# Table of Contents

## Campus Offices and Services

- Academic Administration .................................................. 4
- Academic Support ............................................................... 4
- Academic Problems ............................................................ 5
- Advising ............................................................................... 5
- Admission ........................................................................... 5
- Alumni and Parents Programs ................................................. 6
- Athletics .............................................................................. 6
- Business Office ..................................................................... 8
- Campus Ministry Center ....................................................... 8
- Campus Safety ....................................................................... 12
- Career Services ..................................................................... 13
- Conferences and Events ....................................................... 13
- Development ......................................................................... 14
- Dining Services ..................................................................... 14
- Financial Aid ......................................................................... 16
- Health Services ..................................................................... 16
- Information Technology ........................................................... 17
- Intramural Program ............................................................... 19
- Library ................................................................................ 19
- Marketing and Communications ............................................ 20
- Physical Plant ......................................................................... 20
- Post Office ........................................................................... 21
- President’s Office ................................................................... 22
- The Registrar ......................................................................... 22
- Service Learning Center ....................................................... 22
- Student Activities ................................................................... 22
- Student Affairs ...................................................................... 23
- Zach’s .................................................................................. 23

## Quick Reference

- Campus Contacts ................................................................. 24
- Community Helplines and Support Groups ............................. 25
- Local Hospitals and Emergency Care ........................................ 25
- Building Hours ...................................................................... 26

## Code of Student Rights and Responsibilities

- Preamble .............................................................................. 27
- Relationship between college code and civil law ...................... 27
- Relationship between college code and college policies and procedures ......................................................... 27
- Conduct of Wofford students on other campuses .................. 27
- Educational rights and responsibilities .................................. 27
- Rights of inquiry ................................................................... 27
- The right of expression .......................................................... 27
- Freedom of association .......................................................... 28
- Social responsibilities ............................................................ 28
- Conduct affecting the person, property, or rights of others ......... 28
- Alcohol policy ....................................................................... 28
- Drug policy ........................................................................... 28
- Civil law ............................................................................... 29
- Gambling .............................................................................. 29
- Hazing .................................................................................. 29
- Firearms ............................................................................... 29
- Fireworks and explosives ....................................................... 29
- Commercial solicitation .......................................................... 29
- Responsibility of campus safety officers ............................... 29
- Honor Code ....................................................................... 29
- Procedural Safeguards ............................................................. 35
- Searches of residence hall rooms or fraternity houses ............. 35
- Due process of law ................................................................ 35
- The Judicial System ............................................................... 36
- Administrative Authority ....................................................... 42
- Amending Procedures ............................................................ 42
CAMPUS OFFICES AND SERVICES

Academic Administration
The dean of the college, the assistant dean and director of Interim and programs abroad, the chairmen of the academic departments, the registrar, the dean of the library and the assistant librarians, and the technology staff members make up the administrative staff for the academic program. Functions and services are described in this section of the Handbook.

DEAN OF THE COLLEGE
Located on the second floor of the DuPré Administration Building.
Phone: (864) 597-4020
Dan Maulsby, senior vice president and dean of the college

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

ASSISTANT DEAN OF THE COLLEGE AND DIRECTOR OF INTERIM AND PROGRAMS ABROAD
Located on the first floor of DuPré Administration Building.
Phone: (864) 597-4510
Ana Maria Wiseman, assistant dean of the college

The assistant dean of the college works with the dean of the college in administering the academic program. The assistant dean’s office coordinates Interim. Students who need information concerning Interim may consult www.wofford.edu/interim. The assistant dean’s office also directs the study abroad program.

CHAIRMEN OF ACADEMIC DEPARTMENTS
The chairmen 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 chairman of the department in which the student is interested.

ACADEMIC SUPPORT
There are several offices that support students in their academic development.

The Writing Center
Wofford College offers its students the services of a writing center located on the top floor of the library. Here, students have easy access to library resources as well as to computer stations for internet research and word processing. Staffed by Dr. Deno Trakas and several student tutors, the center is open Monday through Friday, from 1-4 p.m., as well as Sunday, Monday, Tuesday and Thursday evenings from 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 not to proofread or fix papers before they’re turned in, but to respond thoughtfully to papers at any stage of the writing process and to help students improve their writing through discussion and instruction.

Technology Help Center
The Help Center is available to assist with the Wofford Information Network (WIN) and other technology-related needs. The Help Center may be reached by dialing HELP (4357) or by sending an e-mail to help@wofford.edu. The Help Center and computer Labs are staffed Sunday through Friday, with expanded hours during exams. Additional information is available at www.wofford.edu/technology/ or from the Help Center itself, located in Olin 201.

Tutoring Service
By calling Dr. Deno Trakas, the director of the peer tutoring program, students who need help with a course or courses may arrange for free tutoring from a fellow student approved by the faculty.
HELP WITH ACADEMIC PROBLEMS
Students should talk with the professor 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, or do not understand the reasons for their grades, or 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 feel are not addressed by the professor, they should talk with their advisor or with the chairman of the department, then with the dean of the college or the assistant dean of the college. These persons will want to know of concerns and will respond appropriately to them.

Academic rules and regulations and requirements are found in the Catalogue. If the Catalogue does not answer these questions, students should ask the registrar.

ADVISING
Faculty members serve as advisors to help students formulate their educational objectives and to use the resources of the college to meet those objectives. Advisors also help students understand the college rules and requirements. Advisors will give information, advice, and friendship. They are the first contact for assistance with almost any problem students may have. Every student has an advisor. Students are assigned an advisor with whom they are to work until they select a major. Students who have declared a major are advised by the department chairman or major coordinator.

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

Premedicine and other Health Careers................................. George Shiflet
                                                      Bob Moss
                                                      Charles Bass
Predental and Prepharmacy ........................................... Charles Bass
Pre-engineering................................................................. Dan Welch
Prelaw................................................................................. John Fort
Health Careers Society ...................................................... Bob Moss
                                                      Charles Bass
Preministry ................................................................. Byron McCane
                                                      Ron Robinson
Study Abroad............................................................... Ana María Wiseman
                                                      Amy Lancaster
Teacher Education ...................................................... Cynthia Suárez
Transfer Students.................................................... Lucy Quinn

Admission
Located in Hugh S. Black Building.
Phone: (864) 597-4130
Brand Stille, director of admission
Terrell Ball, associate director
Thom Henson, assistant director
Jody Jennings, assistant director
Susan Lancaster, assistant director
Jenni Lister, admission counselor
Meg Beacham, admission counselor
Ben Pauli, admission counselor
Ryn Lister, admission counselor
Susan Cummings, administrative assistant
Kim Lytle, receptionist/visit coordinator
The staff is responsible for recruitment and admission of all students to the 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 and Scholars programs, and hosting overnight visitors.

Important events and dates for the 2006-2007 academic year include the following:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Fall Hospitality Day</td>
<td>September 30, 2006</td>
</tr>
<tr>
<td>Second Fall Hospitality Day</td>
<td>October 28, 2006</td>
</tr>
<tr>
<td>Early Decision Scholars Day</td>
<td>November 18, 2006</td>
</tr>
<tr>
<td>Wofford Scholars Day</td>
<td>February 17, 2007</td>
</tr>
<tr>
<td>Spring Hospitality Day</td>
<td>April 28, 2007</td>
</tr>
<tr>
<td>Night and Day</td>
<td>To Be Announced</td>
</tr>
</tbody>
</table>

**Alumni and Parents Programs**

Located in the Papadopoulos Building, the Office of Alumni and Parents Programs is part of the Development Office.

Phone: (864) 597-4192

Charles H. Gray Jr., director of alumni and parents programs
Deborah N. Thompson, director of special alumni projects and assistant to the senior vice president
Elizabeth M. Fields, assistant director of alumni programs
Karen Y. Cannon, alumni records clerk
Beth Clardy, administrative assistant

This office provides alumni lists and mailing labels for organizations, assistance in planning special events, informational mailings to parents, and assistance in arranging for alumni speakers.

The programs and events that this staff sponsors include Homecoming, Class Reunions, Family Weekend, constituent group reunions (fraternity/sorority, athletic teams, Glee Club), senior class activities, area alumni club meetings, the commencement lawn reception for the senior class, and alumni trips.

The director of alumni and parents programs needs to know changes in home addresses, membership lists for organizations on campus, and information about special events that organizations might be sponsoring which involve alumni or parents.

**Athletics**

Located on the second floor of the Richardson Physical Activities Building.

Phone: (864) 597-4090

Richard Johnson, director of intercollegiate athletics
Terri Lewitt, associate director/development
Mark Line, associate director/sports program
Steve Shutt, associate director/sports information director
Andy Kiah, director of athletics facilities
Len Mathis, director of marketing and promotions
Travis J. Woods, assistant sports information director
Elizabeth Wilkes, director of compliance and ticketing
Travis Smith, athletics facilities intern
Caroline Thomas, administrative assistant
Liza Miller, administrative assistant

**COACHES:**

Phone: (864) 597-4100

Matt Allen, assistant men’s basketball coach
Ron Antoine, assistant football coach/running backs
Brent Avery, assistant athletics trainer
Mike Ayers, head football coach
Scott Brickman, assistant baseball coach
Tara Brooks, assistant volleyball coach
Fields Brown, assistant women's soccer coach
Jason Burke, volunteer baseball assistant
Kenny Cabe, head athletics trainer
Edgar Farmer, women's head basketball coach
Nathan Fuqua, assistant football coach
Ed Geth, assistant women's basketball coach
Randy Hall, head rifle coach
Lee Hanning, assistant football coach/kickers and punters
Corey Helle, head volleyball coach
Todd Interdonato, assistant baseball coach and director of intramurals
Sarah Jansen, assistant women's basketball coach
Matt Kern, men’s head soccer coach
Dustin Kerns, assistant men’s basketball coach
Amy Kiah, head women’s soccer coach
Bruce Lackey, assistant football coach/receivers
Wade Lang, assistant head football coach and offensive coordinator
Terry Lantz, assistant football coach
Joe Lesesne, director of football operations
Vic Lipscomb, director of golf
Rafe Mauran, assistant men’s soccer coach
Eric Nash, assistant football coach
Thomas Neel, assistant football coach
Rod Ray, head men and women’s tennis coach
Angie Ridgeway, associate director of golf
Josh Robertson, strength and conditioning coach
Andrea Stehman, head cross country coach
Brandon Stokes, assistant men and women’s tennis coach
Jack Teachey, assistant football coach/recruiting coordinator
Steve Traylor, head baseball coach
Nate Woody, assistant football coach and defensive coordinator
Mike Young, head men’s basketball coach

The department of athletics’ stated mission is: Wofford College will provide high-quality educational experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference and intramural activities on campus, 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 the college.

A member of NCAA Division I (I-AA for football) and the Southern Conference, Wofford offers 19 sports. Men’s teams are fielded in baseball, basketball, cross country, football, golf, rifle, soccer, outdoor and indoor track, and tennis. Women compete in basketball, cross country, golf, outdoor and indoor track, rifle, soccer, tennis, and volleyball.

Four of the nation’s finest athletics and recreational facilities are the John E. Reeves Tennis Center, the Benjamin Johnson Arena, Gibbs Stadium and the Richardson Physical Activities Building. There is also Snyder Field, Russell C. King Field, Switzer Stadium, and the lower fields that serve for soccer and football practice, as well as intramurals. A fitness center, weight room, and racquetball courts are located in the Richardson Physical Activities Building.
The Athletic and Ticket Offices are located on the top floor of the Richardson Building. All administrators and coaches are accessible to students. Students are involved in the athletics program as athletes, cheerleaders, trainers, managers, video photographers, and student assistants.

**Bookstore**

**BEN WOFFORD BOOKS**
Located at 501 N. Church Street across from the Papadopoulos Building.
Phone: (864) 582-6514
Fax: (864) 591-1686
Andy Roush, manager
Kathryn Carter, assistant manager
E-mail address: wofford@bkstr.com or 0488mgr@fheg.follett.com
Web address: www.efollett.com

The hours of the bookstore are 9:00 a.m.-5:30 p.m., Monday-Friday, and 11:00 a.m.-4:00 p.m. on Saturday. The store is also open for special events and home football games.

Items available for sale include textbooks, trade books including books by Wofford faculty, clothing, gifts, class rings and academic regalia, greeting cards, and more. Cash, checks, and all major credit cards are accepted. The bookstore also provides shipping services, as well as an online bookstore at www.efollett.com.

**Business Office**

Located on the first floor of Snyder House.
Phone: (864) 597-4220
David Wood, senior vice president
Robert Keasler, senior vice president for business affairs
Janelle Thomas, controller
Barbie Jefferson, assistant controller
Lani Foster, financial systems and budget analyst
Diane Fuller, administrative assistant to senior vice president and coordinator of special projects
Carole Lister, human resources coordinator
Rosa Bethea, human resources assistant
Kim Moore, payroll coordinator
Amanda Abrams, senior accountant
Kathy Pinson, accountant
Terri Putman, accounts payable
Brenda Ledford, accounts payable
Doris Wade, student accounts

This office has responsibility for management of student accounts, administration of the long distance telephone service for students, Perkins Loan administration, payment of invoices, payroll processing, and the accounting functions of the college. The senior vice president also supervises the campus post office.

**Campus Ministry Center**

Located on the first floor of Main Building, Portico Entrance.
Phone: (864) 597-4050
E-mail: campusministry@wofford.edu
Ron Robinson, Perkins Prothro Chaplain and Professor of Religion
Lyn Pace, Associate Chaplain
Religious life is under the direction of the college chaplain who welcomes all students without regard for race, culture, ability, gender, sexual orientation or religion. Students are invited and encouraged to visit the Chaplain for casual conversation, counseling, or assistance with any aspect of college life.

The work of the Campus Ministry Center includes four areas:

- Spiritual Formation
- Service
- Calling (exploration of vocation)
- Care (including counseling, crisis assistance and pastoral care)

The Campus Ministry Center offers a variety of worship experiences on campus. Holy Communion is celebrated each Thursday at noon in Mickel Chapel. A simple community meal follows.

Seasonal and Traditional Services of Worship are held in Leonard Auditorium on selected Sunday mornings and at other appropriate times. The College Worship Guild coordinates worship under the leadership of the Chaplain. Schedules for worship experiences are posted at www.wofford.edu/campusministry.

Creative worship experiences and a variety of study and conversation groups function on campus.

The Campus Ministry Center offers assistance to students of any faith who wish to find a local place of worship. Various faith groups, parachurch groups and religious organizations function on the Wofford Campus. Campus Ministry contacts include:

- Baptist Collegiate Ministry - Tracy Turner (864) 582-4609
- Canterbury Club (Episcopal) (864) 585-2268
- Jewish Students - Yossi Liebowitz (864) 582-2001
- Lutheran Campus Ministry - R.E. Lybrand (864) 583-8167
- Muslim Students - Ibrahim Hanif (864) 585-2268
- Newman Club (Roman Catholic) - Doyle Boggs (864) 597-4182
- Presbyterian Student Association - Dottie Metropol (864) 582-5600
- Wesley Fellowship (United Methodist) - Ron Robinson (864) 597-4051

Student-led groups such as Souljahs for Christ, and parachurch organizations such as Fellowship of Christian Athletes, Campus Crusade for Christ, and Campus Outreach meet on campus. The Religious Life Council coordinates religious programming on the campus. Religious groups functioning on campus must comply with the college’s Religious Life Policies and Standards.

**RELIGIOUS LIFE POLICIES AND STANDARDS**

Wofford College offers opportunities for the religious and spiritual development of students, staff and faculty. Affiliated with the United Methodist Church, the College operates with Methodist sensibilities in that religious life is intentionally ecumenical and broadly-based. In order to provide our college community with diverse opportunities for religious and spiritual experiences, and in an effort to ensure those experiences are healthy, safe and transparent, the College has established the following policies:

**The College Chaplain**

The College Chaplain serves as pastor to the college community. As the administrator charged with oversight of the college’s religious life, the College Chaplain is the primary institutional liaison for all religious life activities on the campus. Individuals or groups seeking to engage in on-going ministries or religious fellowships at Wofford College must consult with the College Chaplain regarding religious life policies and standards, and regarding procedures for registering their organization with the college prior to beginning activity on the campus.
Religious Life Representatives
Wofford College welcomes authorized representatives of diverse religious traditions to participate in and nurture religious life at the college. These professionals must be appointed officially in writing by their respective ecclesiastical or para-church agencies, must be accountable to those agencies for their work at Wofford College, and must register with the Office of the Chaplain prior to beginning their work on campus.

Campus Ministers
Representatives of duly constituted ecclesiastical bodies (e.g., a local church, synagogue, mosque, diocese, presbytery, conference, convention, etc.) shall be designated “Campus Ministers.” These persons have seminary training and are credentialed by their endorsing body. These representatives may offer pastoral care from their own traditions to members of the college community and may advise student organizations in their traditions. An ecclesiastical body may register as many as two Campus Ministers.

Religious Workers
Representatives of national or regional nondenominational or para-church organizations shall be designated “Religious Workers.” These representatives may attend regularly scheduled meetings of the student organization for which they serve as local advisors, meet with the student leaders of that organization, and meet by appointment with other members of the college community in locations on campus designated by the College Chaplain. An organization may register as many as two Religious Workers.

Privileges
Professionals registered with the Office of the Chaplain as religious life representatives are entitled to the following privileges:

- Use of public campus facilities to meet with their constituencies (as defined above), subject to ordinary college restrictions and availability.
- Announcement through Chaplain’s Office publications and the college’s Campus Ministry web page of their professional activity on campus.
- Participation in other aspects of the college’s life as invited by the College Chaplain or other college officials.

Religious Life Council
The Religious Life Council is a representative body in which member organizations may inform one another of planned activities and address issues of concern regarding religious life on campus. The council also provides a forum for the Office of the Chaplain to disseminate information to the various religious life constituencies. Its membership includes (voting) faculty representatives, the chaplaincy staff, a student leader of each registered religious organization, the faculty/staff advisor of each of these groups, and (nonvoting) one registered Campus Minister or Religious Worker from each organization that has such personnel. The Religious Life Council not a policy making body, but functions as a forum in which religious groups

- keep open lines of communication
- schedule and share information about events and activities
- find ways of participating in common projects
- explore triumphs, difficulties, and hopes.

Standards for Religious Groups, Campus Ministers and Religious Workers
1. All student religious groups shall follow the College’s procedures to be registered student organizations, and they shall abide by established college policies regarding the operation of student organizations.
2. All student religious organizations shall have an official advisor who is a full-time member of the Wofford College faculty or staff. This advisor is in addition to any Campus Minister/Clergy or Religious Worker who works with the student organization. The organization must complete and submit the annual report as requested by the College.
3. The student leaders and staff/faculty advisors of all student religious groups shall participate regularly in scheduled meetings of the Religious Life Council.

4. All Campus Ministers/Clergy and Religious Workers (religious life “representatives” of ecclesiastical or non-denominational religious agencies) shall register with the Office of the Chaplain for the privilege of working on the Wofford College campus. The College Chaplain shall serve as the primary college liaison for all such representatives in conducting the exercise of their professional duties on the campus. Wofford College reserves the right to rescind at any time the privilege of a religious life representative to work on the campus.

5. Religious groups and representatives shall recognize that Wofford College seeks to promote a campus atmosphere in which a diversity of religious faiths and expressions of spiritual life are respected and productively engaged.

6. Religious groups shall respect the right of students to maintain privacy, to accept, question or reject religious faith, and to affiliate with, decline to affiliate with, or disaffiliate themselves from any religious organization on campus. Religious Leaders must allow any and all students to come to their meetings and allow them to leave without hindering or impeding them. Should a student wish to leave an off-campus event, immediate provision must be made to accommodate the student;

• may invite students to events but in no way should they deceive, coerce, or antagonize students who have expressed views different from the organization;
• shall not engage in actions which have an adverse impact on the academic or vocational pursuits or the emotional or physical well-being of students, or which by force or coercion (physical or psychological) cause students to be absent from campus or from activities which are a regular aspect of a liberal arts education.
• shall respect the scheduling times of official campus religious activities and other sanctioned religious groups so as to avoid a sense of competition.

7. Religious Life Representatives may meet with students in public gathering places on campus, including the Commons, Cafes, Dining Hall, and Residence Hall Reception Rooms or Lobbies. At all times compliance with the Code of Student Rights and Responsibilities is expected. Religious Leaders may not visit with students in their Residence Hall Rooms unless accompanied by a College Administrator or a Campus Safety Officer. At no time should a Religious Worker be alone with a student in a closed area.

8. While Wofford College recognizes that appropriate expressions of evangelism may be integral to a group’s religious convictions and activities, the following behaviors are examples of actions which are not acceptable:

• door to door or other organized campaigns within residence halls (where students rightly expect their privacy to be respected), whether by students or representatives;
• visual displays or organizational announcements in classroom space;
• literature or survey campaigns where individuals cannot easily or comfortably avoid being approached by those distributing the literature or surveys;
• intrusion through unwanted or unannounced visits,
• phone calls or mailings (including email);
• persistence in personal invitations of any kind, including personal visits and electronic communication (IM, email) to a group’s meetings or activities after the invitee has clearly indicated a desire not to participate in that group’s life or activities.

This list is not exhaustive.

9. Religious Life Representatives will show respect for one another theologically. Understanding theirs to be primarily a professional rather than a theological commitment to one another, they will agree to disagree on matters of faith and practice. They will maintain an atmosphere of cooperation and mutual concern for the spiritual well-being of the students. Religious Life Representatives are cooperative members of the Wofford College community, and will act as part of it, rather than at odds with it.

10. Religious groups shall clearly identify the name of their organization on all publicity, displays, or other organizational materials posted, distributed or erected on campus.

11. Religious life representatives shall clearly identify themselves as representing their particular ecclesiastical or para-church agency (and not the Office of the Chaplain or Wofford College) in all written, visual, oral or electronic
communications with students, parents, the press, or the general public. Identification as Wofford College staff, and false or deceptive promotions or advertising concerning a religious group, its activities, or its representatives are prohibited.

12. Religious groups and representatives shall keep the Office of the Chaplain apprised of their activities, notifying that office of any changes in a group’s regular meeting time(s) and of any and all occasional activities sponsored by the group.

13. Infractions of these standards by student religious organizations may result in a referral to the Office of the Dean of Students for possible sanctions based on the Code of Responsibilities.

Consequences of Inappropriate Activities
The College reserves the right to deny campus access and rescind the privileges of any group or leader found in violation of these policies and standards. If religious groups or representatives engage in practices or behaviors which adversely affect an individual’s or the public welfare, health, or safety on the campus or which are clearly contrary to the purposes for which the college exists, the college has the right to intervene to stop such activity.

Local Congregations and Religious Organizations
Congregations, religious organizations and spiritual groups wishing to invite students to off-campus events must send such invitations to the Chaplain’s Office. All invitations should include name of sponsoring organization, a contact person, address, phone, and if available, email. At the discretion of the Chaplain, invitations may be posted on the “Religious and Spiritual Events” Bulletin Board. Congregations, religious and spiritual groups are invited to participate in the college’s annual Interest Fair in early September.

Campus Safety
Located in Andrews Field House.
Phone: Emergency # 4911, Non-emergency (864) 597-4350, 4351, 4352
Lee Sartor, Director
Dwayne Harris, Campus Safety Officer - 2nd Shift Sergeant
Susan Calvert, Campus Safety Officer
Roy Evans, Campus Safety Officer (Part Time evening/weekend)
Catherine Kozlowski, Campus Safety Officer (bike patrol/Administration)
Michelle Melton Campus Safety Officer (Training/Evidence Coordinator)
Wayne McDaniel, Campus Safety Officer (Traffic Enforcement)
Ron Parris, Campus Safety Officer (Investigator)
Tony Self, Campus Safety Officer
Warren Snead, Campus Safety Officer Part Time Training Coordinator
Mike Zayas, Campus Safety Officer - 3rd Shift Sergeant/Fire Safety Coordinator

The Wofford College Campus Safety Department is dedicated to providing excellence in service to the Wofford College campus community. The Campus Safety Department is committed to working with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and complement Wofford College’s educational mission.

The mission of the Wofford College Campus Safety Department is to maintain peace and order and a safe learning environment on the campus of Wofford College. We are committed to providing a high quality law enforcement services that are responsive to the diverse needs of our students, faculty, staff, and visitors. All 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). We exist to provide for the safety and security to all who visit, study, live, and work on the campus 24 hours a day, seven days a week.

In addition, the Wofford College Campus Safety Department is responsible for issuing identification card-keys access to each member of the campus community. Moreover, all students, faculty, and staff members are responsible for registering their vehicles with the department.
Career Services
Phone: (864) 597-4260
Darrin Goss, director of career services
Lindsey Krout, assistant director of career services
Kay Vipperman, recruiting coordinator
Betsy Claire Neely, director of job location and development

The Career Services Office helps students and alumni establish long-range goals related to skills, interests and values. While students may use the services any time during their academic experience or after graduation, the freshman year is an excellent time to begin.

Services for students include: (1) career exploration and career and job counseling; (2) career information, including a wide range of materials on various occupations and professions; (3) administration and interpretation of career planning assessment instruments, including the Myers-Briggs Type Inventory; the Strong Interest Inventory and the Career Occupational Preference Survey (COPS); (4) graduate school information and follow-up studies of previous graduates; (5) salary data, compiled from national information and follow-up studies of previous graduates; (6) workshops, ranging from career planning to interviewing skills and special topics, by request; (7) assistance in securing the first position after graduation through job vacancy notices, the alumni network, and on-campus interviewing with corporate recruiters; (8) participation in the Consortium of Independent Colleges Recruitment Day; (9) ability for internet resume posting.

WOFFORD COLLEGE STUDENT EMPLOYMENT PROGRAM (SEP)/JOB LOCATION & DEVELOPMENT

The Wofford SEP program is designed to provide professional skills and competency identification and development for students that are seeking part-time jobs off campus and are eligible for the Federal Work Study Program, Work Scholarship program, and salaried student positions such as Resident Assistants. Because the College experience is so diverse the opportunity to help students develop transferable skills is evident in the work they perform on campus and in the Spartanburg community. The SEP formalizes the Student Work Experience and provides honest, open, and timely feedback on performance, competency development, and professional bearing in the workplace. Students are encouraged to seek job opportunities that will enhance their skills and hone others as they conduct meaningful job related experiences.

For information about the Student Employment Program contact the Office of Career Services at extension 4260.

Conferences and Events
Located on the second floor of the Raines Center.
Phone: (864) 597-4404
John I. Blair, director of conferences services and the Raines Center

The conference coordinator’s office is responsible for the marketing, recruiting, planning, and hosting of all external organizations utilizing college-owned facilities. The coordinator organizes meeting facilities, meals, recreation, registration, and other services (audio-visual equipment and tech support) involved in hosting a conference/meeting on campus. The coordinator supports college faculty and staff who organize and lead seminars, conferences, and athletic camps. The coordinator distributes a weekly campus calendar of events to administrative offices.
Development
Located in the Papadopoulos Building.
Phone: (864) 597-4200
Marion B. Peavey, senior vice president for development and college relations
Edwin H. Story, associate vice president and director of development
David M. Atchley, associate vice president for development
Calhoun L. Kennedy, associate vice president for development
Deborah N. Thompson, director of special alumni projects and assistant to the senior vice president
Lynda H. Bennett, coordinator of prospect management
Charles H. Gray, director of alumni and parents programs
Lisa DeFreitas, director of annual giving
Susan D. Gray, director of donor relations
D. Smith Patterson, director of gift planning
Mary Elizabeth Smith, office manager
Brenda McGuire, gift recorder
Beth Clardy, administrative assistant
Beverly Doster, secretary
Karen Cannon, alumni records clerk
Lisa West, administrative assistant

The Development Office is responsible for overseeing the financial advancement of the college, usually through gifts and grants from alumni, parents, businesses, foundations, the United Methodist Church, and other friends of the college. All gifts to Wofford are processed through this office, and it is through the Development Office that contact is maintained with donors of scholarships and other funds. Students are called upon to assist with various activities in this office, including the Phonathon for the Annual Fund each fall, in which student volunteers call alumni and parents seeking gifts to the college.

Dining Services
Office is located on the first floor of the Burwell Building.
Phone: (864) 597-4250
Menu Line: 597-4251
Director’s Office: 597-4252
Zach’s: 597-4071
Sam Walker, director of dining services
Stephanie Bailey, office manager
Mitch McDowell, food production manager
Bridgette Repennine, location manager
Sheila Carr, catering manager
Eric Lake, Zach’s location manager

Dining Services are operated by ARAMARK. All resident students must participate in a meal plan and may select from one of two meal plans. All meal plans feature Terrier Bucks which are declining balance accounts that may be used in Zach’s Food Court in the Raines Center, the Acorn Café in the Roger Milliken Science Center, as well as Java City and Fresh Market Smoothies located in the Commons.
2006 - 2007 Meal Plans:
19-Meal Plan: 19 meals per week plus $80 Terrier Bucks in Fall and Interim and $70 Terrier Bucks in Spring.
15-Meal Plan: 15 meals per week plus $140 Terrier Bucks in Fall and Interim and $120 in Spring.
12-Meal Plan: 12 meals per week plus $215 Terrier Bucks in Fall and Interim and $180 Terrier Bucks in Spring.
Commuter Block Plan: 50 meals to eat anytime in Burwell and $150 in Terrier Bucks for a fee of $350.
The meal plans can be purchased in the ARAMARK office located on the first floor. 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 through Friday

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7 a.m. - 9:30 a.m.</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9:30 a.m. - 10:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:30 a.m. - 1:30 p.m.</td>
</tr>
<tr>
<td>Late Lunch</td>
<td>1:30 p.m. - 3 p.m.</td>
</tr>
<tr>
<td>Monday - Thursday Dinner</td>
<td>5:00 p.m. - 7:30 p.m.</td>
</tr>
<tr>
<td>Friday Dinner</td>
<td>5:00 p.m. - 6:30 p.m.</td>
</tr>
</tbody>
</table>

Saturday and Sunday

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>10:30 a.m. - 1:30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 p.m. - 6:30 p.m.</td>
</tr>
</tbody>
</table>

Students can use their all-you-care-to-eat meals in the dining room in the Burwell building. The dining room, Real Food on Campus — RFOC, brings students a great fresh taste. Students will find an abundant variety of fresh foods, prepared when ordered each day. Our chefs stand ready to serve up a changing menu of specialties including hand-tossed pizza, Asian cuisine, grilled panini sandwiches, and more cooked to your liking! Daily features include traditional, home-style meals, fresh cooked pastas and simmering sauces, and crisp, fresh vegetables. Enjoy hot and hearty soups, bisques and chowders, and a healthy salad bar that doubles as a vegetarian stir-fry station.

Special events and picnics fill the calendar. Events include elaborate theme meals at least once per month and smaller “monotony breakers” once a week.

Grab-n-Go lunches are available at Player's Corner during the fall and spring semesters on Mondays and Wednesdays from 11:30am - 1:00pm.

The Dining Hall is open when the residence halls are open. All food must be consumed inside it. Take-outs from dining room are not permitted with the exception of one piece of fruit or one ice cream cone. No containers 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. Alcoholic beverages are not permitted.

Every effort will be made to meet the needs of students with special dietary requirements. Students who are under physician’s care and need a special diet, should see the director of dining services and the director of health services.
Financial Aid
Located on the second floor of the Hugh S. Black Building.
Phone: (864) 597-4160
Donna Hawkins, director of financial aid
Kay Walton, assistant director
Susan Lancaster, assistant director
Ladda Xayavongsa, clerical assistant
Lisa Switzer, administrative assistant

Over 88 percent of the 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 family and to help make Wofford affordable. This office also manages the work study program. Students and their families are encouraged to contact the director of financial aid for information.

Health Services/Counseling/Wellness
Located in the Hugh R. Black Building.
Phone: (864) 597-4370, 597-4371, 597-4373
Beth Wallace, RN, LPC, associate dean of students and director of health services
Ruth Rainer, RN, college nurse
Gail Holt, RN, college nurse
Betsy Claire Neely, college counselor
Mae Sue Gory, assistant
Drs. Nowatka, Medlock, Poole, Tesseneer, college physicians

The college maintains a campus health care program to provide primary care for resident students and to educate them on preventive measures concerning their health and well being.

The Hugh R. Black Infirmary is staffed Monday through Friday from 8 a.m. to 5 p.m. by a licensed health provider. Non-emergency visits to Health Services should be made during regular office hours and 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/injury. The nurses can provide verification of a doctor’s visit and the diagnosis. The college physicians are located in the Spartanburg community near Mary Black Hospital. They are available for regular appointments as well as after hours consultation.

Payment of the comprehensive fee entitles resident students to office visits to see the college physicians in ordinary cases of illnesses. 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 Health Services’ on-campus office (complete details in College Catalogue).

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.

Spartanburg Regional Medical Center is located in close proximity to the college. These services are available to students as needed.

1. Prompt Care at Spartanburg Regional Medical Center is available for non-emergency situations. It operates daily from 8am-11pm.
2. The Emergency department and EMS are just minutes away and are available for emergency situations when warranted.
3. Regional-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, seven days a week.
The Wofford Wellness Program
This program provides the community with wellness programming throughout the year. Wellness classes are offered to freshmen through the Physical Education Department each semester. The Wofford Wellness Program also offers alcohol and drug education and referrals, a resource room, a ropes course, student training, and monthly wellness programs.

Counseling Services
Counseling Services are available to Wofford students as part of the comprehensive fee on a time limited basis. By calling Health Services, a student can make an appointment to see the college counselor or a counselor in the Counseling Network. The Network is comprised of counselors in the local area who see students in their office or on campus. Contact Health Services for more information.

Information Technology
Located in F. W. Olin Building, Rooms 111, 211, 207 (Labs).
Phone: (864) 597-4357 (HELP)
E-mail: help@wofford.edu
David Whisnant, vice president for technology
Martin Aigner, help center support specialist
Jason Burr, assistant webmaster, web and Banner programmer
Cathy Conner, administrative assistant
James Dawson, help center support Macintosh specialist
Reba Epton, Banner database administrator
Bryan Blackwell, Banner systems administrator
Matt Fisher, security coordinator/server manager
Terry Ferguson, director of instructional technology laboratory
Bart Casey, network administrator
Kyle James, web and Banner programmer
Andrew Molinaro, evening help center support specialist
Chris Myers, help center manager and telephone system administrator
Brian Rawlinson, technology operations manager
Scott Sperka, help center support specialist
Ron Wood, system administrator

The Office of Information Technology manages the Wofford Information Network (WIN). This network provides telephone, cable television, and data services (e-mail, Internet access, computer labs, network storage, wireless connectivity) to the campus. The office supports all audio-visual equipment located in approximately 54 campus classrooms and laboratories.

Telephones
Each residence hall room is equipped with a single, dedicated telephone line with a direct-dial extension. Residents in each room share this extension. Residents should provide their own standard telephone and connect it to the white wall jack in the room. Students can dial other campus extensions by dialing the appropriate 4-digit extension or dial local and toll-free numbers by first dialing 9. Competitive long-distance service is available through the college; subscription occurs through the business office. Each student is provided with his or her own voice mailbox upon arriving on campus. This voice mailbox number will be associated with the extension number of the student’s residence hall room. Should a call to the residence hall room go unanswered, the caller will be prompted to choose the resident for whom they wish to leave a message. Upon choosing, the caller will hear the resident’s personal greeting and can leave a message. Residents are alerted to new voicemail messages by a stutter-dial tone on their telephone.

Cable TV
Each residence hall room is equipped with a connection to the campus cable television system, which provides over 70 channels of broadcast and cable network, educational, and foreign channels. Residents should provide their own cable-ready television and connect it to the round coaxial-type wall jack with a quality coaxial cable. Coaxial cable
is readily available at home supply and electronic stores.

**Data Network**

Students are encouraged to bring a computer to campus. We suggest following these minimum guidelines. A faster processor, additional memory, and greater disk space, all will enhance your capabilities. Practically any new computer sold today will exceed these minimums.

For PCs:
- Pentium or Celeron processor, 1.4 GHz, 256 MB RAM, 40 GB hard drive
- Windows XP Professional.
- We do NOT support Windows 95, 98, ME or XP Home, which do not offer full functionality with our network services.
- Although Windows 2000 is compatible with our wired network, we have experienced problems with wireless access for Windows 2000 machines.

For Apple:
- Power PC or Intel processor, 1.42 GHz, 1 GB RAM, 60 GB hard drive
- Mac OS 10.4

Both PC and Apple also require a color monitor, CD-ROM or DVD drive, a 10/100 Mb Ethernet network interface, and a sound card, most of which are standard on new computers. We recommend an 802.11a/g or 802.11a/b/g wireless adapter if you want access to our wireless network. We do not recommend one particular brand of PC for connection to our wired network. We recommend Dell or Apple notebook computers for connection with our wireless network.

Data ports are located in all offices, classrooms, study spaces, and living spaces. Residence hall rooms provide a data port for each student. Once the computer is set up, connect the port on the network interface card to the blue data port in the room with a Category 5 patch cable (available from office and electronics supply retailers).

**Wireless Connectivity**

Wireless access to the network is available almost everywhere in the main part of campus, including the Library, all classroom buildings, most social and study areas, and most administrative buildings. Wofford’s wireless network supports two fast, modern wireless technologies, known as 802.11g and 802.11a, as well as the older 802.11b. We use encryption technology (called WEP) and authentication to ensure that the wireless network is as safe and secure as our wired network.

We strongly recommend that incoming students who are interested in wireless access purchase notebook computers that support both a and g wireless networks - sometimes referred to as being Wi-Fi compatible. Computers from Dell marketed as 802.11a/g or 802.11a/b/g are examples. We will only support wireless access for computers running Windows XP Pro with Service Pack 2 or Mac OS 10.3.

Detailed instructions for the above systems, including setup, are available at www.wofford.edu/technology/ or the Olin Building Help Center. Students also may reach the Help Center at 597-HELP (597-4357). The Help Center is located next to the computer labs in Olin 207 and is here to help all members of the campus community with routine questions. Fall and Spring term hours are:

- **Sunday:** 3:30 p.m. - 11 p.m.
- **Monday - Thursday:** 7:30 a.m. - 11 p.m.
- **Friday:** 7:30 a.m. - 5 p.m.
**Intramural Program**
Located in the Richardson Physical Activities Building.
Phone: (864) 597-4497
Todd Interdonato, intramural director

The director of intramural sports organizes leagues designed to offer competition for all members of the college community. Leagues are organized for both women and men in the sports of Terrier Tag (football), volleyball, basketball, softball, racquetball, tennis and soccer. In the sports of volleyball, basketball and softball, a good-times league is offered for those who wish to be less competitive. Awards are presented to winning teams in all leagues.

**Library**
**SAN D O R T E S Z L E R L I B R A R Y**
Phone: (864) 597-4300
Reference/Research Assistance: 597-4303
Circulation: 597-4301
Oakley H. Coburn, dean of the library
Joyce D. Arthur, acquisitions assistant
Meghan Cathey, inter-library loans assistant
Timothy E. Brown, catalog librarian
Ibrahim Hanif, collection development librarian
Clifford Hendrix, evening assistant
J. Paul Jones, circulation coordinator
Rebecca L. Jones, periodicals assistant
Esther M. Martin, reference librarian
Shelley H. Sperka, director of technical services
R. Phillip Stone, archivist
Chris Strauber, reference/web services librarian
Ellen Tillett, director of public services

The Library supports the research needs of the campus with comprehensive reference and research assistance as well as through a collection of books periodicals, and audio-visual materials. The resources available include 120 databases, more than 26,000 electronic journals and 49,000 E-books – all of these available at all times through the campus network. Consult the Library’s web page to explore the full range of services.

The Library’s online catalog also includes the bibliographic records of nearby Spartanburg Methodist College, with links to other collections.

Library hours:
- **Monday-Thursday**: 8 a.m. - midnight
- **Friday**: 8 a.m. - 7 p.m.
- **Saturday**: 10 a.m. - 5 p.m.
- **Sunday**: 1 p.m. - midnight

To assist students and faculty, a reference librarian or reference assistant is available the following hours:
- **Monday-Thursday**: 8:30 a.m. - 5 p.m., 7 p.m. - midnight
- **Friday**: 8:30 a.m. - 5 p.m.
- **Saturday**: 10 a.m. - 5 p.m.
- **Sunday**: 1 p.m. - 6 p.m., 7 p.m. - midnight

Books circulate for three-week periods with renewals, audio-visual for seven days. Borrowers must present a library card or student ID card with bar code each time a book is checked out; renewals must be made in person. Overdue fines accrue at 25 cents per day for each item. For collection security, food, drink, and tobacco are not permitted in the library.
Marketing and Communications
Located in the Hugh S. Black and Papadopoulos Buildings.
Don Fowler, special assistant to the president for marketing and communications (864) 597-4199
Doyle Boggs, executive director of communications (864) 597-4182
Baker Maultsby, associate director of communications (864) 597-4198
WEB OFFICE
Hugh S. Black Building
Jenni Page, webmaster (864) 597-4171
Brian Jinwright, assistant webmaster (864) 597-4172
NEWS SERVICES/CAMPUS CALENDAR
Papadopoulos Building
Laura Corbin, director of news services (864) 597-4180
Karla Parris, assistant director of news services (864) 597-4181
MANAGEMENT/PUBLICATIONS
Papadopoulos Building
Pat Smith, associate director of communications (864) 597-4183
Lori Comer, administrative assistant (864) 597-4184
PUBLIC POLICY COMMITTEE
Sean Hinton, co-chair (864) 597-4199
ASSOCIATES
JoAnn M. Brasington, Linda T. McHam, Mark Olencki, Clay Terrell, John Watson

The Marketing and Communications Office has responsibility for a range of activities that fall under the broad heading of public or community relations, including the administration of the college’s Web site, www.wofford.edu.

Laura Corbin and Karla Parris are responsible for the college’s relations with Upstate news media. They are particularly anxious to assist campus organizations in promoting their public events and do this by contacting the local newspaper, television and radio stations in a professional manner. They also can also post announcements to the Web site and send them via e-mail to selected alumni and friends. Please try to contact them at least two weeks before the date of the event.

Campus photography may be arranged by contacting Pat Smith at extension 4183. Audio and video recording is managed by Baker Maultsby at extension 4198.

The Public Policy Committee provides information about government programs, such as state and federal financial aid, which affect college students. A voter registration campaign is conducted by the committee each fall. Please call extension 4199 or e-mail hintonsj@wofford.org. Check out our Web site, www.wofford.edu/publicpolicy, for more information.

Physical Plant
Located in the Curry Building.
Phone: (864) 597-4380
Tom Rocks, director of physical plant
Bill Littlefield, assistant director

The Physical Plant personnel are responsible for all maintenance, repairs and general upkeep of approximately 40 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 should contact the resident assistant concerning all maintenance problems. The resident assistant will
complete a work order form and the request will be handled within an appropriate amount of time.

The college reserves the right to enter a student’s room for maintenance purposes. Physical Plant employees wear designated green uniforms. When work has been performed in individual residence hall rooms, a tag with information about work performed will be placed on the inside door knob.

Residence hall heating and cooling systems 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. Please 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 or the director of residence life.

It is very important that students do their part in helping keep energy costs down as much as possible. Students are encouraged to make a conscious effort to turn off lights and other electrical equipment when not in use.

**HOUSEKEEPING**
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.

**PHYSICAL PLANT PERSONNEL AND RESPONSIBILITIES**

1. Office Manager/Maintenance Clerk ............................................... Bill Grice
   *This person answers the phone and relays requests to the proper person or crew.*
2. Electrical, Carpentry and Painting.............................................Joe Littlefield
   *This is a three-person crew and supervisor who are responsible for maintaining all electrical power, sound systems, lighting (indoors and out), carpentry repairs, and painting on the campus.*
3. Grounds .......................................................... Johney Bonds
   *This is a seven-person crew and a supervisor who are responsible for all grounds work: grass cutting, trees, shrubs, and leaf removal on the campus.*
4. Housekeeping: Residence Halls ...........................................Marilyn Huskey
   *This is a nine-person crew and supervisor who are responsible for housekeeping in the residence halls.*
   Housekeeping: Administrative Areas ........................................Mitch Humphries
   *This is a thirteen-person crew and supervisor who are responsible for housekeeping in all buildings except residence halls. This crew is also responsible for mail delivery and recycling.*
5. Mechanical .......................................................... Bill Littlefield
   *This is a three-person crew and supervisor who have the responsibility for all heating, air conditioning, ice machines, ventilation, hot water, plumbing, drains, and anything else mechanical.*
6. Utility ..........................................................Converse Draper
   *This is a three-person crew and supervisor who are responsible for setups of all meeting rooms, convocationss, conferences, camps, programs, etc. This crew also moves furniture, pressure washes buildings and sidewalks, pours concrete and generally does anything else within their capability that is not covered by another crew.*
7. Recycling Specialist ....................................................Donald Green
   *This is a one-person crew with help from other physical plant personnel as needed.*

**Post Office**
Located on the first floor of Burwell Building.
Phone (864) 597-4240
Mary Ann Morrow, postmistress
Delia Patel, postmistress

The Campus Post Office is open from 7:30 a.m. to 5:30 p.m., Monday through Friday, and from 7 a.m. until 9:30 a.m. Saturday. All students are required to have a box in the Campus Post Office. Many campus communications to students, unless of an emergency nature, will be sent to that post office box. Prompt response to a campus communication is required. For additional information regarding the post office policy, please turn to the section on business policies.
President’s Office
Located on the second floor of the DuPré Administration Building.
Phone: (864) 597-4010
Benjamin B. Dunlap, president
David M. Beacham, vice president for administration and secretary to the Board of Trustees
Amanda F. Gilman, executive assistant to the president
Claire M. Bowyer, assistant to the president

The Registrar
Located on the first floor of the DuPré Administration Building.
Phone: (864) 597-4030
Lucy Quinn, registrar
Tamara M. Burgess, assistant to the registrar
Martha A. Brewington, student records assistant
Kim C. Morrow, transcript assistant

This staff has the responsibility for enforcing academic regulations, maintaining academic records, managing registration, advising transfer students, reporting grades, general advising and monitoring progress towards graduation, clearing all students for core and residency requirements, organization of graduation and administering the summer session. In accordance with the Family Educational Rights and Privacy Act of 1974, student records are confidential and are not disclosed to third parties without written consent of the student. Academic information on an individual student may be obtained in person by that student, or his or her parents when written permission is given by the student. Only directory information is released over the phone.

Service Learning Center
Located near the Portico entrance on the first floor of the Main Building.
Phone: (864) 597-4402, 597-4403
Lyn Pace, associate chaplain/director of Service Learning & Bonner Scholars Program
Libby Long, coordinator of the Bonner Scholars Program
Dina Khalil, student director of Twin Towers
Patricia Jordan, student director of Twin Towers

The office is dedicated to fostering an environment where students, staff, and faculty have the opportunity to be involved in outreach on campus, in the Spartanburg community, and around the world. We work to create an ethic of servant-leadership that pervades the campus culture in hopes that Wofford will be a place dedicated to transforming itself, its community and the world in which we live. Two such groups dedicated to these efforts are the Bonner Scholars Program and Twin Towers. The Bonners Scholars Program consists of 60 students who serve ten hours per week in the Spartanburg community throughout the school year. Twin Towers involves students selected through an application process who coordinate service activities and service learning both on and off campus. For more information, visit our Web site at www.wofford.edu/servicelearning.

Student Activities
Located in the Raines Center.
Heather J. Morrow, director of student activities and Greek life
Phone: (864) 597-4048

The goal of this office is to plan, direct, and promote a broad range of interactive, diverse and creative programs on campus. The staff is also responsible for advising and assisting the Wofford Activities Council of Campus Union, coordinating Homecoming activities and Spring Weekend events, and working with international, minority, and commuting students to ensure that activity programming includes these groups.
Student Affairs
Located on the first and second floors of the Raines Center.
Phone: Student Affairs Office: (864) 597-4040
Roberta Bigger, dean of students and vice president for student affairs
Beth Wallace, associate dean of students and director of health services
Darrin Goss, assistant dean of students and director of career services
John Blair, director of conferences services and the Raines Center
Sammie Clowney, director of multicultural affairs and leadership programs
Brian Lemere, director of residence life
Christy Melton, assistant director of residence life
Heather J. Morrow, director of student activities and Greek Life
Kristofer M. Neely, director of project development and assistant director of the Success Initiative

The Student Affairs Staff seeks to provide 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, Greek life, health services, counseling, campus safety, student government, the student judicial system, and parent and new student orientation.

The offices are open Monday - Friday 8:30 a.m. - 5:00 p.m. The staff has an open door policy and students are welcome to stop by at any time. To ensure that a staff member is available at a convenient time, students are invited to make an appointment. Students who have an emergency may call the Campus Safety Office at extension 4911 for the name of the staff member on call.

Zach’s
Located on the first floor of the Raines Center.
Phone: (864) 597-4070 or (864) 597-4071
Eric Lake, manager
Carolyn Lipscomb, supervisor
Adam Dempsey, evening supervisor

Hours of Operation:
- Monday - Wed 9 a.m.-11 p.m.
- Thursday - Friday 9 a.m.-1:00 a.m.
- Saturday 11 a.m.-1:00 a.m.
- Sunday 2 p.m.-1:00 a.m.

ARAMARK Campus Services operates Zach's Food Court for the benefit of Wofford students, faculty and staff. Zach's now features: Chick-Fil-A, Montique's Deli, Grille Works, Kettle Classics (a soup station), 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 - Friday from 11:30am until 1:30pm during the fall and spring semesters.
# Campus Contacts

<table>
<thead>
<tr>
<th>For help with</th>
<th>talk to</th>
<th>in the</th>
<th>or call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>See professors</td>
<td>DuPré Administration Building</td>
<td>4020</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Dr. Dan Maultsby</td>
<td>Raines Center, 2nd floor</td>
<td>4044</td>
</tr>
<tr>
<td></td>
<td>Dean Roberta Bigger</td>
<td>Andrews Field House</td>
<td>4911</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>Campus Safety</td>
<td>Andrews Field House</td>
<td>4352</td>
</tr>
<tr>
<td>Illness</td>
<td>Dean Beth Wallace</td>
<td>Hugh R. Black Health Services</td>
<td>4370</td>
</tr>
<tr>
<td></td>
<td>Ms. Ruth Rainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms. Gail Holt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic advising</td>
<td>Dr. Ana Maria Wiseman</td>
<td>DuPré Administration Building</td>
<td>4510</td>
</tr>
<tr>
<td>Academic problems</td>
<td>Professors or Advisors</td>
<td>Individual offices</td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>Mr. Brand Stille</td>
<td>Hugh S. Black Building, 1st floor</td>
<td>4130</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>Mr. Charlie Gray</td>
<td>Papadopoulos Building</td>
<td>4186</td>
</tr>
<tr>
<td>Athletics</td>
<td>Mr. 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>Ms. Doris Wade</td>
<td>Snyder House</td>
<td>4220</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>Ben Wofford Books</td>
<td>501 N. Church Street</td>
<td>4060</td>
</tr>
<tr>
<td>Business affairs</td>
<td>Ms. Janelle Thomas</td>
<td>Snyder House</td>
<td>4235</td>
</tr>
<tr>
<td>Campus calendar</td>
<td>Ms. Laura Corbin</td>
<td>Papadopoulos Building</td>
<td>4180</td>
</tr>
<tr>
<td>Campus safety/security</td>
<td>Mr. Lee Sartor</td>
<td>Andrews Field House</td>
<td>4351</td>
</tr>
<tr>
<td>Campus Union</td>
<td>Mr. Brian Fast</td>
<td>Raines Center, 2nd floor</td>
<td></td>
</tr>
<tr>
<td>Career counseling</td>
<td>Mr. Ron Robinson</td>
<td>Main Building, 1st floor</td>
<td>4051</td>
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<tr>
<td></td>
<td>Mr. Darrin Goss</td>
<td>Raines Center, 2nd floor</td>
<td>4043</td>
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<td></td>
<td>Ms. Lindsay Krout</td>
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<tr>
<td>Counseling</td>
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<td></td>
<td>Dr. Ron Robinson</td>
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<td></td>
<td>Dean Beth Wallace</td>
<td>Hugh R. Black Health Services</td>
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<td>Ms. Betsy Claire Neely</td>
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<tr>
<td>Development</td>
<td>Mr. Marion Peavey</td>
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<tr>
<td>Exams</td>
<td>Dr. Dan Maultsby</td>
<td>DuPré Administration Building</td>
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<tr>
<td>Financial Aid/</td>
<td>Ms. Donna Hawkins</td>
<td>Hugh S. Black Building, 2nd floor</td>
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<td>Scholarships</td>
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<td>Food service</td>
<td>Mr. Sam Walker</td>
<td>Burwell Building</td>
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<td>Menu Line</td>
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<tr>
<td>Fraternities/</td>
<td>Ms. Heather Morrow</td>
<td>Raines Center, 2nd floor</td>
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<td>Housing/</td>
<td>Residence Life</td>
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<td>Todd Interdonato</td>
<td>Richardson Building</td>
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<td>Jobs</td>
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<td>Library</td>
<td>Dean Oakley Coburn</td>
<td>Sandor Teszler Library</td>
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<td>Lost and found</td>
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<td>Andrews Field House</td>
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<td>Campus Post Office</td>
<td>Burwell Building</td>
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<td>Maintenance</td>
<td>Mr. Tom Rocks</td>
<td>John R. Curry Building</td>
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<td>Military science, ROTC</td>
<td>Lt. Col. deGuzman</td>
<td>Daniel Building</td>
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<tr>
<td>Music</td>
<td>Mr. Gary McCraw</td>
<td>Daniel Building</td>
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<td></td>
<td>Ms. Christi Sellars</td>
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<td>News media/</td>
<td>Ms. Laura Corbin</td>
<td>Papadopoulos Building</td>
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<td>Public Relations</td>
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<td>Service</td>
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<td>Parent’s Programs</td>
<td>Mr. Charlie Gray</td>
<td>Papadopoulos Building</td>
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<tr>
<td>Registration</td>
<td>Ms. Lucy Quinn</td>
<td>DuPre Administration Building</td>
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<td>Service Learning</td>
<td>The Rev. Lyn Pace</td>
<td>Main Building, 1st Floor</td>
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<td>Student ID cards</td>
<td>Campus Safety Office</td>
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<td>Student organizations</td>
<td>Dean Roberta Bigger</td>
<td>Raines Center, 2nd floor</td>
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<td>Student publications</td>
<td>Editors of Publications</td>
<td>DuPre Residence Hall</td>
<td>4407</td>
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<td>Student records/Transcripts</td>
<td>Ms. Lucy Quinn</td>
<td>DuPre Administration</td>
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<td>Study abroad</td>
<td>Dr. Ana Maria Wiseman</td>
<td>DuPre Administration Building</td>
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<td>Summer session</td>
<td>Ms. Lucy Quinn</td>
<td>DuPre Administration Building</td>
<td>4030</td>
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<tr>
<td>Technology</td>
<td>Help Desk</td>
<td>F. W. Olin Building</td>
<td>(HELP) 4357</td>
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<tr>
<td>Theatre</td>
<td>Mr. Mark Ferguson</td>
<td>Raines Center, 1st floor</td>
<td>4080</td>
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<td>Transfer, credits</td>
<td>Ms. Lucy Quinn</td>
<td>DuPre Administration Building</td>
<td>4030</td>
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<td>Veterans affairs</td>
<td>Ms. Lucy Quinn</td>
<td>DuPre Administration Building</td>
<td>4030</td>
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<td>Wellness resources</td>
<td>Dean Beth Wallace</td>
<td>Hugh R. Black Health Services</td>
<td>4371</td>
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<td>Withdrawal from college</td>
<td>Dean Roberta Bigger</td>
<td>Raines Center, 2nd floor</td>
<td>4044</td>
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<tr>
<td>Zach’s Canteen</td>
<td>Mr. Eric Lake</td>
<td>Raines Center, 1st floor</td>
<td>4070</td>
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</tbody>
</table>

**Community Helplines and Support Groups**

AIDS Hotline ................................................................. 1-800-322-2457

**Alcohol and Drug Abuse**

Alcoholics Anonymous .......................................................... 585-1930
Spartanburg Alcohol and Drug Abuse Commission .......................... 582-7588

**Carolina Pregnancy Center** ............................................... 582-4673
Charter Hospital of Greenville ............................................. 1-800-866-HOPE

**Crisis (Mental Health Association)** ..................................... 582-3104

**Drug Information Hotline** .............................................. 1-800-942-DIAL

**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** .......................................................... 1-800-922-1117

**Safe Homes-Rape Crisis Coalition**

24 Hour Crisis Line .......................................................... 1-800-273-5066

**Sexual Assault Victims Group** .......................................... 585-9569

**Sexually Transmitted Diseases Hotline** ................................ 1-800-227-8922

**Spartanburg Health Department** ........................................ 596-3337

**Substance Abuse Information** ........................................... 1-800-662-HELP

**Survivors of Suicide (Mental Health Association)** .................. 582-3104

**Local Hospitals and Emergency Care**

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

ADMINISTRATIVE OFFICES
Monday - Friday 8:30 a.m. - 5 p.m.

BURWELL BUILDING
All Week 7 a.m. - 11 p.m.

THE COMMONS
Sunday - Thursday 8 a.m. - 1 a.m.
Friday - Saturday 8 a.m. - 2 a.m.

HUGH R. BLACK HEALTH SERVICES
Monday - Friday 8 a.m. - 5 p.m.
Emergency care available after office hours by contacting (1) public safety, (2) the resident assistant on duty, (3) 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 p.m. - 11 p.m.

RICHARDSON BUILDING (FITNESS CENTER)
Monday - Thursday 7:30 a.m. - 10 p.m.
Friday 7:30 a.m. - 7 p.m.
Saturday noon - 7 p.m.
Sunday noon - 10 p.m.

ROGER MILLIKEN SCIENCE CENTER
Monday - Thursday 8 a.m. - 2 a.m.
Friday 8 a.m. - 6 p.m.
Saturday 10 a.m. - 10 p.m.
Sunday 2 p.m. - 2 a.m.
Summer School Hours 8 a.m. - 5 p.m.

SANDOR TESZLER LIBRARY
(librarian available)
Monday - Thursday 8 a.m. - midnight (8:30 a.m. - 5 p.m.; 7 p.m. - midnight)
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
Monday - Wednesday 9 a.m. - 11 p.m.
Thursday - Friday 9 a.m. - 1 a.m.
Saturday 11 a.m. - 1 a.m.
Sunday 2 p.m. - 1 a.m.
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. The college has flexible policies and procedures, rather than rigid and needlessly detailed rules and regulations. Thus the college community expects to remain open, as well as to maintain order.

I A. RELATIONSHIP BETWEEN COLLEGE CODE & CIVIL LAW
Although the college is concerned with all activities of all students, on and off campus, which constitute a part of their educational experience, the college will not assume jurisdiction over activities off campus except in those rare instances in which such activities are clearly detrimental to the college community. Aside from assuring fair treatment and providing assistance in the securing of counsel, the college administration will not involve itself in students’ arrest by civil authorities.

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

I B. RELATIONSHIP BETWEEN COLLEGE CODE AND 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 college community feels 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 office 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 college community does not imply approval or endorsement by the college of the views expressed. In addition, all speakers must agree to be available for questions and answers. The 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. The 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 the 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 the college. The students of Wofford College are encouraged to voice their opinions, but they should realize that they speak only for themselves and not the student body or the 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 the 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 the 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 the college by meeting the requirements for application set up by the college, which 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 person, property, and the rights of others. Therefore, students will not engage in any form of activity, which results in or which might naturally result in

1. Injury to person,
2. Damage to property,
3. Interference with the normal activities of the college, or
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 thus 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 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 thus 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 complete policy).

D. Civil Law

Students are expected to abide by civil law.

E. Gambling

Gambling on campus is not permitted.

F. 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.

G. Firearms

Firearms may not be kept in residence halls or spaces leased to Greek letter organizations. Students should acquaint themselves with all laws governing possession and use of firearms. Firearms may be stored in the Campus Safety Office and are subject to all laws. (Refer to pages 104-105 for complete policy.)

H. Fireworks and Explosives

Use of fireworks and explosives is prohibited.

I. Commercial Solicitation

No soliciting, canvassing, or peddling is permitted by anyone on campus without specific written permission from the dean of students.

J. Responsibility of Campus Safety Officers

These 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, the 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 the college (college bowl or mathematics competitions, internships, research projects, for example) even if these activities occur when the classes are not in session.

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

a. Any conduct that involves the unauthorized use of information obtained by any means.

b. Unauthorized receiving, buying, selling, or theft of any assignment, examination, or quiz prior to
its administration.

c. Unauthorized use of any electronic or mechanical device during any academic course.

d. Unauthorized collaboration on any test, assignment, or project.

e. Plagiarism, which is defined as:
   (1) Verbatim repetition, without acknowledgement, of the writings of another author.
   (2) Borrowing or using information developed by another without acknowledging the source.
   (3) Paraphrasing or translating the work or thought of another writer without acknowledgment.
   (4) Allowing any other person or organization to prepare work which one then submits as his/her own.

f. Preparing any assignment for another to submit as his/her own.

g. 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.

h. Submitting for credit in a course any work previously submitted for credit in this course or in another course.

i. Any other incident of lying, cheating, or stealing in the preparation or presentation of academic work.

j. Lying to members of the faculty, administration, or Honor Council who are conducting an investigation or a trial of academic dishonesty.

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 eleven students (five seniors, four juniors, and two sophomores). A board consisting of the outgoing chair of the Judicial Commission, the four outgoing officers of Campus Union, the six outgoing senior delegates of Campus Union, the dean of students, and two members of the faculty will select the members of the initial Honor Council. Thereafter, Honor Council members will be elected each spring by an electoral board composed of the five graduating seniors on the Honor Council, the four Campus Union officers, and the chair of the Judicial Commission. The election will take place no later than mid-March, and the newly elected members of the Honor Council are eligible to assume their Council responsibilities effective the beginning of spring semester academic
holidays. If for any reason a member of the Honor Council vacates a position, the electoral board will name a replacement.

The Honor Council elects its chairman, vice chairman, and secretary. Early in each spring semester the chairman of the Honor Council will solicit the student body for applicants for membership on the Council. Candidates will submit an application and two recommendations, one from a peer and one from a faculty/staff member. The electoral board will select candidates to interview. In making its selection of new members of the Honor Council the board will give primary consideration to a candidate’s moral character and commitment to the promotion of academic honesty.

The chairman of the Honor Council presides at hearings of accusations of academic dishonesty. For each case, the chairman appoints a member of the Council to serve as prosecutor for that case. The chairman also appoints a student requested by the accused to serve as defender; or if the accused has no request, the chairman will appoint a defender from the Council. If for any reason the chairman is unavailable, the vice chairman will act in his or her place. The secretary is responsible for all records and communications from the Council. The dean of the college will appoint a faculty member to observe meetings of the Council and its trials and to give advice and guidance to the Council in meeting its duties. The faculty advisor will not vote. He or she will not 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 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 dean of the college or to the faculty member involved. If the report goes to the faculty member, he or she will notify the dean. Upon receiving a report, the dean will notify the chairman of the Honor Council (and the faculty member, if the report came directly to the dean). The dean of the college, the faculty member, and the prosecutor for the case will meet to decide if there is probable cause for a charge. If two of the three agree that evidence is sufficient, the dean will notify the chairman of the Honor Council, who will formally charge the student, and convene a court to hear the case.

If the dean of the college, faculty member, and prosecutor do not find sufficient evidence to make a charge, the dean 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.

Members of the 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. Faculty members must exercise care to differentiate careless and inadequate work from dishonest work. The professor will handle, as always, work judged to be careless and inadequate. In the suspicion of plagiarism, if the professor decides that the work is the result of the student’s lack of knowledge of proper referencing, rather than the result of deception, the professor must report his or her handling of the case to the dean. Normally, repeat offenses will be considered violations of the Honor Code and will be dealt with as such.

2. Trials
The chairman of the Honor Council will convene six members of the Council to conduct a trial. The six will be the “trial court” for the case. That number shall include the Council chairman, but not include the prosecutor or the defender. Any member who has kinship or a close personal relationship with the accused will be expected to recuse himself or herself from the case. Conviction of a violation of the Honor Code requires that at least four of the six members of the trial court vote that the accused is guilty beyond reasonable doubt. Beyond reasonable doubt is a strict standard of evidence. If the standard is not met, the accused will be found not guilty.
If the process leads to conviction, the dean of the college or the dean’s representative will inform the trial court of any previous conviction the offender may have for academic dishonesty. After the report from the dean, the court will set the sanction. At least four of the six members of the court 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 defender immediately after the Court completes deliberation and makes a decision.

A student accused of academic dishonesty may elect to enter a guilty plea. In the case of a guilty plea, the six-person 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 is found not guilty, the verdict will be announced to the accused, the prosecutor, and the defender 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 trial of academic dishonesty are closed, attended only by the members of the court, other members of the Council as observers, the faculty advisor, the accused and the defender, and persons invited by the court to give information or testimony. In addition, the dean of the college may aid the prosecution and the dean of students may aid the defense. The proceedings of the Court will be audio taped for purposes of reference. The tapes of trials will be maintained in the office of the dean of the college for two years.

D. SANCTIONS

Students convicted by the Honor Council of a violation of the Code will be subject to the following sanction or sanctions:

a. **Grading sanction** – a mandatory withdrawal 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).

b. **Suspension** – separation of a student from the 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 the college.

c. **Exclusion** – separation of a student from the college for an indeterminate period of time with no guarantee of readmission.

d. **Research Workshop** – For convictions for plagiarism, the Court may impose an additional sanction requiring the student to complete a workshop, directed by the reference librarian and the director of the writing center, on proper use of references in research and proper citation of materials used. Failure to complete the workshop at the earliest opportunity is grounds for the student’s suspension by the Court. As a condition for returning to the college, suspended or excluded students must complete the workshop during the semester of re-entry. Failure to comply will result in further suspension or exclusion by the Court.

2. First Offense

For a first offense, the Court has the discretion to impose one of two sanctions: (1) a grading sanction, or (2) both the grading sanction and suspension from the college. On the motion of the dean of the college, a student may be excluded from the college for a first offense that is flagrant or egregious. In case of plagiarism the Court may also require the completion of the research workshop.

3. Subsequent Offense

For a subsequent offense, the sanction is either (1) both the grading sanction and suspension as outlined above, or (2) both a grading sanction and exclusion from the college. In case of plagiarism the Court may also require the completion of the research workshop as a condition for re-entry.
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 exclusion until the next term or semester. In the case of suspension or exclusion, 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 or excluded must apply to the registrar for readmission at least six weeks before the date they seek to return. Wofford will not accept for credit any work undertaken at other institutions by a student during his or her suspension or exclusion from Wofford under this Code.

4. 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 provide the student body, faculty, and administration with a report on the number of cases tried, the verdicts, and the sanctions imposed. The names of persons charged will be withheld.

When a student is found guilty of an act of academic dishonesty, all records of the court, including copies of all correspondence, will be maintained in the office of the dean of the college.

Formal charges of academic dishonesty will be communicated by the Court to the accused, to the dean of the college, the dean of students, and the faculty member. In addition to the announcement immediately after the Court’s decision, the results of trials, including the verdict and the sanctions, will be communicated in writing by the Court to the accused, the dean of the college, the dean of students, and the faculty member. The dean of the college 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 trial.

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.

5. Safeguards and Appeals
The procedural safeguards provided by Section VII of the Student Code of Rights and Responsibilities are available to students charged with academic dishonesty.

Any person found guilty of academic dishonesty may appeal the verdict or sanction. The appeal must be submitted to the president of the college within 48 hours (excluding holidays and weekends) after the student has been notified orally by the Court at the end of the trial of the verdict or sanction. Grounds for appeal are those listed in section VII.D.4 of the Student Code of Rights and Responsibilities. Appeals must be submitted in writing and provide specific reasons. The president of the college, whose decision is final, will act on the appeal, giving the decision in writing within one week to the appellant and to the chairman of the Honor Council. The president of the college may uphold or reverse the decisions, or may remand the case back to the court for further discussion before making a final decision on the appeal.

5. Revision
The dean of the college, the dean of students, the faculty advisor to the Honor Council, and the chairman of the Honor Council constitute a committee charged to review the Code and its workings annually and to make revisions as needed. Revisions must be approved by the faculty. (Revised, September 2004)

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 the court will not exceed $500.00. Fines must be paid within 10 days of sanctioning or before the end of the academic semester, 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 another appropriate resource in the community.

C. Apology
A written or oral apology to a person or a group whose rights the student has violated.

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

E. Community Restitution
Hours of service to Wofford as the 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. Janitorial Duty as Specified

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

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

I. 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 chairman of the Judicial Commission within twenty-four 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 only participate 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 twenty-four 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.

J. 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 twenty-four hours after the verdict of expulsion is reached by submitting a statement of such desire to the chairman of the Judicial Commission. He or she will be permitted to remain enrolled in the college until the appeal has been heard.

K. 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.

L. 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 from the chairman of the Judicial Commission, absent names.

M. 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 F.E.R.P.A. Act.

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

O. Other Sanctions as Deemed Appropriate

P. 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 or Fraternity Houses
Searches of students’ rooms 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 (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 dean of the college, the dean of students, the 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 passkey, provided that one of the above-named administrative officials, not the issuing authority, is present.

3. 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.

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 charged with violating this 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 case is heard. This formal statement of charges must state the nature, time, and place of the violation charges. The date, time, and place of the administrative court 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 trial, and for a period of 48 hours after the scheduled trial.

4. The student has the right to be represented by the public defender or by other student counsel of his or her choice.

5. The student has the right at trial 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.

8. 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.

9. 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.

10. The student has the right to an open or closed trial, at his or her own discretion. If the student charged requests a private hearing, then the request will be implemented. In all other circumstances, the hearings are open to the entire college community, and the Chairman has the right to exclude people in order to keep order during the hearing.

11. The student and his or her student counsel are required to exchange lists of witnesses, discovery of evidence, and retention of statements for use in the judicial proceeding with the Attorney General no later than 24 hours prior to the trial.

12. The burden of proof rests on the prosecution.

VIII. THE JUDICIAL SYSTEM

PREAMBLE

The Wofford College Judicial System is established as the forum whereby students and 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
   a. To supervise all judicial processes and decide original jurisdiction in all violations of the student code.
   b. To serve as members, upon appointment, to the Judicial Court.
   c. To serve as members, upon appointment, to the Appeals Court.
   d. To serve as members of 30% of the Judicial Court and Appeals Court cases.
   e. To decide on the procedures to be followed in the appeals proceedings.
   f. To decide college interest concerning student violations of civil law or codes of other colleges or universities.
   g. To read statements of intent to appeal and to determine whether grounds are sufficient to warrant an appeal to the Appeals Court.
   h. To meet every 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 advisor may call additional meetings as needed.

2. Composition
   a. There shall be nine members; five of which are elected as follows: two at large from the student body and one member each from the rising senior, junior, and sophomore classes; four of which are appointed by the Electoral Board during the month of February following an application and interview as follows: one at large from the student body and one member from each of the rising senior, junior and sophomore classes.
   b. The Judicial Commission Chairperson shall be elected by the Judicial Commission from the five
elected commissioners and four appointed commissioners at the first meeting of the commission. The chairperson shall be the non-voting director of the Judicial System, unless 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% of the Judicial Court and Appeals Court cases). He or she will also sit on each case and will be responsible for leading the weekly meetings of the Judicial Commission.

c. 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 Chairperson in the absence of the chair.

d. The Judicial Commission, upon its first meeting following elections and appointments, shall also choose a Clerk of Court from among its members.

e. 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 a First Offense Category I alcohol violation or parking citations.

f. 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. In the event someone becomes a dual office holder, he or she will have one week to resign from one of the offices.

3. Removal

a. Grounds of removal of a commissioner shall be negligence of duties or malfeasance in office.

b. 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 trial for removal. If the chairperson of the Judicial Commission is a petitioner of the impeached, the Appeals court shall choose an acting chairperson. In these trials, and in the 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.

c. 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 by-laws unless the vacancy occurs after Fall semester mid-term grades are posted.

B. Judicial Court

1. Purposes and Duties

a. To try all alleged violations of the Code of Student Rights and Responsibilities over which it has jurisdiction.

b. To have the power to subpoena any member of the college community for the purpose of gaining information in the exercise of its duty.

c. 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 the court will be liable to the sanctions as outlined in Article VI of the Code of Student Rights and Responsibilities.

d. Any student convicted of perjury before the Judicial Court will be subject to the sanctions of Article VI of the code.

e. If any faculty member, administrator or other college employee refuses to cooperate with the court, he or she will be referred to the administration for further action.

f. To report all decisions to all members of the Judicial Commission, the Attorney General and the Dean of Students unless covered by federal regulations.
2. Composition
a. All members of the Judicial Commission.
b. One administrator and an alternate appointed by the president of the college.
c. Six faculty members elected by the faculty.
d. Three voting commissioners, one faculty member, one administrator, and the chair of the Judicial Commission shall be present to conduct a trial.

3. Hearing Procedures
a. When the Judicial Court receives a case, the chairperson of the Judicial Commission sets the date, time, and place of the hearing. He or she informs the defendant, the members of the court, and the dean of students. Notice to the defendant is sent via campus mail, and the date of the hearing is at least 72 hours from the date of the letter.
b. It is the responsibility of the defendant to contact any witnesses, which he or she desires to be at the hearing. The defendant has the right to petition the chairperson to subpoena any member of the Wofford community.
c. All proceedings of the Judicial Court are audio taped.
d. The chairperson 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 defendant 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, appointed by the Judicial Commission Chairperson, will be able to assist the defendant in preparing for the case and understanding the judicial procedure. He/she will not serve as a voting commissioner for this case.
e. 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 chairperson grants the request, no proceedings shall continue for more than one hour without a recess unless both the defendant and the members of the court agree upon the absence of a recess.
f. 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. For all rulings made in the court, a majority is necessary.

C. Administrative Court
1. Purpose
a. To try all alleged violations of the Code of Student Rights and Responsibilities over which it has jurisdiction.
b. To serve as the court of original jurisdiction for alleged violations of the college's alcohol and drug policies.
c. To hear infractions of this code which 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
a. Nine members of the Wofford College administrative staff will be appointed by the president of Wofford College in concurrence with the annual election of the members of the Judicial Commission.
b. Members will serve a term of one year, with vacancies to be filled immediately by presidential appointment.
c. At least three of the nine members and one student commissioner must be present to conduct court.
D. Appeals Court

1. Purposes and Duties
   a. To serve as an appeals court for all non-academic violations.
   b. To have the power to hold any student in contempt 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.
   c. To have the power to subpoena any member of the college community for the purpose of gaining information in the exercise of its duty.
   d. Any student convicted of perjury before the court will be subject to the sanctions of Article VI of the code.
   e. If any faculty member, administrator, or other college employee refuses to cooperate with the court, he or she will be referred to the administration for further action.
   f. To report all decisions to all members of the Judicial Commission and the Dean of Students.

2. Composition
   a. The entire Judicial Commission
   b. One administrator and an alternate appointed by the president of the college.
   c. Six faculty members elected by the faculty
   d. Three members of the Judicial Commission, two faculty member(s) and the alternate administrator, and the chairperson of the Judicial Commission must be present to conduct a proceeding.

3. Appeal Process
   a. Any person found guilty may appeal the verdict or sanction by submitting a statement of such intent to the chairman of the Judicial Commission within 24 hours after he or she has been notified of the verdict or sanction.
   b. 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.
   c. Any person appealing a sanction to the Appeals Court must submit a statement of such intent to the chairman of the Judicial Commission within 48 hours after the sanction has been imposed.
   d. A community member who wishes to make an appeal to the Board of Trustees must submit a written request to the President of the College. The President will convene an administrative committee of the dean of the college, the dean of students and the faculty chairman 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, February 3, 1976)

4. Grounds for an Appeal:
   a. Procedural errors by the administration, which are very serious and prevented the student from receiving a fair hearing.
   b. Discrimination in the hearing on the basis of race, gender, age, religion, sexual orientation, handicap, or national origin, which caused an unjust hearing.
   c. 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.
   d. New material evidence of which the student is not aware at the time of the hearing and is essential to the case.
   e. An 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
whom heard the original case) finds the grounds insufficient, it may refuse the appeal and must inform the appellant in writing.

f. 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 B. not being followed.

5. Hearing Procedures
   a. When the Judicial Commission grants an appeal, the chairperson 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 mail, and the date of the hearing is at least 72 hours from the date of the letter.
   
b. It is the responsibility of the appellant to contact any witnesses, which he or she desires to be at the hearing.
   
c. All proceedings in the Appeals Court are audio taped.
   
d. When the appellant is present, the chairman 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 public defender, 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 re-direct examination of witnesses.
      (2) The respondent presents the case, which includes direct examination of witnesses, cross examination of witnesses, and re-direct examination of witnesses.
      (3) The appellant presents his or her rebuttal argument.
      (4) The respondent presents his or her re-direct argument.
      (5) Questions are taken from the court only to the appellant and respondent.
      (6) Adjournment of the court.
      (7) Deliberations of the court.
      (8) The chairman 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.
   
e. When the appellant is not present, the chairman 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 public defender, 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 and the appropriate sanctions.
      (5) The chairman 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, public defender, or any member of the appeals court. The chairman 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.

g. 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
a. 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.

b. In such cases the dean of students will report all sanctions to the Judicial Commission.

F. Traffic Commission
1. Purposes and Duties
a. Traffic Commission is established to regulate traffic, including in and around the Wofford College community and has the right to designate the use of each parking area. It also has the power to establish fines and other penalties for the various infractions.

b. The Traffic Commission shall meet every two weeks or as needed,

c. Any person issued a traffic citation by Wofford College Campus Safety may write a letter to the Chairman of the Judicial Commission in order to appeal the citation within 10 days of the issuance.

2. Composition
a. Two student-members of the Judicial Commission appointed by the chairperson of the Judicial Commission

b. Two administrators appointed by the president of the college: The Director of the Physical Plant and the College Treasurer.

c. Two faculty members elected by the faculty.

d. 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 by-laws 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 advisors to these Greek governing bodies, as well as the Dean of Students.

5. The rulings of these courts shall be reported to the Chairman 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 by-laws of these organizations.

7. The Greek courts shall also 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

1. Selection
   The office of the attorney general shall be appointed by the Judicial Commission and shall be a student at Wofford College.

2. Purposes and Duties:
   a. To notify students charged with violations of the Code of Student Rights and Responsibilities, acts of the assembly, and other regulations of the college as to the time of the trial, the charges against the accused, the defendant’s procedural rights, and the procedures by which the trial will be conducted.
   b. To attend to the procurement of the prosecution in the judicial proceedings of the Judicial Court and Appeals Court. In all cases of original jurisdiction, the attorney general shall normally be the prosecutor. The attorney general may not defend a case.
   c. The attorney general may be called by the Judicial Commission in an advisory capacity.
   d. Take charges against students and present them to the Judicial Commission for decision on original jurisdiction.

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
   a. To keep records of sanctions imposed by all courts of Wofford College.
   b. To ensure sanctions levied by the Judicial Commission, Judicial Court, or Administrative Court are completed in the specified amount of time.
   c. Report failures to complete sanctions levied against individuals to the Chairperson of the Judicial Commission or the Chairperson of the Administrative Court and the Dean of Students.
   d. Assist the Judicial Commission with the drafting and serving of court documentation.
   e. 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 the 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 the 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 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 during the fifth week 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 fifth week of the fall semester. They shall serve only until the next assembly election.
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 shall be endowed with the power to appoint a member of the student body to fill this position for the rest of the term upon unanimous consent of the Elections and Nominations Committee.

SECTION 4.
Oath of Office
All assembly members shall take and subscribe to the following oath, to be administered by the chairman 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. 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.
c. The assembly shall prescribe the time, place, and manner of all student body elections.
d. The assembly shall supervise the expenditure of funds allocated to it by the Board of Trustees.
e. The assembly may enact legislation pertaining to the conduct and activities of students of Wofford College, provided that such legislation be 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 the 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.
f. 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.

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
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 present 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 Trustee's 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. Any business not stated on the agenda shall be deferred until the following meeting.

g. 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 miss three or more unexcused Campus Union Assembly meetings will automatically be removed from their seat upon a case review by the Elections and Nominations Committee and 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 seat 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 electronic mail 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 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 Chairperson 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 chairman 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 $50.00 at any one time, providing 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 during the third week of the spring semester. 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 the college.

SECTION 3.
Oath of Office

All officers shall take and subscribe to the following oath to be administered by the chairman 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 chairman 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.

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 2/3 majority vote.

SECTION 2. 
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 college 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 electronic mail prior to the referendum.
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 will also 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 will also 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 chairman'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 nonvoting position.

SECTION 4. Historian
The Assembly shall elect a Historian to give historical remarks at the beginning of each Assembly meeting.
ARTICLE 2. COMMITTEES

SECTION 1. Elections and Nominations Committee

A. Duties
1. 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.
2. 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.
   a. 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 term.
   b. The committee chairperson 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 chairperson.
3. All nominations made by the committee are subject to approval by the Assembly.
4. This committee may recommend removal of a committee chairman, subject to the approval of the Assembly.
5. The Attorney General shall be appointed by the Judicial Commission and subject to approval by the Assembly.
6. The Vice President shall report all proceedings of this committee to the Assembly.
7. 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 chairman 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 chairman.
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 the 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 chairman shall be appointed by the Elections and Nominations Committee. A campus-wide 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 nonvoting 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 the college in order to insure that proper news coverage be given to both organizational and individual activities. This committee shall maintain good public relations between the 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 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 chairman shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide 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, which may arise under its jurisdiction.
B. Membership
1. The chairman shall be appointed by the Elections and Nominations Committee. A cochairman 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 campus-wide 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 Chairman 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.

ARTICLE 3. AD HOC COMMITTEES

SECTION 1. Purpose of ad hoc committees
1. 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.
2. By definition, ad hoc committees should serve for a limited amount of time and then be dissolved.

SECTION 2. Creation of ad hoc committees
1. The Campus Union Assembly may create ad hoc committees by majority vote.
2. 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
1. The resolution creating an ad hoc committee must state the purpose and goals of the committee.
2. The resolution must set a deadline for completion of the ad hoc committee's work, which shall not be more than a year in the future.
3. The ad hoc committee may petition the assembly for an extension of its deadline; however, the committee must justify its request for an extension.
4. 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 the college. Both e-mail and the campus post office are channels for official communications. The preferred method of communication is electronic mail, and each student is required to have a valid Wofford College e-mail 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 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. The 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 the 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, learning, and to developing certain attitudes and motivations.

Because the 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 for how one’s actions affect them
to be ethical
to be compassionate and tolerant, to value and respect the human potential of others
to give time, energy, and wealth for the benefit of others
to develop autonomy or independence (in learning, in thinking, in
discipline, in making moral judgments)
to be well — physically, mentally, emotionally, and spiritually
to have broad interests and to engage in a variety of activities
to be leaders (to have willingness and ability to influence the activities of a group toward achieving a goal)

5. **Positive relationship with the college**
to have high levels of satisfaction with their experience at Wofford to 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 of approximately one thousand undergraduate men and women students.

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 the 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, September 10, 1965, and the Board of Trustees, October 5, 1965.

Please recognize that the policies listed in this section are selected Wofford College policies. Other academic policies and regulations appear in the *Catalogue*.

Faculty and administrators are eager to hear student responses to policies and programs and are available to discuss these with students.

**Class Attendance Policies**

**GENERAL POLICY REGARDING ATTENDANCE**

In class meetings, students not only receive instruction from their professors, but also in discussion give reactions and listen to the reactions of fellow students. In such a teaching/learning process both the student and the class suffer a loss when the student is absent from class. Thus, all students are expected to attend all classes and activities scheduled for courses in which they are registered for credit, and they should understand that if they do not do so they must accept the academic consequences of that behavior.

Absences from class, including those excused in accord with the provisions outlined below, do not excuse students from the responsibilities they bear for fulfilling the academic requirements of their courses. Generally, professors 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 or participation in official college events. When absences are excused, the professor will make every reasonable effort to help the students make up missed work in some nonpunitive way. But in every case of missed class, students are ultimately responsible for the material and experiences covered during their absence.

A student who is absent from a final examination must request permission from the dean of the college to take such an examination at a later date; permission will be granted only in extenuating circumstances.

A student who is absent from classes of a given course too many times, particularly if he or she is performing poorly academically, should be warned by the faculty member and may be required to withdraw from the course under the following procedures:

1. Through the dean of the college, the professor sends the student a Class Attendance Warning, requesting an interview. Since the Class Attendance Warning is official and provides documentation and because copies are sent to the student’s advisor and parents, as well as to the student, it is important that faculty use it to communicate the warning and the interview request to the student.

2. If the student fails to respond to that warning, or if the interview is held but is unsatisfactory, or if the student fails to show satisfactory improvement in attendance and/or in academic performance, the professor sends to the dean of the college for approval, a Required Class Withdrawal notice for the student. Upon approval, the dean informs the professor, the student, and other interested parties (including the student's parents) of the required withdrawal. The student is assigned a grade of WP (withdraw pass) or WF (withdraw fail) as determined by the professor.

Absence from classes is sometimes a sign of more serious underlying problems. In order for the college to determine if a student is in trouble or needs assistance, faculty are asked to call or e-mail the dean of students whenever a student has two consecutive absences in a class.

Student absences resulting from participation in official college events are generally to be considered excused. The policy, approved by the faculty, is as follows:

1. An official college event is (a) an athletic event approved by the faculty through its Committee on Athletics, or (b) a nonathletic event approved by the dean of the college. The Faculty Athletics Committee will provide the faculty with copies of all athletics schedules as soon as such schedules are approved. The athletics department will provide the faculty with a roster of students who will participate in those events and indication of the class times they may miss as a result. As far in advance as possible, the dean of the college will notify the faculty of any nonathletic event approved and will name the students who will participate in the event.

2. Although the college will identify, through the procedures outlined in the paragraph above, the events treated as official, it is the student’s responsibility to inform faculty members as soon as possible and no later than one week in advance of any tests or other required work they will have to miss in order to participate in the event. The notices from the athletics department and/or the dean serve as confirmation of the information provided by students. Because students bear the responsibility for completing all academic requirements of their courses, it is important that they arrange their academic and extracurricular schedules in such a way as to minimize conflicts and that they make arrangements when conflicts do occur. Students should examine their academic, 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 their professors in order to seek a suitable agreement. This responsibility is especially crucial in the case of laboratory exercises, the scheduling of which is absolutely fixed.

3. Students who unavoidably miss a test or other required work to participate in official events may expect their professors to arrange some nonpunitive method of making up the work. Some laboratory exercises, however, cannot be replicated to be made up, and 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 professors or the persons to whom they are
responsible in the official events, but they must recognize that absence from either the lab or the event may affect the evaluation of their performances or contributions. Clearly, it is important that students minimize conflicts between their curricular and extracurricular schedules, and that they work out arrangements in advance for any unavoidable conflicts.

4. 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 a test or other required work and that they have acted according to their responsibilities, they may present a plea to the dean of the college who, after conferring with the persons involved, will resolve the impasse. The dean’s resolution will be binding on both parties.

Student absences resulting from personal emergency (such as a death in the family) are generally to be 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 professors and work out arrangements for their work. In the case of an emergency, students should notify the dean of students, who will then inform the students' professors. The dean of students will help provide confirmation of personal emergencies and/or opportunities if necessary.

Students requesting an excuse because of illness must present to the faculty member a statement signed by the director of health services or by one of the nurses in health services recommending that they be excused. The following 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 health services office a written statement from a physician certifying the illness or hospitalization.

2. A statement may be issued when it has been verified that students are seen by one of the college physicians through an appointment made by the Wofford health services office.

3. 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.

4. When it is recommended that an absence be excused, the student must present the statement from the Health Services 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 nonpunitive way.

Both students and professors bear important responsibility in the maintenance and implementation of the policies outlined in this section.

**POLICY REGARDING CLASSES AND ATTENDANCE ON DAYS OF BAD WINTER WEATHER**

Wofford College does not ordinarily suspend classes due to ice, snow, or other inclement weather. Every effort is made to hold classes and to have offices open as early in the morning as possible. Commuting students should understand that classes are held, but that they are to run no unreasonable risks to get to the campus. They will be permitted to make up any work they miss.

If an exception is made to this policy, the Office of Communications will notify upstate radio and television stations of the closure or delay. Students, faculty and staff should listen to their local radio or TV station for updates.

The primary sources of that information will be:

- TV stations: WSPA-TV Channel 7, WYFF-TV Channel 4, FOX 21 (WHNS) TV Channel 12, and WLOS Channel 13
If no announcement is seen or heard, it is safe to assume that the college is open and conducting classes as usual.

**DISABILITY 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 the college.

Support for students with special needs is coordinated through Wofford College Health Services/Disability Services. A student with special needs must submit proper documentation to the 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 the college and who wish to request special services should return the information card included in the packet of materials from the Admissions Office, or they should contact Dean Beth Wallace, Associate Dean of Students and Director of Health Services/Disability Services, as soon as possible after admission. Information will be sent on the services offered to students with a disability.

Students with disabilities who seek accommodations from Wofford College must present current documentation from a certified professional. Guidelines for acceptable documentation may be obtained from Dean Beth Wallace. 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 the 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 academic dean of the college.

**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 site on the World Wide Web, the college publishes an abbreviated student directory that confirms current registration and provides a Spartanburg telephone number since it is accessible even when switchboard services are not available. This listing has proved to be valuable in personal emergency situations. Students who do not want their telephone number listed on the Web site should notify the college webmaster following the instructions posted on the site.

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, e-mail address); (3) legal residence and the name of parent, spouse or legal guardian; (4) photographs made by the staff of student publications, college staff, or photographers under contract to the 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 e-mail smithpa@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. Professional photographers or videographers must have a permit and a Wofford staff escort to work inside posted campus buildings, including fraternity/sorority houses and residence halls. Students observing such photography in progress have the right to ask the unescorted photographer to leave the posted area, and in any case, they should immediately notify the campus safety office.
Wofford College Policy Statement on Beverage Alcohol and Drug Abuse
ADOPTED BY THE BOARD OF TRUSTEES MAY 17, 2005

STATEMENT OF PURPOSE
When we agreed to become members of the Wofford College community as students, faculty or staff, we joined a community of like-minded individuals who are devoted to learning and to the development of the whole person. We recognize that we come from families and communities of various backgrounds, moral concerns, and social norms. As members of the Wofford community, each one of us is responsible for our behavior, and for the well-being of others within our community, including our guest visitors to the community.

Part of being a responsible and caring member of the Wofford College community is to recognize that we are situated in a state and a community that has specific laws and ordinances prohibiting the sale, possession and consumption of alcohol and controlled substances. As responsible citizens, we will uphold these laws and assist local and state law enforcement agencies. These laws are in place because they serve an important role in protecting individuals and our community from the unwanted effects of the misuse of alcohol and other drugs.

In recognition of our affiliation with the United Methodist Church, members of the Wofford College community are encouraged to adhere to the social principles of the United Methodist Church that state: We affirm our long-standing support of abstinence from alcohol as a faithful witness to God’s liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of alcohol and illegal drugs is a major factor in crime, disease, death, and family dysfunction, we support educational programs encouraging abstinence from such use. (The Book of Discipline of the United Methodist Church, paragraph 66j)

Wofford College is a community in which adults are encouraged to make responsible decisions in their lives, including abstinence from or the careful use of alcohol. Our community does not condone members who make irresponsible choices including violating the laws of the State of South Carolina, ordinances of the City of Spartanburg, or policies of Wofford College.

The purpose of the alcohol and drug policy at Wofford College is to encourage mature and responsible behavior among all members for the betterment of the entire community. It recognizes that punishment without education on how to change behavior is hollow and does not have the best interest of the individual or community at heart. It also recognizes that certain behaviors, by their nature, tear the very trust that holds our community together. Thus, sanctions should be more severe for those of us who threaten our own health and safety or that of others and for those among us who consume and/or distribute illegal drugs. The College recognizes that some individuals who misuse alcohol and/or other drugs need assistance from professionals with more specialized training and greater resources than the College can provide; therefore, the policy makes provisions for the removal of individuals from our College community.

Wofford College is not merely a place on the map. Wofford is alive and vibrant. It embodies and reflects the lives of the individuals who compose our community. To add or subtract any one person changes the character of our communal experience. The life of this college is ours. Because of this interdependency on one another, illegal and/or irresponsible consumption of alcohol and drugs by one of our guests or affects us all. The following policies and provisions aim to keep at heart the best interest of both individual members and the Wofford Community at large.
WOFFORD COLLEGE POLICY REGARDING ALCOHOL AND DRUG USE AND SUMMARY OF SUPPORTING STATE AND CITY LAWS

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 keg, pony keg, funnel, trashcan, or other similar device used for the rapid administration of a beverage or the storing or mixing a quantity of beverage, or from which a quantity of beverage is distributed to, or consumed by, more than one person;
3. **Event:** party, concert, or other social gathering attended by undergraduate students;
4. **Public Area:** all locations other than a student’s private room or apartment or fraternity houses including, but not limited to, common rooms, hallways, restrooms, balconies, courtyards, area between Greek houses, benches, classrooms, athletic facilities, campus grounds and sidewalks;
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;
7. **Hall Party:** See residence hall policy;
8. **Possession:** is defined to include, but not limited to, transporting, carrying on the person, within immediate proximity of the person, or storage of alcohol, drugs, or drug paraphernalia.

GENERAL PROVISIONS REGARDING THE CONSUMPTION AND POSSESSION OF ALCOHOL WITH SUPPORTING STATE AND CITY LAWS:
1. 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. A list of applicable local, state, and federal laws may be viewed in the office of Student Affairs.
2. There shall be no alcoholic beverages or empty alcohol containers in Marsh and Greene Halls or other residence areas designated by Student Affairs as dry even if student residents or guests are 21 years of age.
3. Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of twenty-one years is prohibited.
4. 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.
5. Under no circumstances will college-appropriated funds be used for the purchase of beverage alcohol for student events.
6. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc. is prohibited.

Open and Common Container Laws:
1. Students and guests 21 years or older, may possess and consume alcoholic beverages only in designated areas of the campus. These areas are limited to porches, decks, and the inside of fraternity houses, individual residence hall rooms (except in Marsh, Greene, and designated dry residence areas) and other areas officially designated by the college for special events.
2. Alcohol may not be consumed in public areas of Wofford College. The definition of public places includes, but is not limited to, any public access outdoor areas, the cafeteria, hallways, lobbies, stairwells, bathrooms, lounges, front yards of fraternity houses, the middle of fraternity row, study areas, or classrooms.
3. At no time are kegs or common containers of alcohol allowed on the campus.
VIOLATIONS OF THE GENERAL PROVISIONS OF ALCOHOL POLICY AND ASSOCIATED SANCTIONS

Violations by individuals of the general provisions of the Alcohol Policy will be categorized in one of three ways as defined:

Category I:
Violations of the General Provisions as stated above, including underage possession/consumption, aiding and abetting an underage person in the sale, purchase and/or possession of alcohol.

Category II
Violations include, but are not limited to, the following actions of an individual while under the influence of alcohol:
   a. Causing harm to oneself, others, or college property;
   b. Engaging in physical violence or vandalism;
   c. Showing disrespect to an employee of the college;
   d. Possessing a keg or common container

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

SANCTIONS

Students who fail to complete their sanctions will not be in good standing with the college. Conviction of multiple alcohol violations may result in the loss of financial aid or the ability to register for classes or 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.

Category I Violation:

First Offense:

1. Documentation: The first Category I violation will be temporarily placed on a student’s disciplinary record for internal purposes only. If a student is found guilty of a subsequent violation, both violations become part of the student’s disciplinary record at that time. If there is no subsequent violation, the original violation will be expunged from the record upon the student’s graduation or withdrawal from the college.

2. 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 Health Services Department.

4. Fine: A $50.00 fine must be paid to the college within 30 days of the conviction of the violation

5. Parental Notification: A copy of the warning letter will be mailed to the student’s parent(s) or guardian(s).

If a student fails to complete the sanctions for a Category I violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with the College.

Second Offense:

1. Documentation: If a student is convicted or pleads guilty to a second offense Category II violation, the first and second violations will be documented in the student’s permanent record.

2. Education: The student will be referred to the Director of the Wofford College Health Services Department 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.

3. Fine: A $100.00 fine must be paid to the college within 30 days of the date of the conviction.

4. Community restitution: The student will complete 15 hours of community restitution within 30 days of 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.
Parental Notification: If student pleads guilty to or is found guilty of a second Category I violation, a letter will be sent to the parent(s) or guardian(s) notifying them of the conviction.

If the student fails to complete the sanctions for a second offense, Category I violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with the College.

Third Offense:
1. Pre-court notification: A letter will be sent to the student’s parent(s) or guardian(s) informing them of the charge and the court date.
2. Hearing: The student will appear in Administrative Court. If the student pleads guilty or is found guilty, the court will impose the following sanctions as well as others it deems appropriate.
3. Documentation: The third violation will be documented in the student’s permanent record.
4. Fine: A $200.00 fine must be paid to the college within 30 days of the conviction.
5. Formal Warning: The court shall notify the student in writing that he/she will be suspended if found guilty of a fourth alcohol violation.
6. Parental Notification: A letter will be sent notifying the parent(s) or guardian(s) of the court findings.

If the student fails to complete the sanctions for a third offense, Category I violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with the College.

Fourth Offense:
1. Pre-court notification: A letter will be sent to the student’s parent(s) or guardian(s) informing them of the charge and the court date.
2. Hearing: The student will appear in Administrative Court. If the student pleads guilty or is found guilty, the student will be suspended or expelled from Wofford College.
3. Documentation: The fourth violation will be documented in student’s permanent record.
4. Parental Notification: A letter will be sent notifying the parent(s) or guardian(s) of the court findings.

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. The Administrative Court will confirm the length of the suspension. The Dean of Students will confirm any terms or conditions for readmission to the College.

Category II Violation:

First Offense:
1. Pre-hearing Notification: A letter will be sent home to the student’s parent(s) or guardian(s) informing them of the charge and the court date.
2. Hearing: The student will appear in Administrative Court. If the student is found guilty, the court will impose the following sanctions as well as others it deems appropriate.
3. Documentation: The Category II violation will be documented in the student’s permanent record if the student is found guilty by the Administrative Court. A Category II violation will count as two violations of the alcohol policy.
4. Education: The student will be referred to Wofford College Health Services 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.
5. Fine: A $300.00 fine must be paid to the college within 30 days of the conviction.
6. Formal Warning: The court shall notify the student in writing that he/she will be suspended or expelled if found guilty of a second violation.
7. **Parental Notification:** A letter will be sent to the parent(s) or guardian(s) notifying them of the court findings.

If the student fails to complete the sanctions for a Category II violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with the College.

**Second Offense:**

1. **Pre-court notification:** A letter will be sent to the student’s parent(s) or guardian(s) informing them of the charge and the court date.

2. **Hearing:** The student will appear in Administrative Court. If the student is found guilty, the student will be suspended or expelled from Wofford College.

3. **Documentation:** The violation will be documented in the student’s permanent record.

4. **Parental Notification:** A letter will be sent notifying the parent(s) or guardian(s) of the court findings.

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. The Administrative Court will confirm the length of the suspension. The Dean of Students will confirm any terms or conditions for readmission to the College.

**Category III Violation**

**First Offense:**

1. **Documentation:** A letter documenting the Category III violation will be sent to the student. It will count as a violation of the alcohol policy.

2. **Fine:** A $200.00 fine must be paid to the college within 30 days of the conviction.

3. **Parental Notification:** If student pleads guilty to or is found guilty of a Category III violation, a letter will be sent to the parent(s) or guardian(s) notifying them of the conviction.

If the student fails to complete the sanctions for Category III violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with the College.

**Second Offense:**

1. **Pre-hearing Notification:** A letter will be sent home to the student’s parent(s) or guardian(s) informing them of the charge and the court date.

2. **Hearing:** The student will appear in Administrative Court. If the student is found guilty or pleads guilty, the court will impose sanctions that it deems appropriate.

3. **Documentation:** The second offense Category III violation will be documented in the student’s permanent record if the student is found guilty by the Administrative Court. A Category III violation will count as a violation of the alcohol policy

If the student fails to complete the sanctions for a second offense, Category III violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with the College.
WOFFORD COLLEGE PROVISIONS FOR THE POSSESSION AND CONSUMPTION OF ALCOHOL AT ORGANIZATIONAL AND COMMUNITY EVENTS

Wofford College encourages social activities for students. The College wants students to have a good time at social gatherings on or off campus. Students are expected to act responsibly and to obey the college policies, and to follow local, state, and federal laws.

Wofford College faculty, staff, students, and organizations are expected to know the college alcohol policy. 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. To promote personal responsibility and self-governance, organizations and individuals that sponsor social events shall assume the responsibility of enforcing the following guidelines. 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.

1. The term social events includes but is not limited to, band parties, hall parties, mixers, formals, theme parties, or other activities featuring musical entertainment (i.e., step performances, disc jockies).

2. 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 designee four (4) days prior to the event.

3. Organizational or individual sponsorship is defined as an event:
   A. to which the organization or individual has invited students to attend by either verbal or written invitation;
   B. to which the organization or individual is associated with or has leased or owns the place where the event is being held.

4. If alcohol is being consumed at a social 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.

5. The college expects any group of students formally or informally organized to conform to the laws of South Carolina.

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

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

8. 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.

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

10. Campus safety officers and staff members may visit social 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.
ADDITIONAL RISK MANAGEMENT PROCEDURES

The following requirements apply to organizations or individuals sponsoring events under the following circumstances: if the organization or individual leases rooms or other space from the college; if an organization or individual expects more than 100 students to attend the social event; if an organization or individual invites guests who are not Wofford College students, faculty or staff.

1. The 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 staff. Risk management training must be renewed each semester for social organizations.

2. The sponsoring organization or individuals shall designate at least two students to serve as monitors 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.

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

4. Monitors should supervise the amount of alcohol consumed by individual attendees of the social event.

5. Social events may not include any form of drinking contests in its activities or promotions. No alcoholic beverages may be awarded as prizes or incentives.

6. Organizations or sponsoring individuals may not distribute alcohol to attendees; this includes free alcoholic beverages, the use of common containers, or the distribution of alcohol that was brought to the event by another member or guest.

7. Organizations or sponsoring individuals are to provide nonsalty food items and nonalcoholic beverages.

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

Wofford College has a number of chartered organizations and recognizes that the officers and members of these organizations must adhere to additional risk management policies as set forth by their national governing bodies, insurance policies, and additional social requirements not covered by this policy. This policy compliments and does not replace these additional provisions.

SANCTIONS FOR VIOLATIONS OF THE PROVISIONS FOR THE USE OF ALCOHOL AT ORGANIZATIONAL AND COMMUNITY EVENTS

The Administrative Court of Wofford College serves as the court of original jurisdiction for alleged violations of the College’s alcohol and drug policies. Therefore, organizations or individuals sponsoring social events that have been charged with a violation of the regulations, as outlined above, shall designate a member to represent them in an Administrative Court hearing. If the organization or sponsoring individual is found in violation of the provisions of this policy, the Administrative Court can impose sanctions on the organization or individual including but not limited to:

a. Formal Warning
b. Monetary Fine
c. Educational Seminar
d. Community Restitution
e. Loss of use of College facilities
f. 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 Court hearing.
GENERAL PROVISIONS REGARDING THE POSSESSION AND DISTRIBUTION OF ILLEGAL DRUGS

Possession, sale, or use of narcotic, mind-altering, other illicit drugs except for one’s own prescription by a licensed physician is prohibited by the college, local ordinances, state and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by the College. The resale of one’s own prescription is prohibited by the College. Possession with the intent to sell or distribute illegal drugs will be determined in accordance with local, state, and federal laws. 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 the 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, ten years after the second, and permanently after the third conviction.

For those individuals who are members of our NCAA sanctioned teams, positive results of drug testing will be referred to 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 the college. Conviction of 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:

1. **Pre-court Notification:** A letter will be sent home to the parent(s) or guardian(s) informing them of the charge and the court date.

2. **Hearing:** The student will appear in Administrative Court. If the student is found guilty, the court will impose the following sanctions as well as others it deems appropriate.

3. **Documentation:** The conviction will be documented in the student’s permanent record.

4. **Education:** The student will be referred to Wofford College Health Services 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.

3. **Fine:** A $200.00 fine must be paid to the College within 30 days of the date of the conviction.

5. **Parental Notification:** A letter will be sent notifying the parent(s) or guardian(s) of the court findings.

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 the College.

Second Offense:

1. **Pre-court Notification:** A letter will be sent home to the parent(s) or guardian(s) informing them of the charge and the court date.

2. **Hearing:** The student will appear in Administrative Court. If the student is found guilty, the student will be suspended or expelled from Wofford College.

3. **Documentation:** The conviction will be documented in student’s permanent record.

4. **Parental Notification:** A letter will be sent notifying the parent(s) or guardian(s) of the court findings.

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. The Administrative Court will
confirm the length of the suspension. The Dean of Students will confirm any terms or conditions for readmission to the College.

**Possession with Intent to Sell or Distribute:**

1. **Pre-court Notification:** A letter will be sent home to the parent(s) or guardian(s) informing them of the charge and the court date.

2. **Hearing:** The student will have an Administrative Court hearing. If the student is found guilty, the student will be expelled from Wofford College.

3. **Documentation:** The conviction will be documented in the student’s permanent record.

4. **Parental Notification:** A letter will be sent notifying the parent(s) or guardian(s) of the court findings.

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. The Administrative Court will confirm the length of the suspension. The Dean of Students will confirm any terms or conditions for readmission to the College.

**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 and (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, sleeping pills, and the like., much 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, and so forth. 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 snorted 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 (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 even 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.

**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 Health Services at (864) 597-4370 and the South Carolina Commission on Alcohol and Drug Abuse Drug Information Access Line (1-800-942-DIAL).

**ASSISTANCE, EDUCATION, AND COUNSELING FOR ALL STUDENTS:**

**Assistance to others:**
Students are encouraged not only to look out for their own health and safety, but also for that of 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 Health Services, Campus Safety, Student Affairs, or the 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. There will be an automatic referral made for the student to see a staff member. Information obtained 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 assist the student in obtaining medical treatment, provided that the student has not violated any other (nonalcohol) college policy (hazing, injury to people, vandalism, and so forth).

**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 with 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 the educational programming. Information on responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available through Wofford College Health Services. 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 and other focus weeks
4) Community-wide 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 and individual student organizations

Counseling:
Wofford 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 Health Services. Counseling services are available to Wofford students as part of the comprehensive fee on a time limited basis. The network is comprised of counselors in the local area who see Wofford students in their offices or on campus. Long-term counseling, specialized services, or outpatient/inpatient therapy are not covered by the comprehensive fees.

Campus Safety
CAMPUS FACILITIES
Each day, the Campus Safety Department submits to the Physical Plant (via e-mail, phone, or in writing) a work list to fix outdoor lighting, inoperable exit doors, and other items that may effect 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 officer, 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 the 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 Department during regular business hours Monday-Friday 8 a.m. - 4:30 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 can file a lost or stolen report anytime, 24 hours a day, by calling the Campus Safety Department.

LOST AND FOUND
Students should contact the Student Affairs office, the Switchboard, or the Campus Safety office when trying to locate lost items.

MOTOR VEHICLES
1. 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 the college are required to register the vehicle with the campus safety office. Students and employees will be issued parking decals which must be affixed to their vehicle
on the left front window. There is not cost to the student or employee to register your vehicle for the academic year. However, failure to register your vehicle will result in a fine of $20. Students must register their vehicles within 48 hours of their arrival, at which time they will be given a complete listing of the 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 the vehicle at the owner’s expense. Wofford students are responsible for informing their guests of these regulations. The college reserves the right to search vehicles on campus for the purpose of safety, maintenance, legal, or emergency situations.

2. Handicapped Parking
Wofford College Handicapped Permits are required to park in the campus handicap spaces. Wofford College handicap permits are available to students, faculty, and staff of the College and are only valid on the property of Wofford College. Parking in handicap spaces on city streets and other locations requires a hang tag or Handicap license tag issued by the Highway Department. Handicapped permits are available at no charge from the Director of Campus Safety with the approval of the Director of Health Services.

**PROTECT YOUR PROPERTY/INSURANCE**
The 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. Renters insurance is generally available through the companies that currently carry your car or home insurance. Frequently, existing homeowner’s policies carried by parents cover a student’s personal property for the duration of their college career. Check into these policies before you arrive 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 or damage should be reported immediately to the College Campus Safety Office, which can be reached at extension 4911.

**SEXUAL HARASSMENT POLICY**
Wofford College reaffirms the ideal that its students, faculty, and staff should be free from discrimination in the form of sexual harassment by any member of the academic community.

Unwelcome sexual conduct is harassment if one has to submit to it to get or keep a job, or enter an academic program, or to get ahead in a job or academic program. Also, unwelcome sexual conduct by a member of the college community is harassment if one has to submit to it as a part of one's work or program and reasonable people agree it is offensive and intimidating, or if it creates an environment which adversely affects one's academic or job performance. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations, to the unwelcome emphasizing of sexual identity. This definition will be interpreted and applied at Wofford College consistent with accepted standards of mature behavior, academic freedom, and freedom of expression. Students should be aware especially that they will not be subject to requests for personal attention or sexual favors from members of the faculty or staff of the college.

Students who believe they have been sexually harassed should bring their complaints to Dr. Maultsby, dean of the college; or Ms. Bigger, dean of students; or Ms. Wallace, associate dean of students; or Dr. Wood, senior vice-president. Any one of these persons will provide consultation and advice on how to handle the incident. Dean Maultsby, Dean Bigger, and Dr. Wood constitute a grievance committee to investigate and resolve the complaint. If an informal resolution cannot be made, the committee will hold formal proceedings provided that a written, signed statement of complaint is presented. An individual found to be guilty of sexual harassment is subject to disciplinary action consistent with existing procedures. It is unlawful to retaliate in any way against anyone who acting in good faith makes a legitimate complaint of sexual harassment under this policy. Anyone making a false, trivial or malicious charge against a member of the community is in violation of this policy and will be subject to sanctions accordingly.
SEXUAL ASSAULT POLICY
Wofford College is an academic community committed to the goal of helping educate men and women to become responsible citizens. The college aims to create an environment in which the dignity and worth of all its members are respected. It is to this end that the college is committed to having a campus environment that will not tolerate sexual assault, defined as follows:

Knowingly engaging in sexual intercourse or other physical contact of a sexual nature with another person without that person’s consent. For purposes of this section, person includes any member of the college community or any other individual while the latter is on college premises or premises of an organization or group officially recognized by the college.

Any student charged with sexual assault on or off campus can be prosecuted under criminal statutes and disciplined under the Code of Student Rights and Responsibilities.

Disciplinary action will follow current college policy on due process as outlined in the Code of Student Rights and Responsibilities. It should be noted that the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings. A description of the jurisdiction, procedures, and time deadlines of college disciplinary proceedings will be made available to all students.

The penalties for sexual assault shall be those listed under Sanctions in the Code of Student Rights and Responsibilities.

Persons who allege they have been sexually assaulted will have the option to notify proper law enforcement authorities, including on-campus safety officers. They will be assisted by college staff members if they request, in notifying such authorities.

A victim will be permitted to change academic and living arrangements affected by the offense if such accommodations are reasonably available.

Wofford College is committed to educating its members through campus programs that address the facts surrounding the issues of sexual harassment and assault. These programs and presentations occur during orientation, wellness classes, Greek Life, and residence life programs.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED
• Find a friend. Friends can be supportive and help you focus your thoughts. Contacting a college authority is important as well. A college official can offer professional assistance. You are encouraged to contact a member of the student affairs staff, the campus minister, a campus safety officer, or a member of health services.
• Get medical attention. A physical examination will help to assure that any injuries will be identified and treated. An exam will also ensure that sexually transmitted disease testing will be provided with follow-up. Throughout this procedure, important evidence is preserved in the event of legal proceedings. Do not bathe, shower, douche, or change clothes before you have been examined by a professional care provider.
• Report the assault. It is a victim's decision to report an attack. There are several ways to take action-criminal prosecution and/or prosecution through the college judicial system. An outline of these proceedings is located in the Code of Student Rights and Responsibilities.
• Seek counseling. Support through a trained counselor can help you work through the trauma of the sexual assault. Counseling is available by contacting a health services staff member.

Campus Resources
Student Affairs................................................................. ...597-4040
Health Services......................................................... 597-4370 or 4371
Campus Ministry Center................................................... ...597-4050
Campus Safety.............................................................. ...597-4911
Counselor............................................................................ ...597-4373

Community Resources
EMS............................................................... ................................. 911
SAFE Homes - Rape Crisis Coalition................................. 585-9569
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, imprisonment, and to sanctions as listed in the Code of Student Rights and Responsibilities.

REPORTING TELEPHONE HARASSMENT
Telephone harassment is a serious issue. If you receive harassing phone calls and believe you are in immediate danger, call Campus Safety at once at extension 4911. Then, 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 local law enforcement officers.

Residence Life

RESIDENT STUDENT CLASSIFICATION
1. All single students, except those commuting daily from their homes or homes of relatives (i.e., grandparents, aunts, or uncles) are required to live in college housing and to take their meals in the college dining hall.
2. Students must be enrolled in 9 or more hours to reside in on-campus housing. Exceptions may be granted by the dean of students 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 $550 fee per semester for students living in single rooms. Fraternity houses offer living quarters for one or two students in each house.

RESIDENCE HALL ASSIGNMENTS
Each spring, the college holds a lottery for residence hall rooms. Students are eligible to participate if they pay a nonrefundable $300 room reservation fee by March 15. The lottery is based on class seniority: 90 or more hours = senior; 60 or more hours = junior; and 30 or more hours = sophomore. 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 and Marsh Halls.

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

RESIDENCE LIFE STAFF
Resident Directors
The college employs staff members to live in and supervise the campus residence halls. These staff members are referred to as resident directors, and they oversee the students who are hired to be resident assistants. These resident directors 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 as well as responding to emergencies in their buildings. They report to the director of residence life.

Resident Assistants
The director of residence life also 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. These resident assistants 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 members 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 & RESIDENT ASSISTANTS**

Resident directors and resident assistants are assigned specific areas of responsibility in the residence halls in which they reside. In addition, they maintain a schedule for duty to insure 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 5:00 p.m. and ending at 8:00 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. Special note: After the switchboard closes, students should call campus safety for assistance.

Resident directors and resident assistants are available as resources for students and as mediators between students.

Resident directors and resident assistants share with all other residents the responsibility of protecting the rights and privileges of all residents against the infractions of regulations by others.

Resident directors and resident assistants help maintain orderly living conditions.

Resident directors and resident assistants help create unity in the residence halls by providing educational and social programs for students.

Resident directors and resident assistants are responsible for reporting infractions to the dean of students and director of residence life for action.

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 for 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, which are sanitary and conducive to study, and which provide an environment where rights of privacy are respected. If these rights are not observed, students should not hesitate to confront 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 student affairs staff, a resident assistant, a resident director, the college counselor, or the campus chaplain.

**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 and use them for access to the residence halls 24 hours a day, seven days a week. Students who lose their cards must report this to Campus Safety so that the building can be secured. Each resident student is issued one key to his or her room when they check in at the beginning of an academic term. Keys are for personal use only and not to be given to other residents or guests. These cards are the property of Wofford College and are 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 KEYS**

Each resident student receives a room key at check in. If a key becomes 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 $50 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 $50 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 $50.

**PERSONAL SAFETY**

Students should take the following security precautions:

- always lock the door to your room
- keep your keys out of sight when not in use
- do not keep large amounts of money in your room
- lock your bicycle
- keep your vehicle locked and conceal audio equipment, and place packages, luggage and other valuables in the trunk or out of sight
- secure prescription medications
- report suspicious persons and do not let strangers into the residence halls unescorted

If something is stolen from your room, report it to a resident assistant and a campus safety officer immediately. Remember that the college is not responsible for the loss, damage, or theft of any personal property.

**VISITATION POLICY**

Wofford College provides six residence halls 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, we understand 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 visitation policy:

**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 pre-approve overnight guests with their roommate.
4. Parents are strongly encouraged to make off-campus reservations for any overnight visits.

**Visitation Policy for Carlisle, DuPré, Lesesne, Shipp, and Wightman Residence Halls:**

1. Visitation hours are to be decided within the first 48 hours of moving into your room. Suitemates (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.

**Visitation Policy for Greene and Marsh Residence Halls:**

1. Visitation hours are 9:00 a.m. – 2:00 a.m. seven days a week. No opposite gender guests will be allowed on a hallway between the hours of 2:00 AM and 9:00 AM. All guests after 12:00 a.m. 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 or the dean of students and subject to disciplinary action including fines, revocation of visitation privileges, or removal from campus housing. Students are reminded that they personally are responsible for their guests’ behavior and actions while they are visiting the campus.

**GUESTS OF RESIDENTS**

Wofford students may entertain overnight guests of the same gender in the residence halls. 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 feels a roommate or hallmate is abusing this privilege should not hesitate to contact the resident director or director of residence life. Cohabitation is prohibited. Visitors in residence halls with community bathrooms 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.

In the past, students have provided services for a fee such as babysitting in residence hall areas as defined above. 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**

No structural or electrical alterations (including the installation of ceiling fans) may be made to a room. Outside antennas or satellite dishes may not be affixed to the building. Any damage to a room as a result of alterations or modifications will result in a monetary charge and disciplinary action.

1. **FURNITURE**

   Students are responsible for the furniture in their rooms that is provided by the 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 from their home. Students may not bring water beds. Students are responsible for removing all the items they bring, or they will be fined. Students will also be charged for any piece of college furniture that is missing from the room upon check-out, unless approved in advance by the Director of Residence Life.

2. **LOFTS**

   Lofts are only allowed 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.

3. **WINDOWS**

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

4. **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. The office of residence life recommends that students use 3M Command Adhesive Strips. Students will be charged for any damage to the walls at the end of the year.
CHANGING ROOMS
A $300.00 fine will be assessed against any student who changes rooms without the approval of the director of residence life.

ROOM INSPECTIONS
1. Members of the residence life and student affairs staff conduct health and safety inspections each semester. The inspections are announced 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 Students Rights and Responsibilities.
3. The college reserves the right to enter rooms without prior notice for the purpose of safety, maintenance, 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 A 3: “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 request permission to check out late from the director of residence life in writing no later than 24 hours prior to closing. All requests for late checkout will be considered, but may be denied. 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 in the student handbook or online.

MAINTENANCE/REPAIRS
Requests for service or repairs to residence halls or rooms should be made to the resident assistants. The resident assistants will report the request to the appropriate staff member, and follow up with the resident to make sure that repairs have been completed in a timely manner. The maintenance department will not accept requests from students or parents. If a resident assistant is unavailable, students should contact their resident director.

DAMAGES
Members of the Wofford community — faculty, staff and students — are expected to assist in keeping the campus a safe and pleasant place in which to live and to study. Throughout the year, damage does occur to college property for reasons including natural causes (weather, age) and accidental or malicious actions of individuals. However, the 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. Therefore, each resident student must pay a $50 residence hall damage deposit.

The residence hall 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 and fines 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, fellow, 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. At the end of each academic year, students must pay all damage fees to bring their residence hall damage deposit balance back to $50. Any unused balance will be refunded to the student upon graduation or withdrawal from the college.
**Hall Sports**

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 the college. Damage as a result of games played indoors will be treated as if it were a result of vandalism. We remind 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 their 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 Appeals Committee comprised 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 two weeks of a Damage Billing Notice being sent. The appeal should include the following information:

- Name, CPO, email and phone number of the individual(s) submitting the written appeal
- Date and location of the damage/excessive cleaning
- 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, s/he will contact the individual(s) submitting the appeal to inform them if the appeal has been granted. The director of residence life will base his/her decision on the information in the appeal in conjunction with the Appeals Committee if applicable. 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 a 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. The 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 are built in suite style with a bathroom in 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. 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 for any reason.

CHECK-IN/ CHECK-OUT PROCEDURES
All students must follow check-in and check-out procedures at the beginning and end of the academic year. Students check in and out through 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 through the staff members responsible for each room.

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 the student wishes 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. Check Out
Students must check out of their rooms through 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 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 he or she is moving. After the student has cleaned out his or her room, the staff member will note any damage or missing furniture on the room condition report. 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 $50.00 from their residence hall damage deposit.

ALCOHOL
The complete policy statement on beverage alcohol and substance abuse is listed on pages 77-91. Students who are 21 years or older may consume alcohol in their room or another room of a student who is at least 21 years of age. 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. Students who are 21 who share a living space with students who are under 21 should store all alcohol in his/her cubical or closet when he/she is not present. In individual residence hall rooms which consist of a roommate who is 21 years or older and a roommate who is under 21 years, all alcohol must be stored in the cubical or closet of the roommate who is 21 when he/she is not present.

Marsh and Greene Halls 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 in Marsh or Greene Halls. If alcoholic beverages are found in Greene Hall or Marsh Hall rooms, 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.

DRUGS
Students are prohibited from possessing or using illegal substances. Students may not use or possess any drug paraphernalia on campus. Students may not use or possess drugs, which are prescribed for another individual.

SMOKING POLICY
The college is committed to providing a smoke-free environment. Smoking is not permitted in the academic or administrative buildings or in any area of the residence halls including individual residence hall rooms.

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, which are explosive in nature, are prohibited on campus. Unauthorized use,
possession, or storage of any weapon (other than storage in the Campus Safety Office) on campus constitutes a violation of the code and college policy. All weapons (including hunting and recreational weapons) must be checked in and secured by the director of campus safety. All weapons are strictly prohibited in students' rooms and elsewhere on campus.

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, and 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, and bows and arrows.

Note: the 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 fire-fighting equipment is a serious offense. Therefore, the college will pay a reward of $100 for information leading to the conviction of any person or persons guilty of committing such an offense. The 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.

Periodically, the college has fire drills in all residence halls. 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 alarm will be charged with a violation and fined $50.

OPEN FLAMES

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 fine per item, and be subject to disciplinary actions.

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, and halogen lamps. Any student found in possession of these items will be subject to disciplinary action, and the items will be confiscated.

NOISE POLICY AND QUIET HOURS

Students are responsible for creating a community that is conducive to living and learning. Noise such as stereos, televisions, DVD players, VCR, and computers should be kept at levels, which can only be heard in your room. 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 they may be removed from college housing.

Quiet hours extend from 12:00 AM to 8:00 AM 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 $75 and be subject to disciplinary action. Student will be given 24 hours to remove the animal from campus, or they will face further disciplinary action.

**SPECIAL WITHDRAWAL POLICY**
The college is committed to providing optimal educational opportunities to all students. However, occasions exist when a student’s physical or emotional health and behaviors place unmanageable risks on the individual or the college. For this reason, the college reserves the right to require further evaluation of a student through appropriate professionals, to establish conditions under which a student may continue at the college, and to recommend voluntary or involuntary withdrawal of the student from the college. Moreover, the college reserves the right to suspend a student whose conduct is disruptive or poses a danger to the college community.

**ENFORCEMENT OF THESE POLICIES**
Infractions of these guidelines for conduct in the residence halls will be resolved in an administrative hearing by one of the deans in the office of student affairs. Students found guilty may be sanctioned in the hearing to meet with the director of residence life. A student may be required to forfeit housing privileges immediately or they may be permitted to sign another housing contract with an addendum that pertains to their specific offense.

**Business Policies**

**FINANCIAL OBLIGATIONS TO THE COLLEGES**
Comprehensive fees (tuition, fees, room and board), traffic and other fines, returned checks, and any other financial obligations to the 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 college community are expected to abide by the office of information technology policies, which are available to campus Internet connections at http://technology.wofford.edu/. Violations will be reported to the senior vice president and dean of the college and the dean of students.

**FRAUDULENT USE OF TELEPHONES**
Any student who decides to use a long distance credit card must have the bill for that service tied to an off-campus telephone number. *It is a violation of the Code of Student Rights and Responsibilities to use a campus telephone number for billing of any telecommunications services (including voice mail).* In the past several years, numerous students in South Carolina colleges and universities have been arrested and convicted of defrauding the telephone company. Since many students do not realize the seriousness of such action, Law No. 16.565.1 from South Carolina Code of Laws is printed here in full:

*An Act To Make It A Misdemeanor To Obtain Or Attempt To Obtain, Or Aid And Abet Another To Obtain Or Attempt To Obtain, Any Telecommunications Service With Intent To Avoid Payment Of The Lawful Charges Therefore, By Fraudulent Means, Method, Trick, Or Device, And to Provide Penalties.*

**Section I. Penalties for attempting to avoid payment of certain telecommunications service**
Any person who, with intent to avoid payment of the lawful charges thereof, obtains or attempts to obtain or aids and abets another to obtain or attempt to obtain, any telecommunications service:

a. By charging such service to an existing telephone number or credit card number without the authority of the subscriber thereto or the lawful holder thereof, or

b. By charging such service to a nonexistent telephone number or credit card number, or to a number associated with telephone service which is suspended or terminated, or to a revoked or canceled credit card number, or

c. By use of a code, prearranged scheme, or other similar stratagem or device whereby said person, in effect, sends or receives information, or

d. By rearranging, tampering with or making connection with any facilities or equipment of a telephone
company, whether physically, inductively, acoustically, or otherwise, or

e. By the use of any other fraudulent means, method, trick or device, is guilty of a misdemeanor and shall, upon conviction thereof, be fined not more than $1,000, or imprisoned not more than one year, or both.

Any student violating this law will be subject to disciplinary action by the college in addition to whatever action is taken by the telephone company or civil authorities.

**CASHING OF CHECKS**

The college strongly recommends that students establish bank accounts in Spartanburg because of the difficulty with cashing a check drawn on an out-of-town bank account. There are numerous banks within walking distance of the campus. In addition, Bank of America has placed an automatic teller machine on the lower level of the Burwell Building.

The 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.

For the convenience of resident students, the Business Office keeps a small amount of cash on hand to accommodate cashing of checks. With a limit of $25, the Business Office will cash personal checks for students. 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.

The college will make every effort to protect itself against any loss from bad checks. If a check is returned unpaid by the bank to the college, Wofford College will charge a $28 fee (this penalty is in addition to any fees charged the maker by the bank on which the check is drawn).

The privilege of making any payment to the college by check or cashing checks on campus will be denied to anyone who bounces a single check until that check has been cleared. This privilege will be denied permanently to anyone who bounces a second check. If the transaction is fraudulent (forgery, no account, advance knowledge that a check will not be paid by the bank, etc.), the 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 the college, otherwise, we must return said mail to the sender marked "Addressee Unknown."

2. All faculty and administrative communications. Such communications must be dated and bear a signature.

3. Any communication from any member of the college community, provided that it is placed in a sealed envelope, or is folded, and bears the correct name and box number. Such communications must be dated and bear a signature.

4. Communications published in conformity with the *Code of Student Rights and Responsibilities*. These items may be placed in the student mailboxes by any chartered organization. Such communications must be dated and bear a signature. The placing of the communications in boxes will be done by the sender under the supervision of the postmistress at times convenient to her work schedule. No other items are to be placed in campus post office boxes.

Students must show a picture I.D. to pick up packages sent to their College Post Office (CPO). Mail sent to a CPO under an alias does not conform to this policy, and such packages will be returned to the sender as addressee unknown. Any package, which 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 name is not safe and thus, use an alias to protect their identity. However, in order to receive the merchandise at the CPO, everyone must use his or her legal name and present a valid picture I.D.).

**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, college department, or otherwise approved by the Dean of Students or her designate. In addition, advertising which promotes the use and/or sale of alcohol is prohibited. Publicity should bear the following information:

- name of the activity
- time of the activity
- place of the activity
- 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.

*Where you can post items:*
1. Bulletin boards in Burwell, Olin, Daniel, Main, the Library, The Raines Center, the Richardson Buildings, and the residence halls
2. The front doors to Zach’s, the Raines Center, and Burwell Buildings
3. The entrance doors to the residence halls as long as the items do not block the window in the doors
4. On the front windows of the Burwell Building, but only in the first frame

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

*Where you cannot post items:*
1. Trees
2. Sidewalks
3. Iron railings
4. Lamp posts
5. Painted surfaces
6. Glass doors and windows
7. The doors and windows of the dining room
9. The doors of the Milliken Science Hall, the Olin Building, the Papadopoulos Building, the Daniel Building, and the Sandor Teszler Library
10. Any windows of the Burwell Building, except for the first frame
11. The interior doors of the Commons
POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS

Wofford College recognizes the rights of individuals to associate on campus, and the College acknowledges that a wide range of campus organizations may enhance the college environment. Therefore, the College encourages organizations to be chartered. Student organizations should contribute positively to the 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 the College. In order to foster this relationship with the College, every formal organization should seek formal recognition of the organization through the granting of a charter. Even without a formal charter, the College emphasizes that every organization operating on campus (chartered or informal) is accountable to the following policies and procedures.

1. 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 in the Student Affairs Office. The Student Affairs Committee of the faculty will accept applications at any time. The Committee may seek opinions from existing organizations on charter applications. For example, the Interfraternity Council may be asked for an opinion on the application of a new fraternity applying for a charter, as would the Panhellenic Council or the religious life committee.

The Student Affairs Committee of the faculty will post a Notice of Application to the Wofford Community. 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 chairman 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 beginning of the academic year by completing an annual report. (Information required on the annual report includes but is not limited to: a list of the members’ names, the names and contact information of the officers and the advisors, a list of social events, fund raisers, and philanthropy projects planned for the year, verification of financial stability and good standing).

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 the College, or that the College is responsible for the organizations’ contracts or other acts or omissions, or that the College approves of the organizations’ goals or activities.

2. 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 the College. Student organizations are not agents, servants or employees of the 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 the college.

3. 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 the 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 activities fees.

4. Chartered student organizations in good standing may advertise their meetings and fund raisers on campus (subject to the rules of publicizing information as stated in the Student Handbook).

5. Chartered student organizations in good standing may hold fund-raising activities on campus (subject to the
rules of solicitation and canvassing).

4. **Good Standing**
   1. Individuals who join together in a student organization collectively share a common responsibility to themselves, their group, and the College. All student organizations will be held responsible by the 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 which 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 beginning of the academic year. This annual report form is available from the Student Affairs Office.
   5. Judicial Standing: Student organizations that have been sanctioned by a body of the College must complete all the sanctions to attain good standing.

5. **Membership:**
   1. 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.
   2. Each semester, student organizations shall provide the college with a list of all current officers, their addresses, telephone numbers, and e-mail addresses. Any changes made to this list must be communicated to the Dean of Students in writing.

6. **Operation:**
   1. Individuals who join together as a student organization to share common interests and purposes also collectively share a common responsibility to themselves, their group, and the College. All student organizations will be held responsible by the college for abiding by federal, state, and local laws as well as all college regulations.
   2. 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.
   3. Student organizations may not engage in hazing activities.
   4. Student organizations must send a representative to the fall and spring semester student organization training sessions to receive updates on policy changes and general information.
   5. Only full-time officially registered students shall be eligible to serve as appointed or elected officers.
   6. The president or student leader of the organization must provide each member of the organization with a copy of these policies and procedures. The president must certify that all members have received a copy on the annual report.

7. **Fund Raising:**
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. No fund-raising activities shall conflict with the ongoing business operations or business interests of the college.

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

9. Canvassing:
1. Canvassing is any effort to influence opinions, gain support, or promote a particular cause or interest, specifically excluding solicitation, or fund raising as defined by current policy. Surveys are not considered canvassing for purposes of this policy.
2. Canvassing shall be restricted to 8:00 a.m. – 11:00 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.

10. Group Responsibility:
When persons are functioning in the capacity of 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 are 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. Member 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. Members of a group act in concert, or the organization provides the impetus for violation of the college rules, policies and regulations.
7. As 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.
8. 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.)
9. 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 the 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 the 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.
10. Any conduct of a student organization that is not covered by the Code of Student Rights and Responsibilities or College policies.
11. **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:

1. Completion of educational and training programs
2. Loss or suspension of charter
3. Suspension of fund-raising activity
4. Suspension of solicitation activity
5. Assessment of reimbursement and/or community restitution related to the offense
6. Loss of use, or restricted use, of college facilities
7. Suspension of the privilege to apply for funds from the college
8. Administrative Warning
9. Referral of individuals and or organizations to judicial court
10. Other sanctions as defined in the *Code* or as deemed appropriate.
11. Organizations charged with violating other policies or procedures of the 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 a sanction(s) from those listed above. Individuals and organizations may appeal the decision(s) of the committee by submitting a letter requesting a review within three class days to the president of the college for action.

12. **Advisors**

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

13. **Use of the College’s Name and Symbols**

The 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.

14. **Taxes**

The organization shall not use the Wofford College taxpayer identification number or the 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.

15. **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 the 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.