is reasonable to assign Investigators to investigate the Complaint:

(i) The source and nature of the information,

(ii) The seriousness of the alleged incident,

(iii) The specificity of the information,

(iv) The objectivity and credibility of the source of the information,

(v) Whether the individuals allegedly subjected to the Sexual Misconduct can be identified, and

(vi) Whether those individuals wish to pursue the matter.

In the event that the Assigned Title IX Deputy Coordinator determines that an investigation of the Complaint is not warranted, he or she will close the Complaint, document the closure, and promptly notify the Complainant and the Respondent of the closure and the rationale for the closure.

The Complainant and/or the Respondent may appeal the Assigned Title IX Deputy Coordinator’s decision in writing to the Title IX Coordinator and provide a copy of the appeal to the Assigned Title IX Deputy Coordinator within five days of receipt of the notice of closure. The Assigned Title IX Deputy Coordinator will promptly inform the other party of the appeal.

Following receipt of the appeal, the Title IX Coordinator will make a determination as to whether the Complaint warrants further investigation or the case should be closed and whether any additional or different remedial action is necessary. He or she will notify the Complainant and the Respondent concurrently of his or her decision. The decision of the Title IX Coordinator is final. If the Title IX Coordinator is serving the functions of the Assigned Deputy Title IX Coordinator, this appeal will be forwarded to the Vice President for Student Affairs, who will then make the determination described above.
(c) **The Investigators’ Activities.** Upon receipt of the Complaint, the Investigators will promptly begin their investigation, taking such steps as:

(i) Conducting interviews with the Complainant, the Respondent, and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;

(ii) Visiting, inspecting, and taking or reviewing photographs at relevant sites where applicable; and

(iii) Collecting and preserving relevant evidence (in cases of corresponding criminal complaints, this step may be coordinated with law enforcement agencies) where applicable.

Throughout the investigation, the Investigators will remain neutral.

(d) **The Investigative Report.** The Investigators will complete a written investigative report that includes items such as the written Complaint, any written statements of position, summaries of all interviews conducted, photographs, descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question (the "Investigative Report"). The Investigators will share the Investigative Report with the Assigned Title IX Deputy Coordinator. If the matter proceeds to formal resolution as set forth in Section 7.02, the Assigned Title IX Deputy Coordinator will make it (concurrently) available to the Complainant and to the Respondent to review, after redacting from it information that would not be admissible at a hearing on the matter pursuant to this Policy. Due to the sensitive nature of the information in this report, neither the parties nor their advisors may copy, remove, photograph, print, image, record or in any other manner duplicate or remove the information provided. The Complainant and the Respondent may not make copies of the Investigative Report.

All parties to whom the Investigative Report is distributed pursuant to this Policy must maintain it in confidence (even after the resolution of the Complaint); the Investigative Report may only be disclosed as is contemplated by this Policy.

(e) **The Assigned Title IX Deputy Coordinator’s Evaluation of the Investigative Report.**

The Assigned Title IX Deputy Coordinator will evaluate the Investigative Report and will direct that the Complaint will proceed to adjudication according to the procedures set forth in Article VII (or Article VIII) below unless it is clear from the Investigative Report that no reasonable grounds exist for believing that the conduct at issue constitutes Material Sexual Misconduct.

The Assigned Title IX Deputy Coordinator will specify which allegations and, if applicable, which other, related alleged misconduct, will go forward for resolution under this Policy.

If the Assigned Title IX Deputy Coordinator finds that it is clear from the Investigative Report that no reasonable grounds exist to believe that the conduct at issue constitutes Material Sexual Misconduct, then the Assigned Title IX Deputy Coordinator will close the Complaint, document the closure, and promptly notify the Complainant and the Respondent of the closure and the rationale for the closure.

The Complainant and/or the Respondent may appeal the Assigned Title IX Deputy
Coordinator's decision in writing to the Title IX Coordinator (providing a copy of the appeal to the Assigned Title IX Deputy Coordinator) within five days of receipt of the notice. The Assigned Title IX Deputy Coordinator will promptly inform the other parties of the appeal. Within approximately 5 days of the receipt of the Complainant's appeal, the Title IX Coordinator will make a determination as to whether the Complaint should proceed to hearing or the closure should stand. The Title IX Coordinator will notify the Complainant and the Respondent concurrently of his or her decision. If the Title IX Coordinator is serving the functions of the Assigned Title IX Deputy Coordinator, this appeal will be forwarded to the Vice President for Student Affairs, who will then make the determination described above.

Section 6.05  STEP 5: Determination of Formal Versus Informal Resolution.

At any time before the Hearing Board provides notice of the hearing in accordance with Section 7.02(b)(ii), the Complainant may elect to resolve his or her Complaint through the informal resolution process in accordance with Article VIII of this Policy, provided that (i) the Respondent agrees to such resolution, (ii) the Complainant and the Respondent are both students or are both employees of the College, (iii) the Assigned Title IX Deputy Coordinator determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (iv) the Complaint does not involve Sexual Assault. Otherwise, a Complaint that is not closed pursuant to the Assigned Title IX Deputy Coordinator's evaluation of the Investigative Report will proceed to formal resolution in accordance with Article VII of this Policy.
ARTICLE VII. FORMAL RESOLUTION

Section 7.01  Respondent’s Acknowledgement of Responsibility.

At any time prior to the date of the hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct. In such a situation, the Assigned Title IX Deputy Coordinator, in consultation with the Title IX Coordinator, will propose sanction(s) for the Respondent. If the Complainant and the Respondent agree to such proposed sanction(s), then the Complaint will be resolved without a hearing and without any further rights of appeal by any party.

If either the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Board will convene for the exclusive purpose of determining a sanction in accordance with Section 7.02(c)(ii) of this Policy. The sanction(s) determination may be appealed pursuant to Section 7.03(b) of this Policy.

Section 7.02  The Formal Resolution Process.

In the case of a formal resolution, a Hearing Board will conduct a hearing in which it may question the Complainant, the Respondent, and any witnesses or other third parties whose testimony the Hearing Board deems relevant. The gathering of evidence is intended to be conducted primarily during the investigation, and the Hearing Board will restrict their questions to those questions they deem necessary and that they believe are not already answered in the Investigative Report. The Hearing Board may question the Investigators as necessary to clarify information provided in the Investigative Report. The Assigned Title IX Deputy Coordinator and the Title IX Coordinator are not required to attend the hearing but may do so if they deem such attendance appropriate.

(a)  The Emppaneling of the Hearing Board.

(i)  The Hearing Board. The Title IX Coordinator, in consultation with the Vice President of Student Affairs (if the Complaint involves students) or with the Director of Human Resources (if the Complaint does not involve students) will appoint the members of the “Hearing Board,” to include at least three faculty and/or staff members (the Director of Human Resources will attempt to assign at least 2 faculty members for cases involving only faculty members and at least 2 staff members for cases involving only staff members), of which one will be designated as the Chair. The Assigned Title IX Deputy Coordinator will share the Complaint and the Investigative Report (redacted, if applicable, pursuant to Section 6.04(d)) with the Hearing Board and, if only a portion of the misconduct alleged in the Complaint justifies continuing to the hearing process, the Assigned Title IX Deputy Coordinator will specify which part(s) of the alleged misconduct will be the subject of the hearing.

(ii)  Notice of the Hearing and Composition of the Hearing Board. Promptly after the appointment of the members of the Hearing Board and no less than five days prior to the hearing, the Assigned Title IX Deputy Coordinator will provide concurrent written notice to the Complainant and the Respondent setting forth the date, time and location of the hearing, as well as the names of the individuals selected to serve on and chair the Hearing Board. If only a portion of the alleged misconduct justifies continuing to the hearing process, the Assigned Title IX Deputy Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing. At this time, the Assigned Title IX Deputy Coordinator will make the Investigative Report available to the parties pursuant to Section 6.04(d), if it has not
already been made available.

The parties may challenge the participation of any member of the Hearing Board by submitting a written objection to the Assigned Title IX Deputy Coordinator within two days of receipt of the notice of the composition of the Hearing Board. Such objection must state the specific reason(s) for the objection. The Assigned Title IX Deputy Coordinator will evaluate the objection and determine, in consultation with the Vice President of Student Affairs and/or the Director of Human Resources, as appropriate, whether to alter the composition of the Hearing Board. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Board. Any changes in the composition of the Hearing Board will be provided in writing to both parties prior to the date of the hearing.

(b) Hearing Policies and Procedures.

(i) Submission of Written Materials by the Parties. Within two days of receipt of the Notice of Hearing and Composition of the Hearing Board, the Complainant and the Respondent may provide the Assigned Title IX Deputy Coordinator with a list of witnesses, if any, that they propose that the Hearing Board call and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute. Any witness must have relevant and admissible evidence. The Assigned Title IX Deputy Coordinator will share such information with the Hearing Board. The Hearing Board will determine which, if any, of the witnesses it intends to call.

(ii) Failure to Appear. If the Complainant and/or the Respondent fails to appear before the Hearing Board, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Board will proceed to determine the resolution of the Complaint.

(iii) No Contact Prior to the Hearing. The Complainant and the Respondent may not contact each other outside the hearing, even to discuss the hearing.

(iv) Support Persons. As provided in Section 5.03, both the Complainant and the Respondent may have a support person present to support and assist them during the hearing.

(v) Evidentiary Matters. The Complainant and the Respondent will have an equal opportunity to present evidence, if desired. Formal rules of evidence will not be observed during hearings.

1) Evidence of the past sexual histories of the Complainant and the Respondent will not be permitted at the hearing, with the following exceptions:

a. evidence is permitted to show that the Complainant has in the past been formally disciplined by the College for falsely filing Complaints alleging Sexual Misconduct,

b. evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by the College for Sexual Misconduct, and
c. evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Misconduct at issue before the Hearing Board, provided that (1) the Respondent has not been found "not responsible" by the College in a proceeding related to such sexual activity and (2) the Hearing Board has found both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Board to suggest a pattern of behavior.

2) Character evidence is generally inadmissible.

(vi) Conduct of the Hearing.

1) Generally. The Hearing Board will be responsible for asking any questions to be asked of the parties. Both the Hearing Board and the parties will have the opportunity to question any witnesses. It is anticipated that the evidence will primarily be gathered and developed during the investigation and presented to the Hearing Board in the Investigative Report. The Chair of the Hearing Board will resolve any questions concerning procedure or the admission of evidence or testimony (including the relevancy and reliability of the evidence and testimony). Members of the College community are expected to provide truthful testimony, and any member of the College community providing false information during this process is subject to discipline, pursuant to Section 2.03.

2) Testimony. The Respondent and/or the Complainant may choose not to testify before the Hearing Board; however, the affirmative exercise of that option will not preclude the Hearing Board from making a determination regarding the Complaint.

3) Closed-Circuit Technology. Upon timely request, the College may, in its discretion, provide for testimony by closed-circuit technology, telephone or other electronic means in appropriate circumstances.

4) Recording. The College may record the hearing. This recording will be the property of the College, and copies of the recording will not be available except as required or authorized by law. The Appeals Board may use the recording as part of the appeal process. Reasonable care will be taken to ensure a quality recording. However, technological problems that result in no recording or in an inaudible one will not affect the validity of the outcome of a hearing. Parties and witnesses are not permitted to record any of the proceedings.

(c) Outcome.

(i) The Decision of the Hearing Board Regarding Responsibility. Following the conclusion of the hearing, the Hearing Board will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the evidence presented at the hearing, and the testimony of the
parts and witnesses) establishes that it is more likely than not\(^1\) that the Respondent committed Material Sexual Misconduct. The Hearing Board will render a finding of “Responsible” or “Not Responsible” and will provide the rationale for its decision. If the Respondent is found “Responsible,” the Hearing Board will specify the specific type(s) of Sexual Misconduct, if any, for which the Respondent is found “Responsible” (for example, Sexual Assault, Stalking, etc.).

(ii) **The Decision of the Hearing Panel Regarding Sanctions.** If the Hearing Board renders a finding of “Responsible,” it will recommend appropriate sanctions to be imposed on the Respondent.

(1) **Generally.** Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for Sexual Misconduct, or both. Sanctions include, but are not limited to, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from the College, disciplinary probation, expulsion or suspension from campus housing, mandated counseling, completion of a batterer intervention program, parental notification, and/or educational sanctions (such as community restitution, reflection paper(s), and/or fines) deemed appropriate by the Hearing Board. The Hearing Board will determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Board will forward its recommendations regarding sanctions to the Title IX Coordinator, who will review the recommended sanctions in consultation with the Vice President of Student Affairs (in cases involving student Respondents) or with the Director of Human Resources (in cases involving employee Respondents). These individuals will either adopt the sanctions as recommended or make any changes deemed necessary to ensure the sanctions are appropriate, consistent with those issued in similar cases and are intended to end the misconduct and remedy the effects.

(2) **As a guide,** general recommended ranges of sanctions for individual violations are listed below. However, individual sanctions may be combined to address Material Sexual Misconduct (e.g. a period of suspension from the College may be combined with parental notification and with disciplinary probation and social probation upon return to the College).

<table>
<thead>
<tr>
<th>Violation</th>
<th>Recommended Range of Sanctions for Students</th>
<th>Recommended Range of Sanctions for Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Harassment</td>
<td>parental notification, and/or educational sanctions (such as community service, reflection paper(s), and/or fines), social restrictions, disciplinary probation, expulsion or suspension from campus housing, suspension or</td>
<td>written warning/probation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation</td>
</tr>
</tbody>
</table>

\(^1\) In other words, the standard of proof will be the preponderance of the evidence standard.
| **Sexual Exploitation** | disciplinary probation, social restrictions, expulsion or suspension from campus housing, suspension or expulsion from the College | written warning/probation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments |
| **Sexual Intimidation, Stalking, Dating Violence, Domestic Violence** | disciplinary probation, social restrictions, expulsion or suspension from campus housing, completion of batterer intervention program, suspension or expulsion from the College | written warning/probation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, completion of batterer intervention program |
| **Sexual Assault*** | disciplinary probation, social restrictions, expulsion or suspension from campus housing, suspension or expulsion from the College | terminating employment, temporary suspension without pay |

*The appropriate sanctions for any penetrative sexual assault will include at a minimum a period of separation from the College.

(3) **Implementation of Sanctions.** Sanctions imposed are effective immediately upon issuance of the Final Outcome Letter described below. However, if it is advisable in order to protect the welfare of the Complainant or the College community, the Hearing Board may recommend and/or the Assigned Title IX Deputy Coordinator may determine that any sanctions be effective at any time after the conclusion of the hearing and continue in effect until the issuance of the Final Outcome Letter.

(iii) **Final Outcome Letter.** Within five business days following the conclusion of the hearing, the Assigned Title IX Deputy Coordinator will issue a written decision letter (the "Final Outcome Letter") concurrently to the Respondent and the Complainant.

For employee and third-party Respondents, the Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible or a statement that the Respondent was found not to have violated this Policy, and (3) the sanctions imposed on the Respondent, if any, and (4) the rationale for the finding and the sanctions. Where appropriate, the Final Outcome Letter may set forth names of other individuals, such as a Complainant or witness, if such other individuals provide their written consent to such inclusion.

For student Respondents, the Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible or a statement that the Respondent was found not to have violated
this Policy, (3) the rationale for the finding, and (4) the sanctions imposed on the Respondent, if any (setting forth only a description of the disciplinary action taken, the date of its imposition, its duration, and the rationale for such action), and where appropriate, it may set forth names of other individuals, such as a Complainant or witness, if such other individuals provide their written consent to such inclusion. For student respondents alleged to have committed a violation or violations other than dating violence or sexual assault, the College will redact, when appropriate, information about sanctions that do not directly relate to the Complainant. The Respondent will not be notified of individual remedies provided or offered to the Complainant.

(iv) **Final Accommodations and Corrective Action.** In addition to any sanctions imposed on the Respondent, promptly following the conclusion of the hearing(s) and the Hearing Board’s issuance of a Final Outcome Letter, the Assigned Title IX Deputy Coordinator will determine the final accommodations to be provided to the Complainant, if any, and the Assigned Title IX Deputy Coordinator will communicate such decision to the Complainant, and, to the extent that it affects him or her, to the Respondent. Such accommodations may include, but are not limited to, those listed in Section 6.03(a) of this Policy.

The Assigned Title IX Deputy Coordinator will also take steps, where necessary, to prevent the further harassment of or Retaliation against the Complainant or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing Sexual Misconduct or other counseling. The Assigned Title IX Deputy Coordinator will also, where appropriate, take steps to prevent the harassment of the Respondent.

Furthermore, the Assigned Title IX Deputy Coordinator will take prompt corrective action if the Complainant experiences Retaliation or is subjected to further Sexual Misconduct or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant or other members of the College community. In appropriate cases (such as those involving Sexual Harassment), the Assigned Title IX Deputy Coordinator will also take reasonable steps to eliminate any hostile environment that has been created. In taking the above-outlined steps, the Assigned Title IX Deputy Coordinator will make every reasonable effort to minimize the burden on the Complainant.
Section 7.03 Appeals.

The Complainant or the Respondent may appeal the decision of the Hearing Board and/or the sanction imposed on the Respondent within 3 calendar days from the date of the Final Outcome Letter. The decision of the Hearing Board and the sanction imposed on the Respondent may, if desired, be appealed simultaneously.

(a) Grounds for Appeal.

(i) The only permissible grounds for an appeal of the Hearing Board’s finding of responsible or not responsible are (a) availability of germane new evidence not available at the time of the hearing(s) that could significantly impact the outcome of the hearing and/or (b) procedural errors that significantly impacted the outcome.

(ii) Appeals of Sanctions. The sanctions imposed on the Respondent may be appealed on grounds that the severity of the sanction imposed is incommensurate to the gravity of the Sexual Misconduct for which the Respondent was found responsible.

(b) Generally. Appeals of sanctions must be made in writing to the Assigned Title IX Deputy Coordinator. The Assigned Title IX Deputy Coordinator will promptly inform the other party of the filing of the appeal.

(c) The Title IX Coordinator, in consultation with the Vice President of Student Affairs (if the Complaint involves students) or the Director of Human Resources (if the Complaint does not involve students) will appoint the members of the “Appeals Board,” to include at least three trained faculty and/or staff members, of which one will be designated as the Chair. The Assigned Title IX Deputy Coordinator will share the Complaint, the Investigative Report, the written findings of the Hearing Board, and the written appeal with the Appeals Board.

(d) Within ten days of the receipt of the appeal (or as soon as is reasonably practicable), the Appeals Board will make a determination by majority vote (a) that the decision of the Hearing Board should stand, or (b) that the decision of the Hearing Board should be overturned.

(e) In the event that the Appeals Board determines that the decision of the Hearing Board should be overturned, the Appeals Board will specify, after consultation with the Assigned Title IX Deputy Coordinator, the Title IX Coordinator, and other College administrators, as necessary, the appropriate steps to be taken to come to a final resolution of the Complaint (which may or may not include an additional hearing before a different Hearing Board, or a hearing before the same Hearing Board solely on sanctions). The Assigned Title IX Deputy Coordinator will notify the Complainant and the Respondent of the Appeals Board’s decision concurrently and in writing. If another hearing is convened before the Hearing Board for the sole purpose of considering sanctions, the final sanctions set by the Hearing Board and approved by the Title IX Coordinator will not be subject to further appeal.
ARTICLE VIII.
INFORMAL RESOLUTION

Informal resolution is only appropriate if (i) the Respondent agrees to such resolution, (ii) the Complainant and the Respondent are both students or are both employees of the College, (iii) the Assigned Title IX Deputy Coordinator determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (iv) the Complaint does not involve Sexual Assault.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint (for example, the parties may not choose to resolve a claim of Sexual Assault according to the formal resolution process but use the informal resolution process for all other claims). If the parties agree to informal resolution (and informal resolution is appropriate for all of the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant has the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Assigned Title IX Deputy Coordinator may, where appropriate, terminate or decline to initiate informal resolution, and proceed with the formal resolution process instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

Section 8.01 Respondent’s Acknowledgement of Responsibility.

At any time prior to the imposition of sanctions, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct. In such a situation, the Assigned Title IX Deputy Coordinator will, in consultation with the Title IX Coordinator, propose sanction(s) for the Respondent. If both the Complainant and the Respondent agree to such proposed sanction(s), then the Complaint will be resolved without any further rights of appeal by either party.

If either the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Board will convene for the exclusive purpose of determining sanctions, which determination may be subject to appeal by either party pursuant to Section 7.03 of this Policy. For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Material Sexual Misconduct shall apply.

Section 8.02 The Informal Resolution Process.

(a) The Presiding Officer. When the Complainant’s Complaint is to be resolved according to the informal resolution process, the Assigned Title IX Deputy Coordinator will oversee the process. The Assigned Title IX Deputy Coordinator will involve other individuals as deemed beneficial to the process (e.g. a Human Resources representative for matters involving employees).

(b) Notice of Informal Resolution. The Assigned Title IX Deputy Coordinator will provide concurrent written notice to the Complainant and the Respondent setting forth the date, time, and location of the informal resolution (which will generally be no more than ten days, or as soon as reasonably practicable, following the conclusion of the investigation). If only a portion of the alleged misconduct justifies continuing to resolution, the Assigned Title IX Deputy Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the informal resolution process.
Any party may challenge the participation of the Assigned Title IX Deputy Coordinator by submitting a written objection to the Title IX Coordinator within three days of receipt of the notice of the informal resolution process. Such objection must state the specific reason(s) for the objection. Failure to submit a timely and proper objection will constitute a waiver of any right of objection. The Title IX Coordinator will evaluate the objection and determine whether to assign a different Title IX Deputy Coordinator as the presiding officer. Any substitution of the Title IX Deputy Coordinator serving as the presiding officer will be provided in writing to both parties prior to the date of the informal resolution.

(c) **No Contact Prior to Informal Resolution.** The Complainant and the Respondent may not contact each other outside of the informal resolution process, even to discuss the process.

(d) **Attendance.** Both the Complainant and the Respondent are expected to attend the informal resolution. If either party fails to appear at the informal resolution, and such party was provided proper notice of the informal resolution as set forth above, then absent extenuating circumstances, the Assigned Title IX Deputy Coordinator may direct that resolution of the Complaint be determined according to the formal resolution process set forth in Article VII or may reschedule the informal resolution.

(e) **The Informal Resolution.**

(i) **The Parties’ Rights.** During the informal resolution process, the parties may:

1) engage one another in the presence of, and facilitated by, the Assigned Title IX Deputy Coordinator;

2) communicate their feelings and perceptions regarding the incident and the impact of the incident (either by communicating directly with one another or by communicating indirectly through the Assigned Title IX Deputy Coordinator); and/or

3) relay their wishes and expectations regarding the future.

(ii) **Support Persons.** As provided in Section 5.03, both the Complainant and the Respondent may have a support person present to support and assist them during the informal resolution process.

(iii) **Resolution.** During the informal resolution, the Assigned Title IX Deputy Coordinator will attempt to facilitate the parties’ resolution of the Complaint. If this process results in a resolution between the parties and the Assigned Title IX Deputy Coordinator and the Title IX Coordinator find the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and the entire school community), the informal disciplinary procedure will be concluded and the Complaint will be closed. If the parties are unable to reach a resolution, the formal resolution process outlined in Article VII of this Policy will promptly commence.

For the avoidance of doubt, a resolution that is reached pursuant to this Section 8.02 will not be included in a student Respondent’s student conduct record or in an employee’s personnel record, unless the inclusion of such information is agreed to as part of the informal resolution of the matter.
Suggested Actions for Victims of Sexual Assault

While all types of Sexual Misconduct are inappropriate and taken seriously by the College, actions involving Sexual Assault (as defined in Exhibit B) are particularly concerning. Thus, if you are the victim of Sexual Assault, the College’s first priority is to help you take steps to address your safety, medical needs and emotional well-being. You are encouraged to take the following actions, as applicable, regardless of whether you have made a decision about whether to pursue a criminal or College complaint.

1. Ensure Your Physical Safety.

You may seek help from local law enforcement agencies or by contacting Wofford Campus Safety. Wofford Campus Safety can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Security personnel are on duty at Wofford Campus Safety 24 hours a day, seven days a week.

2. Seek Medical Assistance and Treatment.

Local options for medical care include Spartanburg Medical Center and Mary Black Memorial Hospital. It is crucial that you obtain medical attention as soon as possible after a Sexual Assault to determine the extent of physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

Employees at the Wellness Center can help you obtain transportation to a local hospital and can help you contact a support person, such as a family member, a friend, or a roommate.

If you choose to have an evidence collection kit (or “rape kit”) completed, it is important to do so within 72 hours.
Even if you have not decided whether to file charges, it is advisable to have the evidence collection kit completed so that you can better preserve the options of obtaining a protective order and/or filing criminal charges at a later date. Spartanburg Medical Center and Mary Black Memorial Hospital administer evidence collection kits, and you can request an anonymous kit with no law enforcement involvement. Spartanburg Medical Center has specially trained Sexual Assault Nurse Examiners (SANES) who perform these kits. The cost of these kits will be paid for from a crime victim fund, and you will not be billed for the kits.

In order to best preserve evidence for an evidence collection kit, it may be advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

3. Obtain Emotional Support

The Wellness Center can help students sort through their emotions and begin the recovery process. The counselors at the Wellness Center are trained to provide crisis intervention on short-term and emergency issues. The Wellness Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students’ College records, and will not be reported to other College personnel.

Employees may contact the Employee Assistance Program to obtain emotional support (available at: 800-854-1446).

4. Obtain Information/Report Misconduct

You are encouraged to report incidents of Sexual Assault to the College’s Title IX Coordinator (even if you have filed a report directly with law enforcement). Further information about how to report Sexual Assault is provided in the body of this Policy. The Title IX Coordinator can help you access resources (including recommendations for legal counsel, if requested) and can provide support and information, including information on the College’s procedures for investigating and addressing instances of Sexual Assault.
EXHIBIT B

to the

WOFFORD COLLEGE SEXUAL MISCONDUCT POLICY

Definitions

(a) Appeals Board. “Appeals Board” is defined in Section 7.03(a)(ii). All members of the Appeals Board will receive regular professional training in hearing practices and procedures. More specifically, the members of the Appeals Board will receive annual training on (1) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (2) how to conduct a hearing process that protects the safety of victims and promotes accountability.

(b) Assigned Title IX Deputy Coordinator. The “Assigned Deputy Title IX Coordinator” means the Title IX Deputy Coordinator assigned by the Title IX Coordinator to handle a given Complaint. In some cases, the Title IX Coordinator may serve this function.


(d) Complainant. A “Complainant” is an alleged victim of Sexual Misconduct who files a Complaint or on whose behalf a Complaint is filed.

(e) Complaint. A “Complaint” is an allegation of Sexual Misconduct asserted against another party and initiated pursuant to Section 6.01.

(f) Consent. “Consent” is informed, freely and actively given, and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another. Consent cannot be inferred from:

(i) Silence, passivity, or lack of resistance alone;

(ii) A current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else);

(iii) Attire;

(iv) The buying of dinner or the spending of money on a date; or
(v) Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used intimidation or coercion to obtain Consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by:

1. Minors, even if the other participant did not know the minor’s age.
2. Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
3. Persons who are Incapacitated. The use of alcohol or drugs does not diminish one’s responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue and capacity to consent. Neither party should make assumptions about the other's willingness to continue.

(g) Dating Violence. “Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

(h) Day. A “day” is a business day, unless otherwise specified.

(i) Title IX Deputy Coordinator(s). The College’s “Title IX Deputy Coordinators” are:

(i) Carole Lister, Director of Human Resources. Ms. Lister may be reached at telephone 864.597.4230, by email at listercb@wofford.edu, or in person in Snyder House.

(ii) Matt Hammett, Assistant Dean of Students for Student Involvement. Dean Hammett can be reached at telephone 864.597.4048, by email at hammettmk@wofford.edu, or in person in Office #15 of the Campus Life Building.

(iii) Demario Watts, Assistant Director of Residence Life. Mr. Watts may be reached by telephone at 864.597.4066, by email at wattsdl@wofford.edu, or in person in Office #13 of the Campus Life Building.
The Title IX Deputy Coordinators work under the oversight of the Title IX Coordinator to assist with the handling of Title IX-related Complaints. The Title IX Coordinator may, at his or her discretion, assign a Title IX Deputy Coordinator as the Assigned Title IX Deputy Coordinator in connection with a given Complaint.

The Title IX Deputy Coordinators will receive regular professional training in resolution practices and procedures. More specifically, the Title IX Deputy Coordinators will receive annual training on (1) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (2) how to conduct a resolution process that protects the safety of victims and promotes accountability.

(j) **Domestic Violence.** “Domestic Violence” includes felony or misdemeanor crimes of violence committed by:

(i) a current or former spouse of the victim,

(ii) a person with whom the victim shares a child in common,

(iii) a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner,

(iv) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of South Carolina, or

(v) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of South Carolina.

(k) **Education Record.** “Education Record” has the meaning assigned to it under FERPA.

(l) **FERPA.** The Family Educational Rights and Privacy Act (“FERPA”) is a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 § C.F.R. 99. FERPA protects the privacy of student Education Records. FERPA grants to eligible students the right to access, inspect, and review Education Records, the right to challenge the content of Education Records, and the right to consent to the disclosure of Education Records.

(m) **Final Outcome Letter.** "Final Outcome Letter" is defined in Section 7.02(c)(iii).

(n) **Hearing Board.** "Hearing Board" is defined in Section 7.02(a)(i). All members of the Hearing Board will receive regular professional training in hearing practices and procedures. More specifically, the members of the Hearing Board will receive annual training on (1) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (2) how to conduct a hearing process that protects the safety of victims and promotes accountability.

(o) **Incapacitated.** “Incapacitated” means lacking the physical and/or mental ability to make informed, rational judgments. A person may be Incapacitated for a variety of reasons,
including but not limited to being asleep or unconscious, being physically or intellectually disabled, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks. A person who deliberately drugs or supplies another with alcohol for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.

(p) **Investigative Report.** “Investigative Report” is defined in Section 6.04(d).

(q) **Investigators.** The “Investigators” are neutral fact-finders who are designated by the Assigned Title IX Deputy Coordinator to investigate a Complaint. The Investigators will be trained annually on (1) reasonable and appropriate investigative techniques, (2) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (3) how to conduct an investigation that protects the safety of victims and promotes accountability.

(r) **Material Sexual Misconduct.** “Material Sexual Misconduct” is Sexual Misconduct that, taking into account the totality of the circumstances, is sufficiently serious and significant to warrant adjudication under, and discipline pursuant to, this Policy. Specifically, to determine whether Sexual Misconduct rises to the level of Material Sexual Misconduct, consideration will be given to the following criteria: (1) the type, frequency and duration of the conduct (the more severe the conduct, the less the need to show a repetitive series of incidents, particularly if the conduct is physical), (2) the identity of and relationship between the alleged victim and the Respondent, (3) the number of individuals involved, (4) the age and sex of the alleged victim and the Respondent, (5) the location of the incidents and the context in which they occurred, and (6) whether there have been similar incidents.

(s) **Personally Identifiable Information.** “Personally Identifiable Information” (as that term is defined by FERPA) includes, but is not limited to:

(i) a student’s name;

(ii) the name of a student’s parent(s) or other family members;

(iii) the address of a student or a student’s family;

(iv) a personal identifier, such as a student’s social security number, student number, or biometric record;

(v) other indirect identifiers, such as a student’s date of birth, place of birth, or mother’s maiden name;

(vi) other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the College community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

(vii) information requested by a person whom the College reasonably believes knows the identity of the student to whom the Education Record relates.

(t) **Rape.** “Rape” is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.

(u) **Respondent.** A “Respondent” is an individual who has been accused in a Complaint of
committing Sexual Misconduct.

(v) **Responsible Employee.** A “Responsible Employee” is an employee of the College who has the obligation to report to the Title IX Coordinator any Complaints or allegations of Sexual Misconduct of which he or she becomes aware. Strictly Confidential Resources are not Responsible Employees.

The following individuals are the College’s Responsible Employees:

(i) All Vice Presidents, Assistant Vice Presidents, Associate Vice Presidents, Provosts, Deans, Department Chairs, Directors, and Coaches;

(ii) All Title IX Deputy Coordinators;

(iii) All Human Resources staff;

(iv) All Student Affairs staff (including, for purposes of clarity, Resident Assistants and First-Year Advisors (FRADs));

(v) All employees serving in a supervisory or management role (including, for purposes of clarity, all employees who supervise activities or programs that involve direct contact with students, such as advisors to recognized student organizations);

(vi) All members of the faculty; and

(vii) All Wofford College Police Officers and contracted security personnel.

(w) **Retaliation.** “Retaliation” means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment. The prohibition of retaliation does not end with the resolution of the Complaint. Retaliation may be present even after a finding of “not responsible” on allegations of Sexual Misconduct. Retaliatory behavior is not limited to behavior by the accused individual and covers behaviors by his or her associates, as well as third parties. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

(x) **Sexual Assault.** “Sexual Assault” means any actual, attempted, or threatened sexual act with another person without that person’s Consent. By way of example and not limitation, Sexual Assault includes:

(i) Fondling (the touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances in which the victim is incapable of giving Consent because of his or her age or because he or she is temporarily or permanently Incapacitated),

(ii) Incest (sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by South Carolina law),

(iii) Statutory Rape (sexual intercourse with an individual under the statutory age of consent, as defined by South Carolina law), and

(iv) Rape.
Sexual Exploitation. “Sexual Exploitation” means any act of taking non-Consensual, unjust or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes, but is not limited to:

(i) Causing or attempting to cause another person to be Incapacitated in order to gain a sexual advantage over such person;

(ii) Prostituting another person (i.e., personally gaining money, privilege, or power from the sexual activities of another);

(iii) Non-Consensual videotaping, photographing, or audio-taping of sexual activity and/or distribution of private sexual activity or a person’s intimate parts (including genitalia, groin, breast or buttocks) without consent via media such as, but not limited to, the Internet;

(iv) Exceeding the boundaries of Consent (e.g., allowing another person to observe Consensual sex without the knowledge of or Consent from all participants);

(v) Voyeurism; and

(vi) Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual.

Sexual Harassment. “Sexual Harassment” is any unwelcome verbal, nonverbal, written, electronic, or physical conduct of a sexual nature. Examples of Sexual Harassment include instances in which:

(i) Submission or consent to the behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:

(1) pressuring an individual to engage in sexual behavior for some educational or employment benefit, or

(2) making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence for the individual.

(ii) The behavior is so severe or pervasive that it has the effect of substantially interfering with the individual's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment include:

(1) one or more instances of Sexual Assault;

(2) persistent unwelcome efforts to develop a romantic or sexual relationship;

(3) unwelcome sexual advances or requests for sexual favors;

(4) unwelcome commentary about an individual's body or sexual activities;

(5) repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
(6) verbal abuse of a sexual nature.

Sexual Harassment also includes acts of intimidation, bullying, aggression or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

(aa) **Sexual Intimidation.** “Sexual Intimidation” includes but is not limited to:

(i) Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her Consent,

(ii) Stalking or cyber-stalking, and

(iii) Engaging in indecent exposure (intentionally exposing one's sexual organs in public) with the intention of alarming, distressing, and/or offending others.

(bb) **Sexual Misconduct.** “Sexual Misconduct” means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to:

(i) Dating Violence;

(ii) Domestic Violence;

(iii) Sexual Assault;

(iv) Sexual Exploitation;

(v) Sexual Harassment;

(vi) Sexual Intimidation; and

(vii) Stalking.

(cc) **Stalking.** “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

For purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(dd) **Strictly Confidential Resource.** “Strictly Confidential Resource” is defined in Section 3.01(a).
(ee) **Third-Party Reporter.** A “Third-Party Reporter” is an individual who reports or files a Complaint alleging that another individual is the victim of Sexual Misconduct.

(ff) **Title IX Coordinator.** The College’s “Title IX Coordinator” is Ms. Melissa Nichols, the Title IX and ADA Coordinator. Ms. Nichols’s office is located in the Wellness Center, and she may be contacted by phone at 864-597-4375 or by email at nicholsmm@wofford.edu. The Title IX Coordinator has ultimate oversight responsibility for handling Title IX–related complaints and for identifying and addressing any patterns or systemic problems involving Sexual Misconduct. The Title IX Coordinator is available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns, or problems related to Sexual Misconduct. All allegations involving Sexual Misconduct should be directed to the Title IX Coordinator.

The Title IX Coordinator will receive regular professional training in resolution practices and procedures. More specifically, the Title IX Coordinator will receive annual training on (1) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (2) how to conduct a resolution process that protects the safety of victims and promotes accountability.
Today's date: ______

Information Regarding the Complainant:

Name of the Complainant: __________________________

The Complainant is (please check one): □ a faculty member □ a student (current □/former □) □ a staff member □ not affiliated with the College

For faculty, staff, & students, indicate whether □ current or □ former

Information Regarding the Respondent:

Name of the Respondent: __________________________

The Respondent is (please check one): □ a faculty member □ a staff member □ a student (current □/former □) □ not affiliated with the College

For faculty, staff, & students, indicate whether □ current or □ former

Information Regarding the Alleged Sexual Misconduct:

When did this occur? Time and date: __________________________

Where did this happen?

□ on campus: __________________________

□ off campus: __________________________

Witnesses or third parties who may have information regarding the alleged Sexual Misconduct:

____________________________

____________________________

____________________________

Please provide a brief description of the alleged Sexual Misconduct:

You may wish to consider including, among other things, some or all the following information in your description: the gender of the parties, the relationship between the parties, whether one or more of the parties were under the influence of alcohol or drugs at the time of the alleged Sexual Misconduct, whether the Respondent used pressure or force (physical or otherwise) in the course of the alleged Sexual Misconduct, and the frequency (if applicable) of the alleged Sexual Misconduct.

____________________________

____________________________

____________________________

Please feel free to use the reverse side of this form or separate pages to continue your description, if desired.

Signature of the Complainant: __________________________

Sexual assault is never the fault of the victim. The Counselors at the Wellness Center can assist you in working through emotions and in beginning the recovery process. The Title IX Coordinator can provide accommodations and information about your options.
OUTREACH & PREVENTION

Wofford College is committed to the prevention of Sexual Misconduct and routinely conducts outreach and educational programming designed to increase awareness of the prevalence of Sexual Misconduct involving college-age students and other College constituents, inform the Wofford community about issues related to Sexual Misconduct such as substance abuse and the role of the bystander, and promote knowledge of the College’s Sexual Misconduct Policy.

TRAINING

The College regularly conducts Sexual Misconduct training for its constituents, including the following groups:

- Title IX Coordinator & Title IX Deputy Coordinators
- Investigators
- Members of the Hearing Board & the Appeals Board
- Employees
- Students
- Campus Safety Officers

These groups are trained, as appropriate and applicable, on such subjects as:

- This Sexual Misconduct Policy.
- Title IX and related regulatory guidance.
- The College’s responsibility to address allegations of Sexual Misconduct.
- Recognizing and responding to reports of Sexual Misconduct.
- Understanding common and counterintuitive victim responses (during and after an incident) and the effect of Sexual Misconduct on victims.
- Understanding the link between substance abuse and Sexual Misconduct.
- Which employees are “Responsible Employees” and which individuals and offices are confidential resources for Students.
- Reasonable, appropriate, and sensitive investigative, interview, and hearing techniques that protect victim safety and promote accountability.
- Issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking.