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Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status. (Wofford College Board of Trustees, adopted October 2012) The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 864-597-4230, or Assistant Director of Residence Life, 864-597-4066; address: 429 N. Church St., Spartanburg, SC 29303-3663.
College Offices and Services

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

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

Dr. Michael J. Sosulski, provost
Dr. Boyce Lawton, dean for student success
Melissa Mann, executive assistant to the provost
Rebecca R. Parrish, grant specialist

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

International Programs
Located in the Michael S. Brown Village Center
Phone: 864-597-4430    Fax: 864-597-4029

Amy Lancaster, dean for international programs
Bence Bays, study abroad adviser
Laura Braun, assistant dean for international programs
Sara Milani, international programs adviser
Tracey Southers, administrative assistant

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

Undergraduate Research and Post-Graduate Fellowships
Located in the Michael S. Brown Village
Center Phone: 864-597-4402

Dr. Ramon Galinanes Jr., director of undergraduate research and post-graduate fellowships

The Office of Undergraduate Research and Post-Graduate Fellowships provides support to all aspects of the undergraduate research and other creative activities in which students and faculty members are collaborative partners in scholarly/creative projects. The office provides support for campus conferences and events in which student scholarship is showcased. The office is also responsible for the recruitment and advising of students interested in national fellowships and postgraduate scholarships including, but not limited to, Fulbright, Rhodes, James Madison, Truman, Marshall and Gates Cambridge.

Chairs of Academic Departments
The chairs of the academic departments work with the faculty in their departments to develop curriculum and instruction in their fields. Questions about courses, schedules, major requirements or career opportunities in the various disciplines may be directed to the chair of the department in which the student is interested.
Registrar
Located on the first floor of the DuPré Administration Building 
Phone: 864-597-4030   Fax: 864-597-4019

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

The Office of the Registrar maintains the official academic record for each student in accordance with the academic regulations established by the Wofford College faculty and the Family Educational Rights and Privacy Act (FERPA) of 1974. A description of the rights afforded by FERPA can be found at www.wofford.edu/registrar/FERPA/ and http://catalog.wofford.edu/academics/ferpa-annual-notice/. Student records are confidential and are not disclosed to third parties without the explicit written consent of the student.

Academic activities, such as registration, initial advising of transfer students, collection and posting of final semester grades, release of official transcripts, verification of the completion of all degree requirements and the conferring of baccalaureate degrees, are managed within the office. The Office of the Registrar also manages additional aspects, such as enrollment and degree verification, processing of withdrawals and program declarations, graduation and the commencement ceremony.

Academic Support
Dr. Boyce M. Lawton III, dean of student success

The Writing Center
Wofford College offers its students the services of the Writing Center, located on the main floor of the Sandor Teszler Library. Students have easy access to library resources as well as to computer stations for internet research and word processing. Staffed by Dr. Julie Sexeny and several student tutors, the Writing Center is open 1-4 p.m. Monday through Friday and 6-10 p.m. Sunday through Thursday. This year, the center will have only one tutor working at a time as well as clear guidelines in place for students to work safely with each other. Tutors may help students with study, reading and research skills, but their primary focus is to assist with writing – generating ideas, developing and supporting claims, organization, grammar, punctuation and editing. The role of the peer tutors is to respond thoughtfully and critically to papers at any stage of the writing process and to help students improve their writing through discussion and instruction; they do not proofread or make corrections to papers.

Tutoring Services
Dr. Natalie Grinnell, Reeves Family Professor in the Humanities, directs the college’s Peer Tutoring Program for students who need academic help. Through the program, the college provides free tutoring. Peer tutors are students with excellent academic reputations who have been approved by the faculty to tutor other students. To arrange for peer tutoring, contact peertutor@wofford.edu (all subjects). To find a tutor in a specific course, students should go to the Learning Assistance link in the student section of myWofford and select the appropriate subject and course. An updated list of peer tutors will be available the week before fall classes begin.

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

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

Academic regulations as well as degree and program requirements may be found in the college catalog at www.wofford.edu/catalog. Students with questions regarding academic policies should contact the Office of the Registrar.
Advising
Faculty members serve as advisers to help students formulate their educational objectives and to use the resources of Wofford College to meet those objectives. Advisers also help students understand the college’s rules and requirements. Advisers give both information and advice. They are the first contact for assistance with almost any problem students may have. Every student has an academic adviser. Students are assigned an adviser with whom they are to work until they select a major. The department chair or major coordinator advises students who have declared a major.

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

Pre-Med: Biology ................................................................. Dr. John Moeller and Dr. Natalie Spivey
Pre-Med: Chemistry ............................................................. Dr. Chris Waidner
Pre-Med: Psychology ............................................................ Dr. Cecile Nowatka
Pre-Vet .................................................................................. Dr. Lori Cruze
Pre-Dental .............................................................................. Dr. Charles Bass
Pre-Pharmacy ........................................................................ Dr. Heidi Bostic
Pre-Engineering ..................................................................... Dr. Mackay Salley
Pre-Law ................................................................................... Dr. David Alvis, John Fort and Dr. Dawn McQuiston
Pre-Ministry ............................................................................ The Rev. Dr. Ron Robinson
Study Abroad/Immigration ...................................................... Amy Lancaster, Bence Bays, Laura Braun, Sara Milani
Teacher Education ................................................................. Dr. Ed Welchel
Transfer Students ..................................................................... Jennifer Allison and Tamara Burgess

Admission
Located in Hugh S. Black Building
Phone: 864-597-4130 Fax: 864-597-4147

Brand R. Stille, vice president for enrollment
Crystal R. Crawford, director of admission marketing & communications and data
F. Adelaide Dunn, admission counselor
Mary Carman Jordan, director of admission events
Paula Hutto, admission counselor, application and international recruitment coordinator,
Kim A. Lytle-Brown, administrative assistant, receptionist
Collins W. McCraw, senior associate director of admission, director of athletic admission
Kathryn Clevenger, admission counselor, Wofford Scholars program coordinator
Arsenio O. Parks, senior assistant director, director of diversity and inclusion admission
Emily Johnson, admission counselor
Dalton Sullivan, admission counselor
Spencer Thomas, admission counselor
Megan P. Tyler, director of admission

The staff is responsible for recruitment and admission of all students to Wofford College. Wofford students who are interested in assisting the staff are invited to apply for membership to the Wofford Ambassadors. Members of this group are responsible for providing tours for prospective students, assisting with the Hospitality Day and Scholars Day programs. There will be no overnight visitors in 2020-2021.

Important events and dates for the 2020-21 academic year include:
First Fall Hospitality Day ..................................................... Sep. 19, 2020
Second Fall Hospitality Day .................................................. Oct. 3, 2020
Scholars Day ........................................................................... Nov. 14, 2020
First Main Event ................................................................. TBD
Second Main Event ............................................................. TBD
Spring Hospitality Day ............................................................ TBD
**Advancement**
Located in the Papadopoulos Building  Phone: 864-597-4200

Dr. David S. Wood, senior vice president for advancement
Margaret Brantley, leadership gift officer
Lisa H. De Freitas, director of gift planning
Beverly J. Doster, gift processor
Luke Feisal, associate athletic director
Anneliesa Finch, leadership gift officer
Lisa E. Goings, director of advancement operations
Thom M. Henson, director of parent engagement
Kia Keiser, Phonathon and direct mail coordinator
Calhoun L. Kennedy Jr., associate vice president and executive director of development
Molly P. Merrill, leadership gift officer
M. Jordan Moeller, alumni engagement officer
Melissa G. Petoskey, administrative assistant to the senior vice president for advancement
Dina K. Roberts, executive director of engagement and annual giving
Keith R. Shambaugh, prospect research and data analytics manager
Elizabeth B. Shuler, director of donor relations
Elizabeth V. Yarbrough, reunion programs manager

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

**Engagement and Annual Giving**
Located in the Papadopoulos Building, the Office of Engagement and Annual Giving is part of the Advancement Office.  Phone: 864-597-4208  Fax: 864-597-4219

Dina K. Roberts, executive director of engagement and annual giving
Jessica Bonds, human resources specialist
Thom M. Henson, director of parent engagement
M. Jordan Moeller, alumni engagement officer
Elizabeth V. Yarbrough, reunion programs manager

The mission of the Office of Engagement and Annual Giving is to provide opportunities for alumni, students, parents and friends to connect with each other and support Wofford College. Various programs and events are sponsored throughout the year to appeal to the broad talents and interests of our constituents. Such programs include Family Weekend, Homecoming, class and/or affinity reunions, alumni travel opportunities and more than 50 local and regional events. In addition, the office is responsible for raising approximately $1.6 million in annual operating support through The Wofford Fund. The Wofford College Alumni Association Board, Parents Association and Parents Leadership Council also function through the Office of Engagement and Annual Giving.
Athletics
Located on the second floor of the Richardson Physical Activities Building - Phone: 864-597-4090, Fax: 864-597-4129
Joe E. Taylor Athletic Center - Phone: 864-597-4290, Fax: 864-597-4112
Jerry Richardson Indoor Stadium - Phone: 864-597-4090, Fax: 864-597-4129

Richard A. Johnson, director of athletics
Johnny C. Bomar, head cross country/track and field coach
Trent Bunn, assistant women’s basketball coach
Will Christman, director of sports medicine
Josh Conklin, head football coach
B.J. Connolly, assistant football coach, tight ends
Riley Cox, assistant athletics trainer (MSCO, BB)
Seth Cutler-Voltz, assistant baseball coach
Anthony DiCarlo, director of athletics video services
Mitch Doolittle, assistant football coach, outside linebackers
J.J. Edwards, assistant baseball coach
Kim Eldridge, head women’s lacrosse coach
Jake Farkas, director for marketing and promotions
Luke Feisal, associate ad for development
Seth Flanagan, assistant rifle coach
Matt Freibaum, assistant women’s soccer coach
Jimmy J. Garrity, head women’s basketball coach
Anna Gearhart, assistant athletics trainer (VB, LAX, Cheer)
Emily Grant, head women’s soccer coach
Rob Greene, assistant football coach, cornerbacks
Carly Hall, head cheer coach
Krissy Hall, head women’s tennis coach
Randy Hall, head rifle coach
Alex Hamilton, head men’s golf coach
Alyss Hart, associate head athletics trainer (MBK, GOLF, RIF)
Paul Hemrick, assistant men’s basketball coach
Paul Holmes, assistant football coach, defensive backs
Todd Interdonato, head baseball coach
Trey Johnson, assistant football coach, offensive line
VanDyke Jones II, football equipment manager
Samuel Keenan, director of compliance
A.J. Kerr, basketball performance coach
Andy L. Kiah, director of athletics facilities
Stephanie C. Lancaster, athletic development coordinator
Wade Lang, offensive coordinator/quarterbacks
Mark D. Line, deputy athletics director
Philip Marcello, athletics media relations assistant
Jay McAuley, head men’s basketball coach
Josh Medler, director of strength and conditioning
Mike Merrill, assistant women’s basketball coach
Ron Miller, director of athletics bands
Will Murphy, assistant men’s basketball coach
Amanda Parris, assistant women’s basketball coach
Dwight Perry, assistant men’s basketball coach
Ryan Price, assistant athletics director for business and finance
Alec Purdie, assistant men’s soccer coach
Elizabeth Rabb, deputy director of athletics for external affairs
Rod Ray, head men’s tennis coach
Meghan Reider, director of football operations and recruiting
Angie Ridgeway, head women’s golf coach
Dane Romero, assistant football coach, running backs
Lynze Roos, head volleyball coach
Byron Rucker, building manager, Jerry Richardson Indoor Stadium
Abby Shields, assistant lacrosse coach
Department of Athletics Mission: Wofford College will provide high-quality educational experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference while simultaneously maintaining and enhancing the academic profile and achievements of its student-athletes, paying special attention to the needs of minorities and women and contributing significantly to the successful marketing of Wofford College. All administrators and coaches are accessible to students. Students are involved in the athletics program as student-athletes, cheerleaders, trainers, managers, video photographers and student assistants.

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

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

**Bookstore**

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

Rebecca Liakos, store manager
Kathryn Carter, textbook manager
Email address: wofford@bkstr.com
Web address: [www.woffordshop.com](http://www.woffordshop.com)

The hours of the bookstore are 9 a.m.-5:30 p.m. Monday-Friday and 11 a.m.-4 p.m. on Saturday. The store also is open for special events and home football games. Check the store’s website or call the bookstore for most up-to-date hours.

Items available for purchase include textbooks, trade books, books by Wofford faculty, clothing, gifts, class rings and academic regalia. Cash, checks and all major credit cards, and student book vouchers are accepted forms of payment. The bookstore also provides shipping services.
Business Office
Located in Snyder House
Phone: 864-597-4220  Fax: 864-597-4239

Chris L. Gardner, chief financial officer
Jason H. Burr, associate vice president for facilities and capital projects
Jessica L. Bonds, human resources specialist
Lynne J. Casalino, payroll coordinator and staff accountant
Julia E. Covington, post office associate
Dan P. Deeter, director of business services & risk management
Lani J. Foster, director of special projects and financial systems
Sherri M. Gossett, accounts payable specialist
Kathy M. Kelley, student accounts administrator
Chee Lee, director of human resources
Julie Leighty, benefits manager
Brittany N. McDowell, associate vice president of finance
Maria Means, budget director
Kathleen Mekdara, senior accountant
Delia N. Patel, post office supervisor
David Phillips, accounts payable accountant
Raymond H. Ruff III, director of constituent management systems and process improvement
Michelle H. Smith, controller

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

Campus Life and Student Development
Located in the Mungo Student Center
Phone: 864-597-4040  Fax: 864-597-4049

Roberta Bigger, vice president, the division of campus life and student development
Beth Clardy, assistant to the vice president

The Campus Life and Student Development office supports the mission of the college by providing opportunities and guidance so that students can develop mentally, spiritually, socially, emotionally, intellectually and physically. This is accomplished through programming organized within residence life, student activities, diversity and inclusion, fraternity and sorority life, the Wellness Center, counseling, campus safety, campus recreation, club sports and intramurals, student government, the student judicial system and new student orientation.

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

Campus Life and Student Activities
Located in the Mungo Student Center
Phone: 864-597-4042

Talicia Murphy, director of student activities and campus life

Student activities is one of the three major focuses of the student involvement program. The office of student activities sponsors a variety of both small and large social events including (but not limited to): homecoming week, movie nights, spring weekend and spring concert. These events take place in the Mungo Student Center and other areas across campus throughout the year. The director of student activities oversees the Wofford Activities Council (W.A.C.), Wofford Live and Wofford Athletics and Recreation Committee (W.A.R.). Each of these student organizations are committees of the Campus Union. W.A.C. is the student-led organization that focuses on social programming for the
Wofford student body. Members of this organization oversee every aspect of the event planning process – from planning and implementing events to marketing and promotion to hospitality. Wofford Live is a committee of students that work to bring well-known and aspiring musical acts to campus. W.A.R. works closely with athletics and Campus Union to help promote all athletic events on campus by bringing Wofford students to the games, matches, and/or competitions to cheer on their fellow Terriers.

Wofford has a variety of student organizations in which students may get involved; groups include, (but are not limited to), APO, Campus Union, WoCo Gives Wofford Women of Color (WWOC), Active Minds, Organization of Latin American Students (OLAS) and Reformed University Fellowship (RUF). The office supports student clubs and organizations, providing resources for students to charter new organizations, assisting in the planning of events, and promoting organization events to the campus community. Wofford offers a complete educational, cultural and social experience that contributes to student development and success.
Campus Recreation, Intramurals and Club Sports
Located in the Mungo Student Center
Phone: 864-597-4069

John Blair, interim director of intramurals

Wofford College offers a comprehensive program of intramural, recreation and club sports activities. These programs include team sports, individual sports, fitness classes, competitive club sports and outdoor recreation activities.

Students, faculty and staff are encouraged to participate. The fitness class program is extremely popular and comprehensive. The classes offered include zumba, pilates, yoga, ab-lab, boot camps, buns of steel, high-intensity interval training, ballet core, cardio dance blast, taekwondo and Afrobeat. Popular intramural team sport leagues include Terrier Tag (Wofford’s version of flag football), soccer, dodgeball, indoor 6v6 volleyball, basketball, softball and beach volleyball (4v4). Individual sport league favorites are tennis, racquetball and disc golf.

Competitive club sports offered are men’s lacrosse, women’s volleyball, equestrian, soccer, taekwondo, baseball, swimming and golf. Additional recreation clubs offered are outdoor recreation and a fly-fishing club. Clubs and activities could be adjusted because of COVID-19 precautions.

Campus Safety
Located in Mungo Student Center
Phone: Emergency: 864-597-4911 Non-emergency: 864-597-4350, 4352

J. Randy Hall, campus safety director
T. Michele Arena, dispatcher
J’von L. Cox, officer
Theodore Craig, dispatcher
G. Len Elder, officer
Roy A. Evans, officer
Dwayne E. Harris, supervisor/lieutenant
David W. Hogsed, sergeant
Jason T. Huckabee, officer
Catherine A. Kozlowski, officer
James L. Powell Jr., sergeant
Rilie Ronson, officer
J. Michael Roper, officer/dispatch supervisor
Theo D. Saar III, sergeant
Tony W. Self, officer
J. Warren Snead, officer
Travis L. Thompson, dispatcher

The Department of Campus Safety is committed to providing and maintaining, to the greatest extent possible, a safe and peaceful environment where the missions of learning, teaching and academic achievement can be accomplished. The department is committed to providing high-quality law enforcement and security services that are responsive to the diverse needs of our students, faculty, staff and visitors. Campus safety officers are trained and certified as state constables through the South Carolina Criminal Justice Academy or armed security officers through the South Carolina Law Enforcement Division (SLED). The officers provide for the safety and security of all who visit, study, live and work on the campus 24 hours a day, seven days a week. Campus safety officers have the authority and power to arrest any person violating South Carolina law on Wofford’s campus and property, areas immediately adjacent to the campus or property and non-campus property that is owned or controlled by the college. All officers wear Department of Campus Safety uniforms and are armed. All officers operate under the department’s policy and procedures manual and other requirements set by the college. Jurisdiction of Wofford officers does not extend beyond the reportable Clery geography as mentioned above including areas and property not owned, leased or controlled by the college.

Campus safety officers work closely with law enforcement agencies in Spartanburg County and, in particular, with the City of Spartanburg Police Department and the Spartanburg County Sheriff’s Office. When Wofford students are involved in an off-campus offense, campus safety personnel may assist with the investigation in cooperation with local, state or federal law enforcement.
The Goodall Environmental Studies Center in Glendale, S.C., is owned and operated by Wofford College. It is patrolled jointly by both Wofford’s Department of Campus Safety and the Spartanburg County Sheriff’s Office. The Spartanburg County Sheriff’s Office also works closely with campus safety and provides drug testing and investigative support to the college through signed memoranda of agreement. The Spartanburg County Communications Department also works with campus safety officers and has conducted several training classes for the department. Communications notifies campus safety any time there is an event on or in proximity of campus that may affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning.

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

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

**Building Security/Access**

Wofford College maintains an open campus. As such, the public (including but not limited to students, visitors, alumni and parents) can and do come onto college property throughout the day and night. Residence halls and apartments are secured 24 hours a day through a campus key card security system. Campus safety issues each student an ID card that serves as a key card to access his or her residence hall. The card also opens Roger Milliken Science Center, the first floor of the Michael S. Brown Village Center, the Rosalind Sallenger Richardson Center for the Arts, Jerry Richardson Indoor Stadium, Ben Johnson fitness center and the Richardson Physical Activities Building on weeknights and weekends. During business hours, the college buildings (except residence facilities) are open to students, guests, parents, contractors and employees. During non-business hours access to college facilities is gained through employee-issued keys or by campus safety personnel (with prior approval). During academic holidays residence halls are locked by deactivating student key card systems. Campus safety officers routinely patrol the interior and exterior of campus administrative and academic buildings at night and the exterior of residence facilities.

**Crime Prevention/Safety Services**

Campus safety conducts safety programs for incoming students upon arrival in August and February. Topics covered include personal safety, property protection and campus alcohol and drug policies. Officers work with residence life staff and conduct crime prevention presentations during residence hall meetings and programs as well as contribute information for the residence life newsletter and college paper. Campus safety directs fire safety and prevention classes for resident directors and the resident assistants each year, and campus safety executes fire safety and evacuation training for residents during the first 10 days of the semester. Officers also conduct evacuation drills of academic buildings as well as administrative buildings on campus. Campus safety officers organize other programs for resident students and campus organizations to include bike safety, vehicle maintenance, personal safety presentations and sexual assault awareness programs throughout the year. These programs are intended to make students and employees aware of safety and crime considerations and to encourage the campus community to take responsibility for their own safety and security. Officers take part annually in facility safety tours that focus on working with the student-led Campus Union Facility Affairs Committee and other concerned students and employees to include facilities staff in identifying areas of concern, especially areas with poor lighting. Risk mitigation actions to identified areas of concern are quickly taken in most cases within a week. Campus safety provides escorts for employees and students and are available 24 hours a day for this service. Typical campus-wide crime prevention services and programming include:

- **Operation Property ID:** The Operation Property ID program is presented during all orientation programs and is on the campus safety web page. Campus safety encourages all students to register valuable and pilferable items that they bring to campus; forms are available online. These forms can be stored at the Department of Campus Safety and retained by the students for identification in case items are stolen. Engravers also are available in the campus safety to mark property. To access a useful form to record your serial numbers, go to: [https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/OperationID.pdf](https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/OperationID.pdf)

- **Alcohol awareness:** Campus safety partners with the Office of Residence Life to sponsor alcohol awareness programs, including those focused on the effects of alcohol impairment and related laws and a controlled drinking exercise. Other programs sponsored by the Wellness Center, Office of Fraternity and Sorority Life and the Wofford Activities Council also are conducted throughout the year. All first-year students have a module in their first-year seminar to educate students about the college alcohol and drug policy and bystander intervention strategies.

- **Personal safety:** Safety tips are provided for students during orientation programs and in residence life
programming in conjunction with campus safety. Emergency phones are located throughout campus and are explained in new student orientation presentations. Campus safety provides safety escorts for any student or employee on campus 24 hours a day, seven days a week. To access a safety escort, call 864-597-4911.

- **Workplace violence prevention/active shooter training:** Campus safety provides training on workplace violence on its website for all students and employees. Campus safety officers conducted five active shooter classes for employees and students.

- **First-year student, transfer and parent orientation:** The director of campus safety educates students and their parents on security programs, services, the card key access system, emergency notification, campus parking policies, vehicle registration and property theft protection and identification.

- ** Escorts from parking lots and to/from buildings:** Campus safety officers provide escort services for students and employees to ensure that they reach their destination safely. Escorts may be requested by calling 864-597-4350.

- **Self-Defense, sexual assault awareness and bystander intervention training:** Officers conduct on-going self-defense and sexual assault awareness training in conjunction with the campus Wellness Center and Safety Committee of the Campus Union. Officers conducted self-defense and sexual assault awareness for sororities and athletics teams. Officers conducted eight presentations for female athletics teams/organizations and four crime prevention/awareness and sexual assault prevention programs for male athletics teams and organizations in 2018.

- **Environmental safety surveys for the campus:** Campus safety works with Campus Union and the facilities staff by conducting lighting and safety surveys of the campus. Information gained is collected and evaluated by the facilities staff for safety and security improvement actions. Officers, staff and students conducted an environmental safety survey in December.

- **Bicycle registration program:** Campus safety offers a free bicycle registration program that allows bike owners to register bikes on campus with the Department of Campus Safety. Campus safety provides registration permits at no cost. To access the bicycle registration form online, go to [https://my.wofford.edu/student](https://my.wofford.edu/student) and click on Bicycle Registration in the center column. Go by the Department of Campus Safety and pick up a registration sticker.

- **Operation Secure Your Room:** Officers routinely check for blocked/propped doors. After the door surveys, the officers report the issues to the office of residence life office so their staff can respond.

**Sex Offender Registry**
In accordance with the Federal Crime and Safety Reporting Act, Wofford College provides the website of South Carolina sex offenders on the campus safety website. Sex offender information also can be located at [http://scor.sled.sc.gov/ConditionsOfUse.Aspx](http://scor.sled.sc.gov/ConditionsOfUse.Aspx). The site lists the address of registered sex offenders and provides a picture of the offender. To determine whether any offenders are registered within proximity of the campus, enter 429 N. Church St., Spartanburg, S.C. 29303 and hit search. Students who live off campus and want to determine whether any sex offenders live near your address, type that complete address in and hit search.

**Crime Statistics (Clery requirement)**
The college collects and submits crime statistics annually in its Annual Security and Fire Safety Report and also to the Department of Education through its website. A daily crime log and the Annual Security and Fire Safety report are available 24-hours a day on the campus safety website ([https://www.wofford.edu/student-experiences/campus-safety/crime-and-incident-reports](https://www.wofford.edu/student-experiences/campus-safety/crime-and-incident-reports)) and hard copies are available at the campus safety office in the Mungo Student Center. Campus safety makes a written request annually to all Campus Security Authorities. All Clery-reportable crimes occurring on campus, public property adjacent to campus and non-campus property owned or controlled by the college is included in Wofford statistical crime data. The Annual Security and Fire Safety Report is compiled and distributed annually prior to Oct.1 by campus-wide email and hard-copy by request at the campus safety office, the Office of Admission and the human resources office.
Career Center and the Office of Entrepreneurship and Innovation

Located on the west end of the main floor of the Michael S. Brown Village Center
Phone: 864-597-4794

P. Curt McPhail, executive director
Lynne S. Mullin, associate director of entrepreneurship and innovation
Rebecca M. Parker, internships and employer relations director
Tyler J. Senecal, director of entrepreneurship and innovation
Lee A. Smith, career development specialist
Dr. LaTasha Smith-Tyus, director of career services
Edita Soto, office coordinator

The Career Center
Visit: www.wofford.edu/careercenter

At the Career Center at Wofford College, you will find knowledgeable staff who are dedicated to supporting each student in their journey towards success. The center realizes that deciding what’s after Wofford can be stressful; but with a Wofford education, you’ll have lots of great options.

Over the past three years, more than 98% of Wofford graduates have a positive career outcome, which means they are working, continuing their education, serving in the military, volunteering or engaged in a professional path within six months of graduation.

The Career Center staff focuses in three areas:

1. Meeting all students where they are and providing personalized support to each student.
2. Teaching students how to prepare for their future through job and internship searches, networking and skill building. The center use National Association of Colleges and Employers (NACE) career competencies as a foundation for building skills.
3. Supporting students through a four-year strategy that builds on academic and co-curricular experiences to instill and sharpen competencies needed for success.

The Career Center’s events, programs and individual meetings are focused on its mission to prepare students for life after Wofford. Its vision is that every graduate has a professional skill set, the confidence to effectively manage their career and an empowerment to achieve success.

The Office of Entrepreneurship and Innovation
Visit: www.wofford.edu/academics/entrepreneurship-innovation

The Office of Entrepreneurship and Innovation serves as the hub and resource center for innovation on Wofford’s campus, offering educational opportunities, resources, a community of support and professional connections to innovators and industry experts. It is committed to supporting student success and cultivating a lifelong, inclusive community of entrepreneurs and innovators driving economic and social impact.

Its programs and opportunities are open to any Wofford student, faculty or staff member interested in entrepreneurship and innovation. The office seeks to create conditions for the collaborative pursuit of new ideas.

Some of its offerings include:

- **Workshops + Speakers** – Engage with and learn from successful entrepreneurs and area experts by attending frequently offered workshops or speaker events.
- **Monthly Meetups** – An onramp to the entrepreneurial community, these monthly meetups are a great way to meet fellow entrepreneurs, connect with the community and learn something new.
- **Terrier StartUP Challenge** – Wofford’s annual new venture pitch competition. Student teams pitch their startup concepts for their share of $10,000 in funding.
- **Rocket Fuel** – Workshop series offered for students in the concept stage of developing a business. The series will guide students through the process of customer discovery, market-validation testing, prototype development and pitching. At the conclusion of the series, participants will be given access to seed funding up to $500 to bring their idea life.
- **Certificate in Entrepreneurial Thinking (Interim)** - This course focuses on the entrepreneurial process involved in generating ideas and moving from the idea stage to action. Using the tools and practices associated with evidence-based entrepreneurship, student teams will immerse themselves in a continuous feedback loop of build, test, learn. Focus will be on opportunity recognition, customer engagement, business model creation and prototyping and gaining market validation.

- This course is highly experiential and designed to drive adaptability, curiosity, experimentation and collaboration in an effort to prepare students for greater success in entrepreneurial roles with established companies, social ventures and startups.

- **Summer Accelerator** - This is a paid opportunity to spend the summer working on your company.

- **Startup Funding** - The Office of Entrepreneurship & Innovation offers a variety of funding mechanisms designed to support student founders at any stage. Contact the office to learn more about applying for Rocket Fuel, a low-interest loan, a social enterprise grant, or the Terrier StartUP Challenge.

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**Center for Community-Based Learning**
Located in the Michael S. Brown Village  
Center Phone: 864-597-4400

Jessalyn W. Story, director of the Center for Community-Based Learning  
James E. Stukes, coordinator for college access and student success  
Toria B. Teamer, Bonner Scholars Program manager  
Tracey L. Southers, administrative assistant

Wofford’s Center for Community-Based Learning (CCBL) is the connective tissue between Wofford and Spartanburg. It’s the primary coordinating structure for advancing campus-wide community engagement to support the college’s strategic vision of “preparing superior students for meaningful lives as citizens.”

The CCBL can help you find and live into your purpose: “where your deep gladness meets the world’s deep need.” Through academic community engagement in nine (and counting) academic disciplines and many co-curricular engagement opportunities, and through thoughtfully sequencing and reflecting on these experiences, students will: strengthen their democratic values and civic responsibility; discover their strengths and interests; and integrate their academics and vocational aspirations – all while addressing critical societal issues and meaningfully contributing to the public good.

Student learning outcomes from CCBL programming include: civic agency, civic identity, empathy, integrative learning, perspective-taking, leadership, communication, knowledge of place, diversity competence and social justice.

Opportunities for students to get involved abound, including:

- Academic civic engagement classes.  
- iCAN near-peer college access mentoring.  
- Volunteer Income Tax Assistance (VITA).  
- Bonner Scholars Program.  
- Intergenerational Connections program.  
- Internships, placements and projects with community partner organizations.  
- Community service federal work study.  
- “Pathways to Purpose” civic learning showcase.

Visit [www.wofford.edu/ccbl](http://www.wofford.edu/ccbl).

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**Dining Services**
Located on the first floor of Burwell Building  
For questions about dining services, meal plans or catering requests, please call 864-597-4256 or visit [http://aviserves.com/wofford](http://aviserves.com/wofford)

Zach’s Food Court, Mungo Student Center: 864-597-4071  
The Market, Michael S. Brown Village Center (MSBVC): 864-597-4245  
Galleria at MSBVC: 864-597-5163  
Terrier Grounds, Mungo Student Center 864-597-2039
Cherie Tyger, resident director of culinary services  
Stephan Baity, director of culinary operations  
Keith Tyger, director of dining operations

Dining services are operated by AVI Fresh. All resident students must participate in a meal plan. Please speak with AVI Fresh staff regarding any restrictions with the below meal plans. Meal plans feature Terrier Bucks, reloadable dining dollars, which can be used at all dining locations. Terrier Bucks can be reloaded online or at the cash register in the Burwell Dining Hall.

**Meal Plans**

Resident students choose one of the following plans:

- **All Access Plan:** Unlimited meal swipes plus $120 Terrier Bucks during fall semester, $30 Terrier bucks during Interim and $120 during spring semester.
- **All Access Premium Plan:** Unlimited meal swipes plus $230 Terrier Bucks during fall semester, $40 during Interim, and $230 during spring semester. The price of this plan is an additional $100 per semester above the normal room and board rate.
- **Meal Plan:** 12 meals per week plus $220 Terrier Bucks in the fall, $50 Terrier Bucks during Interim and $220 Terrier Bucks in the spring.
- **Village Meal Plan (for students who live in the Village):** 115 Meals for Fall Semester $415 Terrier Bucks, 20 Meals for Interim plus $95 Terrier Bucks, and 115 meals for Spring semester plus $415 Terrier Bucks.
- **Commuter Block:** 50 meals to eat anytime in Burwell or may be used for trade outs plus $150 in Terrier Bucks for a fee of $460; 100 meals to eat anytime in Burwell or may be used for trade outs for a fee of $595. This meal plan can be purchased in the AVI Fresh office located on the first floor of Burwell.

Meal plans are recorded on the Wofford ID card, which must be presented to use Terrier Bucks or meal plans in any location. Students will not be admitted without their Wofford ID.

**Dining Room, Burwell Building**

**Hours of Operation**

**Monday-Friday**  
Breakfast ....................................................................................... 7-9:30 a.m.  
Continental Breakfast ................................................................. 9:30-10:59 a.m.  
Lunch ......................................................................................... 11 a.m.-1:30 p.m.  
Continental Lunch ..................................................................... 1:31 p.m.-4:59 p.m.  
Dinner ...................................................................................... 5-8 p.m. (Fridays subject to patio)

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

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

**Michael S. Brown Village Center Market and Galleria**

**Market**  
Monday-Friday ........................................................................ 8 a.m.-9 p.m.  
Saturday .................................................................................. Noon-9 p.m.  
Sunday .................................................................................... 4 p.m.-8 p.m.

**Galleria**  
Monday-Thursday .................................................................. 11 a.m.-2 p.m. / 5-9 p.m.
Friday .............................................................................................. 11 a.m.-2 p.m. / 5-9 p.m.  
Saturday .......................................................................................... 5-9 p.m.  
Sunday ............................................................................................ 5-9 p.m.

**Meal Trade-Out**  
Zach’s Food Court will offer meal trade-out (Monday-Friday) from 9 -10 a.m./11 a.m. – 2 p.m./ 5-9 p.m.  
(Friday until 8 p.m.)

The Galleria (Michael S. Brown Village Center) will offer lunch trade-out (Monday-Friday) at 11 a.m.-2 p.m.

**Food Service Policies**
- Food service is available when the residence halls are open.  
- Takeout from dining room are not permitted with the exception of one piece of fruit or one ice cream cone.  
- No beverage or food containers may be taken into or out of the dining room.  
- Appropriate clothing (including shirts, shoes, shorts or pants) must be worn in all dining facilities.  
- Outside alcoholic beverages are not permitted in the dining areas.  
- Every effort will be made to meet the needs of students with special dietary requirements. Students who are under a physician’s care and need a special diet should contact the director of dining services and the director of the Wellness Center for accommodations.

All retail locations on campus accept Visa and MasterCard for purchases.

**Zach’s**
Located on the first floor of the Mungo Student Center  
Phone: 864 597-4070 or 597-4071  
Rod Martin, director of retail  

Hours of Operation:  
Monday-Friday ................................................................. 9 a.m.-10 p.m.  
Saturday ............................................................................... 11 a.m.-10 p.m.  
Sunday ......................................................................................... 2-10 p.m. (Terrier Grounds Only)

AVI Fresh operates Zach’s Food Court for the benefit of Wofford students, faculty and staff. Zach’s features Chick-fil-A, Boar’s Head Deli and a variety of grab-and-go items. Zach’s accepts Terrier Bucks, cash and credit cards. Meal trade-out will be available during lunch, 11 a.m. to 2 p.m., Monday through Friday during the fall and spring semesters.

**Diversity and Inclusion**
Located in the Mungo Student Center  
Phone: 864-597-4066  

Taifha Alexander, assistant dean of students for diversity & leadership development  
Nadia Glover, coordinator of inclusive engagement

The Office of Diversity and Inclusion (ODI) collaborates with offices, departments, students, faculty, staff and other members of the Wofford and local, Spartanburg communities to promote an inclusive, equitable and diverse campus climate. In alignment with the Campus Life and Student Development mission, and the college’s overall mission, ODI supports and advocates for the advancement of all students and is committed to challenging students to not only think critically, but to also engage in cultural humility in an effort to become lifelong learners of issues that impact society’s most marginalized and under-resourced communities in an effort to better center those communities experiences in examining and implementing community-based solutions to society’s most pressing issues on the journey to becoming equity-minded change agents.

To achieve its goals, ODI engages in and supports the following programming and initiatives: Land Acknowledgement; Heritage Month Celebrations & Social Justice-Based Experiential Learning Opportunities; Diversity Council Student Organizations; Bias Incident Response Team; All Gender Restrooms; NCBI & other workshop requests.
Diversity education also includes working with students of various races, creeds, religions, socioeconomic status, national origins and sexual orientation. Outreach areas include but are not limited to residence life programming; student life programming; general student contact and referral; professional and student staff development; training, and orientation of student staffs; and program support to student organizations. Additionally, the Office of Diversity and Inclusion offers direct support to students from diverse populations and advises the Diversity Council Student Organization on campus to help promote a culture of awareness, equity and inclusion.

Facilities
Located at 640 Cumming St. (across from the Jerry Richardson Indoor Stadium) Phone: 864-597-4380
Bill Littlefield, director of facilities
  Randy Brown, multicraft supervisor
  Jeff M. Burney, director of housekeeping and event services
Jason Getgasorn, grounds supervisor
Mitch T. Humphries, administrative housekeeping supervisor
Marty A. Kerr, mechanical supervisor
Ken Pettit, preventive maintenance supervisor
Ricky Shehan, office manager
Stewart Winslow, director of horticulture and landscape design

The members of the physical plant staff are responsible for all maintenance, repairs and general upkeep of approximately 75 buildings on the 200-acre campus. Any change to or attachment to any building’s interior or exterior must be approved and coordinated by the facilities director or vice president for facilities and capital projects. Further information about this department for resident students is listed under residence life policies.

Financial Aid and Scholarships
Located on the second floor of the Hugh S. Black Building Phone: 864-597-4160 Fax: 864-597-4149
Carolyn B. Sparks, associate vice president for enrollment and director of financial aid
April G. Baur, associate director of financial aid
Julie H. Stott, financial aid counselor
Julie C. Sturgill, financial aid counselor
Allysha L. Wallace, administrative assistant

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

Fraternity and Sorority Life
Located in the Mungo Student Center Phone: 864/597-4048
Matthew Hammett, assistant dean of students for student involvement

The assistant dean of students for student involvement oversees the Office of Fraternity and Sorority Life. Fraternities and sororities have been a part of Wofford College and the co-curricular program since 1869. Sororities have enhanced our campus life program since the 1970’s. Owing to a foundation based on social and moral character, good citizenship and a commitment to true fraternal culture, fraternities and sororities (sometimes referred to as Greek letter organizations) often constitute a valuable component of the student experience and complement the curricular and co-curricular aims of the college. Fraternities and sororities recognized by Wofford College continue to make positive contributions to our college community.

Wofford currently has twelve Greek letter organizations on campus represented among the National Interfraternity Council, National Panhellenic Conference and the National Pan-Hellenic Council. The Office of Fraternity and Sorority Life operates under a deferred recruitment model meaning a student must successfully complete at least one semester of college before
being eligible for rush, recruitment and/or the intake process. Student development, service, leadership, and scholarship are the four cornerstones of the fraternity and sorority experience at Wofford. More information about our fraternities and sororities may be found at www.wofford.edu/student-experiences/fraternities-sororities.

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

Fredrick M. Miller, chief information officer, associate vice president for information services
Martin E. Aigner, instructional technologist
Katarina S. Barnhart, programmer/analyst
Bryan S. Blackwell, director of administrative systems
Donnie R. Brown, multimedia specialist
C. Heath Bryson, network administrator
Matt C. Fisher, security coordinator/server manager
David A. Foster, programmer/analyst
Kashalett Y. Foster, IT help center director
Thomas W. Gore, systems analyst
Erin G. Leigsring, IT support specialist
Cory W. Miller, IT Help Center technician
Adam M. Novak, network administrator for access services
W. Franklin Pettit, director of information management
Brian M. Rawlinson, director of network services
Melissa L. Webber, administrative assistant
J. Ron Wood, systems administrator

Information Technology Services (ITS) advances the technology resources supporting the college’s academic rigor, student success, global experiences and community engagement. This includes instructional technology, network services, administrative systems, audio/visual services, telephones and the IT Help Center.

Each residence hall room is equipped with Wi-Fi, a campus cable TV connection and a wired data network connection. All buildings on campus and many outdoor areas have Wi-Fi.

IT Help Center
The IT Help Center assists faculty, staff and students with information technology-related needs. The IT Help Center is located in Olin 207. The IT Help Center may be reached by:

- Calling 864-597-4357.
- Sending an email to help@wofford.edu.
- Using the ITS Help Request link on my.wofford.edu.

Additional information, including hours, is available at www.wofford.edu/technology.

Use of Information Technology Resources
All members of the Wofford College community are expected to abide by the college’s information technology policies. These policies are linked from www.wofford.edu/technology. Violations will be reported to the provost and the dean of students.
Library
Sandor Teszler Library
https://www.wofford.edu/academics/library
General Information: 864-597-4300
Reference/Research Assistance: 864-597-4302
Circulation: 864-597-4301

Lisa Roberts, dean of the library
Alice M. Bomar, administrative assistant/interlibrary loan coordinator
Angela L. Brown, evening and weekend circulation assistant
Timothy E. Brown, access services and research
Missy J. Clapp, director of library research, education and outreach services
Carolyn Crel, cataloging assistant
Joseph R. Gainey, collection development assistant
April E. Grey, director of library collections, discovery and access services
Kenneth A. Hermiman, circulation coordinator
Jennifer M. Jones, evening and weekend library assistant
Karen M. Lopez, evening and weekend library assistant
Luke A. Meagher, special collections librarian
Vicki R. Roper, acquisitions assistant
R. Phillip Stone, archivist and adjunct professor
Emily R. Witsell, reference and instruction coordinator

Wofford’s Sandor Teszler Library, built in 1969 and named for a respected leader in the textile industry, seats 400 people and is open until 1 a.m. most days, with extended hours during final exams. The library is known as a welcoming place to study and to work on projects, and where students have space to spread out alone or to collaborate with others. The library is equipped with computers, printers, scanners, large screen TVs that connect to laptops for group work, and group study rooms that can be reserved online.

The library’s staff provides many services, including research assistance and instruction in using the library’s rich holdings. Each first-year student and sophomore enjoy the benefits of having their own personal librarian who will email periodically throughout the academic year. In addition, every major subject taught on campus has a librarian dedicated to supporting research in that field. Students may find out who their subject librarian is here: libguides.wofford.edu/subjectlibrarians. Professional research assistance is offered by appointment with a subject librarian or your personal librarian, as well as online, via telephone and on a walk-in basis.

Wofford’s library offers students numerous print and electronic resources and other media to support their work in all academic areas. Its Google-like discovery service, called Wofford OneSearch, enables students to search over 600 million resources, including e-books and e-journals, from anywhere in the world. Additionally, the library offers dozens of databases focused on disciplines, across the curriculum. The library is a member of PASCAL, South Carolina’s academic library consortium, which provides shared access to print and electronic collections among all the state’s institutions of higher education.

Also housed in the library are the Wofford College Archives and the records and historical materials of the South Carolina Conference of the United Methodist Church. The library’s Special Collections houses approximately 6,000 volumes of books, manuscripts, ephemera, and artifacts dating from the 16th through the 21st centuries. Classes frequently visit the Archives and Special Collections to use unique primary sources available only at Wofford. Increasingly, many of these rare resources are being made accessible online through the college’s “Digital Commons,” found at digitalcommons.wofford.edu.

The library, which was named as one of the “Outstanding Buildings of the Year” by the South Carolina Chapter of the American Institute of Architects when it was built, now is transforming into a student-centered academic commons. Wofford’s evolving library features flexible research, study and collaborative spaces, wireless access everywhere, conference areas with media facilities, the Writing Center, a gallery with exhibitions that change throughout the year and the Trey Kannaday Presentation Practice Room, where students can record themselves on video to improve their communication and presentation skills. The library’s web site (www.wofford.edu/academics/library) provides access to its full range of services and resources.

Library hours:
Monday-Thursday...............................................................7:45 a.m.-1 a.m.
Books circulate to students for 12-week periods with convenient phone and online renewals. DVDs and other audiovisual items circulate for seven days. Borrowers must present a student, faculty or staff ID in order to check out materials.

**Marketing and Communications**
Located at 121 College St.
Phone: 864-597-4184

Jo Ann M. Brasington, vice president for marketing and communications
Dudley Brown, director of communications
Karyn J. Davis, creative director
Angela N. Filler, senior director of marketing
Kevin S. Huffman, digital director
Janella M. Lane, executive assistant to the vice president for marketing and communications
Mark S. Olencki, photographer/digital imaging manager
Erin S. Patton, graphic designer
Landon L. Renner, marketing specialist

The Office of Marketing and Communications (OMC) provides strategic planning, messaging, marketing, advertising, public and media relations, communications and creative support for the college. Office team members are responsible for strategically directing and executing the areas of creative services, digital marketing services, features and publications, news services, marketing and advertising services and photography services. Call our office for a new brand book or visit [www.wofford.edu/omc](http://www.wofford.edu/omc) to learn more about the OMC staff, areas of emphasis, timelines and services, logo usage and project requests.

**Post Office**
Located in the Mungo Student Center
Phone: 864-597-4240

Delia Patel, manager
Julia Covington, post office associate

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

Student Name  
Campus Post Office  
Wofford College  
429 N. Church St.  
Spartanburg, SC 29303-3663

The post office email address is postoffice@wofford.edu. For additional information regarding the Campus Post Office policy, refer to Business Policies.
President’s Office
Located on the second floor of the DuPré Administration
Building Phone: 864-597-4010   Fax: 864-597-4018

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

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

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

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

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

The Halligan Center for Religious and Spiritual Life is:

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

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

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

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

One of Wofford’s signature efforts is around interfaith programming. Students from across a variety of religious and spiritual and secular worldviews come together to form friendships, learn from each other and serve the community. Wofford has consistently received national recognition for its leadership in interfaith community service. Two Interfaith Fellows (students) lead the campus Interfaith Youth Core and the Better Together campaign. Faculty offer courses on interfaith engagement.
Religious groups from several traditions, including Jewish, Muslim, Hindu and Christian (Roman Catholic, Protestant and Orthodox), have regular meetings and periodic lectures and forums. Professionally trained and credentialed leaders serve as campus ministers for these groups. parachurch groups, such as Campus Outreach and Fellowship of Christian Athletes, have non-credentialed or volunteer staff and offer activities on campus and in the community. Student-organized religious and spiritual groups function on campus as well.

Convocations dealing with issues of religion, spirituality and ethics are open to the campus community. Wofford College Religious & Spiritual Life contacts include:

<table>
<thead>
<tr>
<th>Religious Group</th>
<th>Leader</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baptist (NBC)</td>
<td>The Rev. Dr. Benjamin D. Snoddy</td>
<td>864-582-1478</td>
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<tr>
<td>Baptist (Southern)</td>
<td>Suzanne Bachelor</td>
<td>864-582-4609</td>
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<tr>
<td>Buddhist</td>
<td>Watlao Buddha Ratnaram (Temple)</td>
<td>864-599-0408</td>
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<tr>
<td>Episcopal</td>
<td>TBA</td>
<td>864-585-2268</td>
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<tr>
<td>Greek Orthodox</td>
<td>Father George</td>
<td>864-585-5961</td>
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<tr>
<td>Hindu</td>
<td>Hindu Society of Spartanburg</td>
<td>864-599-7048</td>
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<tr>
<td>Interfaith Youth Core</td>
<td>Dr. Ron Robinson</td>
<td>864-597-4051</td>
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<tr>
<td>Jewish</td>
<td>Rabbi Yossi Liebowitz</td>
<td>864-582-2001</td>
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<td></td>
<td>Professor Andrew Green</td>
<td>864-597-4372</td>
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<tr>
<td>Lutheran</td>
<td>The Rev. Mike Shackelford</td>
<td>864-583-8167</td>
</tr>
<tr>
<td>Muslim</td>
<td>Dr. Courtney M. Dorroll</td>
<td>864-597-5026</td>
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<tr>
<td>Presbyterian (PCUSA)</td>
<td>Rae Epps</td>
<td>864-583-6696</td>
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<tr>
<td>Reformed University Fellowship (PCA)</td>
<td>The Rev. Matt Patrick</td>
<td>256-682-1364</td>
</tr>
<tr>
<td>Roman Catholic</td>
<td>Dr. David Alvis</td>
<td>864-597-4588</td>
</tr>
<tr>
<td>United Methodist</td>
<td>The Rev. Paige Wolfe</td>
<td>864-582-7263</td>
</tr>
</tbody>
</table>

**Chaplain**

Located on the first floor of Main Building, Rooms 03 & 05, Yorke Family Portico

Entrance Phone: 864-597-4050 Fax: 864-597-4059

Email: robinsonrr@wofford.edu

The Rev. Dr. Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion

Elizabeth M. Fields, director of the Halligan Center for Religious and Spiritual Life

The Office of the Chaplain is located in the Halligan Center for Religious and Spiritual Life in Main Building. The chaplain leads campus events and provides a pastoral and social activist presence for the campus. The chaplain, who supports and advises students from many faiths, is available for pastoral care and counseling and coaching and works with students, faculty and staff as they grapple with spiritual matters, relationship concerns and vocational and career issues. Rooted deeply in the college’s relationship with The United Methodist Church and the Wesleyan tradition, the work of the chaplain places a strong emphasis on social justice. The resources of the Office of the Chaplain and the Halligan Center for Religious and Spiritual Life are available to all members of the college community regardless of religion, race, culture, sexual orientation, socioeconomic status, gender or ability.

**Residence Life**

Located in the Mungo Student Center

Phone: 864-597-4068 and 864-597-5100

Brian J. Lemere, associate dean of students and director of residence life
J. Allen Lollis, assistant director
Seth C. Flanagan, resident director
Megan Illsley, resident director

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

**Title IX and Americans with Disabilities Act (ADA)**

Located in the Mungo Student Center  
Phone: 864-597-4047  
Amanda Estabrook, Title IX and ADA coordinator

The Title IX and ADA coordinator has ultimate oversight responsibility for handling Title IX–related complaints and for identifying and addressing any patterns or systemic problems involving sexual misconduct as well as complaints regarding discrimination and harassment based on race, gender, age, religion, sexual orientation, handicap or national origin. The Title IX and ADA coordinator is available to meet with individuals who are involved with or concerned about issues or college processes, incidents, patterns or problems related to sexual misconduct, discrimination or harassment.

**Wellness Center**

Located in the Hugh R. Black Building  
Monday-Friday, Medical Services hours 7:30 a.m. - 4 p.m. and Counseling hours 8:30 a.m. - 5 p.m. Emergency care is available after office hours by contacting campus safety, the resident assistant on duty and/or the student affairs staff person on call.  
Phone: 864-597-4370  
Web: wofford.edu/wellnesscenter

Elizabeth D. Wallace, BS, BSN, RN, LPC, associate vp of campus life and student development/director of the Wellness Center  
Kellie Buckner, Ed.S, LMFT, college counselor  
Tiara Woney, MMFT, LMFT-A, college counselor  
Tammy S. Gilliam, APRN, BC, FNP, DNP, nurse practitioner  
Sandy Hammett, MA/Ed.S, LCMHCA, accessibility manager  
Perry V. Henson, BA, Ed.S, director of counseling and accessibility services  
Lisa M. Lefebvre, BSN, RN, director of employee wellness and medical services  
Amanda Mandlove, RN, BSN, college nurse  
Pam Michaels, administrative assistant

**College Physicians**

Baker Boles, MD  
Eric Cole, MD  
Christian Nowatka, MD  
Ralph A. Tesseneer, MD

Wofford College maintains a campus health care program to provide primary care for resident students and to educate students and employees on preventive measures concerning their health and well-being.

An appointment is required to be seen at the Wellness Center. Log in to myWofford and choose the Wellness Center/Patient Portal tab or call 864-597-4370 to make an appointment. You can also send secure messages through the patient portal to the nurse/nurse practitioner.

The Wellness Center is staffed from 7:30 a.m. – 4 p.m. Monday through Friday by licensed health care providers, including a nurse practitioner. The nurse practitioner is able to diagnose, treat and prescribe medicines in most cases of illnesses and injuries. If needed, students will be referred to the college physicians. Non-emergency visits to the Wellness Center should be made at times that do not conflict with classes. Students must assume the responsibility for communicating directly with their professors in matters concerning missed classes, assessments or exams because of illness or injury.

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

After-hours emergency care is available by calling the Department of Campus Safety at 864-597-4911, the
resident assistant or resident director on duty or the student affairs staff member on call.

The Spartanburg Medical Center emergency department and EMS are minutes away and are available for emergency situations when warranted.

Regional Nurse on Call is a free service that provides accurate health and wellness information by phone from a registered nurse. This service operates 24 hours a day. The number is 864-591-7999.

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

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

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

**Accessibility Services**
Accessibility Services staff coordinates assistance for students with disabilities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Wofford College seeks to provide disabled students with reasonable accommodations needed to ensure access to the programs and activities of the college. Accommodations, determined on an individual basis, are designed to meet a student’s needs without altering the nature of the college’s instructional programs. A student in need of accommodation must submit proper documentation through the student tab on myWofford. Guidelines for documentation are available from the Wellness Center or online at wofford.edu/student-experiences/wellness-center/accessibility. If you need further assistance, please email accessibilityservices@wofford.edu or make an appointment online through the Wellness Center patient portal.
# Quick Reference / Campus Contacts

<table>
<thead>
<tr>
<th>FOR</th>
<th>TALK TO</th>
<th>IN THE</th>
<th>AT</th>
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<tr>
<td>Absences</td>
<td>See professors</td>
<td>Individual offices</td>
<td>864-597-4373</td>
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<td>864-597-4375</td>
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<tr>
<td>Accessibility Services</td>
<td>Perry Henson</td>
<td>Hugh R. Black Wellness Center</td>
<td>864-597-4373</td>
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<td></td>
<td>Sandy Hammett</td>
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<td>864-597-4375</td>
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<td></td>
<td>Beth Wallace</td>
<td>Hugh R. Black Wellness Center</td>
<td>864-597-4371</td>
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<tr>
<td>Academic Problems</td>
<td>Professors or advisers</td>
<td>Individual offices</td>
<td>864-597-4373</td>
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<td>864-597-4375</td>
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<tr>
<td>Admission</td>
<td>Megan Tyler</td>
<td>Hugh S. Black Building, 1st floor</td>
<td>864-597-4142</td>
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<tr>
<td>Advancement</td>
<td>David Wood</td>
<td>Papadopoulos Building</td>
<td>864-597-4200</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>Dina Roberts</td>
<td>Papadopoulos Building</td>
<td>864-597-4198</td>
</tr>
<tr>
<td>Athletics</td>
<td>Richard Johnson</td>
<td>Richardson Physical Activities Building</td>
<td>864-597-4090</td>
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<tr>
<td>Automobiles</td>
<td>Campus Safety</td>
<td>Mungo Student Center</td>
<td>864-597-4352</td>
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<tr>
<td>Bills, Fees, Tuition</td>
<td>Kathy Kelley</td>
<td>Snyder House</td>
<td>864-597-4228</td>
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<tr>
<td>Books and Supplies</td>
<td>Rebecca Liakos</td>
<td>Wofford Bookstore</td>
<td>864-582-6514</td>
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<td>501 N. Church St.</td>
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<tr>
<td>Business Affairs</td>
<td>Sheena Anderson</td>
<td>Snyder House</td>
<td>864-597-4233</td>
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<tr>
<td>Campus Calendar</td>
<td>Janella Lane</td>
<td>Marketing/Communications</td>
<td>864-597-4184</td>
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<td>Campus Safety</td>
<td>Randy Hall</td>
<td>Mungo Student Center</td>
<td>864-597-4351</td>
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<tr>
<td>Campus Ministry</td>
<td>Ron Robinson</td>
<td>Main Building, 1st floor</td>
<td>864-597-4051</td>
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<tr>
<td>Campus Union</td>
<td>Roberta Bigger</td>
<td>Mungo Student Center, 2nd floor</td>
<td>864-597-4040</td>
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<tr>
<td>Career Counseling</td>
<td>LaTasha Smith-Tyus</td>
<td>Career Center</td>
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<td>Counseling</td>
<td>Kellie Buckner</td>
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<td>Tiara Woney</td>
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<td>Emergencies</td>
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<td>Roberta Bigger</td>
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<td>864-597-4044</td>
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<td>Exams</td>
<td>Jennifer Allison</td>
<td>DuPré Administration Building</td>
<td>864-597-4030</td>
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<tr>
<td>Financial Aid, Scholarships</td>
<td>Carolyn Sparks</td>
<td>Hugh S. Black Building, 2nd floor</td>
<td>864-597-4161</td>
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<tr>
<td>Food Service</td>
<td>Cherie Tyger</td>
<td>Burwell Building</td>
<td>864-597-4252</td>
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<td>Fraternities, Sororities</td>
<td>Matt Hammett</td>
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<td>864-597-4048</td>
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<td>Tammy Gilliam</td>
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<td>Amanda Mandlove</td>
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<td>Lisa Lefebvre</td>
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<td>International Programs</td>
<td>Amy Lancaster</td>
<td>Michael S. Brown Village Center</td>
<td>864-597-4430</td>
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<td>Intramurals</td>
<td>Steve Traylor</td>
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<td>IT Help Center</td>
<td>Kashalett Foster</td>
<td>Franklin W. Olin Building, 207</td>
<td>864-597-4357</td>
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<td>Jobs</td>
<td>Curt McPhail</td>
<td>Career Center</td>
<td>864-597-4262</td>
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<td>Library</td>
<td>Lisa Roberts</td>
<td>Sandor Teszler Library</td>
<td>864-597-4300</td>
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<td>864-597-4240</td>
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<td>Bill Littlefield</td>
<td>Cumming Street Facility</td>
<td>864-597-4381</td>
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<td>Menu Line</td>
<td>Cherie Tyger</td>
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<td>Military Science/ROTC</td>
<td>Bryan Dunker</td>
<td>Daniel Building</td>
<td>864-597-4337</td>
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<tr>
<td>Music</td>
<td>Gary McCraw</td>
<td>Montgomery Music Building</td>
<td>864-597-4597</td>
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<td>News Media</td>
<td>Dudley Brown</td>
<td>Marketing/Communications</td>
<td>864-597-4538</td>
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<td>Parents’ Programs</td>
<td>Thom Henson</td>
<td>Papadopoulos Building</td>
<td>864-597-4208</td>
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<td>Service</td>
<td>Contact</td>
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<td>Registration</td>
<td>Jennifer Allison</td>
<td>DuPré Administration Building</td>
<td>864-597-4030</td>
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<tr>
<td>Service Learning</td>
<td>Jessalyn Story</td>
<td>Michael S. Brown Village Center</td>
<td>864-597-4403</td>
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<td>Sexual Misconduct, Title IX</td>
<td>Amanda Estabrook</td>
<td>Mungo Student Center</td>
<td>864-597-4047</td>
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<td>Student ID Cards</td>
<td>Campus Safety</td>
<td>Mungo Student Center</td>
<td>864-597-4351</td>
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<tr>
<td>Student Organizations</td>
<td>Talicia Murphy</td>
<td>Mungo Student Center, 2nd floor</td>
<td>864-597-4043</td>
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<tr>
<td>Student Publications</td>
<td>Drew Timmons</td>
<td>Student Publications Manager</td>
<td>864-680-0482</td>
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<td>Student Records, Transcripts</td>
<td>Juliet Elliott</td>
<td>DuPré Administration Building</td>
<td>864-597-4030</td>
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<td>Summer Session</td>
<td>Jennifer Allison</td>
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<tr>
<td>Theatre</td>
<td>Mark Ferguson</td>
<td>Rosalind Sallenger Richardson Center for the Arts</td>
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<td>Transfer Credits</td>
<td>Tamara Burgess</td>
<td>DuPré Administration Building</td>
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<td>Veterans Affairs</td>
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<td>Wellness Resources</td>
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<td>Withdrawal</td>
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<tr>
<td>Zach’s</td>
<td>Cherie Tyger</td>
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### Community Helplines and Support Groups

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<td>AIDS Hotline</td>
<td>1-800-448-0440</td>
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<tr>
<td>Alcoholics Anonymous</td>
<td>864-585-1930</td>
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<tr>
<td>Forrester Center for Behavioral Health</td>
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<tr>
<td>Carolina Pregnancy Center</td>
<td>864-582-4673</td>
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<tr>
<td>Carolina Center for Behavioral Health</td>
<td>1-800-866-HOPE</td>
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<tr>
<td>Crisis (Mental Health Association)</td>
<td>864-583-5802</td>
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<tr>
<td>Drug Information Hotline</td>
<td>1-877-297-6347</td>
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<td>Eating Disorders (Mental Health Association)</td>
<td>864-582-3104</td>
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<td>Gamblers Anonymous (Mental Health Association)</td>
<td>864-582-3104</td>
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<td>Lawyer Referral Service</td>
<td>1-800-868-2284</td>
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<td>Mental Health Center</td>
<td>864-585-0366</td>
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<td>Poison Control</td>
<td>1-800-222-1222</td>
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<td>SAFE Homes-Rape Crisis Coalition 24-hour Crisis Line</td>
<td>1-800-273-5066</td>
</tr>
<tr>
<td>Sexual Assault Victims Group</td>
<td>864-583-9803</td>
</tr>
<tr>
<td>Sexually Transmitted Diseases Hotline</td>
<td>1-800-227-8922</td>
</tr>
<tr>
<td>Spartanburg Health Department</td>
<td>864-596-2227</td>
</tr>
<tr>
<td>Substance Abuse Information</td>
<td>1-800-662-HELP</td>
</tr>
<tr>
<td>Survivors of Suicide (Mental Health Association)</td>
<td>864-582-3104</td>
</tr>
</tbody>
</table>

### Local Hospitals and Emergency Care

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Spartanburg Medical Center - Mary Black Campus</td>
<td>864-573-3000</td>
</tr>
<tr>
<td>Spartanburg Medical Center</td>
<td>864-560-6000</td>
</tr>
<tr>
<td>Regional Nurse on Call</td>
<td>864-591-7999</td>
</tr>
</tbody>
</table>
Building Hours

**Hugh R. Black Wellness Center**
Medical Services, Monday-Friday, 7:30 a.m.-4 p.m., Counseling 8:30 a.m.-5 p.m. *(Emergency care is available after office hours by contacting campus safety, the resident assistant on duty and/or the student affairs staff person on call.)*

<table>
<thead>
<tr>
<th>Michael S. Brown Village Center – Market and Galleria</th>
<th><strong>Market</strong></th>
<th><strong>Galleria</strong></th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m.-9 p.m.</td>
<td>11 a.m.-2 p.m., 5-11 p.m.</td>
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<tr>
<td>Friday</td>
<td>8 a.m.-9 p.m.</td>
<td>11 a.m.-2 p.m., 5 p.m.-2 a.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>11 a.m.-9 p.m.</td>
<td>7 p.m.-2 a.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>4-8 p.m.</td>
<td>Noon-9 p.m.</td>
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</table>

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

**Mungo Student Center**
All week, 6 a.m.-midnight

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

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

**Benjamin Johnson Fitness Center and Arena**
All week, 6 a.m.-midnight

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

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

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

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

**Sandor Teszler Library**
Monday-Thursday, 8 a.m.-1 a.m.    **Librarian available**
Friday, 8 a.m.-7 p.m.           Monday-Wednesday, 9 a.m.-5 p.m.; 7 p.m.-1 a.m.
Saturday, 10 a.m.-5 p.m.       Thursday, 9 a.m.-5 p.m.; Friday, 9 a.m.-5 p.m.
Sunday, 1 p.m.-midnight          Saturday, 10 a.m.-5 p.m.

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

**Zach’s, Mungo Student Center**
Monday-Thursday, 9 a.m.-10 p.m.
Friday, 9 a.m.-8 p.m.
Saturday, 11 a.m.-8 p.m.
Sunday, closed
Campus Safety
Emergency Response and Evacuation Testing

Wofford College emergency management functions follow the guidelines of the college’s Emergency Operation Plan. The plan, prepared and updated by Wofford’s Emergency Preparedness Committee, outlines response operations utilizing the all-hazards approach. In addition to a formal Emergency Operations Center framework, the plan also established a cadre of building response personnel, collectively known as floor wardens and building captains. The building response personnel are instrumental in communicating with occupants about emergency procedures, announced drill information, and providing drill and exercise feedback. The Emergency Preparedness Committee conducts at least one exercise or drill annually in order to assess and evaluate emergency plans and capabilities.

Emergency response and evacuation procedures are tested at least once per semester in residence facilities in the form of severe weather, shelter-in-place or fire drills. Drills and exercises may be announced or unannounced and serve to enable campus safety and the Wofford residence life staff to evaluate emergency notification equipment effectiveness/functionality and egress routes/shelter locations. Campus safety submits results indicating a need for improvement for follow-up corrective actions. RAs provide each student educational evacuation information at hall meetings at the beginning of each school year and written emergency and evacuation information is posted on each hall or residential facilities. Subsequent evacuation training is typically available for students at other times during the year in the form of residence life programs. Campus safety provides residence hall evacuation training, typically in conjunction with fire safety and extinguisher training conducted by the fire marshal. A trained Residence Life staff is always available to provide assistance and guidance to resident students.

Campus safety conducts and supervises other drills and exercises including but not limited to armed intruder exercises and drills, table top exercises, or severe weather drills for the campus community at least annually. Campus safety will coordinate these exercises and drills and maintains records of each to include the time and date of the exercise, number of participants, an evaluation of the drill or exercise and whether or not the exercise or drill was announced. When possible, campus safety will invite evaluators from other agencies or departments to evaluate the effectiveness of the activity. The college will publish a summary of its evacuation plans and procedures with at least one drill per year. Emergency procedures are located at [www.wofford.edu/student-experiences/campus-safety/emergency-operations](http://www.wofford.edu/student-experiences/campus-safety/emergency-operations)

Fire Evacuation Procedures
The fire alarm system provides audible and visible notification. A loud buzzer and flashing strobe lights notify occupants that the fire alarm system has been activated. When the fire alarm activates, all occupants should ensure that nearby persons are aware of the emergency, quickly proceed to a marked EXIT. In the event of a fire in a residence hall, RAs will pull a fire alarm even if an alarm has already sounded on the way out of the closest exit. Call the Department of Campus Safety (864-597-4351) immediately after you have cleared the building and are in your designated assembly area. All residents will evacuate the building using the closest, unblocked exit and go directly to the assembly area listed above.

Never attempt to use an elevator. If in a class, find your classmates at your assembly area because your instructor will be trying to get accountability. Try to stay out of parking lots because that is a likely place for emergency vehicles to gather. Never assemble near a hydrant or fire department connection (FDC). Never gather along curbs or fire lanes. These will be used by the emergency vehicles and crews. Some of these assembly areas seem a long distance from the dorm but they are clear of hydrants and FDCs. Evacuation assembly areas are located at: [https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/Fire-Evacuation-Assembly-Areas.pdf](https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/Fire-Evacuation-Assembly-Areas.pdf)

Shelter in Place (Chemical Spill)
- Enter a building, preferably your residence hall.
- Close all exterior doors and windows. Place a towel at bottom of doors and windows.
- RA/RDs will check that other exterior doors and windows not in student rooms are shut.
- Physical Plant/other employees will shut off heating and air units if possible and safe to do so.
- No one will leave any building without official authorization.

Reporting a Fire on Campus
Any student or employee or visitor is encouraged to report fires on college owned or controlled property
Emergency Medical Response Procedures

Students, employees and visitors should report any medical emergency situation to the Department of Campus Safety immediately at 864-597-4911. Campus safety dispatchers will send a Wofford officer to the scene to evaluate the situation and begin basic first aid (if appropriate). If EMS or other assistance is required, officers, through dispatch, can make the call. The campus community also may call 911 directly, but the department requests that they call campus safety immediately after the 911 call so that officers can quickly begin life saving measures (if necessary) and guide EMS to the scene.

Crime or Emergency Reporting (Clery requirement)

Students and employees are encouraged to report all crimes, emergencies and safety issues to the Department of Campus Safety or other appropriate law enforcement agencies in a timely and accurate manner. To report an emergency or crime, one can call 864-597-4350 or 864-597-4911 in the event of an active criminal/emergency incident. Officers will answer the emergency number 24 hours a day and will respond to the caller. Students and employees may also call 911 for local law enforcement or emergency assistance but must keep in mind that campus safety may not know about the call or be able to render immediate assistance. For students and employees at the Goodall Center in Glendale, please call 911 for an emergency or active criminal situation and then call campus safety at 864-597-4911 for a timely follow-up. Students may also report issues and concerns to those employees listed below as Campus Security Authorities or local law enforcement. as well. Key phone numbers to report emergencies are:

1. Campus Safety 864-597-4911
2. Spartanburg City Police/Fire/EMS Department 911
3. Dean of Students: 864-597-4044
4. Wellness Center: 864-597-4370
5. Assistant Dean of Students for Residence Life: 864-597-4068
6. Assistant Dean of Students for Student Involvement: 864-597-4048
7. Director of Student Activities: 864-597-5107
8. Title IX Coordinator (Sexual Misconduct/Harassment) 864-597-4047
9. Title IX Deputy Coordinators 864-597-4048/4066
10. Human Resources Director 864-597-4227
11. Any Campus Security Authority as listed below:

Campus Security Authorities (Clery requirement)

Wofford is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a “Campus Security Authority” or CSA.” Students and employees report crimes listed below to the identified CSAs for the purpose of making timely warning reports and the inclusion of the crimes in the annual statistical disclosure in the Annual Security/Fire Safety Report.

The law defines Campus Security Authority as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.” Officials at Wofford include the dean of students, who has overall responsibility for student discipline and all student programming; the assistant dean of students for residence life, who oversees student housing; the assistant dean of student for student involvement, who oversees student co-curricular activities and has significant responsibility for Fraternity and Sorority Life; campus safety officers and dispatchers; the Title IX coordinator and all deputy coordinators; the director of human resources; the athletics director and associate athletics directors; team coaches; the director of the Wellness Center; all faculty and staff members who lead student short-stay trips; student workers who provide safety escorts for the college; and faculty and staff advisers to student organizations who have significant responsibility for student and campus activities.

The criminal offenses for which these officials are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.
Confidential Reporting Procedures (Clery requirement)

Victims of crime sometimes do not want to pursue action through either the college judicial system or local or state legal system. The college encourages victims to consider making a confidential report in cases in which the victim does not want to pursue action so that incident can be dealt with and/or documented. With the victim’s permission, the director of campus safety can file a report on the incident without revealing the identity of the victim. With such information, the college can maintain an accurate record of the number of incidents involving students and other members of the college community and quickly notify the campus of an immediate danger or threat.

The information also allows campus officials to identify patterns of crime on or near the campus. These reports are counted and disclosed in the annual crime statistics for the college. If a victim or witness desires to make a confidential report, they may do so through the Department of Campus Safety or any other Campus Security Authority on campus. Any Campus Security Authority (other than volunteers or student employees) can be reached by dialing 864-597-4000 and asking for the official by name or position.

The college chaplain, when acting as a pastoral counselor, or employees of the Wellness Center who are licensed counselors and serving in that capacity, are not considered Campus Security Authorities and are not required to report crimes for inclusion into the Annual Security and Fire Safety Report. These counselors are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis, if and when such counsel is appropriate. When a student or employee informs one of these Campus Security Authorities about a crime or emergency situation, the official will notify campus safety immediately. If the complainant is a client of the Wellness Center or sports medicine, the official will make the report detailed, but limited to preclude any HIPAA violation. If there is a life-threatening situation or one that potentially involves the loss of sight or limb unless an immediate, fully disclosed report is made, the official will notify the Department of Campus Safety immediately.

Students also may disclose a crime or situation anonymously through the Silent Witness reporting system. This system can be found at https://connect.wofford.edu/myWofford/campusSafety/silentWitnessForm.aspx and goes directly to the director of campus safety and is completely anonymous. The Silent Witness form is easy to use, quickly delivered and can be responded to 24 hours a day.

The Department of Campus Safety officers submit to the facilities department (via School Dude, accessible via myWofford; email; telephone; or work list to repair outdoor lighting, inoperable exit doors and other items that may affect the safety of students and employees.

Identification Key Cards

Every student taking a course for credit must have an ID card. The ID card, issued to the holder, is the property of Wofford College. This card is the student’s means of identification in connection with food service, library privileges, athletics events and facilities, student health services, the bookstore, the Business Office and any other college functions to which students may be entitled. Photographs for the ID-Key Access Card are taken during new student orientation and the first week of each academic term. The ID card must be carried at all times and must be presented and/or surrendered upon the request of authorized Wofford College personnel (campus safety officers, any member of the administrative staff). The status of a non-Wofford College person will be assumed for any person (including any student) who refuses to present or surrender Wofford-issued or other official identifications to authorized college personnel. Such persons will be escorted from the campus. In case of violation of legal statutes, such violations will be remanded to the civil authorities. If a student’s relationship to Wofford College is terminated, the card must be returned immediately to the Campus Life and Student Development. If an ID card is lost, a replacement card can be made for a $25 fee in the Department of Campus Safety during regular business hours. Since the ID card controls access to the residence halls, it is important to report a lost or stolen card immediately. Students may file a lost or stolen ID card report any time, 24 hours a day, by contacting the Department of Campus Safety at 864-597-4350.

Lost and Found

Students may contact the Department of Campus Safety (864-597-4350), the dean of students’ office (864-597-4040) or the dispatch center (864-597-4000) when trying to locate lost items.

Motor Vehicles

Vehicle Registration

All students and all employees who drive, operate or control, park, let stand or otherwise use or maintain a motor vehicle at Wofford College are required to register the vehicle with the Department of Campus Safety.
Campus safety will issue students and employees parking decals, which must be affixed to their vehicles on the left back (driver’s side) window. There is no cost to the student or employee to register a vehicle for the academic year. However, failure to register a vehicle will result in a fine of $20 per day. Students and employees must register their vehicles within 48 hours of their arrival. Wofford College parking regulations are located on the campus safety website at https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/ParkingAndTrafficRules.pdf. These regulations are in effect throughout the calendar year. Failure to comply with the regulations may result in ticketing or towing of the vehicle at the owner’s expense. Wofford students are responsible for informing their guests of these regulations.

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

Disability Parking
Disability parking permits are available through Office of Accessibility Services. These permits do not eliminate the need for a student to have a regular campus parking permit for his/her vehicle. Students must complete a request through myWofford and submit documentation unless the student possesses an official disability-parking permit issued by a county/state. The documentation should include the timeframe for which the permit is being requested. When a Temporary Disability Permit is issued to a student, the student must place it on the driver’s side of the front dashboard. A copy of the temporary parking permit will be sent to the Department of Campus Safety for college records.

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, should be removed. Thefts of or damage to a vehicle should be reported immediately to the Department of Campus Safety at 864-597-4911.

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

Enacted April 22, 1971

Article I. Basic Structure

Section 1. Committee Definitions

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

Each committee is a working body. The basic function, purposes and organization are outlined below. The committees intentionally are 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 each committee at the beginning of the term by a majority vote of the committee members 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 automatically will be removed from his/her seat on the committee upon a case review by the Campus Union Assembly. They also automatically will be removed from his/her seat on the assembly upon a case review by the elections and nominations committee and be declared ineligible for re-election to the general assembly. If they are elected members of the Campus Union Assembly, they also automatically will be removed from his/her seat on the assembly upon a case review by the elections and nominations committee and be declared ineligible for re-election to the general assembly or officer position. It will be up to the committee chair’s discretion as to what constitutes a missed meeting.

All standing and ad hoc committees are answerable directly 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. The chaplain also must coordinate the formal acknowledgment of passings that affect members of the Wofford community. In the event of such passings, appropriate measures shall be taken to communicate the condolences of the Campus Union to the affected person(s), family and the Wofford community at large.

Section 3. Parliamentarian

The parliamentarian, following the election or appointment of new members of the assembly, shall conduct a public training on Robert’s Rules of Order. They shall collaborate with the Campus Union Executive Officers to schedule and host the training.

Section 4. Historian

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

Article II. Committees

Section 1. Elections and Nominations Committee

a. Duties

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 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 students to serve in various committee capacities, shall nominate persons to serve on the various faculty and administrative committees.

3. This committee shall appoint student body members of standing, college and other committees in the
two weeks after the election of the assembly. Assembly members will turn over at the end of their delegate terms.

4. The committee chair appointees will be appointed to their respective committees within two weeks of Campus Union assembly elections. They will serve on the committee until the end of the academic year and then assume the position of chair.

5. All nominations made by the committee are subject to approval by the assembly.

6. This committee may recommend removal of a committee chair, subject to the approval of the assembly.

7. The advocates shall be appointed by the Judicial Commission and subject to approval by the assembly.

8. The vice president shall report all proceedings of this committee to the assembly.

9. Elections for senior class officers shall be held in conjunction with Campus Union delegate elections in the spring semester.

b. Membership

1. Chair: 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.

c. Election Rules and Regulations

1. Campaign materials may be placed in the following locations:
   - Exterior doors and stairwell doors of the following residence halls: Dupre, Greene, Marsh, Shipp, Carlisle, Wightman and Lesesne.
   - Flyers may not be placed on students’ room doors without their permission.
   - Walls in the campus post office
   - Bulletin boards near entrances to the Mungo Student Center, Olin, Richardson Hall
   - Flyers may be placed on the doors and interior of the Village laundry facility
   - All areas on campus not specifically mentioned above are prohibited as areas where campaign literature may NOT be placed

2. All candidates are responsible for removing all campaign materials and signs within 48 hours of the completion of the election.

3. Campaigns may begin whenever the undersigned candidate may see fit as long as these regulations are followed.

4. Write-in campaigns are allowed as long as they are run in compliance with all election regulations.

5. Only flyers, handbills, stickers, food items, or buttons may be passed out by candidates. No gift items may be given away by candidates or candidate’s representatives (this includes but is not limited to: pencils/pens, t-shirts, etc.)

6. Each candidate is allowed to use 5 large posters and 25 flyers. At-large candidates and cabinet position candidates may use 10 large posters and 50 flyers.

7. Campaign literature may NOT be placed under any residence hall room doors, unless the candidate is involved in a run-off.

8. Campaign literature may NOT be placed in campus post office boxes, unless it is a personalized letter addressed with the name and box number of the student.

9. Campaign literature may NOT be emailed unless it is personalized and individually sent.

10. The use of social media, including but not limited to Groupme, Instagram, and Facebook, is permissible for use in campaigning.

11. Messages may be sent to student organization leaders asking for the opportunity to meet with the organization or asking for an endorsement provided that the message is personalized and individually sent.

d. Violations

1. Alleged violations of the above rules should be reported to a member of the Election and Nominations Committee of Campus Union.

2. The committee will meet within 48 hours of learning about the alleged violation.

3. The committee may interview students to determine if there has been a violation.

4. The committee may sanction a candidate(s) if it determines that there has been one or more violations.

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.
3. This committee shall be responsible for planning an hour-long service event for the assembly each year.
4. The chair of this committee shall be the vice president of the Campus Union.
5. Membership shall consist of all chairmen of the standing committees as appointed by the elections and nominations committee.
6. Ad hoc committee chairmen will be considered members of this committee and their attendance is expected.
7. The executive committee shall meet regularly at a time specified by the committee or the chair.
8. 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 hiring artists, promotion, publicity marketing, ticket sales, security and meeting all contract requirements of the artists.
3. The committee should coordinate closely with Wofford College and community calendar of events in planning programs.
4. This committee shall work specifically with the campus life and student development staff in executing its plans for Homecoming and Spring Weekend.

b. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. A 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 campus life and student activities shall serve as a non-voting member of this committee.
6. This committee shall have the power to regulate its size and composition as it sees fit.

Section 4. Campus Relations Committee
a. Duties
1. This committee shall work through all available media and a person designated by the senior director of public relations and communications in the Office of Marketing and Communications to ensure that proper news coverage is given to both organizational and individual activities. This committee shall maintain good public relations between the Wofford College community and the local community. This committee shall collect, coordinate and report all dates of events sponsored by any group of the Wofford campus and also all dates of interest to members of the Wofford College community of events in the Spartanburg area.
2. This committee shall coordinate the activities of the Presidential Advisory Council, which meets monthly with the president of the college to discuss campus issues.
3. This committee shall organize presidential dinners in conjunction with food service.
4. This committee shall publicize vacancies of the Campus Union Assembly and dates of elections to fill those vacancies.

b. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A 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 associate vice president for facilities and capital improvements to resolve problems that may arise under its jurisdiction.

b. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. A co-chair will be selected by the facility affairs committee. Suggestions for this position may be made by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A 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 then shall be brought before the Campus Union Assembly for approval.

b. Membership
1. The chair is the treasurer of the Campus Union.
2. Assembly members shall be appointed to the Financial Affairs Committee by the Elections and Nominations Committee.
3. Two students not in the assembly shall be nominated by the Elections and Nominations Committee.
4. The elections and nominations committee should be careful to select committee members who have interest in and knowledge of organizational budgeting. The organization of this committee shall not be flexible and shall be as specified.

c. Rules
1. Any member of the Campus Union Assembly who makes a purchase with Campus Union funds or seeks reimbursement with Campus Union funds must notify the Treasurer in writing before the purchase and include the amount of the expense, a list of the items purchased, and a rationale for purchase.
2. No organization or entity receiving funding from Campus Union, which includes, but is not limited to, the committees, the officers, chartered and non-chartered student organizations, may obtain Campus Union funding over their authorized amount.
3. No organization or entity, which includes, but is not limited to, the committees, the officers, chartered and non-chartered organizations, may retroactively obtain funding from Campus Union.

Section 7. Wofford Live
a. Duties
1. This committee shall serve as the concert-planning committee of Wofford College.
2. This committee shall receive and consider requests for the allocation of finances from both individuals and organizations to fund fun events on Wofford College campus.
3. This committee shall make a conscious effort to fund a wide variety of events and to appeal to the diverse social needs of the student body.
4. This committee shall operate according to the guidelines adopted by the Wofford Live Committee.

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

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

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

Section 9. The Wellness and Safety Committee
a. Duties
1. The committee shall encourage and promote awareness of Department of Campus Safety and Wellness Center initiatives, programs and services, as well as expand and share the responsibility of promoting and sustaining a healthy and crime free community.
2. This committee shall meet and work regularly with faculty, Department of Campus Safety and the Wellness Center to promote programs and services to the student body.
3. The committee shall create a schedule of programs at the beginning of each semester that is flexible to change.
4. This committee shall compile and submit an itemized budget each year for approval by the Financial Affairs Committee.

b. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position.
2. Up to two assembly members shall be appointed to the committee by the Elections and Nominations Committee.
3. A campus-wide application process, accepting the most qualified students, shall take place each semester. Committee members have the option of unlimited reelection.
4. The committee shall actively seek members that represent the following groups and/or organizations (understanding numbers will fluctuate each school year):
   - One student-athlete (current member of Student Athletic Advisory Council)
   - One resident assistant (current members of RALT)
   - One member of the Army ROTC
   - Three members of Fraternity and Sorority Life (a current member of IFC, NPHC, and Panhellenic)
Article III. Ad Hoc Committees

Section 1. Purpose of Ad Hoc Committees
a. The purpose of an ad hoc committee is to study a specific issue or administer a project that does not fall within the jurisdiction of any standing committee.

b. By definition, ad hoc committees should serve for a limited period of time and then be dissolved.

Section 2. Creation of Ad Hoc Committees
a. The Campus Union Assembly may create ad hoc committees by majority vote.

b. The president of the Campus Union shall appoint the chairs and the members of the ad hoc committees.

Section 3. Terms of Ad Hoc Committees
a. The resolution creating an ad hoc committee must state the purpose and goals of the committee.

b. The resolution must set a deadline, which shall not be more than a year in the future, for completion of the ad hoc committee’s work.

c. The ad hoc committee may petition the assembly for an extension of its deadline; however, the committee must justify its request for an extension.

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

Article IV. Code of Conduct

Section 1. Current

Members
Campus Union Assembly members will be required to sign a honor pledge during each term of office where they will pledge to report any violations listed below that they commit. Any Campus Union Assembly member will be asked to resign from office if he/she is in bad standing with the College or found responsible for:

a. Any offense of the Honor Code of Wofford College by the Honor Council, and/or

b. Any offense of the Code of Student Rights and Responsibilities, such as, but not limited to, one or more Drug Violations (Types 1-6), a Category A: Second Offense Sanction, a Category B: Second Offense Sanction, and/or a Category C: Second Offense Sanction under the Wofford College Alcohol Policy, and/or

c. Violating another institution’s policies, outlined under the subsection titled “Conduct of Wofford Students While on Other College Campuses” in the Wofford College Code of Student Rights and Responsibilities, and/or

d. Violating local, state, federal or international laws beyond Wofford’s jurisdiction. These violations include, but are not limited to, Class A-F Felony charges outlined in Section 16-1-90 of the South Carolina Code of Laws. Misdemeanor charges should only be addressed in repeated or extreme cases.

Any member that is found responsible for one or more of the violations above during his/her term of office will be asked to resign. The member will be ineligible to run for future elections unless he/she appeals to the Elections and Nominations Committee under the advisement of the Dean of Students. These appeals will decide on a case by case basis an individual’s eligibility to run for office in the future.

Section 2. Potential Members
Any non-Assembly student who commits any of the violations outlined in Section 1 of Article IV during his/her time as a student at Wofford is ineligible to run for any Campus Union election unless he/she appeals to the Elections and Nominations Committee under the advisement of the Dean of Students. These appeals will be decided on a case by case basis.

Section 3. Reporting
Any violations outlined in Section 1 of Article IV should be self-reported by the member himself/herself. If the infractions are not self-reported, the appropriate chair will report the infractions, excluding the Honor Council due to FERPA laws.
The appropriate chair will be present at the appeal hearings for any violation under their category along with the Dean of Students. The Elections and Nominations Committee will serve to investigate the matter, in accordance with Robert’s Rules Article XIII Section 75, Trial of Members of Societies.

**Section 4. Confidentiality**

Every member of this committee will be required by the Dean of Students to sign a confidentiality agreement which will be submitted to the Provost, the Advisor of the Honor Council, and the Dean of Students. The confidentiality agreement will be produced by the Dean of Students which should align with the ones produced by the College. Any member who violates the confidentiality agreement will be asked to resign from the Assembly.
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. Organization
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 the last week in February.
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. College Advocate
The college advocate 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. Government of Student Body
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. Chairs 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 previously has not been impeached, been recalled or asked to resign from the assembly or is neither a current elected or appointed member of the Judicial Commission nor an appointed member of the Honor Council, shall be eligible for election to the assembly.
b. Representatives of the rising sophomore, junior and senior classes shall be chosen at an election held two academic weeks preceding the final week of classes of the spring semester. They shall serve on the assembly for a term of one year. No more than one candidate shall be eligible to run for each position.
c. Representatives of the incoming first-year class shall be chosen at an election to be held during the third week of the fall semester. The delegates elected shall serve until the next Campus Union Assembly election in the following spring semester.
d. Those candidates receiving the highest number of votes in each category shall be elected. In the event of a tie vote, a runoff election shall be held on the class day following the general election.
e. Any vacancy in the assembly occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared. If a vacancy occurs after the mid-semester grading period, then the president, upon
unanimous consent, shall be endowed with the power to appoint a member of the student body to fill this position for the rest of the term.

Section 4. Oath of Office
All assembly members shall take and subscribe to the following oath, to be administered by the chair of the Judicial Commission:

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

Section 5. Duties and Powers of the Assembly
a. The assembly shall determine the rules of its proceedings. Approval, amendments or suspension of the rules shall require the concurrence of three-fourths of the members present and voting.
b. The assembly shall establish bylaws describing the duties and composition of its standing committees.
c. Approval or amendment of the bylaws shall require the concurrence of two-thirds of the members present and voting. A proposed amendment to the bylaws must be presented in writing to the assembly at the meeting prior to the one at which the vote is taken.
d. The assembly shall prescribe the time, place and manner of all student body elections.
e. The assembly shall supervise the expenditure of funds allocated to it by the Wofford Board of Trustees.
f. The assembly may enact legislation pertaining to the conduct and activities of students of Wofford College, provided that such legislation is consistent with the provisions of the Code of Student Rights and Responsibilities and that no legislation be enacted regulating academic policy. The president of the college or board of trustees may annul any act of the assembly that they consider inconsistent with the aims and laws of Wofford College or contrary to the purposes of this constitution or the Code of Student Rights and Responsibilities. In any such case, the assembly shall be notified in writing of the reasons for this annulment.
g. Members of the assembly shall exercise the following additional duties and rights:
   1. To receive all notices.
   2. To attend all meetings.
   3. To present, discuss, nominate and vote on any motions, resolutions and other business of the assembly.
   4. To inspect all official records of the Campus Union.
   5. To insist on enforcement of all rules and parliamentary law.
   6. To have a hearing before being expelled or penalties applied.
   7. To resign.
   8. To exercise any other rights given in the constitution of the Wofford College Campus Union and/or bylaws of the Wofford College Campus Union.
   9. Also:
      a. Each delegate shall be required to propose two proposals to the assembly per each individual’s term of service.
      b. It shall be the duty of the Campus Union secretary and the executive committee, at large, to keep records of and enforce assembly members’ work in making their required proposals.
      c. If a delegate fails to produce his/her required proposals, in accordance with the guidelines specified by the executive committee, the elections and nominations committee shall deem the appropriate actions that should be taken in reaction to the delegates’ violations.
   10. To complete two hours of service during the course of each term.

Section 6. Standing Rules of Business
a. The parliamentarian authority shall be the current edition of Robert’s Rules of Order and apply to all business of the assembly, except where it differs from the constitution of the Wofford College Campus Union.
b. A quorum of the assembly of the Campus Union shall consist of two-thirds of the elected Campus Union officers and assembly members.
c. The assembly may debate in executive session if two-thirds of the assembly concurs. All results of the executive session will be made public.
d. Any proposals, especially those pro
   e. posing amendments to the Code of Student Rights and Responsibilities which are to be presented to the Wofford College Board of Trustees, must be submitted in writing to the Campus Union Assembly at its regularly scheduled meeting prior to the trustees’ board meeting at which it is discussed.
f. 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.

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

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

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

Section 7. Attendance Policy

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

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

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

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

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

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

Section 8. General Fund Allocation Policy

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

b. A proposal shall be presented to the Financial Affairs Committee at its next regularly scheduled meeting. The proposal must include the specific amount of money requested, the reason for the request and the date the money is needed. The Financial Affairs Committee will vote on whether to approve the proposal.

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

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

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

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

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

h. The Campus Union Financial Affairs Committee shall seek the advice of the dean of students about any questionable general fund allocation procedure.

Article III. The Officers of the Campus Union

Section 1. Officers

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 previously has not been impeached, recalled or asked to resign from the assembly or an office thereof, shall be eligible for election to an office of the Campus Union.

b. Officers shall be chosen at an election to be held four academic weeks preceding the final week of classes. They shall serve for a term of one year. No more than one candidate shall be eligible to run for a single office position.

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

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

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

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

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

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

b. The vice president of the Campus Union shall follow-up on all Resolutions passed by the assembly and report any responses or progress to the assembly. The vice president shall additionally ensure proper procedures are followed after amendments to the Bylaws of the Wofford College Campus Union, the Constitution of the Wofford College Campus Union, and the Code of Student Rights and Responsibilities are passed by the assembly. The vice president will report to the assembly on such amendments until voted upon by the Board of Trustees.

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

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

Article IV. Impeachment and Recall

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

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

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

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

Article VI. Ratification and Amendment

Section 1. Effective Date
The constitution shall go into effect upon approval by the Wofford 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
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 Wofford Board of Trustees and ratification by a majority of those voting in a student body referendum, provided that the amendment has been published in the Wofford College student newspaper at least once. In addition, it must either be distributed to all students by way of campus mail or by way of a public mass email prior to the referendum.
Code of Student Rights and Responsibilities

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

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

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

B. College Policies
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 as a supplement to the code.

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

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

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

B. Right of Expression
In the interest of academic freedom and the right of peaceable assembly, Wofford College students are allowed in any public area of Wofford College, including corridors and other places set aside for public meetings, to support or protest any cause of interest to them. All student gatherings or demonstrations must be orderly and must not interfere with the legitimate pursuits of other members or guests of Wofford College. The students of Wofford College are encouraged to voice their opinions, but they should realize that they speak only for themselves and not for the student body or the Wofford College community as a whole. Participation of students in demonstrations and protests off the campus is left to their own discretion, subject only to the article above. The Wofford College name, however, is retained for official, recognized organizations and activities and may not
otherwise be used without special permission.

The publications of Wofford College, both oral and written, shall conform to journalistic ethics and to good practices of that profession. This includes the avoidance of libel and slander, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo. With these standards, the publications of Wofford College will be free of censorship, prior restraint or advance approval of copy. The individual editors will employ their own discretion concerning editorial and news policy and will not be subject to arbitrary suspension or expulsion from Wofford College because of editorial or news policy.

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

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

A student organization may apply for recognition by Wofford College by meeting the requirements for application set up by Wofford College. (Refer to Business Policies.)

1. The name of the organization, its stated purposes and the names of its principal officers must be on file in the office of the dean of students.
2. Recognized Wofford organizations shall not practice racial, sexual or religious discrimination, except as authorized by Title IX, Section 901 of the United States Code.

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

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

IV. Social Responsibilities
A. Conduct Affecting the Person, Property or Rights of Others
Wofford students shall not lie, cheat or steal. It is the responsibility of the students to respect the persons, property and rights of others. Therefore, students will not engage in any form of activity that results in or that might naturally result in any of the following:

1. Injury to person.
2. Damage to property.
3. Interference with the normal activities of Wofford College.
4. Interference with the rights of other members of the Wofford community.

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

C. Drug Policy
Possession or use of narcotic, mind-altering or other illicit drugs, except on prescription of a licensed physician, is prohibited by local ordinances and by state and federal laws. In addition, possession or use of these substances by Wofford College students and their guests is a matter of special concern and is subject to the college’s policies. The administration will assume jurisdiction in these cases. (The complete policy is detailed in the College Policies section of this handbook.)

D. Sexual and Gender-Based Misconduct
All students have the right to work and study in an environment free from all forms of adverse discrimination. This includes any form of sexual harassment or sexual misconduct. These terms are specifically defined and explained in the Sexual and Gender-Based Misconduct Policy in this handbook.

E. Discrimination and Harassment
Wofford will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. The bias reporting form is found at connect.wofford.edu/mywofford/campuslife/biasIncident.aspx.

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

G. Gambling
Gambling on campus is not permitted.

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

I. Firearms
The possession and/or use of firearms (except where specifically allowed by state law for members of the Department of Military Science training with U.S. military weapons, rifle team members or members of the Department of Campus Safety), weapons and other propelling devices as well as explosives, such as fireworks, ammunition or chemicals that are explosive in nature, is prohibited on campus by college policy and/or S.C. law. Unauthorized use, possession or storage of any weapon on campus constitutes a violation of the code and college policy. All weapons are strictly prohibited in students’ rooms and elsewhere on campus to include student and employee vehicles.

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

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

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

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

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

Preamble

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

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

A. Academic Dishonesty

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

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

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

B. Honor Pledge

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

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

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

As a sign of my membership in the Wofford College community and of my allegiance to its principle of honor, I promise the faculty and my fellow students that I will never engage in an act of dishonesty in my academic work.
As a reinforcement of the promise, students will sign work submitted in a course with the word “pledged” and their signature.

C. Honor Council
The Honor Council, a component of the student government at Wofford College, administers the provisions of the Honor Code. The council is composed of 12 students. The Honor Council is required to meet once every other week. Members of the Honor Council are selected each spring for the following year. At the beginning of the spring semester, the chair of the Honor Council will solicit the student body for applicants for membership on the council. Candidates will submit an application letter and two recommendations, one from a student and one from a faculty or staff member. The applicants are screened by the Electoral Board, which consists of the outgoing chair of the Judicial Commission, the four outgoing officers of the Campus Union, the six outgoing senior delegates of the Campus Union, the dean of students, the outgoing chair of the Honor Council, and two members of the faculty. The board will pass the names of those applicants it approves to the outgoing senior members of the Honor Council, who will elect from those approved by the board members of the Honor Council for the upcoming year. In making its selection of new members of the Honor Council, the board and the seniors on the council give primary consideration to a candidate’s moral character and commitment to the promotion of academic honesty.

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

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

1. Reporting Procedures
While failure to report an act of academic dishonesty is not an infraction of the code, all persons in the Wofford College community are to uphold the values of the Honor Code, and they should not tolerate academic dishonesty by others.

When anyone in the Wofford College community has reason to believe that a student has committed an act of academic dishonesty, it is appropriate and right to report the matter in writing to the provost and the chair of the Academic Integrity Committee or to the faculty member involved. If the report goes to the faculty member, he/she will notify the provost and the chair of the Academic Integrity Committee. Upon receiving a report, the chair of the Academic Integrity Committee will notify the chair of the Honor Council (and the faculty member, if the report did not originate with the faculty member in question) and begin the process of adjudicating the case as described below.

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

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

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

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

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

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

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

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

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

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

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

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

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

A student accused of academic dishonesty may elect to admit responsibility before or at the beginning of the hearing. In that case, the court will meet only to determine a sanction. The student may attend the meeting to make a statement or may choose to be absent, but must be present for the announcement of the sanction immediately after the court completes deliberation and makes a decision.
If the accused student is found not responsible, the verdict will be announced to the accused student, the prosecutor and the student advocate immediately after the decision is made. All materials relating to the case will be destroyed. The faculty member must not consider the alleged violation in determining the student’s grade in the course.

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

D. Sanctions

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

1. Grading Sanction
Mandatory withdrawal of a student from the course, resulting in the professor’s assignment of a grade of WF (or F if the determination is made after the course has been completed). The council may assign one of two grading sanctions:
1. Replaceable WF – The student may retake the course to replace the WF in his/her Wofford GPA. Both the WF and the retake grade will be noted on the transcript.
2. Non-Replaceable WF – The student may retake the course; however, both the WF and the retake grade will be used to determine Wofford GPA. Both the WF and the retake grade will be noted on the transcript.

2. Suspension
Separation of a student from Wofford College for a fixed period of time determined by the court, usually from the time remaining in the academic term to an academic year in length. Wofford will not accept for credit any work undertaken at other institutions by a student during his/her suspension from Wofford College.

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

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

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

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

2. Subsequent Offense
If a subsequent offense occurs within the context of a course, the sanction is (1) both the grading sanction and suspension as outlined above or (2) both a grading sanction and expulsion from Wofford College. The court
also may require the completion of one or both workshops to demonstrate readiness for re-entry. If a subsequent offense occurs outside the context of a course, the sanction will be suspension or expulsion.

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

Students who have been suspended must apply to the registrar for re-admission at least 30 days before the date they seek to return. Wofford will not accept for credit any work undertaken at other institutions by a student during his/her suspension from Wofford under this code.

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

When a student is found responsible for an act of academic dishonesty, all records of the adjudication meeting and/or the court, including copies of all correspondence, will be maintained in the Office of the Provost. Formal charges of academic dishonesty will be communicated by the court to the accused student, the provost, the dean of students and the faculty or staff member teaching the course or sponsoring the academic activity. In addition to the announcement immediately after the court’s decision, the results of hearings, including the verdict and the sanctions, will be communicated in writing by the court to the accused student, the provost, the dean of students, the adviser to the Honor Council, the chair of the Academic Integrity Committee and the faculty or staff member teaching the course or sponsoring the academic activity. The attending representative of the Academic Integrity Committee will notify the registrar of sanctions and, in a case involving a student-athlete, will notify the director of athletics of the results of the hearing.

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

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

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

(Revised May 2016)

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

A. Fines
The maximum fine levied by any hearing board will not exceed $1,000. Fines must be paid within 30 days of sanctioning or before the end of the academic term, whichever comes first. The amount of the fine will be determined by the hearing board in consideration of the seriousness of the infraction.

B. Referral
A student may be referred to counseling or to other appropriate resources in the community.

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

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

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

F. Loss of Housing
A student may be evicted from college housing in the event that his/her conduct creates a hazard to him/herself or is a nuisance to others.

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

H. Suspension
Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a defined period of time. A person appealing the suspension sanction must submit a statement of such intent to the chair of the Judicial Commission within 24 hours after the verdict of suspension has been imposed. When a student has been given the sanction of suspension and has appealed this decision, the student may participate only in academic activities. He/she cannot take part in clubs, musical groups, athletics teams and other student organizations during this time period. When a student is suspended, he/she should leave the Wofford College campus within 24 hours after the final verdict of the judicial system has been determined. A suspended student is not allowed to return to campus without the written permission of the dean of students.
I. Expulsion
Termination of student status for an indefinite period of time. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion. A person wishing to appeal the sanction of expulsion must make it known within 24 hours after the verdict of expulsion is reached by submitting a statement of such desire to the chair of the Judicial Commission. He/she will be permitted to remain enrolled in Wofford College. Until a response to an appeal is reached, the student may participate only in academic activities. He/she cannot take part in clubs, musical groups, athletics teams or other student organizations. When a student is expelled, he/she should leave the Wofford College campus within 24 hours after the final verdict of the judicial system has been determined. An expelled student is not allowed to return to campus without the written permission of the dean of students.

J. Suspended Sentence
In addition to the above sanctions, hearing boards have 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 hearing.

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

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

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

N. Other Sanctions as Deemed Appropriate

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

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

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

2. Warrant
In any case where there are reasonable grounds to believe that the search of a residence hall room or other campus facility will disclose the actual violation of this code or civil law or the implements or fruits of such a violation, said room or facility may be searched by warrant. A search warrant may be issued by the president of the college, the provost, the dean of students, the senior vice president for institutional advancement or the chief financial officer. 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 or vehicle being searched. If the occupants are not present, the room may be searched by means of a pass key, by a member of the Department of Campus Safety and/or
residence life staff and/or college official.

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

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

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

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

1. The student must be informed in writing of any charge or charges at least 72 hours before the hearing is held. This formal statement of charges must state the nature, time and place of the violation charges. The date, time and place of the hearing must be disclosed.
2. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs.
3. The student has the option of being excused from any tests or examinations for a period of 48 hours after charges are presented, for a period of 48 hours prior to the scheduled hearing and for a period of 48 hours after the scheduled hearing.
4. The student has the right to be represented by a student advocate or any other full-time Wofford student of his/her choice. (Current judicial commissioners cannot serve in this role.)
5. The student has the right in a hearing to call witnesses to testify on his/her behalf and has the power to subpoena any member of the college community.
6. The student has the right to confront his/her accuser, to cross-examine any witness and to challenge any written reports.
7. The student has the right to remain silent, and such silence does not constitute evidence of guilt.
8. The hearing 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 finding of responsibility has been reached, when appropriate sanctions are being determined.
10. The student has the right to an open or closed hearing in an Administrative Hearing, Judicial Hearing and Appeals Hearing, at his/her own discretion.
11. The student and his/her student advocate are required to exchange lists of witnesses, discovery of evidence and retention of statements for use in the judicial proceeding with the college advocate and/or the dean of students no later than 24 hours prior to the hearing.
12. The burden of proof rests on the college advocate and/or the dean of students, and the standard of proof shall be the preponderance of the evidence.
VIII. The Judicial System

Preamble
The Wofford College judicial system is established as the forum whereby students and chartered organizations charged with violations of the Code of Student Rights and Responsibilities have alleged charges 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 students to pursue a liberal arts education.

A. Judicial Commission

1. Purposes and Duties
   • To supervise all judicial processes and decide original jurisdiction in all violations of the student code.
   • To serve as members, upon appointment, to a Judicial Hearing Board.
   • To serve as members, upon appointment, to an Appeals Hearing Board.
   • The Judicial Commission chair shall be elected by the Judicial Commission from the six elected commissioners and five appointed commissioners at the first meeting of the commission. The chair shall be the non-voting director of the judicial system, except in the case of a tie in which he/she will cast a vote. The chair will work with the Dean of Students or her designee to confirm the appointment of commissioners to each hearing. He/she will chair Judicial Hearing Board and Appeals Hearing Boards and will be responsible for leading the meetings of the Judicial Commission.
   • To decide on the procedures to be followed in the appeals proceedings.
   • To decide college interest concerning student violations of civil law or codes of other colleges or universities.
   • To read statements of intent to appeal and to determine whether grounds are sufficient to warrant an appeal to the Appeals Hearing Board and to notify students via email of their decisions within 48 hours of the next weekly Judicial Commission’s meeting, excluding student holidays or weekends.
   • To meet every other week to dispose of all matters pending and for commissioners to receive hearing appointments.
   • These meetings, as well as all non-administrative hearing boards, should fall on a set day of the week. The chair or adviser may call additional meetings as needed.

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

1. Removal
   • Grounds of removal of a commissioner shall be negligence of duties or malfeasance in office.
   • Upon petition signed by three members of the Judicial Commission, the Appeals Hearing Board 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 Hearing Board during the hearing for removal. If the chair of the Judicial Commission is a petitioner of the impeached, the Appeals Hearing Board shall choose an acting chair. In these hearings and in any case in which more than four members of the commission are involved, the seats of the petitioners will be taken by the president of the Campus Union and the chair of the
Honor Council. The burden of proof shall rest on the petitioners. At least a two-thirds vote of the Appeals Hearing Board shall be required to remove the impeached commissioner.

- Upon removal of a commissioner, the Campus Union Assembly shall provide for an election in the case of an elected commissioner, or for an electoral board appointment in the case of an appointed commissioner, to fill the vacancy as set forth in its constitution and bylaws unless the vacancy occurs after fall semester midterm grades are posted.

B. Judicial Hearing Board

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

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

3. Hearing Procedures
   - Judicial Hearing Boards will follow Wofford College hearing board procedures.
   - It is the responsibility of the accused student to contact any witnesses whom he/she desires to be at the hearing. The accused student has the right to petition the chair to subpoena any member of the Wofford community.
   - All proceedings of the Judicial Hearing Board are audio taped.
   - The chair presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Judicial Hearing Board 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 a hearing. The accused student must appear in person. He/she may either choose a student advocate or any full-time Wofford student to assist him/her. This individual will be able to assist the accused student in preparing for the hearing and understanding the judicial procedures.
   - During the hearing, a request for a recess may be made at any time by the accused student or any member of the hearing board. If the chair grants the request, no proceedings shall continue for more than one hour without a recess unless both the accused student and the members of the hearing board agree upon the absence of a recess.
   - The members of the hearing board will meet after the hearing is adjourned in closed session to determine whether the student is responsible and to determine sanctions (if appropriate). A majority is necessary for all rulings made by the hearing board.
   - The standard of proof will be the preponderance of the evidence.

C. Administrative Hearing Board

1. Purpose
   - To try all alleged violations of the Code of Student Rights and Responsibilities over which it has jurisdiction.
   - To serve as the hearing board of original jurisdiction for alleged violations of Wofford College’s Beverage Alcohol and Drug Abuse Policy.
   - To hear infractions of this code that occur during summer sessions, between terms or during the week of final exams when it is not feasible to wait for the convening of the normal hearing board.

2. Composition
   - Fifteen members of the Wofford College administrative staff will be appointed by the president of the college in October.
• Members will serve a term of one year, with vacancies to be filled immediately by presidential appointment.
• Administrative hearing boards will be conducted with either one of the 15 administrative members and two student commissioners or two administrative members and three of the student commissioners.

D. Appeals Hearing Board

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

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

3. Appeal Process
• Any person found responsible may appeal the verdict or sanction by submitting a statement of such intent to the chair of the Judicial Commission and the dean of students within 24 hours after he/she has been notified of the verdict or sanction.
• Any member of the campus community has the right to appeal a sanction. Only the accused person has the right to appeal a finding of responsibility. The Judicial Commission must notify the student of its decision to accept or deny the request for an appeal hearing within 48 hours of the Judicial Commission’s meeting via email or campus mail, excluding student holidays and/or weekends.
• A community member who wishes to make an appeal to the president of the college must submit a written request to the dean of students. The president will convene an administrative committee of the provost, the dean of students and the faculty chair of the Student Affairs Committee. This committee will make the final decision on the matter.

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

5. Hearing Procedures
• When the Judicial Commission grants an appeal, the chair sets the date, time and place of the hearing. He/she informs the appellant, the members of the Appeals Hearing Board and the dean of students.
Notice to the appellant is sent via campus email and the date of the hearing is at least 72 hours from
the date of the letter.

- It is the responsibility of the appellant to contact any witnesses whom he/she desires to be at the hearing.
- All proceedings in the appeals hearing are audio taped.
- When the appellant is present, the chair of the Judicial Commission presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Appeals Hearing Board 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 hearing.

If the appellant appears in person at the hearing or is represented by a student advocate, the hearing will proceed as outlined:

1. The appellant presents his/her case, which includes direct examination of the witnesses, cross-examination of the witnesses and redirect examination of witnesses.
2. The respondent presents the case, which includes direct examination of witnesses, cross-examination of witnesses and redirect examination of witnesses.
3. The appellant presents his/her rebuttal argument.
4. The respondent presents his/her redirect argument.
5. Questions are taken from the members of the hearing board only to the appellant and respondent.
6. Adjournment of the hearing.
7. Deliberations of the hearing board.
8. The chair of the Appeals Hearing Board may notify the appellant orally at the conclusion of the hearing, or he/she may defer notice for two days. However, a written statement of responsibility and/or sanctions imposed must be given by college email to the appellant within three days.

When the appellant is not present, the chair of the Judicial Commission presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Appeals Hearing Board 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 hearing. If the appellant is not present or not represented by a student advocate, it must be confirmed that the appellant was duly notified of the hearing. If it is decided that notice was given, the hearing follows this procedure:

1. The respondent (dean of students or college advocate) 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 hearing board is adjourned and the members of the Appeals Hearing Board determine whether there was a violation of the code by the appellant. If so, they determine the appropriate sanctions.
5. The chair of the Appeals Hearing Board may notify the appellant orally at the conclusion of the hearing, or he/she may defer notice for two days. However, a written statement of sanctions imposed must be given by college email to the appellant within three days.

During an Appeals Hearing Board, a request for a recess may be made at any time by the appellant, respondent, student advocate or any member of the Appeals Hearing Board. The chair grants the request for a break, and no proceedings shall continue for more than one hour without a recess unless both the appellant and respondent agree upon the absence of a recess.

The members of the Appeals Hearing Board will meet after the hearing is adjourned in closed session to determine the student’s responsibility and/or sanctions. For all rulings made in the appeals hearing, a majority is necessary.

**E. First Instance Hearing Board**

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

**F. Courts for Greek Letter Organizations**

1. The Greek Letter Organizations (GLO) Hearing Board exists for the purpose of trying violations of the Code of Student Rights and Responsibilities where one of their respective member organizations is being charged with such a violation that do not involve alcohol or other drugs.
2. The composition of the GLO Hearing Board shall be governed by the bylaws of these organizations.
3. The GLO Hearing Board shall have the power to subpoena members of the Wofford community when necessary to carry out their judicial processes.
4. Cases shall arise in the GLO Hearing Board with the consultation of the advisers to these Greek
governing bodies as well as the assistant dean of students and/or the dean of students.
5. The rulings of the GLO Hearing Board shall be reported to the chair of the Judicial Commission within 48
hours of reaching a finding.
6. Appeals of cases arising under the original jurisdiction of the GLO Hearing Board also shall be
governed by the bylaws of these organizations.
7. The GLO Hearing Board shall have the authority to recommend charges against individual members of
the organizations to the Judicial Commission, to be brought before the appropriate hearing board, so as not
to exclude individuals from charges for which an organization of which they are a member also is being
charged in the same incident.
8. In all cases arising, the GLO Hearing Board’s original jurisdiction shall not be usurped by the other
hearing boards within the Wofford College judicial system, so as not to either cause problems of
jurisdiction or allow organizations to be held in double jeopardy.

G. The Office of the College Advocate and the Student Advocate
1. Selection
The student advocate/college advocate shall be appointed by the Judicial Commission and shall be a full-time
student at Wofford College. The Judicial Commission may appoint more than one student advocate/college
advocate.

2. Purposes and Duties: Student Advocate/College Advocate
• To notify students charged with violations of the Code of Student Rights and Responsibilities, acts
of the assembly and other regulations of Wofford College as to the time of the hearing, the
charges, the student’s procedural rights and the procedures by which the hearing will be conducted.
• To attend to the procurement of the prosecution in the judicial proceedings of the Administrative Hearing
Boards, the Judicial Hearing Boards and the Appeals Hearing Boards. In all cases of original jurisdiction,
the college advocate normally shall be the prosecutor. If the college advocate cannot serve because of
academic or personal commitments, the dean of students may serve in this capacity.
• To serve in an advisory capacity when called by the Judicial Commission.
• To present charges against students to the Judicial Commission for decision on original jurisdiction.
• To assist students requesting representation in the judicial proceedings of an Administrative Hearing Board,
the Judicial Hearing Board or the Appeals Hearing Board. If the student advocate cannot serve because of
academic or personal commitments, the dean of students may serve in this capacity at the students’ request.
• To protect the procedural rights of students charged with violations of the Code of Student
Rights and Responsibilities.
• To serve as an adviser to the Judicial Commission when called.
• To attend meetings of the Judicial Commission when requested.
• To represent any students charged with violations at their request. Representation is not mandatory.
Students reserve the right to request their own representative or to represent themselves.

1. The student advocates may not hold a position on the Honor Council or serve as a Judicial Commissioner.
2. The student advocates shall be trained in Judicial and Administrative Hearing Board procedures and must be
familiar with the Code of Student Rights and Responsibilities.
• To serve as an adviser to the Judicial Commission when called.
• To attend meetings of the Judicial Commission when requested.
• To represent any students charged with violations at their request. Representation is not mandatory. Students
reserve the right to request their own representative or to represent themselves.
3. The student advocates may not hold a position on the Honor Council or serve as a Judicial Commissioner.
4. The student advocates shall be trained in Judicial and Administrative Hearing Board procedures and must be
familiar with the Code of Student Rights and Responsibilities.

H. Office of the Clerk of the Judicial Commission
1. Selection
The clerk of the Judicial Commission shall be an elected member of the Judicial Commission.

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

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

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

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

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.

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

Goals of the College

Adopted by the faculty, 1995

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

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

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

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.

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.

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

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

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

Statement of Wofford College Values

Wofford College strives to be a premier, innovative and distinctive national liberal arts college defined by excellence, engagement and transformation in its commitment to prepare superior students for meaningful lives as citizens, leaders and scholars. As such the college creates an environment in which every part of college life – academics, athletics, residence life and co-curricular programming – blends into a dynamic culture of learning and respect. We value global, experiential and community-based learning and are committed to academic rigor, diversity and inclusion, sustainability in all its forms and the development of mentoring relationships. We prize imagination and creativity in every discipline and are focused on student success, from first-year through fourth. Extraordinary citizens and lifelong learners emerge organically from the conditions and opportunities provided at Wofford College.

Selected Policies

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

2020-2021 Wofford College Policy Statement on Beverage Alcohol and Drug Abuse

In keeping with the federal Drug-Free Schools and Communities Act Amendments of 1989, which require that all College students receive annual notice of the laws regarding alcohol and other drug use, the following information is offered:

The Wofford College (hereafter referred to as “Wofford”) community is one in which students, faculty and staff are devoted to learning and to the development of the whole person. Part of being a responsible and caring member of the 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. The college upholds these laws and assists 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 which can lead to serious health risks and behavioral problems such as violence, sexual assault, accidents, vandalism and other dangerous acts. 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. The purpose of the following policies is to aide in the development of a safe and healthy educational environment for all members of our college community.

Definitions

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

GENERAL PROVISIONS REGARDING THE CONSUMPTION AND POSSESSION OF ALCOHOL

1. Alcoholic Beverages are prohibited in: Marsh, Greene and Richardson Halls (regardless of age); residence hall rooms in which both residents are under the age of 21; other residence areas designated by the Division of Campus Life and Student Development as dry (regardless of age), including but not limited to bathrooms, hallways and lounges; and public areas of Wofford (unless officially designated by Wofford for special events).
2. Alcohol is allowed to be consumed by students 21 years of age and older at: patios and the inside of houses in the Greek Village; and individual residence hall rooms where both residents are 21 years or older and the porches in the Village apartment houses.
3. For information on residence hall rooms shared by a student who is at least 21 years of age and a student who is under the age of 21, read the Residence Life Policy in the Student Handbook online.
4. The use of alcoholic beverages on campus or at college-sponsored functions (on or off campus) is permitted only by those of legal age as specified in accordance with South Carolina law or the state law of the state/nation in which the event is located. A list of applicable local, state and federal laws may be viewed in the Student Handbook online.
5. Aiding and abetting in the sale or transfer and the actual sale and transfer of alcoholic beverages to any person under 21 years of age is prohibited.
6. Any individual consuming or possessing alcohol must have a valid picture identification card on his or her person proving that he or she is 21 years of age or older. Use of another individual’s identification or the possession of false identification is prohibited.
7. Under no circumstances will college-appropriated funds be used by individual students, student groups or student organizations for the purchase of alcoholic beverages for student events.
8. Drinking contests or alcoholic delivery devices resulting in rapid consumption of alcoholic beverages are prohibited. No prizes or incentives may be awarded for consuming alcoholic beverages, nor may alcoholic beverages be awarded as prizes or incentives.


Violations by individuals of this policy will be assigned to one of three categories as defined below. Students who fail to complete assigned sanctions will have a judicial hold placed on their accounts that may affect the ability to view grades, make changes in the academic schedule, participate in registration, participate in the housing lottery, and maintain financial aid. For all violations of the alcohol policy, (1) Wofford will notify the student’s parent(s) or guardian(s) by letter, email, or telephone call of a finding of “responsible” (or, in the case of the Alcohol Education Option, they will be notified of student’s election to complete the Alcohol Education Option), and (2) the violation will be noted in the student’s record maintained in the Office of Student Affairs.
CATEGORIES A VIOLATIONS
1. Underage possession, consumption or use of alcoholic beverages
2. Aiding and abetting the underage possession, consumption and or use of alcoholic beverages
3. Possession and or consumption of alcoholic beverages or possession of an open container in areas where alcoholic beverages are prohibited

Alcohol Education Option: Formal Written Warning
The Alcohol Education Option is available to a student with no prior alcohol or drug violations. The student must complete the following within 30 days of selecting this option:
1. An educational workshop led by a staff in the Wellness Center addressing the issue of alcohol use and abuse must be completed.
2. A $50 fine must be paid to Wofford.
Note: Completion of the Alcohol Education Option will be noted in the student’s record maintained within the Student Affairs office and the charge against the student will be rescinded.

First Offense: Students must meet with a member of the Division of Campus Life and Student Development staff. Students may accept responsibility and agree to complete the sanctions below within 30 days or request an administrative hearing to determine a resolution.
1. An individual assessment by the director of the Wofford Wellness Center who may require an assessment at the Forrester Center for Behavioral Health for further assessment and treatment, if indicated, with any associated costs or fees incurred by the student.
2. A $100 fine must be paid to Wofford.
3. Completion of up to 10 hours of community restitution on campus. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

Second Offense: Students will appear at an administrative hearing. Students who accept responsibility or who are found responsible must complete the following sanctions as well as any others deemed appropriate within 30 days.
1. Completion of an individual assessment and treatment (if indicated) with all associated costs or fees incurred by the student.
2. Notification (oral, written or electronic) that the student will be suspended or expelled if found guilty of a third violation of this policy.
3. A $200 fine must be paid to Wofford.
4. Completion of up to 20 hours of community restitution on campus. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

Third Offense: Students will appear in an administrative hearing. If the student accepts responsibility or is found responsible, the student will be suspended or expelled from Wofford. The dean of students, the registrar, the director of financial aid and the director of residence life at Wofford will be notified that the student has been suspended or expelled. In the event of suspension, the report from the administrative hearing will confirm the length of the suspension and the dean of students will confirm any terms or conditions for readmission to Wofford. However, if members of the administrative hearing determine there are extenuating circumstances and the student should be allowed to remain enrolled, the following sanctions will be imposed as well as others deemed appropriate:
1. Completion of an individual assessment with all associated costs or fees incurred by the student.
2. The student will be notified in writing that he/she may be suspended or expelled if found responsible of another violation of this policy.
3. A $300 fine must be paid to Wofford within 30 days of the date of the sanction.
4. Completion of up to 50 hours of community restitution on campus within 30 days of the date of the sanction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

CATEGORIES B VIOLATIONS  
(count as two (2) violations of this policy)
Students committing the following actions while under the influence of alcohol:
1. Causing harm to oneself, others or college property.
2. Engaging in physical violence or vandalism.
3. Showing disrespect to an employee of Wofford.
4. Possessing a keg or common container except for nonstudent events approved by the Wofford administration.
5. Operating a motor vehicle under the influence of alcoholic beverages and or other drugs.

**First Offense**: Students may accept responsibility or request an administrative hearing for a resolution. If the students accept responsibility or are found responsible, the following sanctions will be imposed as well as others deemed appropriate.

1. Completion of an individual assessment and treatment (if indicated) with all associated costs or fees incurred by the student.
2. A $300 fine must be paid to Wofford.
3. The student shall be notified in writing that he/she may be suspended or expelled if found responsible of a second offense Category B violation.

**Second Offense**: Students will appear in an administrative hearing. If the student accepts responsibility or is found responsible, the student will be suspended from the college for a minimum of one semester, and other sanctions may be imposed if deemed appropriate. In the event of suspension, the dean of students, registrar, director of financial aid and director of residence life at Wofford will be notified, the administrative hearing will confirm the length of the suspension, and the dean of students will confirm any term or conditions for readmission to Wofford.

**CATEGORY C VIOLATIONS**
(count as one violation of this policy)

Students found producing, possessing and/or using a false identification.

**First Offense**: Students must meet with a member of the Division of Campus Life and Student Development staff. The students may accept responsibility and agree to complete the sanctions listed below or request an administrative hearing for a resolution. If found responsible at an administrative hearing, the following sanctions will be imposed:

1. Referral to director of the Wofford Wellness Center or outside agency for the purposes of an individual assessment and treatment, if indicated, with any associated costs or fees incurred by the student.
2. A $200 fine must be paid to Wofford within 30 days of the date of the sanction.
3. Completion of up to 15 hours of community restitution on campus within 30 days of the date of the sanction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

**Second Offense**: Students will appear in an administrative hearing. If the student accepts responsibility or is found responsible, the hearing will impose some or all of the following sanctions as appropriate.

1. If the administrative hearing board determines that further education is necessary, the student will be referred to the Director of the Wofford Wellness Center or outside agency for the purposes of an individual assessment and treatment, if indicated, with any associated costs or fees incurred by the student.
2. The student will be notified in writing that he/she may be suspended or expelled if found responsible of another violation of this policy.
3. A $300 fine must be paid to Wofford within 30 days of the date of the sanction.
4. Completion of up to 25 hours of community restitution on campus within 30 days of the date of the sanction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.
Wofford College encourages social activities for students and social gatherings on or off campus. Organizations and individuals given permission to host an event on or off campus at which alcoholic beverages will be present may be held responsible for the actions and well-being of their guests. All social events, on or off campus, must be registered in the Division of Campus Life and Student Development. Registration forms are available in the Division of Campus Life and Student Development. These forms must be completed and returned to the assistant dean of students or his designee four days prior to the event.

The definitions and requirements stated below are the minimum standard to be followed. Organizations and individuals governed by regulations from bodies, including but not limited to the NCAA, national fraternities, national sororities and others may have additional regulations that must be met.

**Definitions**

1. Social events include, but are not limited to, band parties, hall parties, mixers, formals, theme parties or other activities, including fundraisers featuring musical entertainment (e.g., step performances, disc jockeys).
2. Organizational/individual sponsorship is defined as an event to which: the organization or individual has invited students to attend by either verbal, written or electronic invitations; or the organization or individual is associated with, has leased or owns the place where the event is being held.

**Requirements**

Wofford College faculty, staff, students and organizations are expected to know the Wofford Policy on Beverage Alcohol and Drug Abuse. To promote personal responsibility and self-governance, organizations and individuals that sponsor social events shall assume the responsibility of enforcing the following guidelines, unless exceptions are approved by the Wofford administration for nonstudent events:

1. Wofford expects any group of students formally or informally organized to act responsibly and to obey Wofford policies, and to follow all applicable local, state and federal laws.
2. Before hosting an event, officers and social chairs of the organizations or sponsoring individuals must participate in a risk management program conducted by a member of the Division of Campus Life and Student Development, Department of Campus Safety and or the Wellness Center staff. Risk management training must be renewed each semester for social organizations.
3. Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of those who appear to be impaired.
4. The sponsoring organization or individuals shall designate at least two students to serve as monitors (referred to as “sober party monitors” or “SPMs”) for the event. The monitors must not consume alcoholic beverages before or during the event. The monitors are to ensure that the age of each attendee is checked and some type of identification, such as wristbands, indicates individuals who are of legal age to possess and consume alcohol.
5. If alcoholic beverages are being consumed at an event that is individually sponsored or under the aegis of a student organization, whether the event is held on or off campus, the members of the group and guests (who are at least 21 years old) must bring their own alcoholic beverages to the event (BYOB/BYOL) or the alcohol must be provided by a third-party vendor.
6. If a social event is to be held off campus, if it will be a BYOB or if it will be a third-party vendor event, the sponsoring organization or individuals must provide transportation for all students and guests.
7. At every social event where alcohol is to be served, all attendees shall be required to have a valid picture identification card with birth date listed. Wofford students are additionally required to have their Wofford student identification card.
8. Events sponsored by organizations or individuals are closed to all but members and their invited guests.
9. Social events may not include any form of drinking contests in their activities or promotions. No alcoholic beverages may be awarded as prizes or incentives.
10. Organizations or individuals sponsoring an event may not distribute alcoholic beverages to attendees, including free alcoholic beverages. They may not use common containers or distribute alcoholic beverages that were brought to the event by a host, a member or a guest.
11. Organizations or sponsoring individuals are to provide non-salty food items and non-alcoholic beverages.
12. Organizations or sponsoring individuals shall hire security personnel to maintain order and to enforce all applicable laws and policies.
13. Advertisements, posters or invitations that are intended for public viewing may not mention or depict alcohol or use terms referring to alcohol, such as “beer” or “happy hour.”
14. SPMs should supervise the amount of alcohol consumed by individual attendees of the social event.
15. 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.

Sanctions
If an organization, an individual or a group of individuals host an event at which alcoholic beverages are present and one or more of the 15 requirements listed above are not adhered to, the individual(s) or organizational leaders may be charged with an organizational violation of the alcohol policy. Depending upon the severity of the situation, the dean of students or his/her designee may propose one or more of the following sanctions for the violation(s):
- Formal written warning.
- Monetary fine.
- Educational seminar.
- Community restitution on campus.
- Creating and hosting dry events.
- Loss of use of Wofford facilities.
- Suspension of college charter.

The individual(s) or organizational leaders may sign and accept the sanctions and the deadline for completing them or they may request an administrative hearing. If the organization or sponsoring individual is found in violation of the provisions of this policy, the administrative hearing can impose the same (including but not limited to) sanctions listed above. Wofford reserves the right to suspend the activities of an organization or deny the ability of individuals to sponsor social events when said organization or sponsoring individual has been charged with a violation, pending the findings and resolution of the administrative hearing.

GENERAL PROVISIONS REGARDING DRUGS

Definitions
1. Drugs are defined as any controlled substance or illegal drug to include but not limited to marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, other hallucinogens including Spice, K2, and synthetic cannabinoids, salvia and pyrovalerone derivatives (found in substance marketed as “bath salts”).
2. Manufacture, sale and/or distribution of any illegal drug or controlled substances (consistent with federal, state or local laws) is strictly prohibited.
3. The possession, distribution, sale or use of prescription drugs without a legally valid medical prescription is prohibited.
4. The use of prescribed medication and substances not as directed (over-use, huffing, snorting, smoking or otherwise possessing or using legal substances) is prohibited.
5. Possession, consumption, sale and and/or distribution of synthetic stimulants, such as “bath salts” (also known as Cloud 9, White Dove, Hurricane Charlie, White Lightning) is prohibited. Normal bathing salts are permitted.
6. The use or possession of drug paraphernalia, including but not limited to weights, scales, rolling papers, e- cigs, blunts, vapes, hookahs and other smoking devices used to consume illegal substances is prohibited.
7. Students may not be in the presence of the possession, sale or use of prohibited, controlled or illegal substances, to include prescription medications.
8. Students may not manufacture or share prohibited, controlled or illegal substances, to include prescription medications.
9. Misbehaving or causing disruption as a result of drug use on or in college property, or at Events sponsored by the college or by a chartered organization is prohibited.
10. Students who are members of NCAA sanctioned teams may be drug tested. The names of students with positive results of illegal drug testing conducted by Wofford or the NCAA will be considered to have consumed drugs. They will be referred to the judicial system for violating this policy.

11. Students convicted of any offense involving the possession or sale of a controlled substance may be deemed ineligible to receive financial aid.

**Sanctions**

Wofford College will cooperate with all law enforcement agencies in the enforcement of such laws both on and off campus. Anyone who violates the drug policy is subject to Wofford’s sanctions in addition to criminal sanctions. At the same time, Wofford will assist students according to the Medical Amnesty/Assistance Policy who voluntarily submit themselves to college officials for counseling and help with the misuse of alcohol or drugs, as long as the students are not involved in the sale or distribution of drugs to others.

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

Wofford will impose sanctions on students who violate the drug policy. The following minimum sanctions will apply for violations. Repeated violations of the drug policy may result in suspension or expulsion. It should be noted that drug violations which are also in conjunction with other student conduct code violations may result in additional sanctions.

For all offenses listed below, (1) Wofford will notify the student’s parent(s) or guardian(s) of the pending charge, the hearing date, and the findings of the hearing by letter, email, fax or telephone call, (2) the violation will be noted in the student’s record maintained in the Division of Campus Life and Student Development, and (3) students failing to complete sanctions will have a judicial hold placed on their account.

**Category 1: Simple possession and/or use of a controlled substance or illegal drug**

Examples include but are not limited to marijuana, synthetic marijuana (K2 and “Spice”), salvia and pyrovalerone derivatives (found in substance marketed as “bath salts”); prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended.

*First Offense:* Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. The student will meet with the director of the Wellness Center (or designee) to be referred to a certified addition specialist for an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the director of the Wellness Center.
2. A $200 fine must be paid to Wofford within 30 days of the date of the sanction.
3. Completion of up to 25 hours of community restitution on campus within 30 days of the date of the sanction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

*Second Offense:* Students may accept responsibility for the violation and the sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible, the following sanctions will be imposed as well as others deemed appropriate.

1. Suspension for a minimum of one academic semester.
2. A $300 fine must be paid to Wofford within 30 days of the date of the sanction.
3. Verification of substance abuse assessment and completion of all recommended treatment at student’s expense prior to application for re-enrollment.
4. Possible loss of college housing privileges upon re-enrollment.
Category 2: Possession and/or use of other drugs including but not limited to cocaine, heroin, LSD, and PCP.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.
1. Suspension for a minimum of two academic semesters.
2. Verification of substance abuse assessment and completion of all recommended treatment at student’s expense prior to application for re-enrollment.
3. A $300 fine must be paid to Wofford within 30 days of the date of the sanction.

Second Offense: If the student accepts responsibility or is found to be responsible for a violation, the sanction of expulsion will be imposed as well as others deemed appropriate. Students may sign and accept this sanction or request an administrative hearing for resolution.

Category 3: Possession of drug paraphernalia including but not limited to pipes, roach clips, bongs, e-cigs, blunts, vapes, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.
1. The student will meet with the director of the Wellness Center (or designee) to be referred to the appropriate assessment and treatment program with all costs incurred by the student.
2. A $150 fine must be paid to Wofford within 30 days of the date of the sanction.

Second Offense: Students may sign and accept the following sanctions or request an administrative hearing for resolution. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.
1. The student will meet with the director of the Wellness Center (or designee) to be referred to a certified addiction specialist for an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the director of the Wellness Center.
2. A $250 fine must be paid to Wofford within 30 days of the date of the sanction.

Category 4: Present during the possession, use or sale of drugs: being in the presence of the possession, sale or use of prohibited, controlled or illegal substances, to include prescription medications.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.
1. The student will meet with the director of the Wellness Center (or designee) and complete AlcoholEdu for sanctions.
2. A $100 fine must be paid to Wofford within 30 days of the date of the sanction.

Second Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.
1. The student will meet with the director of the Wellness Center (or designee) and complete an appropriate assessment and treatment program with all costs incurred by the students.
2. A $200 fine must be paid to Wofford within 30 days of the date of the sanction.

Category 5: Accessory to drug use or possession: sharing prohibited, controlled or illegal substances, to include prescription medications.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.
1. The student will meet with the director of the Wellness Center (or designee) and complete an appropriate assessment and treatment program with all costs incurred by the students.
2. A $200 fine must be paid to Wofford within 30 days of the date of the sanction.
be imposed as well as others deemed appropriate.

1. The student will meet with the director of the Wellness Center (or designee) to be referred to a certified addition specialist for an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the director of the Wellness Center.

2. A $200 fine must be paid to Wofford within 30 days of the date of the sanction.

3. Completion of up to 15 hours of community restitution on campus within 30 days of the date of the sanction. These hours will be completed under the direction of the Judicial Commission’s clerk of court or a designee of the dean of students.

**Second Offense:** Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. Suspension for a minimum of one academic semester.

2. Verification to the director of the Wellness Center (or designee) that the student completed any and all recommended treatment at student’s expense prior to application for re-enrollment.

3. A $300 fine must be paid to Wofford within 30 days of the date of the sanction.

**Category 6: Distribution, sale or exchange (including without financial gain) of controlled, illegal or prohibited substances, to include prescription medications.**

**First Offense:** Students may sign and accept the following sanctions or request an administrative hearing for resolution. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. Possible expulsion (depending on type/amount of prohibited substance); if not expulsion, suspension for a minimum of two academic semesters.

2. Verification to the director of the Wellness Center (or designee) that the student completed a substance abuse program and completion of all recommended treatment at student’s expense prior to application for re-enrollment.

3. Possible loss of college housing upon re-enrollment.

4. A $500 fine must be paid to Wofford within 30 days of the date of the sanction.

**Second Offense:** If the student accepts responsibility or is found to be responsible for a violation, the sanction of expulsion will be imposed as well as others deemed appropriate. Students may sign and accept this sanction or request an administrative hearing for resolution.
MEDICAL AMNESTY/ASSISTANCE POLICY

Wofford College supports a safe and inclusive campus environment which promotes the development of the whole student and student success. Students are encouraged to safeguard the health and safety of themselves and their peers.

This Medical Amnesty/Assistance Policy benefits our college community by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug use or abuse and in any situation where medical treatment is reasonably believed to be appropriate. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for individuals in distress from alcohol and drug use. Alcohol or other drug consumption (including but not limited to: excessive consumption; consumption of a dangerous or illegal substance; or consumption by someone with sensitivity) can cause serious harm or pose a threat to life. Given these risks, students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug consumption and to call campus safety at (864) 597-4911 or call 911 for medical attention.

Students are also encouraged to seek help for any situation where medical treatment is reasonably believed to be appropriate or when problematic use and/or abuse is an issue. If a student is incapacitated, letting that person "sleep it off" or having a friend “look after” that person are not reasonable alternatives to getting him/her the necessary medical help. Under this policy, a student who seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or other drug related emergency will not be subject to disciplinary action under the Code of Student Rights and Responsibilities. Although students who qualify for Medical Amnesty are exempt from the student judicial process, they are required to meet with a staff member, complete educational measures and pay for any incurring costs.

In addition, if a registered student is transported to an emergency medical treatment center for intoxication or drug use, the student's parent(s) or guardian(s) will typically be notified by a representative from the Student Affairs Office if it is determined to be necessary to protect the health or safety of the student or other individuals. It is the expectation of the Division of Campus Life and Student Development staff that a student use Medical Amnesty once. If the student is involved in any subsequent (i.e., repeat) alcohol and/or drug abuse incidents, the situation will be evaluated by the dean of students and the director of the Wellness Center to determine if the student qualifies for a medical amnesty exemption. The availability of medical amnesty exemptions for students with repetitive violations will be determined on a case-by-case basis. This subsection applies only to students receiving medical attention; students who help others seek medical assistance are not limited to one medical amnesty exemption.

This policy does not grant “full immunity” to a student or an organization who acts under this policy (i.e., seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or drug related emergency) if a determination is made, independent of any information gained as a result of the call for medical attention, that charges are appropriate for other violations of the Code or any other (non-alcohol) college policy (such as hazing, injury to persons and vandalism).

HEALTH RISKS OF ALCOHOL AND DRUG USE AND ABUSE & SUPPORT

Alcoholic beverages, in the form of beer, wine, wine coolers or distilled spirits, require no digestion. They are absorbed directly into the bloodstream from the digestive tract. Within approximately three minutes after drinking, alcohol may be found in the brain and all other tissues, organs and body fluids.
Even low dosages of alcohol can significantly impair the judgment and coordination required to drive a car safely or perform other tasks in a safe manner. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses of alcohol may cause respiratory depression and death. If combined with other central nervous system depressants, such as some seizure medications, antihistamines and sleeping pills, lower doses of alcohol will produce the effects just described. Long-term drinking of moderate to large quantities of alcohol can have significant effects on the body. The following are some of the serious physical consequences: heart disease and failure; liver disease, including hepatitis and cirrhosis; gastrointestinal disorders; cancer of the lungs, pancreas, esophagus, stomach and mouth; high blood pressure; and malnutrition. Heavier users may also experience periods of amnesia, called blackouts.

During these periods, the person functions, but later cannot remember what he or she has done during this time.

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

| Tobacco | Increased heart rate & blood pressure, adrenaline production, muscle relaxation, relief of tobacco withdrawal | Lung problems, chronic cough, blockage of blood vessels, chronic respiratory infections and problems, reduced fertility, death |

Community Helplines and Support Groups

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>864-585-1930</td>
</tr>
<tr>
<td>Spartanburg Alcohol and Drug Abuse Commission</td>
<td>864-582-7588</td>
</tr>
<tr>
<td>Carolina Center for Behavioral Health</td>
<td>1-800-866-HOPE</td>
</tr>
<tr>
<td>Crisis (Mental Health Association)</td>
<td>864-583-5802</td>
</tr>
<tr>
<td>Lawyer Referral Service</td>
<td>1-800-868-2284</td>
</tr>
<tr>
<td>Mental Health Center</td>
<td>864-585-0366</td>
</tr>
<tr>
<td>Spartanburg Health Department</td>
<td>864-596-2227</td>
</tr>
<tr>
<td>Substance Abuse Information</td>
<td>1-800-662-HELP</td>
</tr>
</tbody>
</table>

Local Hospitals and Emergency Care

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Mary Black Memorial Hospital</td>
<td>864-573-3000</td>
</tr>
<tr>
<td>Spartanburg Regional Medical Center</td>
<td>864-560-6000</td>
</tr>
<tr>
<td>Regional Nurse on Call</td>
<td>864-591-7999</td>
</tr>
</tbody>
</table>

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

Education

Wofford 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. Educational programs are organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. All money collected from sanctioned fines for alcohol and drug violations will be applied toward educational programming.

Information on responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available through Wofford’s Wellness Center. Examples of these programs include, but are not limited to: Campus programming facilitated by members of the residence life staff; FYI Class; alcohol awareness programming as part of focus weeks; communitywide educational programs; training opportunities and workshops for officers and members of Greek letter organizations and other chartered organizations; and substance-free social events in collaboration with the director of student activities and individual organizations.

Counseling

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

BIENNIAL REVIEW OF POLICY STATEMENT ON BEVERAGE ALCOHOL AND DRUG ABUSE

A biennial review will be conducted by Wofford to determine the policy’s effectiveness and implement changes if needed, and to ensure that the sanctions outlined are consistently applied. Reviews conducted: 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2016, 2017, 2019
**Business Policies**

*Financial Obligations to the College*

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

*Acceptance and Cashing of Checks*

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

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

For the convenience of resident students, the Business Office will cash personal checks for students up to $25. Second-party checks (personal checks of one person that 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 then must be signed in the presence of the employee handling the transaction. Presentation of a current Wofford College identification card is required.

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

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

**Post Office Policy**

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

The advent of internet shopping has prompted an increase in mail order purchases. Unfortunately, some students are under the impression that the use of their given names is not safe, and therefore they use aliases to protect their identity.

However, in order to receive the merchandise at the CPO, all members of the Wofford community must use their legal names and present valid picture IDs.

Students must show a picture ID to pick up packages sent to their College Post Office (CPO) box. A signature is
required for pickup. Mail sent to a CPO under an alias does not conform to this policy, and such packages will be
returned to the sender marked “Addressee Unknown.” Any package that has not been picked up within 60 days of
receipt by the Campus Post Office may either be returned to sender (postage due) or disposed of.

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

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

Items can be posted on:
1. Bulletin boards in the Burwell Building, the Franklin W. Olin Building, the Daniel Building, Main
   Building, Sandor Teszler Library, the Mungo Student Center, the Richardson Physical Activities
   Building and residence halls (do not block any windows in the doors).
2. Windows inside the Burwell Building lobby in the labeled window (for the appropriate day of the week).

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

Items cannot be posted on/in:
- Trees.
- Sidewalks.
- Iron railings.
- Lampposts.
- Painted surfaces.
- Glass doors and windows.
- Front doors and front windows of the Burwell Building.
- The doors/windows of the Rosalind Sallenger Richardson Center for the Arts, the Roger Milliken Science
  Center, the Franklin W. Olin Building, the Papadopoulos Building, the Daniel Building, the Jerry
  Richardson Indoor Stadium and the Sandor Teszler Library.
- Interior doors of the Commons in the Mungo Student Center.

Class Attendance Policies
Students are expected to attend all classes and activities scheduled for courses in which they are registered for credit. If they
do not do so, they must accept the personal academic consequences of that behavior. It is in class meetings that students not
only receive instruction, but engage in discussion, present responses and listen to those of fellow students. In such a
teaching/learning process both the student and the class suffer a loss when the student is absent.

Student Responsibilities Regarding Absences
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. Instructors
will determine whether make-up work will be required or permitted for students who miss tests or other course
work because of their absence from class for reasons other than documented illness and participation in official
college events. When absences are excused, the instructor will make every reasonable effort to help the student
make up missed work in a non-punitive 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 for a reason deemed acceptable by the instructor may
request permission to take the final examination at a later date during the exam period. Permission to take a
final examination after the end of the examination period will be granted only in extenuating circumstances.
Typically, students will receive a grade of Incomplete (or “I”) if they are unable to take the final examination by the end of the scheduled examination period. The grade of “I” factors into the term and cumulative GPA as a failing grade. This will be the grade of record until a final grade is submitted. A grade of “I” is changed to an “F” if the required work is not completed by midterm the following semester.

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

1. An official college event is either: (a) an NCAA athletics event or (b) a non-athletics event approved by the provost.
2. It is the students’ responsibility to inform faculty members as soon as possible of any tests or other required work they will have to miss to participate in the event.
3. Because students bear the responsibility for completing all academic requirements of their courses, they should structure their academic and extracurricular to minimize conflicts, and make proper arrangements with their instructor when conflicts occur.

Absences for Personal Reasons
In all matters involving a class absence for personal reasons it is the responsibility of the student to communicate with the instructor as quickly as practical that they will not be present in class. The student should discuss the need for the absence with the instructor and make arrangements to complete the required course work, preferably in advance.

1. Absences resulting from personal emergencies (such as a death in the family) are generally considered excused. In the case of an emergency, students should notify the Office of Campus Life and Student Development or the Wellness Center, who will then inform the students’ instructors. Students will provide confirmation of personal emergencies, if necessary. Approval for the excused absence rests with the discretion of the instructor.
2. Absences because of special events (such as the marriage of a sibling) or opportunities (such as an interview for a job or scholarship) will not automatically be excused. These are likewise to be discussed well in advance with the instructor and the student may be required to provide confirmation.
3. Students who are ill or injured should be seen by a member of the Wellness Center staff and if appropriate the Wellness Center will send a notification of medical absence through Starfish.
4. Wofford College recognizes the importance of religious and spiritual practice of diverse faiths. Students planning to be absent from class due to participation in religious holidays or observances must notify instructors no later than two weeks prior to the intended absence. Approval for the excused absence rests with the discretion of the instructor.

Excessive Absences
A student in danger of exceeding a course’s allowed absences should be warned by the faculty member through Starfish. If students exceed the allowed number of absences, they may be administratively withdrawn from the course. The warning and administrative withdrawal process is as follows:

1. Through Starfish, the instructor submits a Class Attendance Warning. Starfish automatically notifies the student and relevant on-campus parties (coaches, advisors, etc.) making them aware of the concern.
2. If the student fails to respond to the alert from Starfish or fails to show satisfactory improvement in attendance, the instructor may administratively withdraw the student from the course.
3. To withdraw a student, the instructor will notify the Office of the Registrar by entering one of two Starfish flags for withdrawal, Administrative Withdrawal-Passing or Administrative Withdrawal-Failing. The student will be assigned a grade of WP or WF, respectively, as determined by the instructor.
4. The Office of the Registrar will update the student’s academic record accordingly and send an email to both the student and the faculty member confirming that the change has been made.

Since absences from class are sometimes a sign of other, non-academic concerns, faculty should notify College officials through Starfish whenever a student misses two consecutive class meetings.

Appeal Process
Students who believe they were inappropriately withdrawn from a course (i.e., the process described above was not followed) may submit a written appeal, with supporting documentation, requesting reinstatement to the
course. Upon receipt of the email from the Office of the Registrar that they have been withdrawn, students have until 5 p.m. of the following business day to submit an appeal. Appeals must be submitted in writing to the Office of the Registrar at registrar@wofford.edu. The subject line must read, Appeal for Administrative Withdraw. The Registrar will communicate the appeal to the Academic Standing Committee.

The appeal should present clear, concise and detailed information explaining: 1) why absences should be excused, 2) why continuing in the course should be permitted, and 3) how the withdraw process deviated from the outlined policy. The Academic Standing Committee may confer with the persons involved to inform their decision. The committee will make every effort to decide on the appeal in a timely manner. The committee’s resolution is binding on all parties. Both the instructor and the student will be notified through their Wofford email.

Class Attendance During Appeal
If the student chooses to appeal, the student is required continue attending the course until the committee decides on the appeal and communicates the decision to the student and instructor.

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

Inclement Weather Policy
Wofford College ordinarily does not close because of weather that brings snow and ice or other threatening weather conditions, such as hurricanes or tornadoes, to the area. Every effort will be made to hold classes and to have offices open. Commuting students and employees should understand that classes are held, but that they are to run no unreasonable risk to get to the campus. Students will be expected to make up missed work.

If an exception is made to this policy, notice will be given through the Wofford email system, Wofford website (wofford.edu) and Wofford official Facebook page (facebook.com/woffordcollege/), and if the situation warrants, through the Wofford emergency alert system (Rave Mobile Safety). Notice also will be provided to local television and radio stations.

If there is no cancelation or delay notice on these sources, it is safe to assume that the college is open and conducting classes as usual.

Note that all Wofford students, faculty and staff are registered in Rave Mobile Safety with their Wofford email addresses. All are urged to register their cell telephone numbers in Rave as well. To do this, log into Rave through myWofford (using your Wofford ID and password, unless you have changed your Rave password) and add your cell number; you also may register the email address and/or the cell telephone number of your parent or spouse into your account so that they may receive alerts. Note that all registered users will receive test alerts and all other emergency alerts, not just inclement weather notifications. All faculty and staff who have Wofford-issued cell phones are required to register those numbers in their Rave account to receive text messages.

Involuntary Leave 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.

Medical Withdrawal Policy
Wofford supports all students who need to withdraw from the college due to physical illness/injury or to seek treatment for chemical dependency or other psychological condition. Students must submit a formal request to the Office of Accessibility and Counseling Services. Those who withdraw are eligible to return once they have been cleared to return by their health care provider. The Office of Accessibility and Counseling Services may confer with the appropriate campus offices in evaluating the student’s request. This may include, but is not limited to,
medical or mental health professionals, current course instructors and advisers, the dean of students, the director of residence life, the registrar and/or the provost. The student is required to provide supporting documentation from the health care provider.

Supporting documentation must be provided within 30 days of the initial medical withdrawal request. Once the documentation is reviewed and approved, students who are granted a medical withdrawal will receive a grade of W for ALL courses attempted during the semester or term in question. A W does not affect the student’s GPA nor hours earned, but will be noted on the transcript. Students who do not provide appropriate supporting documentation will be held to the regular withdrawal policy, which will result in either a grade of WP or WF, (or for a pass fail course a WS or WU) at the instructor’s discretion.

Students granted a medical withdrawal will have a hold placed on their records pending readmission to the college. The college expects the medical leave to be of sufficient duration to allow the student to address the issues that necessitated the withdrawal and thus enhance the likelihood of success upon return.

A student requesting a medical withdrawal must complete the following steps:
1. Submit a request by the last day of class of the term in question. Medical withdrawals will not be retroactively considered or applied. Written requests may be submitted to accessibilityservices@wofford.edu or through the myWofford student tab under Accessibility Services Accommodations and Submit Accommodations Request.
2. Provide documentation from the health care provider stating the student’s diagnosis and support for withdrawal from the school, as well as confirmation of treatment plan during the withdrawal period. Documentation must be received within 30 days of the request for medical withdrawal. If appropriate documentation is not received in this time, the college’s withdrawal policy will apply and the medical withdrawal is no longer applicable.
3. The Office of Accessibility and Counseling Services will notify the appropriate campus offices as well as the student’s faculty, of the withdrawal. The student is responsible for following up with the Office of Financial Aid and/or the Business Office to discuss financial aid, scholarships and tuition/fees. This may be done at the student’s convenience and is not necessary during the initial request.
4. A student wishing to return after a medical withdrawal must complete the following steps:
5. Notify the Office of the Registrar of their desire to return by completing the readmission application available online and through the Office of the Registrar.
6. Submit documentation from the health care provider to the Office of Accessibility Services attesting to the student’s ability to resume studies with a reasonable likelihood of success. The statement must provide a description of the student’s diagnosis and the treatment rendered. It must outline, as appropriate, a plan of treatment to be followed upon return. All documentation will be maintained in strict confidence in the Office of Accessibility Services.
7. The readmission application and medical documentation must be submitted at least one month prior to the beginning of the semester the student wishes to return, but exceptions can be granted when appropriate.
8. Contact the Office of Financial Aid and/or the Business Office to discuss financial aid, scholarships and tuition/fees.
9. Contact the Office of Residence Life, if on-campus housing is desired.
10. Submit an official transcript to the Registrar’s Office if coursework was taken at another institution.

Once all appropriate documentation is received, the Office of the Registrar, in consultation with other campus offices as appropriate, will make the final determination regarding the student’s readmission request. Upon readmission the student will need to work with the Registrar’s Office regarding registration for the upcoming term. Upon re-enrollment, students are expected to meet with a staff member in the Wellness Center to discuss a treatment plan for the initial semester of return and follow the treatment plan as established by the health care provider.

*Special consideration for Interim
A student who is able to finalize the request before the first day of Interim is eligible for a pre-approved Interim waiver. This allows the student to waive one of the four Interims required for graduation. The student is still responsible for the hours necessary for the appropriate degree. To be eligible, the student must make the formal request, provide appropriate documentation, and receive a status of “Finalized” from Accessibility Services. Students who finalize the withdrawal process after the start of Interim will be considered for the waiver on an individual basis.
**Missing Student Notification Policy**

Wofford College establishes the following policies and procedures concerning when a student residing in on-campus housing is determined to be missing in compliance with 20 U.S.C. § 1092 and 34 C.F.R. § 668.46.

Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, staff member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person’s daily schedule, habits and reliability.

Individuals also will be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life threatening situation.

**Designation of emergency contact information**

Students age 18 and above and emancipated minors. (Emancipated minors are those students under the age of 18 who have been legally granted adult status.) All students (including those students 18 and above and emancipated minors) can confidentially identify and designate one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information at any time. This information is accessible only to the director of campus safety/designee and the dean of students/designee in the event that an on-campus student is determined to be missing. The contact information will be registered confidentially, accessible only to the authorized campus officials listed above, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation. The designation will remain in effect until changed or revoked by the student. Students over the age of 18 and those under 18 but otherwise emancipated may designate their missing student contact by going to the student tab under their myWofford page and selecting the Personal Information tab and selecting missing student contact. Students may make changes to their contact information at any time. Current resident students will be reminded of the ability to designate a missing student contact and the procedures to do so at the beginning of each semester by email. All incoming first-year students will be asked to designate a missing student contact as part of their required information necessary to be supplied prior to the start of classes at the college as part of the FYI checklist.

If a student under the age of 18 and not emancipated is determined to be missing, the college is required by federal law to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

**Missing Student Procedure**

1. Any individual at Wofford who has information that a residential student may be a missing person must notify the Wofford Department of Campus Safety immediately at 864-597-4911.

2. Campus safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, from the student’s acquaintances and from college personnel and from official college information sources.

3. Campus safety will notify the dean of students, the residence life office and the Wellness Center to aid in the search and location of the student.

4. A person shall be determined to be missing if:
   - Search efforts are unsuccessful in locating the student in a reasonable amount of time.
   - It is apparent immediately that the student is a missing person (e.g. witnessed abduction).
   - It has been determined that the student has been missing for more than 24 hours.

5. No later than 24 hours after determining that a student is missing, the dean of students or his/her designee or campus safety will notify the confidential contact person previously identified by the student and the custodial guardian/parent (for students under the age of 18 and not emancipated) and advise that the student is believed to be missing. Not later than 24 hours after determining the student to be missing, campus safety also will notify other law enforcement agencies to report the student as a missing person.

**Responsibilities**

- **Campus safety**

  Begin an immediate investigation that includes gathering the following information:
  - A physical description of the missing person, including the clothes were last worn.
  - Student’s cell phone number (if known).
  - Where the student might be, who the student might be with, vehicle description.
• Information about the physical and emotional well-being of the student.
• A class schedule and when the student last attended class.
• Last time the student used his/her ID card.
• Determine locations of the student by utilizing surveillance camera system.

Attempt to contact the student and others that might know the missing student’s whereabouts by the following:
• Calling the student’s cell phone.
• Emailing and/or texting the student.
• Entering the student’s residence hall room.
• Talking to roommates, hall mates and other friends.
• Notifying external law enforcement agencies, to include the State Law Enforcement Division (if appropriate) no later than 24-hours after the student is deemed to be missing.

b. Dean of students:
• Notify the president and other appropriate members of the college staff.
• Notify the confidential contact previously identified by the student and the custodial parent/guardian (if the under the age of 18 and not emancipated) and advise that the student is believed to be missing. Maintain contact with the contact person/custodial guardian or parent throughout the investigation.

c. Residence life:
Assist in the attempt to locate the student by:
• Making frequent checks of the student’s room.
• Utilizing resident assistants to inquire of their residents about the possible locations of the student or possible reasons for the disappearance.

d. Registrar’s office:
• Provide a mechanism for students to identify and maintain confidential contact personal information
• Assist the investigation by providing class schedule or other pertinent student information to authorized personnel
Office of Marketing and Communications Policies

Notice of Intent to Publish Certain Personally Identifiable Information

As required by the Family Educational Rights and Privacy Act of 1974 (FERPA), Wofford College hereby informs current students of its intent to respond to legitimate, third-party requests for the following information:

1. Legal name(s) during periods of attendance;
2. Date and place of birth;
3. Dates of attendance and actual or projected date of graduation;
4. Degrees awarded and honors received, including the dean’s list; and
5. Participation in officially recognized activities and intercollegiate sports.

On its website, Wofford College publishes an abbreviated student directory that confirms current registration and provides an email address and Campus Post Office box.

For official college publications and certain types of news media releases, directory information that is allowed to be released to third parties includes:

1. Legal name;
2. Campus address (residence hall and room number, Campus Post Office box number, Spartanburg phone number and email address);
3. Legal residence and the name of parent, spouse or legal guardian; and
4. Photographs made by the staff of student publications, college staff or photographers under contract to Wofford College, including candid photography or videography of students involved in college-sponsored academic or extracurricular activities. Because this information is allowable for release does not mean the college automatically will release it upon request; consideration is given regarding the requesting party and the purpose of the request. Students who have questions or who wish to withhold permission to publish certain information should contact the director of communications in the Office of Marketing and Communications at woffordnews@wofford.edu or 864-597-4538.

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

Photography and Videography Policies

This policy is intended to regulate the activities of commercial, news and other photographers and videographers. Photographers/videographers wishing to conduct activities on Wofford College’s campus must make their requests to:

Director of Communications
Office of Marketing and Communications (OMC)

Phone: 864-597-4538

Policies:

• Photography/videotaping are prohibited in residence halls.
• Photography/videotaping inside any other campus building must be approved by the senior director of public relations, and photographers/videographers must be escorted by a designated staff person.
• The use of yards or porches of private residences on campus is prohibited without specific approval from the senior director of public relations and communications. These homes are: the Kilgo-Clinkscales House (Dean’s Home), the President’s Home or the Carlisle-Wallace House (home of the dean of students). See the campus map at https://www.wofford.edu/Wofford.edu/Documents/About/campus-map.pdf for these locations.
• Photography/videography also is prohibited at the Stewart H. Johnson Greek Village, including the Richardson Family Pavilion, during the academic year; during the summer months, permission must be granted by the senior director of public relations and communications. (Exception are photographers/videographers contracted on behalf of campus Greek organizations.)
• Photographers/videographers may not disrupt any campus activity.
• Photographers/videographers should carry appropriate identification/business cards and must show identification if asked by campus personnel.
• Photographers/videographers under contract with the college or a sanctioned campus organization must display identification and/or credentials and must produce identification and/or credentials when requested.
by a member of the Office of Marketing and Communications, Department of Campus Safety or a senior administrator. This includes, but is not limited to, photographers/videographers engaged on behalf of fraternities and sororities. Copies of contracts between these organizations and the photographers must be provided to the director of news services before the date of these events.

- Wofford restrooms or other facilities may not be used as dressing or preparation areas, except as approved for day-of preparations for duly scheduled weddings through the Office of Campus Ministry.
- Vehicles are not allowed on sidewalks, grass or streets on Wofford’s campus; please park in designated parking lots.
- As a private institution, Wofford reserves the copyright/trademark on all of our buildings and grounds, and commercial photography/videography of these features intended for sale must be licensed through Learfield Licensing, Wofford’s licensing agent. Contact Angela Filler in the Office of Marketing and Communication at filleran@wofford.edu or 864-597-4182 for more information. Any offer for sale or sale of such photography/videography must be approved.
- Photographs or video of Wofford buildings or grounds may not be used for advertising or other commercial purposes without written permission of the vice president for marketing and communications or the director of news services.

Special notes:

- Photographers, videographers and reporters making requests for athletics events must follow the procedures and guidelines set forth by the Department of Athletics. Contact Brent Williamson, assistant athletics director for media relations, at 864-597-4093 or williamsondb@wofford.edu for details, credentials or permissions.
- Photographers and videographers, including news media, on campus for events being hosted by outside parties will abide by policies and procedures established by those outside parties in collaboration with the Office of Marketing and Communications as appropriate.
- Wedding photography/videography conducted on the day of the wedding scheduled on campus through the Office of Campus Ministry is exempt from these policies, except for the provisions prohibiting the use of residence halls, yards/porches of private residences and indoor photography, except for the location of the ceremony; and the provision prohibiting the use of photographs/videography for advertising purposes.
Policy on the Operation of Drones/Unmanned Aircraft
Updated November 2018

Purpose
To define the requirements for the use of drones, also known as unmanned aerial vehicles (UAVs) and/or unmanned serial systems (UASs), on Wofford College-owned or -controlled property in compliance with the Federal Aviation Administration (FAA) and all applicable federal, state and local laws as well as Wofford College policies.

Scope
Drones, UAVs and UASs (hereafter collectively referred to as “drones”) are defined as any contrivance invented, used or designed to navigate or fly in the air that is operated without the possibility of direct human intervention from within or on the aircraft. The scope of this policy applies to, but may not be limited to, the operation of drones on Wofford College property, including the Goodall Environmental Studies Center at Glendale, S.C.; college-controlled property or for college-affiliated events held elsewhere (hereafter collectively referred to as “college property”).

Policies
To ensure the safety and privacy rights of individuals and ensure the legal operation of drones on college property, the use of all drones must be approved by the Wofford Office of Marketing and Communications (OMC).

The FAA is responsible for regulating and overseeing the use of all aircraft, including drones, and recognizes that drones may be used for recreational/hobby purposes or for commercial use. Drone users must be registered and/or certified by the FAA for the appropriate purpose.

All persons requesting to use a drone for any purpose on college property are personally responsible for compliance with current FAA regulations, state and federal laws, and college policies.

The use of personal drones for hobby, recreation, campus activities or coursework on college property is prohibited. Before operating on Wofford College property, users are required to:

- Contact the office of Regional One Air Medical at Spartanburg Regional Medical Center at 864-560-1363 to inform them of the flight scheduled, including the date, time and specific campus location(s). (Regional One usually is willing to contact the GSP International Airport FBO in Greer, Cerulean Aviation, and Spartanburg Downtown Memorial Airport. Cerulean Aviation contact number is 864-655-5221.)
- Contact the Spartanburg Downtown Memorial Airport with the same information, if Regional One is not contacting. FBO, 864-574-8552; after hours, 864-347-2304.

Drones may not be operated on college property at a height of more than 200 feet.

Users are specifically prohibited from operating drones over or near Gibbs Stadium, Snyder Field or athletics practice fields without specific approval in writing from the Office of Marketing and Communications AND the Department of Athletics.

These policies apply to any contractor or third-party drone operator contracted by any personnel of any office at Wofford College.

Any use of a drone on campus or properties described above must be approved by the Wofford Office of Marketing and Communications. The decision regarding approval or disapproval of the request is at the sole discretion of the director of communications.
Requests to operate a drone on Wofford College property must be made at least three (3) weeks before the requested date for the operation.

The user must provide: Name, company name, address, telephone number, Email address, date/time requested and purpose of activity.

The user will be required to sign an agreement that includes, but may not be limited to, these provisions:

- The operation of unmanned aircraft systems, including drones and model aircraft, requires compliance with the Federal Aviation Administration (FAA), relevant state laws and Wofford College established procedures in order to ensure compliance with those legal obligations and to reduce risk to safety, security and privacy.
- The user will be responsible for obtaining and paying for the license required to operate the drone on college property.
- In operating a drone for the purposes of recording or transmitting visual images, the user must take all reasonable measures to avoid violations of areas normally considered private. The UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- The drone may not be used in indoors areas.
- The drone may not be used over groups of people.
- The user assumes all risks that may or can arise out of operating a drone on the college campus or other properties described herein.
- The user agrees to indemnify, keep, save and hold Wofford College, its Board of Trustees, officers, directors, agents, employees, subcontractors or assignees, harmless for any direct, indirect, special or consequential damages connected to this activity that may occur as a result of any act or omission by the college from and against any and all liabilities, damages, losses, claims, expenses, demands, suits, fines or judgments, including attorney’s fees, costs and expenses incidental thereto and to the full extent as allowed by the laws of the state of South Carolina. In the event of any such injury, including death, loss, damage or claims therefore, the user shall give prompt notice to the college.
- The user hereby releases, waives and discharges the college for any and all liability associated with operating the drone on college property. This waiver and release are intended to include all claims for injuries, accidents, illnesses or property loss, whether known or unknown or anticipated or unanticipated.
- If the user intends to, and does, take photographs or videos during the use of the drone on Wofford College property, the user agrees to provide Wofford College with copies of said photographs/video free of charge and agrees to allow the college to use said photographs/video for any purpose the college deems appropriate without further compensation.
- The user hereby agrees that this agreement shall be construed in accordance to the laws of the state of South Carolina.
- If any term or provision of this agreement shall be held illegal, unenforceable or in conflict with any law governing this agreement, the validity of the remaining portions shall not be affected thereby.
- Copies of applicable FAA registrations/certifications and proof of insurance must be provided to the college before the user receives approval.

Social Media Acceptable Use Policy

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

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

We recognize and value differences of opinion but will remove posts that are:
• Abusive, bullying, threatening or in any way endangering the health or safety of others.
• Lewd, profane or sexually explicit.
• Racist.
• Encouraging violence.
• Violating privacy or copyright laws.
• Contrary to Wofford’s mission and values.

The college reserves the right to remove posts in accordance with the above criteria at any time, without warning. This Social Media Acceptable Use Policy applies to all official accounts that represent Wofford College.

Residence Life Policies
Resident Student Classification
Typically, all single students, except those commuting daily from their homes or homes of relatives (e.g., guardians, grandparents, aunts or uncles), are required to live in college housing and to take their meals through Wofford College dining services. For the 2020-2021 academic term, however, this requirement has been waived. Students wishing to reside off-campus should contact the Office of Residence Life.

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

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

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

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

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

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

Duties of Residence Life Coordinators and Resident Assistants
Residence Life coordinators and resident assistants are assigned specific areas of responsibility in the residence halls. In addition, they maintain a schedule for duty to ensure that both a resident director and a resident assistant are on campus in the evenings and weekends when the offices are closed. One resident assistant per residence hall area is on duty beginning at 5 p.m. and ending at 8:30 a.m. the following morning. The dispatcher center has a roster of resident assistants and can assist students needing to locate the resident assistant on duty in their area.
Contact information for the resident assistant on duty is posted in each hall.

Residence Life coordinators and resident assistants:
- Are available as resources and mediators for students.
- Share with all other residents the responsibility of protecting the rights and privileges of Wofford students against the infractions of regulations by others.
- Help maintain orderly living conditions.
- Help create a campus community by providing educational and social programs for students.
- Are responsible for reporting infractions to the dean of students and the director of residence life.
- Work with the office of residence life in checking students into their rooms at the beginning of the fall semester and checking them out of their rooms at the end of the spring semester.
- Assist the office of residence life with health and safety inspections.

Individual Student Responsibility
Students should expect to live in residence halls that are sanitary and conducive to study and that provide an environment where rights of privacy are respected. If these rights are not observed, students should not hesitate to contact violators personally, with the help of a resident assistant and, if necessary, report the problem to the director of residence life. Any student having difficulties adjusting to life in the residence hall should not hesitate to contact a member of the residence life staff. Students who demonstrate an unwillingness to uphold their responsibilities within the community may be removed from campus housing.

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

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

Personal Safety
Students should take the following security precautions:
1. Always lock the door to your room when not in the room and when you are sleeping.
2. Do not lend your keys to another person.
3. Do not keep large amounts of money in your room.
4. Lock your bicycle.
5. Keep your vehicle locked, conceal audio equipment and place packages, luggage and other valuables out of sight.
7. Report suspicious persons and do not let unescorted strangers into the residence halls.
8. Record serial numbers of electronics.

If something is stolen from a student’s room, that student should immediately report the theft to a resident assistant and a campus safety officer. Wofford College is not responsible for the loss, damage or theft of any personal property. Students are able to obtain insurance for personal belongings through independent vendors if they choose to do so.

Visitation Policy
Wofford College provides eight residence halls and the Village apartments that form a unique residential...
community on the campus. Because it is important for students to establish a safe environment that they can call home, Wofford College understands the need for positive social interaction and the introduction of guests into the residence halls.

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

**General Visitation Policy**
1. Each student may decide what persons are allowed to be in his or her room. A student may refuse entry to the room by any person except his or her roommate(s). College officials are not considered visitors and may not be denied access to a room.
2. Each student must respect his or her roommate’s rights to sleep and study. A student’s guests should never infringe upon these or other basic rights of personal privacy.
3. Overnight guests are not permitted.

**Additional Visitation/Guest Guidelines for Fall 2020**
1. Guests are not allowed in residential rooms for the first 14 days of the term
2. Guests from off campus are not permitted in residence halls
3. Students may have no more than 2 guests in their room at any given time
4. Guests should wear a facemask or other face covering

**Guests of Residents**
Wofford students must take responsibility for damages and/or any other inappropriate behavior of their guests. It is a privilege to entertain guests in the residence halls. Students must inform their guests of all pertinent rules. All guests must be escorted by their hosts. All unescorted guests will be removed from the residence hall. Any student who believes a roommate or hall mate is abusing this privilege should contact the resident director or director of residence life.

**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 associate dean of students.

Babysitting and other service activities can present 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.

Pets, other than fish in tanks of 10 gallons or less, are not allowed in residence halls, therefore, students cannot conduct activities such as pet-sitting in any area of the residence halls.

**Alterations and Modifications**
Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to any rooms within the residence halls or the apartments. This includes, but is not limited to, putting holes in the walls/ceilings; installing wall shelving; painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets; applying stickers to walls, windows or furniture; installing ceiling fans and making lighting alterations.

Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines. Any damage to a room as a result of alterations or modifications will result in a monetary charge and disciplinary action. Command strips are allowed and should not be removed by student at end of year. Cinder blocks are prohibited in residence hall or apartments.

**Furniture**
Students are responsible for the furniture in their rooms provided by Wofford College. This furniture is not to be modified or removed from the rooms. Students will be charged to replace or repair missing and/or damaged college furniture. Furniture placed in the hallways or common areas for removal remains the responsibility of the student, who must ensure that furniture is in the room at the time of checkout. Students may personalize their rooms by adding carpet and other items. Students are responsible for removing all the items they bring, or they will be fined. Students also will be charged for any piece of college furniture that is missing from the room upon checkout, unless approved in advance by the director of residence life.
Lofts
Lofting is not allowed in any residence hall or apartment on campus. Residents are allowed to use bed risers no higher than 12 inches high.

Windows
Students may not hang any item from their rooms’ windows. This includes clothing, shoes, flags, etc. Students also are prohibited from throwing trash and unwanted belongings from their windows. Violators will be fined $25 per item per day and will face disciplinary actions.

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

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

Changing Residence Hall Rooms
A $300 fine will be assessed against any student who changes rooms without the written approval of the director of residence life. Students who change rooms without written approval from the director of residence life may also jeopardize their on-campus housing privileges.

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

Closing Procedures
Members of the residence life and campus safety staffs secure the residence halls to protect students’ rooms during breaks and holidays. During these breaks, students are not allowed to live in the residence halls. Any student unable to check out by the closing deadline must receive, no later than 24 hours prior to closing, written permission from the office of residence life to have a late checkout. 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 rooms. For a complete listing of the dates that the residence halls close, please refer to the academic calendar provided on the college’s website.

Damages
Members of the Wofford community, including faculty, staff and students, are expected to assist in keeping the campus a safe and pleasant place to live and to study. Each resident student must pay a $250 residence hall damage deposit. The residence hall or apartment damage deposit is held on account in the Business Office while the student resides on campus. Charges will be made against a student’s deposit for fees, fines and financial restitution related to damages in the student’s room, the hallway or other public areas. Throughout the year, damage does occur to college property for various reasons, including natural causes (weather, age) and accidental or malicious actions of individuals. However, Wofford College operates on a self-supporting basis and no provision is made in the institution’s budget for the repair of unnecessary damages to the campus, especially to the residence halls and apartments.

Students found responsible for intentionally damaging college property will be fined at least $100 and be required
to reimburse the college for the cost of repairs. Students are responsible for keeping damages to a minimum and reporting to the resident assistant or director of residence life any damages they, their guests or other members of the hall cause. Only then can timely repairs be made and the responsible party or parties be charged. Students must pay all damage fines and restitution fees to bring their residence hall damage deposit balance back to the original level each week. Any unused balance will be refunded to the student upon graduation or withdrawal from Wofford College.

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

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

Each floor is responsible for respective hallways, stairwells and bathrooms. As a general rule, lounges and laundry rooms are the responsibility of all residents. The assistant 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 to the director of residence life. Residents must submit copies of their written appeal (email is acceptable) to the director of residence life within 48 hours of a damage billing notice being sent. The appeal should include the following information:
1. Name, CPO, email and phone number of the individual(s) submitting the written appeal.
2. Date and location of the damage/excessive cleaning.
3. A description of the incident including what was damaged/cleaned, how it happened, cost for service or repair, what is being appealed and a suggested course of action.

The director of residence life will review all submitted appeals. Within one week of receiving the appeal, he/she will contact the individual(s) submitting the appeal to inform them if the appeal has been granted. If applicable, the director of residence life will base his/her decision on the information in the appeal in conjunction with the appeals committee. All decisions are final and letters will be sent to all affected individuals.

Individuals submitting an appeal may be called in to discuss the situation with the director of residence life or the appeals committee.

If no information about community damage is submitted within two weeks from the date the damages were reported to the staff, the fine and replacement costs will be assessed to each resident’s account and can no longer be contested or appealed.

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

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

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

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

**Check-in**
All students will check in through the Division of Campus Life and Student Development. At that time resident students will receive a room key, sign their room condition reports (RCR) and review the housing contract. If students wish to make corrections to the RCRs, 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.

**Check-out**
Prior to all scheduled closings of residence halls, the office of residence life will communicate specific closing policies and procedures via email. Students must follow the given procedures to check-out of their rooms. During exams, the resident assistants will post information about checkout procedures throughout the halls and through email.

If students have permission to make a room change during the year, they will check out with a member of the residence life staff before moving to the new room. A new RCR must be completed for the room into which the student is moving. After the student has cleaned out his/her room, the staff member will note any damage or missing furniture on the RCR. Any charges for damaged or missing furniture will be deducted from the student’s residence hall damage deposit.

Students who do not follow the appropriate check-out procedures will be fined $100 from their residence hall damage deposit.

**Alcohol**
The full Beverage Alcohol and Drug Policy is listed in this handbook. Please refer to it as well as this information: Students who are 21 years or older may consume alcoholic beverages in their rooms or the room of another student who is at least 21 years of age. Students who are 21 years old may not take alcoholic beverages into a room or apartment in which the residents are not 21 years old. Alcohol may not be possessed or consumed in common areas, such as bathrooms, hallways or lounges.

Students who are not yet 21 may not possess or consume alcoholic beverages on campus. A student who is 21 and shares a living space with students who are under 21 should store all alcohol in his/her cubicle or closet when he/she is not present. In rooms where both residents are under the age of 21, the room is considered an alcohol-free area. No alcohol or empty alcohol containers are permitted in these rooms. Persons found violating these policies will face disciplinary action. Beer pong tables, drinking games, and devices used for the rapid consumption of alcoholic beverages are not allowed (and will be confiscated), and the room will be charged a $75 fine.

Marsh Hall, Greene Hall and Richardson Hall are alcohol-free and tobacco-free residence halls. Residents, parents and visitors are prohibited from possessing or using alcohol in these areas. Students or visitors who are 21 years of age or older forfeit their right to possess or consume alcoholic beverages in these buildings. Possession of empty alcohol beverage containers is not permitted on any of these floors. The residents of the room and their guests will be held responsible for the violation of college policy. Persons found violating college policy or state law will face disciplinary action.

**Drugs**
The full Beverage Alcohol and Drug Policy is listed in this handbook. Please refer to it as well as this information:

Students are prohibited from possessing, distributing or using illegal substances. Students may not use or possess drug paraphernalia on campus. Students may not use or possess prescription drugs that are prescribed
for another individual. All prescription drugs shall be maintained or stored in the original prescription container per South Carolina state law. Students who accept responsibility or are found responsible for violating any college policies related to drugs and other illegal substances may be removed from campus housing.

**Smoking**
Wofford College is a tobacco free campus to provide a healthy, smoke-free environment. Smoking or the use of any non-medically necessary vaporizing device is not permitted in any building or anywhere on campus. The use of any and all tobacco products is prohibited in residence hall rooms and apartments on campus. Students found violating this policy in a building will be fined $100 per occurrence.

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

Weapon is defined by the college 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, darts and bows and arrows. The official policy of the College is that no weapons, other than those officially used by campus safety, ROTC or the rifle team, are permitted on campus, even in cases allowed by S.C. law in the possession of concealed weapons permit holders.

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

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

The unlawful use, destruction or theft of fire alarm and firefighting equipment is a serious offense. Students determined to be responsible for the unlawful use, destruction or theft of this equipment will be fined a minimum of $250 and reassignment, eviction, or further disciplinary action. Wofford College may pay a reward for information leading to the adjudication of any person or persons guilty of committing such an offense. Wofford College will prosecute any offenders to the fullest extent. Wofford’s policies do not supersede the jurisdiction of the city, county, state or federal laws; therefore, in addition to being charged with a violation of the Code of Student Rights and Responsibilities, students may face prosecution in the South Carolina criminal courts.

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

No open flames, such as candles, oil lamps or incense, are allowed in residence hall rooms. If observed, members of the residence life, student affairs or campus safety staffs will confiscate these items. Students found in violation of this policy will be fined $20 plus $5 per item, and will be subject to disciplinary actions.

**Maintenance**
The members of the facilities staff are responsible for all maintenance, repairs and general upkeep of approximately 75 buildings on the 200-acre campus. If there is a need for maintenance in a residence hall room, students are asked not to make repairs themselves. Students may make their request online at fixit.wofford.edu or contact their resident assistant concerning any maintenance problem.

Wofford College reserves the right to enter a student’s room for maintenance purposes. Facilities employees wear designated uniforms. When work has been performed in an individual residence hall room, the facilities staff will
notify the residents of the room either by placing information in a conspicuous location in the room or through electronic communication.

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

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

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

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

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

Pets
The only pets that are allowed in the residence halls are common aquarium fish in tanks smaller than 10 gallons. All other pets or animals are prohibited for health and humane purposes. Visiting pets are not permitted. Any animals used for class work should remain in the academic buildings in the labs specially designed to contain them safely. Students found in violation will be fined $250 and be subject to disciplinary action. Students will be given 24 hours to remove the animal from campus or face further disciplinary action.

The college will, however, consider requests for emotional support animals as a reasonable accommodation necessary because of a disability and in compliance with the Americans with Disabilities Act (ADA) and Fair housing Act (FHA). Individuals with service animals are not required to register with the Office of Accessibility Services, but the student must notify the Office of Residence Life of the service animal’s presence prior to moving into campus housing. No assistance animal (approval emotional support animal or service animal) may be kept in campus housing at any time prior to the individual taking the steps outlined in the policy.

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

All Wofford College policies apply to all residents in the Village apartments. A complete copy of the policies is available online. All resident students must sign a Wofford College Housing Contract to live in college housing. Students who choose to live in the Village apartments must agree to live by the additional policies listed in this contract, and they must sign this second contract which will be kept in the Division of Campus Life and Student Development. Any student who does not want to live by these policies will be reassigned to housing in a residence hall or may move off campus.

Property Liability: Wofford College recommends that students and/or their parents cover belongings with the appropriate insurance. Wofford cannot take responsibility for lost, stolen or damaged property.
Prohibition on Alterations: Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to the apartments. This includes, but is not limited to putting holes in the walls/ceilings, installing wall shelving, painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets, applying stickers to walls, windows, or furniture, installing ceiling fans, making lighting alterations, inserting window air conditioning units, or heaters with exposed heating elements. In order to hang appropriate decorations on walls students should use 3M Command Strips.

Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines.

The following items are prohibited: halogen lamps, additional beds, live trees (i.e., Christmas trees), candles, other open flames, dart boards (including magnetic dart boards), and hammocks. Each resident is allowed a small refrigerator in their bedroom that may be used in addition to the large refrigerator provided.

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

No outside or inside construction is permitted without written permission from either the director of residence life or the director of the physical plant.

Rules and Regulations

1. The apartments will be inspected for cleanliness during health and safety inspections each term and before the following breaks: Thanksgiving, Winter and Spring Breaks and once during Interim. Inspections are announced in advance. Failing an inspection will result in fines and a 48-hour period to correct problems before re-inspection.

2. Residents of the apartments are required to keep the apartments, porches and stairwells clean and provide their own cleaning materials. Residents may obtain toilet paper from Village laundry facilities.

3. All residents are required to remove trash and recyclable materials and deposit them in the appropriate containers located behind the houses in designated locations. Students must ensure that trash can lids are securely fastened after depositing bags into the receptacles. Bags of trash are not allowed to remain on the porches or in the stairwells. Failure to dispose of trash promptly and in secure bags will result in disciplinary action including fines. Throwing trash is strictly prohibited. When moving out of the apartments at the end of the academic year, trash and unwanted items that do not fit in a single can must be taken to the nearest dumpster.

4. Residents of the apartments are responsible for all guests and persons found in their apartments.

5. Residents of the apartments may not tamper with the ID card-key system or the door locks. Exterior doors of apartments should NOT be propped at any time and locking mechanisms should NOT be disabled. Residents of the buildings will be fined $50 when a door is found to have been tampered.

6. Lights are provided on Village porches for convenience and safety purposes. Residents may not remove bulbs or otherwise obstruct lights placed by the college.

7. Sidewalks and fire lanes are OFF LIMITS to all vehicular traffic and may not be used for parking, loading/unloading, etc. Fire lanes will be opened for loading/unloading only during special circumstances which will be communicated to students in advance; non-fire lane sidewalks are always off limits to parking.

8. Residents are not allowed to have overnight guests for an extended period, in accordance with the visitation guidelines outlined in Residence Life Policies.

9. Residents must respond cooperatively to campus safety officers and residence life staff members at all times.

10. Throwing or dropping any objects whatsoever off the porch or from the windows of the apartment is not allowed. Residents will face disciplinary action and/or possible eviction for such incidents.

11. Residents are responsible for keeping porch areas and stairwells attractive, healthful and pest free.

12. Porches should be swept regularly and are not to be used as storage areas for personal items (clothes, shoes, gear, etc.).

13. Porch-style furniture is allowed, but upholstered furniture is not. All college-issued furniture must stay indoors.

14. Many houses have utility closets for use by college staff. These closets are not to be opened or used by any students.

15. While stairways are cleaned by the housekeeping staff once a week, trash and rubbish deposited anywhere other than the available receptacles will result in fines for the entire building. Residents are strongly encouraged to assist the college by keeping the stairwells clean. Stairwells that are carpeted may be vacuumed by residents in the building. Residents may decorate the stairwells tastefully.

16. Fire regulations prohibit bicycles, scooters, motorcycles and other conveyances from being chained to or parked on stairwells, porches and handicap ramps. Residents are reminded to use the bike racks placed around the Village.

17. Cooking out on porches is not allowed. Both indoor and outdoor grills are prohibited in or around college buildings. Community grills (charcoal use only) are located at different locations around the Village. Residents must supply their own grilling supplies for use with the community grills. Grills found by college staff will be confiscated.

18. No flags, laundry, clothing or other items can be hung from the windows, the porches or the roofs.

19. No pets are allowed in the apartments except for small aquarium fish in tanks smaller than 10 gallons. Residents found
with pets will pay the fine outlined in Residence Life Policies and will be responsible for associated cleaning and treating costs. Pets are not allowed to visit in the apartments. Students wishing to request an accommodation of an Emotional Support Animal should follow the procedures outlined in the Guide to Accessibility Services.

20. Students are expected not to feed stray animals on campus or lay out food for animals in any location on campus. This includes feeders of any kind.

21. Bunk beds and lofts are not permitted in the apartments.

22. Roofs and ledges of all buildings are off limits. Fines of $100 per person may be imposed on violators among other sanctions deemed appropriate by the residence life staff.

23. Hitting golf balls (including plastic golf balls) is not allowed.

24. In accordance with college policy, smoking and or vaping is not allowed. Smoking is NOT allowed inside apartments, in stairwells, or on porches. If cigarette butts are found on a porch or in the grass around an apartment, the residents of the apartment in the nearest building will be held accountable. The sanctions for the first offense for cigarette butts is a $50 fine, the second offense is a $100 fine and community restitution hours, and the third offense will be removal from the apartments.

25. In accordance with college policy, vaping is not allowed in any Village buildings.

26. Students should not disable smoke detectors or tamper with fire equipment in any way. Tampering with fire equipment may cause the fire alarm system to initiate and dispatch the local fire department. Students who cause a fire alarm due to tampering with fire equipment will be fined for the full cost of the dispatch and may face reassignment.

27. Residents must comply with the Wofford College Beverage Alcohol and Drug Policy.

### Apartment Parties & Gatherings

All parties must be registered with the Office of Residence Life by submitting the party registration form by noon on Thursdays for weekend parties and 24 hours in advance for weekday parties. This form may be obtained from the Office of Residence Life or online. In addition, campus safety and residence life officials reserve the right to shut down a party at any time. A party is defined as more than 16 people, including residents of the house, being present within the house at one time. The maximum number of people allowed in an apartment for a registered party is 35. The maximum number of people allowed on a porch during a registered party is 20, unless otherwise posted. If at any time a resident has guests over for a spontaneous gathering and the number exceeds 16, the resident MUST contact the resident assistant on duty IMMEDIATELY. The resident assistant on duty then will, in turn, alert campus safety and the resident director on call.

1. All parties must be registered with the Office of Residence Life, the registration form can be found online.
2. Parties are not considered approved until residents of the apartment have received explicit written approval from a member of the residence life staff.
3. No more than two apartments in a building can be approved to host party during the same times (except MSBVC). Parties will be approved on a first-come, first-serve basis.
4. In order to host a party, all residents of an apartment must complete the party registration workshop offered by the Office of Residence Life.
5. Parties must be registered by a resident of the hosting apartment.
6. Individual apartments may not be approved to host more than three parties in a week.
7. Party requests may not be submitted more than two weeks in advance.

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

1. The first violation will result in the residents being given a formal warning.
2. A second violation will result in the resident being fined and serving community restitution hours determined by the office of residence life.
3. A third violation will result in students being reassigned to other residence halls or being evicted from college housing.

Students wishing to appeal sanctions for Village policy violations should contact the director of residence life within 48 hours of the notice of sanctions.

Village residents who accept responsibility or are found responsible for violating the college policy on drugs and illicit substances may be evicted from campus housing.

In addition to these set policies, students are expected to abide by the Student Code of Rights and Responsibilities and all college policies. At any time, these policies may be changed or updated by the Office of Residence Life or the dean of students. Apartment residents will be notified via email within 24 hours of changes or updates to these policies.
policies.

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

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

Wofford College recognizes the rights of individuals to associate on campus and acknowledges that a wide range of campus organizations may enhance the college environment. Therefore, Wofford College encourages organizations to be chartered. Student organizations should contribute positively to the Wofford College community in a distinctive manner and have objectives that correspond to the Purpose of the College. Student organizations should aim to develop students’ intellectual curiosity, independence of thought, maturity of judgment, self-discipline, religious faith and moral character. They should foster citizenship and leadership and promote community service. Organizations should seek a positive and open relationship with Wofford College.

In order to foster this relationship with Wofford College, every formal organization should seek formal recognition of the organization through the granting of a charter. Even without a formal charter, Wofford College emphasizes that every organization operating on campus (chartered or informal) is accountable to the following policies and procedures.

Charter Application Process

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

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

Beginning in October 2020 a notice of application will be read at meetings of the Campus Union Assembly. Any member of the current student body, the faculty and/or the staff who has an objection or grievance related to an organization applying for a charter must register it in writing with the chair of the Student Experience Committee so the committee may review it. Once an organization is granted a charter, it may renew the charter at the end of the spring semester by completing an annual report distributed by the Student Activities office.

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

Relationship Between Student Organizations and Wofford College

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

Benefits of Chartered Organizations

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

Good Standing and Operation

1. Individuals who join together in a student organization collectively share a common responsibility to
themselves, their group and Wofford College. All student organizations will be held responsible by Wofford College for abiding by federal, state and local laws, as well as all college regulations.

2. Nondiscrimination: A student organization is ineligible for chartered status when membership is restricted by reason of age, ancestry, citizenship, color, disability or handicap, gender, race, religious creed, national origin, political affiliation, sexual orientation or veteran status. Consideration shall be given to organizations that may be exempt from Title IX of the Educational Amendments of 1972 relating to the discrimination of gender.

Notwithstanding these requirements, a student organization may restrict membership based on an ability to perform the activities related to the organization’s purpose. In determining cases of discrimination, it is not sufficient to look merely to the constitution of an organization but also to its actual practices and operations.

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

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

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

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

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

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

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

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

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

Canvassing
- Canvassing is any effort to influence opinions, gain support or promote a particular cause or interest, specifically excluding solicitation or fundraising as defined by current policy. Surveys are not considered canvassing for purposes of this policy.
- Canvassing shall be restricted to 8 a.m.-10 p.m.
- Canvassing may occur outside of the Burwell Building, the Mungo Student Center and the Michael S. Brown Village Center.
- Canvassing may not occur in individual residence hall rooms, apartments or classrooms.
- Canvassers must abide by all college rules and regulations. Violators will be subject to referral to the dean of students and may lose the privilege of being a chartered organization.

Group Responsibility
When persons are functioning in their capacity as members of a student organization, they will be held
accountable for their conduct individually and collectively. Any group or collection of a group’s members acting in concert is responsible for the actions of the members. Occasional misconduct of an individual member is not chargeable to the group; however, group conduct exists where:

- Members of the group act in concert to violate the Code of Student Rights and Responsibilities or college policies.
- A violation arises out of a group-sponsored, financed or endorsed event.
- A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
- The incident occurs on the premises leased, owned or operated by the group.
- A pattern of individual violations is found to have existed without appropriate group control, remedy or sanction.
- An organization, or members of a group acting in concert, provides the impetus for violation of Wofford College rules, policies and regulations.

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

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

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

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

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

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

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

Use of Wofford College’s Name and Symbols
Wofford College will allow the use of its name as part of the student organization’s name only if the
organization takes appropriate steps necessary to prevent persons and organizations with which it deals from receiving the impression that the organization is part of, controlled by or acting on behalf of Wofford College. The organization shall not use any marks, symbols, logos, mottos or indicia of Wofford College without its express prior written consent. Contact the Office of Marketing and Communications at 864-597-4184 or woffordnews@wofford.edu for more information.

Taxes
An organization shall not use the Wofford College taxpayer identification number or Wofford College’s tax-exempt status in connection with purchases or sales by the organization, gifts to the organization, interest or other income of the organization or any other activity of the organization.

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

Tobacco/Smoking Products Use Policy
(Adopted Fall 2019)

Background
Wofford College seeks to provide a safe, healthy and comfortable environment in which all members of our campus community can live and work. Wofford College and the American College Health Association support the findings of the surgeon general and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health both have classified second-hand smoke as a known carcinogen (cancer causing). A version of this policy, which included designated smoking areas, took effect at Wofford College at the beginning of the fall semester of 2019. The policy was reevaluated in the spring of 2020, and the decision was made to prohibit the use of all smoking and tobacco products on campus beginning fall 2020.

Policy

I. The use of any tobacco or smoking product is prohibited inside buildings or vehicles that are leased, owned or controlled by Wofford College whether signs are posted or not. This includes, but is not limited to, buildings on college-owned, leased or controlled land, offices, classrooms, meeting rooms, laboratories, residential rooms and apartments, elevators, stairwells, balconies, decks, porches, restrooms, bridges and walkways, sidewalks, hallways, entrances, lobbies and athletics venues.

II. “Tobacco and smoking product(s)” include all tobacco-derived or containing products, including, but not limited to, cigarettes (e.g. clove, bidis, kreteks), electronic cigarettes, vaporing devices, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff) or any other device intended to simulate smoked tobacco.

III. The solicitation of tobacco and smoking products is prohibited on campus and in all college publications.

IV. Officers with the Department of Campus Safety may issue citations for use of tobacco/smoking products in violation of this policy with a fine of $25 when a violation is noted. Fines will be collected by the Department Campus Safety. Continual violations of the policy prohibiting the use of tobacco/smoking products may result in additional disciplinary action.

V. Failure on the part of a faculty or staff member to abide by the policy prohibiting the use of tobacco/smoking products may result in administrative action by the person’s supervisor or the Office of Human Resources.