



Voorhees University

POLICY MANUAL

VOLUME V

Student Life and Athletic Policies

March 2022

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Volume V

Student Life and Athletic Policies

5.0 Introduction

Volume V of the *University Policy Manual* provides information about aspects of university life to students and the University community, including information about support services and organizations of the Student Government Association. For more detailed information on academic regulations, course fees, etc., please consult Volume VI of the *University Policy Manual*, as well as the *Voorhees University Catalog*.

Voorhees University has made this edition of Volume V of the *University Policy Manual* as comprehensive as possible; however, it is not possible to foresee every situation that may occur. Accordingly, the content of Volume V of the *University Policy Manual* is subject to change from time to time as deemed appropriate by Voorhees University in order to fulfill its role and mission. Any such changes may be implemented without prior notice or obligation, and, unless specified otherwise, are effective immediately. Every effort will be made to minimize the inconvenience such changes might create for students.

This Volume V of the *University Policy Manual* is intended for informational purposes and does not expressly or implied, create any contractual rights between the University and any student. Circumstances not specifically addressed in any of the volumes of the *University Policy Manual* will be handled on a case-by-case basis. Any questions regarding the information contained in this Volume V shall be referred to the Provost/Vice President for Academic Affairs.

5.1 Student Commitment Statement

Voorhees University, as a private church-affiliated institution, earnestly seeks to establish a campus environment where the living and learning experiences exert a positive influence in the lives of our students – physically, mentally, socially, and spiritually. Voorhees University believes that your familiarity with and observance of our *Student Code of Conduct* community values are truly necessary. To achieve this goal, Volume V of the *University Policy Manual* is provided to you to assist you in adapting to our Voorhees University family. You are encouraged and required to read the values section carefully; it will greatly facilitate your success as a student at Voorhees. Among the many issues covered in Volume V of the *University Policy Manual*, four are very important to the University community and deserve special mention.

First, advancing the personal well-being of each student and promoting responsible action are important goals of the University; therefore, an alcohol-free, drug-free campus environment is expected and enforced.

Second, the University seeks to develop and reinforce positive and exemplary attitudes, speech, and action; therefore, we take the position that public use of profanity and vulgar/abusive language, theft and vandalism, dishonesty such as lying, cheating and disrespect, and engaging in or giving

the appearance of immoral behavior or physical violence on or off-campus are prohibited, therefore, persons found guilty are subject to disciplinary action which could lead to probation, suspension, or expulsion from the University.

Third, fellowship and worship are an integral part of the Christian experience; therefore, students are encouraged to attend weekly chapel/convocation services and programs, as scheduled.

Fourth, promoting acts of leadership and service to humankind is an essential aspect of the University's mission and goals statement; therefore, each student and student organizations are expected to engage in leadership and community service projects. The implementation and enforcement of our community values/student honor code represents our application, knowledge, and understanding of basic Christian beliefs and traditions, making Voorhees a very special and unique place, to be preserved for contemporary and future generations. Voorhees University welcomes you into its family as one who will join our community to be a positive influence for good, who will be a conscientious campus citizen, and who will seek to prepare for responsible citizenship. Our entire University program is designed to assist you in becoming the Voorhees Man and the Voorhees Woman demonstrating competence, character, compassion and commitment. Best wishes are extended to each of you for a very successful collegiate experience.

For the duration of your enrollment at Voorhees University you are to do everything within your power to uphold the high standards of integrity, honor, and excellence herein described. Remember that *"We are Voorhees – A Community of Scholars!"*

5.2 The Voorhees University Student Creed

As a member of the community of scholars at Voorhees University, I will Aim High, Work Hard, and Finish what I start. I will also demonstrate genuine concern and compassion toward others.

In order to be an active participant in a shared living/learning experience, I bring to Voorhees:

1. RESPECT for myself; for others, their ideas and beliefs; the campus environment; and for our community as a whole.
2. OPEN-MINDEDNESS to things that are new, different, and unfamiliar.
3. INTEGRITY that will enable me to be honest, sincere, and true to myself in my pursuit and support of academic excellence.

By bringing these qualities to our mutual experience, I help build a community of scholars that exemplifies the values of diversity, responsibility, education, leadership, and growth.

5.3 Student Rights and Freedoms

Voorhees University endorses academic freedom. The University also endorses citizenship freedoms including freedom of peaceful assembly, freedom of the press, and freedom to petition for redress of grievances. The University seeks constructive change and works with the faculty and the Student Government Association to make necessary revisions in programs, policies, and procedures. The University, moreover, respects the right of students to criticize, dissent, and protest.

Academic freedom, however, is not academic license. Therefore, in the interest of ensuring the education which teachers are here to provide and which students are here to receive, Voorhees University will not tolerate the use of physical force or physical destruction or other activity which infringes upon the freedom of others, denies the opportunity for teachers to teach and for students to learn or interferes with the right of speakers to speak and listeners to listen. The University maintains that the rights and freedoms of students does not include the right to hamper and restrain the movements of others; to interfere with school operations including the conduct of classes and the performance of office work; to obstruct movement into, through, and out of school buildings; to disrupt school operations; to seize and occupy school buildings, to injure persons, to damage or to destroy property.

The University affirms and supports the basic principle that free inquiry and free expressions are fundamental and indispensable rights, which should be enjoyed by all members of the academic community. It does not condone dissent, which expresses itself through the use of physical force and/or physical obstruction. Therefore, students who use physical force and/or physical obstruction in an attempt to force their wills upon others will be held fully responsible and discipline for such actions will be prompt and sufficient to the cause.

5.4 Student Information and Services

Below please find general non-academic student information, as well descriptions of programs and services that are provided to all Voorhees University students. Academic related programs and services are outlined in Volume VI of the *University Policy Manual*. In addition, students should refer to their individual academic program's handbook, as applicable, for academic information germane to their program.

5.4.1 University Store

The University Store sells writing instruments and supplies, toiletries, greeting cards, light snacks and Voorhees University and Greek-letter organization paraphernalia. Purchases may be made with cash, credit cards, money orders, cashier checks and traveler's checks.

5.4.2 Business Office and Student Accounts

Business Office and Student Accounts are maintained in the Division of Business and Fiscal Affairs.

5.4.3 Campus Media

The Vista is a quarterly student newspaper publication of research reports, documented opinion papers, and selected essays from all academic fields edited and managed by a student staff under the supervision of an advisor. Its editorial board is comprised of faculty, students, and administrators at

Voorhees University. Students work as reporters, editorial writers, and advertising managers where they gain excellent training in journalism.

WVCD 96.5 FM/790 AM is the Voorhees University radio station located in the Leonard E. Dawson Health and Human Resources Center. News programs and a wide variety of music is broadcast throughout campus by student and local disc jockeys.

The Voorhees University Yearbook, *The Tiger*, depicts, in pictorial form, all the programs and activities that occurred during the academic year. Student staff under the supervision of an advisor edits this publication.

5.4.4 Campus Safety and Security

For the safety and security of the students, faculty, staff and property, Voorhees University has outsourced its Department of Campus Safety and Security. The mission of the Campus Safety and Security is to maintain security on all University properties, ensure the safety of all students, faculty and staff; coordinate with state and other local law enforcement agencies; and to enhance the security of the University and the surrounding communities. The Department endeavors to have security personnel become a visible and prominent presence on campus, to provide 24 hours of surveillance, to make regular area patrols, and to work with other administrative personnel and departments to promote the mission and goals of the University. For a complete description of the department and a listing of the University's security and safety-related policies and programs, please refer to Volume II, section 2.3 of the *University Policy Manual*.

5.4.5 Career Planning and Resources

The Career Planning and Resources Center, in collaboration with the Career Pathways Initiatives, provides opportunities for students to explore their academic majors and career interests. The Office provides a wide variety of services and programs to promote personal growth and development, and to help students handle day-to-day concerns for traditional and non-traditional learners. Information is available about employment, internships, cooperative education, and graduate school preparation and testing. Services provided include résumé assistance and interviewing skills sessions as well as meetings with consultants to discuss employment and graduate school-related issues. Representatives from graduate schools, industry, and government agencies recruit on the campus throughout the year.

Staff in the Career Planning and Resources Center encourages Voorhees students to take advantage of services that assist them with educational planning, career exploration, career planning, and job-search strategies. Employment assistance is available during matriculation, or after graduation. All students are encouraged to come in at the beginning of their university experience for assistance in self-assessment and goal setting, including developing a four-year planning guide (see Appendix 5.4.5 for additional information). Career Planning and Resources Center activities are provided in both individual and group sessions.

As a service to students engaged in the job search process, the University arranges for prospective employers to conduct job interviews for career positions on and off campus. Students are encouraged to take advantage of the variety of services that help prepare them for job interviews and other aspects of the job quest. Services include workshops in self-assessment, career exploration and planning, résumé writing, interviewing techniques, job search strategies, and networking. Career fairs are also provided for students to meet various employers in informal settings.

The Career Planning and Resource Center strives to provide a comfortable environment for the traditional and non-traditional learner that enhances the student’s intellectual development, career skills, and self-confidence, consistent with age and life circumstances. The staff firmly believes that all students who have made well-informed career decisions will obtain greater benefits from their academic programs and are more likely to persist in completing their educational experiences. Likewise, the University is certain that well-prepared graduates will have greater choices of future employment opportunities.

5.4.6 Commuters

Commuting students have all the privileges and responsibilities enjoyed by boarding/residential students. They represent Voorhees and are expected to uphold the ideals and standards of the University at all times.

Commuter students are encouraged to use the Student Center for fellowship and fun. In addition, commuters are welcome to purchase meals in the Dining Hall and Snack Bar. They may also rent mailboxes in the Post Office on an “as available” basis. Health Services are available to commuters. Any commuter who becomes ill on campus should report to the Student Health Center/Infirmary for treatment.

5.4.7 Financial Aid

The Office of Student Financial Aid assists students whose family and/or personal circumstances make financial assistance necessary in meeting the cost of attending Voorhees University. Financial aid programs include scholarships, loans, grants and employment. These programs may be offered to students singularly or in various combinations. A student may refuse part or all of the aid offered. In such cases, it becomes the responsibility of the student and parents to compensate for the aid not accepted.

The Office of Student Financial Aid is located in Wright Hall. This office disseminates aid information and counsels students and parents regarding financial need, the availability of funds and the application process for receiving financial aid from state, federal, institutional and private financial aid programs. This office also determines eligibility for financial aid and the extent of need and generates a timely notification of the types and amount of financial aid awards.

The primary purpose of the Financial Aid Program at Voorhees University is to provide financial assistance to students who, without such aid, would be unable to attend university. (Note: Special

merit-based scholarships are available to high-ability students.) Various sources of financial assistance are available to students who meet eligibility requirements to participate in the Financial Aid Program. Funds available through the Pell Grant, the Supplemental Educational Opportunity Grant Program (SEOG), the Federal Work-Study Program, Guaranteed Student Loan Program, Voorhees University Scholarships and the South Carolina Tuition Grant Program. Students and parents are urged to seek assistance in proper completion of their Aid Applications. All applications should be completed and filed early.

Students are responsible for timely completion of requirements to receive financial aid. This includes requirements of the University, private funding sources, as well as State and federal funding sources. Failure to comply with requirements within specified deadlines may result in a student not receiving financial assistance and may necessitate payment of the balance with personal funds.

The Voorhees University Office of Student Financial Aid strives to ensure that all students apply for financial aid in a timely manner and provides assistance and support in the application process. For any additional questions or concerns, please refer to the current University Catalog or contact the Financial Aid Office.

5.4.8 Dining Services

A national chain manages the food services operation at Voorhees University. The University furnishes the dining rooms and the equipment, but the management of the food services and the food service personnel are the responsibility of the chain.

Voorhees University provides food service through a contract with Aladdin Dining Services. The University's food service is under the direction of the Office of Business and Fiscal Affairs.

All students living in the residence halls (boarding students) are required to participate in the school's food service program. As participants, students agree to the set rules and regulations for the dining hall. The dining hall will open on the first day of New Student Orientation and will close after Commencement. Daily hours of operation are posted in the dining hall.

The University dining hall is located in the Leadership Conference Center. It primarily serves resident students who are required to participate in the University's Boarding Meal Plan. Non-resident students who wish to dine therein must either purchase a meal plan or eat on a cash basis. All students who live in residence halls will be charged for meals. The food services staff prepares meals for students with various dietary needs. Students requesting exemption from the meal plan must submit a physician authorized and signed medical excuse to the Office of Health Services located on the first floor of Halmi Hall. Upon receipt of a request for a meal plan exemption, the Director of Health Services will contact the Aladdin Food Service Site Coordinator to determine if the dining hall is able to provide for the physician-prescribed dietary needs of the student. Meal plan exemptions will be approved only when the dining hall is unable to provide for these needs. The Aladdin Food Service Site Coordinator will forward written correspondence to the Vice President for Student Affairs. Approval for a meal plan exemption will be at the discretion of the Vice President for Student Affairs, and no appeal shall be granted. Requests for exemption

must be made within five (5) days of assuming occupancy in campus housing.

Students have responsibility for the following dining hall procedures:

1. Presenting a current I.D. Card to dining hall personnel at each meal, or pay cash at the door. The Voorhees University ID card is valid for dining service for boarding students who have a validation sticker for the current semester. Present your ID card to enter the dining hall. Your card may not be transferred to another person. If your card is transferred to another person (with or without your consent) it will be kept by the dining hall checker or cashier. If your card is lost or stolen, contact the Student Engagement and Leadership immediately.
2. Refrain from taking food, beverages and dining hall property out of the dining hall.
3. Proper and appropriate attire is required to enter the dining hall and includes shirt, safe footwear, pants, shorts, and skirt. Students (males and females) may not wear hats, doo-rags, and head scarves in the dining hall. For further information, refer to the *Voorhees University Dress Code Policy*.
4. Dining hall self-service begins by picking up a tray and ends by returning the tray, dishes and utensils to the proper dish return area. All food, utensils and dishes must remain in the dining room. Damage to University property or its loss will be assessed to those responsible by the food service staff.
5. Conduct yourself in an orderly manner. Boisterous conduct will not be tolerated in the dining room. Students are welcome to unlimited helpings of most food or beverage in the dining hall; however, students should not be wasteful. Take all that you wish to eat, but please eat all that you take. Students, faculty, and staff are expected to show regard for the protection of Voorhees University dining hall property and for the comfort and convenience of those who may be dining with them.
6. Aladdin Management will post serving hours; the dining room will close between meal periods. Services are consolidated on the weekends such that brunch is served at mid-day and a second meal (dinner) is served. Guests and non-resident students may purchase meals at the checker's table in the dining hall during serving hours.

Please Note: If an ID Card is lost, a duplicate card costs will be imposed and may be purchased at the Cashier's Window in the Business Office and secured from the Director of Student Engagement and Leadership in the Living and Learning Center.

5.4.8.1 Snack Bar

The Snack Bar is located in The Leonard E. Dawson Health and Human Resource Center and is open to all members of the University community and guests. Meal plans are not available in the Snack Bar but on a cash/credit card basis.

5.4.9 Health Services

The University provides a health facility located on the first floor of Halmi Hall and employs a nurse. Students should seek medical assistance at the earliest sign of illness and are encouraged to

utilize health services to maintain health and to decrease illness.

Students who need medical assistance should report to Health Center/Infirmary during the posted hours when the nurse is on-site. On-campus students who experience a medical emergency after business hours should report to their residence coordinator or Campus Safety and Security for assistance; off-campus students should visit a local clinic or emergency room.

Note: The student is responsible for payment of medical care that is provided by a physician, dentist, hospital, or emergency medical service provider. Insurance coverage for medical and dental care is the responsibility of the student. Each student is encouraged to have an insurance plan in place prior to attending Voorhees University.

Voorhees University encourages students concerned with health/wellness issues (e.g., asthma, diabetes, hypertension, depression, pregnancy, STD's, etc.) to seek assistance from Health Services.

The University reserves the right to require a student to move from the Residence Halls, if he/she has a contagious disease, disrupts the University Community, or endangers the health, safety or property of any member of that community.

Documentation of a health service visit will only be granted to students who report an illness/injury prior to the time of work or class.

5.4.9.1 Mental Health Services

Mental Health services are available through the Office of Student Affairs. University staff works closely with the staff of the Community Mental Health Center to meet the needs of our students.

5.4.10 Library

The Library's primary objective is to provide the necessary resources and services to support the University's educational mission. Efforts are made by the library staff to implement the objectives of the University by making books and other relative resources available to supplement and enrich the curriculum, to provide for independent study and research, and to encourage a lifelong habit of reading for cultural enrichment and personal growth. The Library is central in the life of successful students. Students with ID cards may check out books. Fines are levied for overdue and lost books. Please refer to the University's Library policies in Volume II, section 2.8 for additional information.

5.4.11 Lost and Found

Lost and found articles should be turned in to the Vice President for Student Affairs or Campus Safety and Security.

5.4.12 Mail Services

The Campus Post Office, located on the parking lot side of Halmi Hall, is maintained for the convenience of resident students. Commuters may rent mailboxes on an “as available” basis. The Post Office service window is open Monday - Friday from 9:30 a.m. – 5:00 p.m., and closed on weekends and holidays. Postage stamps may be purchased in the Post Office. Federal Express and United Parcel packages are delivered to and should be picked up at the Campus Post Office Window.

When a package or accountable (Certified, Express or Priority) mail is received, a notice will be placed in a student’s mailbox. The student should bring the notice to the Post Office window with his/her ID Card. Certified or Express mail is the best security that the Postal Service has to offer against loss or theft. However, the University Post Office does not provide special mail services such as Registered, Insured Express, and COD mail or Money Order.

Please advise correspondents to use your campus box number when corresponding with you and NOT to send cash through the mail. If someone writes or sends a package and it is not received in a reasonable number of days (4-5), contact the sender to have any U.S. Post office trace the mail.

Student mailboxes are located in Halmi Hall:

1. All students are assigned individual mailboxes with keys upon completion of registration.
2. Mail for students shall be distributed daily except on weekends. Special deliveries, packages, and certified or registered mail will be delivered Monday through Friday during mailroom hours and only to the person whose name appears on the correspondence with a valid Voorhees University student identification (ID) card.

Students are advised to have family and friends address their letters as follows:

To send regular mail:

Jane Doe
Voorhees University
P.O Box XX
213 Wiggins Drive
Denmark, SC 29042-0678

To send Fed-Ex or UPS packages:

John Doe
Voorhees University
P.O. Box XX
213 Wiggins Drive
Denmark, SC 29042

5.4.13 Plant Operations

All maintenance, renovations, landscaping and lawn cares are under the supervision of the Director of the Physical Plant. Students have an interest in the physical efficiency of the buildings and grounds and share responsibility for the general appearance, upkeep and protection of the University property.

5.4.14 Rural Health Center

The Rural Health Center located on the campus of Voorhees University will focus its activities on improving access to health care services and eliminating racial and ethnic health disparities. The Center, which seeks to be a national model, evolved from the premise that in order to make a difference in the lives of rural minority populations, at least three (3) criteria should be met. The Center should be located in a rural community; be linked to an HBCU; and, integrate clinical services, health education and research, and public health services.

The 13,137 sq. ft. building also houses the Office of Recruitment and Admissions, Division of Institutional Advancement and Development, Student Records Repository, Office of Sponsored Research and the Office of the Board of Trustees.

5.4.15 Religious Life

Voorhees University has a great and cherished religious tradition. The Office of the Chaplain functions to facilitate an environment of spiritual development. This office also serves as the center for religious activities, as it coordinates and promotes programs of spiritual enrichment on the campus. The religious outreach of the University is ecumenical and warmly embraces students, faculty and staff members from a wide variety of religious denominations.

Whether spiritual growth is sought in the areas of ethics and values, morals, and understanding or religious choices and conversion, the comprehensive ministry assists in making campus life a richer and more meaningful experience.

Voorhees University, founded in a Christian setting, bearing a Christian motto, and believing that each personality should be anchored in lasting values, provided for its academic community a varied program of religious activities. All students should take advantage of the following stabilizing services and activities: Religious activities include Bible study, annual Religious Emphasis Week celebrations, Tuesday All University Worship, and spiritual awareness sessions. Students are invited to become involved in the programs and events.

Religious activities at Voorhees University emphasize moral and spiritual values, which are necessary for one's total development. These activities provide opportunities and experiences for worship, spiritual enrichment and personal growth. University Chapel Services are held on Tuesdays at 11:00 a.m. at St. Philips Chapel and church services are held on Sundays at 10:00 a.m.

St. Philip's Chapel: Sanctuary is available for private prayer and meditation. Every student should use this room in moments of personal stress, strain or great thankfulness.

5.4.16 Student Activities

This office provides recreational, social, cultural, and leisure-time activities and programs that contribute to the students' physical, emotional, social, spiritual and intellectual development. Area facilities and services include: The Student Center, T.V. Lounge, Billiards, Swimming Pool, Tennis

Courts, Walking Track, Weight Room, and the Gymnasium. The Director of Student Engagement and Leadership provides the schedules and programs of student activities. Contact should be made with the Director for permission to use these facilities for special events.

5.4.17 Student Affairs

Student Affairs is the component of the University responsible for co-curricular and extra-curricular areas of student life including residence living, career counseling services, health services, Christian life, discipline, intramural sports, and student activities and organizations. Under the direction of the Vice President for Student Affairs, the primary function of the area is to provide a comprehensive program of student support services directed toward meeting students' developmental needs.

Student Affairs, through its programs and processes, seeks to create a supportive co-curricular environment at Voorhees that is conducive to the development of emotional autonomy, coping skills and feelings of self-worth and independence, tolerance and mature relationships with peers, appropriate educational plans, mature career plans and a responsible lifestyle.

5.5 General Student Policies

The policies in this section identify many, but not all, of the important non-academic policies, procedures, and regulations that apply specifically to students. Students are to be reminded that as members of the Voorhees University community, they are expected to adhere to all published rules, regulations, procedures, and policies, including those set forth in this volume, as well as the *University Catalog*; and HIV/AIDS Volumes II (Community Policies); and VI (Academic Policies) of the *University Policy Manual*. Students also are obligated to adhere to the laws of the city, county, state, and nation. Failure to comply with Voorhees University policies, procedures, and regulations may subject a student to disciplinary action as defined in the *Student Code of Conduct*.

5.5.1 HIV/AIDS

As outlined in Volume II, subsection 2.2.1, Voorhees University has developed an AIDS policy that specifically prohibits discrimination against individuals with HIV/AIDS and outlines various health and support services available to individuals with HIV/AIDS.

5.5.2 Alcohol and Drugs

In accordance with the University's Alcohol and Drug Policy (see Volume II, subsection 2.2.2), Voorhees University students are prohibited from using, possessing, manufacturing, dispensing, distributing or being under the influence of alcohol, controlled substances or illegal drugs on University-owned property, at University-sponsored activities, or while attending off-campus events as an official representative of the University.

5.5.3 Cell Phones and other Communication Devices

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones and other communication devices and students respond in class or leave class to respond, it disrupts the class. All communication devices must be turned off or set to silent while inside an academic building or outside during formal, school-sponsored occasions, such as graduation, chapel services, public prayers, or ceremonies. Persons making or receiving calls or using these devices will be asked to leave immediately and not return to that class session or event.

At the discretion of the instructor, exception to this policy is possible in special circumstances. Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class. In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty as outlined in subsection 6.5.15 and additional sanctions under the *Student Code of Conduct*.

5.5.4 Children on Campus

In accordance with the University Children on Campus Policy (see Volume II, subsection 2.1.2), the use of classrooms for child-care and baby-sitting purposes is strictly prohibited. Moreover, child-care and baby-sitting services in residence halls and other University facilities also are prohibited. This policy is not intended to be punitive but is made with the interest and welfare of children at heart and the rights of all members of our family in mind will be appreciated.

5.5.5 University Assemblies, Service Learning and Cultural Enrichment

Students are required to participate in University Assemblies, Service Learning and Cultural Enrichment programs and activities each semester. The University designed a system to record attendance for all required University-sponsored activities; namely, convocations, chapel services, University assemblies and other programs. The following are annual activities that all students are required to attend: Fall Convocation (September), Founder's Day (April), Honor's Day (April), and all University Assembly Programs. A calendar of required activities is provided for students on the University's website. All students, through the graduating class of 2020 **must complete 72 hours of cultural enrichment** points before they can graduate from Voorhees University. Effective fall 2017 and beginning with the graduating of 2021, all students **must engage in 120 hours of Service Learning** as a graduation requirement.

5.5.6 Computer Usage

All students utilizing the University's computing equipment, services and resources, including its PCs, network, and computer labs, must adhere to the University's IT policies as outlined in Volume II, section 2.4 of the *University Policy Manual*.

5.5.6.1 Laptop Computer Usage

In the classroom, laptops are to be used only for note taking or activities directed by the faculty in that classroom. If you use them for any other purpose, e.g. work for other faculty, web surfing, game playing, or communicating with others, you will be asked to close down your computer, and leave the room. At all times, users of the University's IT network or computer systems must comply with all applicable Information Technology policies as outlined in Volume II, section 2.4 of the *University Policy Manual*.

5.5.6.2 Student Computer Lab

Voorhees University provides access for students to the University's Computer Labs and network for academic, research, or study purposes.

The labs and network are a valuable but limited resource, which must be shared with others. It is the student's responsibility to use the facilities in an efficient, ethical, legal, and responsible manner, in accordance with the "Acceptable Use Policy". Violations of these policies may be grounds for termination of access to the labs or network facilities or subject the offender to other penalties and/or restrictions, which could include disciplinary actions pursuant to the *Student Code of Conduct*.

Students must carry a Photo ID at all times while using the labs. IT staff has the right to deny access to the Lab to anyone without proper identification. In addition, the following policies apply:

1. No food, drink, or cigarettes are to be consumed in the laboratories.
2. Avoid excessive noise and/or loud or obscene language.
3. Turn off or set to silent or vibrate all cell phones and/or PDA's.
4. Cell phone conversations should be conducted outside the laboratories.
5. Please be courteous to staff and fellow users.
6. Students are required to comply with any instructions by a University staff member or Lab Assistant.

5.5.7 Clery Act Compliance

The Voorhees University Campus Crime Report can be obtained by contacting the Office of Campus Safety and Security or the University Security link on the Voorhees University website at www.voorhees.edu. Please refer to the University's Campus Crime Reporting (Clery Act) Policy in Volume II, subsection 2.3.2 for additional information.

5.5.8 Crime Awareness and Campus Security Act

In compliance with the Crime Awareness and Campus Security Act of 1990, the University discloses policy information and crime statistics as part of a campus security report published annually by each institution. A copy of the report can be located on the University's website.

5.5.9 Dress and Personal Appearance

Students' dress should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the University community. Students who fail to abide by the dress code policy when advised by a University official shall be considered in violation of the *Student Code of Conduct* and will be subject to disciplinary action.

Classroom instructors and University staff in charge of University events have the right to refuse entrance to students dressed in any of the prohibited attire. Clothing and personal appearance should be neat, becoming and appropriate.

The following is required of all students at Voorhees University:

1. Make appropriate distinctions between the proper attire for class, work, church, business and formal affairs, relaxation, and play.
2. Sheer garments without proper undergarments to obscure their transparency; micro-mini dresses/skirts/shorts that do not cover enough of the thighs while standing/sitting; halter tops; midriff blouses; t-shirts bearing profane language/indecent messages, cutout or torn jeans, hair rollers, baseball caps or bedroom slippers; and t-shirts without sleeves are considered inappropriate attire.
3. Neither males nor females show any visual display of underwear.
4. Males not wear form-fitting shorts or boxing shorts without proper support undergarments.
5. Neither males nor females wear baseball caps, stocking caps, skullcaps, sun-visors, do- rags and bandannas in public buildings. Stocking caps, skullcaps and doo-rags are banned from campus and University -sponsored events on and off the campus.
6. Give appropriate attention to personal cleanliness and good grooming including hair; to present a clean, neat and orderly appearance representative of the Voorhees University community and the University values and mission. Note: Public buildings at the University include residence hall lobbies, buildings used for instruction and convocation, the Wright-Potts Library, Mass Hall Auditorium (during classes and convocations), the Leonard E. Dawson Health and Human Resources Center, the Student Center, and the dining hall.
7. Dress must be in good taste and appropriate for the occasion or setting.
8. Pajamas, hair rollers and bedroom slippers shall not be worn while in public or in common areas of the University.

A second warning regarding any of these guidelines may result in suspension or other appropriate discipline.

5.5.10 Emotionally Disruptive Behavior Withdrawal

This withdrawal policy applies to students with an emotional or psychiatric disorder who engage in behavior that is potentially harmful to himself/herself and others, or otherwise renders himself/herself unable to follow the *Student Code of Conduct*. See guidelines as established under the Psychiatric Withdrawal Policy. This policy is in Subsection 5.5.20 of this volume.

5.5.11 Fire Safety Plan

The potential for fire emergency is ever present in an institutional environment. Therefore, it is mandatory that all students participate fully in all fire safety efforts, including fire drills. Failure to cooperate or comply with established fire safety policies and procedures as outlined in the University Emergency Plan (see Volume II, paragraph 2.3.3.4) will be considered a serious breach of responsibility and could result in disciplinary action.

5.5.12 Identification (I.D.) Card Use

1. Students may obtain a Voorhees University ID card at the Office of the Dean of Students located in the Marion B. Wilkinson Building.
2. The student identification number is the key identifying the person as a Voorhees University student and is printed on the ID card. Students are advised to memorize their ID number.
3. Students must have a valid Voorhees University ID card to check out books from the Library, to enter the campus food service area, and to obtain admission to campus athletic events.
4. Students are encouraged to get their Voorhees University ID card by the end of the first week of classes as all students must be prepared to present their Voorhees University ID card to University officials upon request.
5. One Voorhees University ID card is issued free of charge to current students upon presentation of a valid government-issued document that includes a photo (e.g. driver's license or passport). Note: Card applicants must agree to an unobstructed facial photo.
6. All students enrolled at Voorhees University are issued student identification cards at the time of registration. Students should have this card in their possession at all times and present the identification card when asked to do so by a University official (administration, faculty, staff, or security officer).
7. If a student loses his/her identification card, the Office of Student Engagement and Leadership should be notified at once. The student may obtain a duplicate card after paying a replacement fee at the Cashier's Office in Wright Hall. The student will be given a receipt to take to the Office of Student Engagement and Leadership in the Living and Learning Center to have a picture taken and duplicate ID card issued.
8. I.D. Cards are not transferable. Therefore, students may not use the I.D. Card of another person. Should this occur, a fine per student will be imposed (i.e., lender and borrower), in addition to other disciplinary actions.
9. Lost or stolen I.D. Cards should be returned to the Vice President for Student Affairs.

5.5.13 Liability

Although every precaution is taken to maintain adequate security, the University cannot assume responsibility for the loss of or damage to students' possessions. Any such occurrences, however, must be reported promptly to the Campus Safety and Security. Students are advised to secure

personal insurance to cover their belongings in the event a loss occurs. Non-returning students must remove all personal items from their rooms. The University is not liable for any personal items left in rooms.

5.5.14 Missing Students

All reports of missing students shall be directed to Campus Safety and Security, which shall investigate each report and make a determination whether the student is missing in accordance with this policy. Please refer to the University's Missing Student Policy in Volume II, paragraph 2.3.3.6 for additional information and specific reporting procedures.

5.5.15 Parking on Campus

Voorhees University students must comply with the University's Parking and Traffic Regulations (see Volume II, paragraph 2.3.3.7) while operating motor vehicles on campus.

5.5.16 Non-Discrimination and Affirmative Action

Voorhees University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, age, sexual orientation, genetic orientation or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law, or any factor that is a prohibited consideration under applicable law. Individuals who believe they have been discriminated against in violation of the above policy should follow the reporting procedures outlined in the University's Discrimination and Harassment Policy (see Volume II, subsection 2.1.7).

5.5.17 Parental Notification

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, Voorhees University cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent (see Volume II, subsection 2.1.10). However, Voorhees University will disclose information to parents, without written consent from the students, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which Voorhees University deems such action necessary. Additionally, Voorhees University has the discretion to disclose, to any parent or legal guardian of a minor student, information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance; if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

5.5.18 Pets and Animals

Pursuant to the University's Pets Policy (see Volume II, subsection 2.1.14), pets in University buildings and Grounds, with the exception of licensed service animals, are prohibited.

5.5.19 Posters and Signs

Students and student organizations seeking to post notices, signs, or other displays must obtain prior approval from the Office of Student Engagement and Leadership in accordance with the University's Posting Policy (see Volume II, subsection 2.1.16).

5.5.20 Psychiatric Withdrawal

In the event that a possible emotional or psychiatric disorder results in a student engaging in behavior that is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the University's Student Code of Conduct the following steps may be taken:

1. The Provost/Vice President for Academic Affairs or a designee shall counsel with the student and the student's parent/legal guardian in order to try to affect a voluntary withdrawal and a prompt referral to a psychiatric facility for evaluation and treatment.
2. The University has the right to have an outside, independent psychological evaluation made of the student's fitness to continue as a member of the University community.
3. Where agreement cannot be reached, the student shall be notified in writing (except in emergencies) of the time and place of a meeting by the University.
4. An informal meeting will be held. A family member or another person of the student's choice from within the University community may accompany the student. The final decision will be based on medical and psychological evidence and or documented evidence of dangerous behavior.
5. Where a determination is made, that withdrawal is appropriate, a statement of the reason for the decision will be forwarded to the student's parent/legal guardian.
6. Fees will be refunded according to the policies stated in the *University Catalog*.
7. The withdrawal will be recorded in the student's permanent record as a medical withdrawal.
8. In emergencies, the University reserves the right to act outside the normal process and to act in accordance with its best judgment for the benefit and health of the student and for the best interests of the University and its students.

5.5.21 Rape

Voorhees University is committed to creating and maintaining an educational and working environment where respect for the individual and human dignity is of paramount importance. Accordingly, Voorhees University does not tolerate sexual assault in any form. Please refer to the University's Sexual Assault Policy in Volume II, paragraph 2.3.3.11 for additional information.

5.5.22 Relationships with Faculty or University Staff

Intimate relationships between Voorhees University students and its employees are expressly forbidden when the context for the relationship is instruction, coaching, employment, mentoring or other relationships where the student is a captive audience. Please refer to the University's Consensual Relations Policy in Volume II, subsection 2.1.4 for additional information.

5.5.23 Social Networking

Voorhees University students must be concerned with any behavior that might reflect badly on themselves, their families, and Voorhees University. Such behavior includes any activities conducted online.

Students are not restricted from using any online social network site and/or digital platform. However, users must understand that any content they make public via online social networks or digital platforms (i.e., cell phones, PDAs, etc.) is expected to follow acceptable social behaviors and also to comply with federal and state government laws and Voorhees University policies, procedures, rules, and regulations.

Please keep the following guidelines in mind when participating on social networking-web sites:

1. Before participating in any online community, students must understand that anything posted online is available to anyone in the world.
2. Students shall not post information, photos, or other items online that could reflect negatively on themselves, their family, their team, the athletics department, or Voorhees University.
3. Students shall not post their home address, local address, phone number(s), birth date, or other personal information, as well as personal whereabouts or plans.
4. Voorhees University administrators may and will monitor these web sites.
5. Potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.

The malicious use of online social networks, including derogatory language about any member of the Voorhees University community; demeaning statements about or threats to any third party; incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action.

Sanctions for failure to agree and adhere to this policy will result in actions ranging from reprimand or suspension to dismissal from the University, an athletic program or both, as well as loss of financial or athletics aid, if applicable.

Violations of University policy or evidence of such violations in the content of social networks or digital platforms are subject to investigation and sanctions. They are also subject to investigation by law enforcement agencies.

5.5.24 Stalking

Stalking means intentional, substantial, and unreasonable intrusion into the life of a targeted person that causes the person discomfort and would cause a reasonable person in his/her position to suffer mental distress. Stalking may include, but is not limited to:

1. Following the targeted person as he/she moves from location to location;
2. Visual, physical, or verbal contact that is initiated, maintained, or repeated after the person has been provided notice that contact is unwanted;
3. Surveillance of or the maintenance of a presence near the targeted person's residence or dorm, place of work or school, or another place regularly occupied by the targeted person;
4. Vandalism and property damage.

Stalking does not include words or conduct that is protected by the constitution of this state or the United States and does not apply to officers or process servers performing their official duties.

A student must be provided notice that the contact is unwanted. (Suggestion: send a certified returned-receipt letter telling the individual the contact is unwanted.)

5.5.25 Student Accounts

Voorhees University has the right, pursuant to the South Carolina Setoff Debt Collection Act, to collect any sum due and owed by a student through the offset of the student's state income tax refund. Any student that has a balance due to Voorhees University must agree to pay all cost and fees associated with the collection of this debt.

5.5.26 Student Records

To protect the privacy of students and to ensure that their educational records are accessible to them, Voorhees University has a policy for maintaining and administering student records that is in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA). The Family Educational Rights and Privacy Act of 1974 (FERPA) commonly known as the "Buckley Amendment," seeks to ensure the privacy of the educational records of students through elaborate procedural guarantees. This federal act encompasses records maintained by most independent institutions and limits the disclosure of information to third parties. The University's FERPA policy is set forth in Volume II, subsection 2.1.10. Additional information on FERPA and the administration and maintenance of student educational records is available in the Office of the Registrar located in Massachusetts Hall.

5.5.27 Student with Disabilities

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973 were developed to help individuals with disabilities avoid discrimination based on their

disability status. These laws provide guidelines for public and private agencies to provide access to individuals with disabilities. The ADA upholds and extends the standards covered in Section 504, and is thus more comprehensive and broader in scope. It offers civil rights protections to individuals with disabilities and provides a definition of what constitutes a disability and what a reasonable accommodation is in terms of providing equal access.

Voorhees University complies with 504 at 34 C.F.R. Section 1044.44. Any student with a disability is responsible for declaring the disability, documenting it, and requesting appropriate accommodations. Documentation must have been completed within three years of the student's entry date at Voorhees. The Vice President for Student Affairs will coordinate handling services for students with disabilities. A student with a disability should contact the Division of Enrollment Management and Student Affairs, for assistance in receiving appropriate services and accommodations. A student must submit a written request for accommodation to the Division of Enrollment Management and Student Affairs before a request will be considered.

Students with disabilities who seek accommodations from Voorhees University must present current documentation from a certified professional to the Office of the Vice President for Student Affairs. The University will use this documentation as a guide to develop an appropriate and supportive plan for the student. Additional information regarding services provided by the University to enrolled students with disabilities is available in the Office of the Vice President for Student Affairs.

The University reserves the right to request additional documentation, and testing, to determine what accommodations will be made. Documentation of the disability must be on file with the Student Support Services Program before an accommodation will be considered. Students should present documentation at least one month prior to requesting an accommodation from the University. Information obtained will be released to faculty, staff, and administrators involved in providing services to students with disabilities. The University will consider all requests for reasonable accommodation on an individual basis.

A student who believes that he/she has been discriminated against based on sex, age, or disability should submit a written grievance in accordance with the reporting procedures outlined in the University's Discrimination and Harassment Policy in Volume II, subsection 2.1.7.

5.5.28 Suicide

Voorhees University recognizes the need to be proactive in its education of the community regarding suicide and to provide appropriate services/referrals to community members who might endanger themselves. A student who expresses suicidal ideation or who attempts to harm her/himself will be assessed and referred to an outside care agency. Parents/guardians will be notified of any verbal/physical threats. In instances where the student's mental/physical health precludes returning to classes, the University's withdrawal process will be initiated. Upon receipt of the withdrawal form, the withdrawal request will be processed.

5.5.29 Hurricanes or Tornado Watch/Warning

August through September is “Hurricane season” and March through October is “Tornado Season” in South Carolina. Media and emergency agencies use the following terms when referring to tornadoes:

Tornado Watch: Weather conditions are ripe to produce storms. Students should be alert to changing weather conditions and be prepared to seek shelter should a tornado warning be announced.

Tornado Warning: A tornado has been sighted in the area.

In the event of a hurricane or tornado, students will be notified by one or more of the following:

1. Continuous sounding of horn by Campus Safety and Security
2. Radio/TV News Bulletin
3. Verbal notification from residence hall staff
4. VC MOBILE APP notifications will be made campus-wide

Upon receiving such notice, students must comply with the University’s established tornado safety policies and procedures as outlined in the University Emergency Plan (see Volume II, paragraph 2.3.3.4).

5.5.30 Transportation Guidelines

The University provides van transportation to students traveling to airports in Augusta, Columbia, and the Greyhound bus station in Orangeburg. Van transportation will leave campus at scheduled times only. Students should check with the transportation coordinator for the current schedule. The departure location is Battle Hall and transportation will be provided to airports, train and bus stations for pickups at scheduled times only. Upon your return, students should plan to meet the Voorhees transportation official at the “Baggage Claim” area.

Procedures:

1. Check the transportation schedule for the first available departure time after the last class before breaks and holidays and the arrival time for return to the University.
2. Determine which airport, bus or train station (in Orangeburg, Columbia or Augusta) will meet travel needs.
3. Go to the Cashier’s Window (Wright Hall) and pay the transportation fee for one way or round trip travel.
4. Get a receipt for payment.
5. Take the receipt to the Transportation Coordinator to complete arrangements.
6. Complete a Travel Request Form to reserve space in the vehicle. Be sure to include both departure and return (if purchasing round trip transportation) times.

On the day of the trip:

1. The driver will have a log to verify those who have made proper arrangements (paid the fee

- and completed the Travel Request Form).
2. Transportation will leave campus at the scheduled times only. Be ready and on time to leave from Battle Hall.
 3. The driver is only authorized to go to the airport, train and bus stations in Orangeburg, Columbia, and Augusta.
 4. Transportation may not be scheduled directly to a student's home through this service.
 5. Transportation will be at airports, train and bus stations for pickups at scheduled times only.
 6. When returning, plan to meet at "Baggage Claim".

5.6 Residential Life Policies

5.6.1 Office of Housing and Residential Life

The Office of Housing and Residential Life is the central office for all aspects of residential organization and living. Residential Living for students at Voorhees University is an experience that is supportive of learning in the classroom. Students gain self-development by group living, participating in residential government, assisting in formulating and presenting residential educational and recreational programs, and independent living. There are six (6) on-campus residences that are staffed by Resident Coordinators, all of whom work under the guidance of the Director of Housing and Residential Life. In each hall, residential life staff are responsible for working with students in developing and presenting educational, recreational, social and cultural programs; supervising facilities; and advising/counseling residents.

5.6.2 Residence Hall Facilities and Services

5.6.2.1 Residence Hall Facilities

The University provides six (6) residence halls.

5.6.2.2 Residence Hall Services

5.6.2.2.1 Laundry

Residence Hall laundering facilities, including washers and dryers, are available at no cost to students.

5.6.2.2.2 Linen and Room Service

University housing does not provide linen or room service and the University does not have attendants to aid students needing this type of assistance. Students will need to make such arrangements themselves.

5.6.2.2.3 Mail

The Campus Post Office, located on the parking lot side of Halmi Hall, is maintained for the convenience of resident students.

5.6.2.2.4 Storage

The University does not provide storage facilities for students' belongings. Students must arrange to have their belongings stored off campus after student check-out.

5.6.3 Residence Hall Policies

5.6.3.1 Housing Reservations

All students, except those who commute daily from their homes, are expected to room on the campus when occupancy does not exceed the capacity of the residence halls. Accordingly, each resident student is required to make a room reservation prior to enrollment because there is always a great demand for campus housing. This includes filing with the Cashier's Office the "Room Reservation Form" and a non-refundable Housing Fee. All students applying for room space on campus must pay this fee each academic year.

5.6.3.2 Housing Contract Agreement

Voorhees University requires students to sign a Housing Contract Agreement before occupying space in the residence halls. The student is bound financially by this agreement for one year (two semesters).

The contract may be canceled by the University if:

1. The student is found by the University to be undesirable for residential living, as evidenced by a violation of Residence Hall Rules or the *Student Code of Conduct*.
2. The student is asked to withdraw for academic, or any other reasons, including but not limited to poor academic performance, academic dishonesty, not attending classes or health reasons.

5.6.3.3 Room Assignment

Admitted students must complete and submit a Housing Application to the Director of Housing and Residence Life/Housing along with a deposit prior to being assigned a room and issued a key or combination key code. The housing deposit is nonrefundable for all students.

Returning or continuing students have the opportunity to select rooms for the ensuing fall semester prior to leaving campus for the spring semester provided they pay the required fees in advance.

Returning students who have received a room assignment must take occupancy by the last day of regular class registration. Only the Director of Housing and Residence Life may grant exceptions to this requirement. Failure to comply with this requirement will give the University the right to

reassign the room to another student.

At the opening of the University term, a student should report to the residence hall to which he/she has been assigned. Housing/Key Deposits may be paid at this time if not paid previously.

The Office of Housing and Residence Life determines the number of residents who should occupy a given room. Since Voorhees University operates the residence halls on a “full occupancy” basis, when a student moves out, the remaining student will be assigned a new roommate.

Prospective students who have paid their deposits but deferred enrollment to the second semester must reapply for housing by contacting the Office of Housing and Residence Life.

The University reserves the right to deny the privilege of residence hall accommodations to persons who show flagrant disregard for the policies and procedures governing residential living or for health reasons.

5.6.3.3.1 Room Changes

Subject to space availability, the Director of Housing and Residential Life may grant a student permission to change rooms. Any request for a change to another residence hall must have the approval of the Director of Housing and Residential Life. The Director of Housing and Residential Life and/or the Vice President for Student Affairs or a designee reserve the right to make all final decisions regarding room assignments.

Students are advised not to make room change requests arbitrarily. When differences exist between roommates, students will be strongly encouraged to work out those differences since learning to live with others is an important aspect of the collegiate experience. Room rates may be prorated after leaving a room but not food.

5.6.3.4 Keys, Swipe Cards, and Access Codes

Students who lose their key, swipe cards or need a new access code must pay a replacement fee. Keys, swipe cards, and access codes may only be held or utilized by authorized persons and may not be loaned.

5.6.3.5 Occupancy of Rooms

1. Rooms may be occupied from the announced opening date of the residence hall until 24 hours after the student’s final examinations.
2. Graduating seniors will be housed in their respective residence hall until 5:00 p.m. on Commencement Day.
3. Residence halls will be officially closed during Christmas Holidays and during Spring recess. Personal belongings may be left in rooms, unless students wish to carry expensive items home. All rooms must be left clean and vacated. See the Holidays and Spring Break policy below for additional information.
4. Normal room occupancy is no more than two persons. A few larger rooms (Work and Study Rooms) may be used to accommodate three or four persons. Students who are assigned to a double room should be prepared to accept a roommate.

5. If single occupancy results from withdrawal by one of the occupants, a new roommate will be assigned or the single occupant reassigned. The following options are available:
 - a. Keep the room single.
 - b. Move into a double room that has another occupant at a double rate or have someone in this situation move in with him/her. That is achieved according to residence hall room change procedures.
 - c. If neither of the above two options is feasible, reassignment will be made at the discretion of the Director of Housing and Residential Life or his designee with the approval from the Office of the Director of Housing and Residential Life.
6. It may be necessary to assign January enrollees to rooms already occupied by one student. In this instance, every precautionary measure will be made to initiate this practice on a selective basis, insuring the safety of the belongings of the individuals who occupied this room during the previous period.

5.6.3.6 Vacating Rooms

When a student vacates his/her room for any reason, whether or not he/she is withdrawing from the University, he/she must checkout with the Residence Coordinator. If a student fails to do so, he/she will be liable for any discrepancies in the room until the Residence Coordinator has made an official checkout. A per-person fee will be charged if rooms are left dirty when students checkout for the holidays or leave the University.

The Office of Housing and Residential Life reserves the right to require a student to change or vacate rooms when health, interpersonal or psychological difficulties warrant change.

5.6.4 Residence Hall Conduct Rules

The University reserves the right to require a student to move from the Residence Hall if the student is in violation of any residence hall rule, policy or procedure or the Student Code of Conduct.

5.6.4.1 Alcohol and Drugs in the Residence Halls

In accordance with the University's Alcohol and Drug Policy (see Volume II, subsection 2.2.2), Voorhees University students are prohibited from using, possessing, manufacturing, dispensing, distributing or being under the influence of alcohol, controlled substances or illegal drugs in the University's residence halls.

5.6.4.2 Appliances

Appliances may only be used where receptacles are located and are capable of accommodating such appliances. Care must be taken not to overload existing circuits when using approved appliances. Use of multiple or duplicate appliances in the same room are not allowed. All electrical appliances should be used with care within the residence halls and shall not be left unattended or plugged in when not in use (i.e., lights, radios, TV, stereos, etc. should be turned off when a student is out of

his/her room).

Unauthorized use of all cooking appliances and high-resistance heating elements including, but not limited to, toasters, toaster ovens, crock-pots, electric skillets, rice steamers, woks, deep fryers, grills and hot plates/pots is prohibited in all residential halls.

Microwaves of 700 watts or less are permitted in student's assigned rooms and must be used for reheating purposes only. Only one microwave is permitted in each room.

5.6.4.3 Barbecues/Grills

Flammable materials (i.e. propane) used for grilling may not be stored in the residence hall rooms. Personal barbecues grills must be approved by the Director of Student Engagement and Leadership or Director of Residential Life for use on grounds.

5.6.4.4 Being Present During a Violation

Anyone found to be present during a Residence Life or Voorhees University Policy violation may be charged with the violation.

5.6.4.5 Children

In accordance with the University Children on Campus Policy (see Volume II, subsection 2.1.2), no children are to be housed in residence halls. No one has authority to grant such permission.

5.6.4.6 Cleaning Rooms

Rooms are to be kept clean and tidy at all times. They will be inspected, preferably with the occupants' consent and presence, but may be checked and searched at the discretion of University officials for safety hazards and other reasons.

5.6.4.7 Cohabitation

Sexual activity of any kind in the residence halls is strictly forbidden. Students are also prohibited from living in a dorm room environment as heterosexual or same-gender partners.

5.6.4.8 Common Interest Rooms

Some residence halls have lounges, TV rooms, study rooms, and laundry rooms. With the right of access to these facilities goes the responsibility to adhere to residence hall policies regarding their use:

1. Students who use any of these facilities are responsible for the condition in which they are left. Students who move furniture from common interest rooms may be subject to penalty.
2. As smoking is considered a health hazard, it is not permitted in any University facility.

5.6.4.9 Damages to Residence Hall Rooms

Each student is responsible for and shares in the care of his/her room and the protection of the furnishing therein.

Since each student is responsible for the overall condition of his/her room and furniture, assessment will be made for any damage to the walls and/or furniture beyond normal wear and tear. Students will be held responsible and charges will be made if scotch tape, paste, glue, nails or tacks or any disfiguring materials are discovered that mar walls.

A charge is levied each semester to students responsible for damages as well as for violations of housing policies in the residence halls. Please contact the Office of Residential Life and Student Housing for a listing of current fines.

5.6.4.9.1 Damage to Common Areas

When damages occur on a particular floor or hall in a public area, including but not limited to common interested areas such as lobbies, lounges, TV rooms, study rooms, and laundry rooms, persons responsible will be assessed if they can be identified; otherwise all floor or hall residents will be assessed.

5.6.4.10 Dismissal from Voorhees University

Students dismissed from the University for academic or conduct reasons lose their claim to a room in the Residence Halls, and if reinstated, they may be assigned to a Residence Hall waiting list.

5.6.4.11 Emergencies

In the event of an emergency, call Campus Safety and Security. This department is staffed 24 hours a day and has personnel trained to respond to all types of emergencies. Please refer to the University's Emergency Plan in Volume II, paragraph 2.3.3.4 for additional information. In addition, resident students should notify the Resident Coordinator on duty or a professional residence life staff member of the nature of the situation if they have a chance.

In addition, students should notify their Resident Coordinator of their whereabouts when they expect to be away from the campus for long periods of time/overnight. It is recommended that students sign out of their residence hall when leaving and sign in when returning. This will allow a means of contacting the student in the event of an emergency.

5.6.4.12 Entrance into a Student's Room

Voorhees University encourages and upholds the right of privacy. No staff member shall enter a room without knocking and being acknowledged, except in the case of an emergency. An emergency exists when (in the opinion of University staff) the safety and/or welfare of a resident is endangered. Except in cases of emergency, no student's room will be searched or items in the room seized unless one of the students is present. Permission to search is granted by a search warrant signed by the Vice President for Student Affairs or his/her designee. However, permission to search

is not required when contraband to be confiscated is in full view of campus authorities. (See Search and Seizure Policy). Periodic announced and/or unannounced room inspections for purposes of health, safety and sanitation will be made. Students' rooms may be entered for this purpose, as well as for repairs and maintenance. The Residence Coordinators will check rooms periodically for the above purposes and to identify needed repairs.

5.6.4.13 Excessive Noise

The atmosphere in the residence halls must always be conducive to study. Excessive noises, loud radios/stereos, boisterous behavior and activities will not be tolerated. Equipment, from previously-warned students, may be confiscated and they may be evicted from the Residence Hall.

5.6.4.14 Fire Alarms and Equipment

Tampering with fire alarms, safety equipment or setting off door alarms is strictly forbidden.

5.6.4.15 Fire, Tornado and Hurricane Drills

Students must participate in fire, tornado, and hurricane drills.

5.6.4.16 Flammable Materials

Flammable materials, including but not limited to the possession, display, or ignition of fireworks or explosive devices of any kind, are prohibited in residence halls.

5.6.4.17 Floor and Hall Meetings

Students are required to attend hall and floor meetings.

5.6.4.18 Hall Sports/Games

Games and sports activities can cause injury or damage when played inside; therefore, these activities (including in-line skates and skateboards) are not permitted in the residence halls. Appropriate areas for these activities exist outside the residence halls and elsewhere on campus. Any equipment used while playing sports inside the residence halls may be confiscated and disciplinary action may be taken.

5.6.4.19 Holidays and Spring Break

Residence Halls close during these times and all students must vacate the halls by an established date and time that will be posted, to begin the holiday or spring break period. Exceptions may be made by contacting the Director of Housing and Residential Life.

The University assumes no responsibility for personal belongings of students that are left in the residence halls during breaks or other vacation periods.

Students may be charged a cleaning fee for rooms left untidy.

5.6.4.20 Leaving Campus

Students are advised to inform their Residence Hall Coordinator of their whereabouts when absent from the campus overnight. It is recommended that students sign out of their residence hall when leaving and sign in when returning. This will allow a means of contacting the student in the event of an emergency.

5.6.4.21 Legal Liability of the University

The University shall not be liable for the loss of money, valuables, or damage to the property of any resident. Students are strongly encouraged to purchase renter's insurance, to engrave identifying marks on valuable items (TVs, VCRs, stereos, etc.), and to record item serial numbers. Renter's insurance brochures are available in the Offices of the Director of Housing and Residential Life and the Vice President for Student Affairs. The University promotes an environment of safety and honesty; however, the University is not responsible for the loss of or damage to student property.

5.6.4.22 Mechanical Vehicles

Mechanical vehicles such as motorbikes, skateboards, scooters, etc., and weights are not permitted in students' rooms.

5.6.4.23 Musical Instruments

Practicing of voice or musical instruments is not allowed in residence halls.

5.6.4.24 Open Flames

All items with an open flame or ember, including cigarettes, are strictly prohibited. These items are a potential source of ignition and represent a serious safety threat to students living in the residence halls. Such items, if found in your room, will be removed by Residence Life staff. Prohibited items include candles, cigars, pipes, incense, and portable gas or charcoal grills.

5.6.4.25 Pregnant Students Living in University Housing

An expectant mother must inform the Director of Health Services immediately after the pregnancy is confirmed. She will be permitted to live in campus housing with reasonable accommodations and after she has signed a release form that frees the University of all liability associated with the pregnancy.

1. A Voorhees University resident student who becomes pregnant is required to provide the following information to the University Nurse upon learning of the pregnancy:
 - a. Name, address, and telephone number of the pregnant student's primary care physician in writing.

- b. Written certification by the pregnant student's primary care physician that the pregnant student is medically able to continue participation in the normal education programs and activities of Voorhees University. The student, as requested by the Director of Health Services and/or the Vice President for Student Affairs, will periodically provide this certification.
 - c. A written statement from the pregnant student's primary care physician of the estimated date of expected birth. The student, as requested by the Director of Health Services and/or the Vice President for Student Affairs or a designee, will periodically provide this statement.
2. Voorhees University assumes no responsibility or liability for the health of a pregnant student, the fetus, or outcome of the pregnancy. A pregnant student who continues to attend Voorhees University assumes responsibility or liability for the health of the student, fetus, and outcome of the pregnancy. A pregnant student shall sign a written waiver releasing Voorhees University from any responsibility or liability for the pregnant student's health or the fetus' health or the outcome of the pregnancy.
3. On-campus housing of a student's child is not permitted at Voorhees University. This includes, but is not limited to, overnight visits. Upon a violation of this policy, the Vice President for Student Affairs or a designee may remove the student and child permanently from on-campus housing.

5.6.4.26 Proper Use of Resident Facilities

Students are prohibited from using Voorhees University resident facilities or resources for commercial activity such as creating products or services for sale.

5.6.4.27 Quiet Hours

All students are expected to be considerate of others who are studying and sleeping. Stereos, radios, televisions, computers, and loud conversations should not be heard outside a student's room. Designated quiet hours are from 9:00 p.m. to 10:00 a.m. and all residents are to adhere to them. Quiet hours will be enforced 24 hours a day during exam periods (midterms and finals).

5.6.4.28 Room Decorations

Permission to redecorate rooms must be secured from the Director of Housing and Residence Life. Students are free to display posters and other items in the room. However, possessions or displays, which are inconsistent with, accepted standards or University policies should not be displayed. Collections of alcoholic beverage containers, posters of nude men or women, and potentially harassing or intimidating visual material are strictly prohibited.

5.6.4.29 Room Furnishings

Occupants are responsible for all room furnishings, including window screens. Damages and defacement of University property may be charged to room, floor or residence hall occupants.

University property must not be removed from the room nor taken from the building. Furniture and property must not be moved from one room to another nor taken from the building.

5.6.4.30 Room Inspections

The Fire Marshal, Electrical Technician, and other officials of the University will periodically check the Residence Hall rooms for compliance with safety and sanitation requirements. The Residence Coordinator will also periodically check the Residence Hall rooms for compliance with safety and sanitation requirements as well as to keep up repairs. These inspections will be in conformance with the University's Entrance into a Student's Room Policy and be concerned with the requirements of safety and sanitation listed below:

1. Compliance with the University's Appliance policy.
2. All food must be stored in closed containers. Waste baskets are to be emptied daily and the room must be kept free from all waste materials in order to discourage rodents and pests.
3. Pets are not allowed in residence halls.
4. No children are to be housed in residence halls. No one has authority to grant such permission.

In addition, the staff will check for the following conditions:

1. Inappropriate posters or signs;
2. No empty cans or bottles;
3. Alcohol, drugs, or drug paraphernalia; and
4. Smoke detectors in good operating order.

If a room fails inspection, the residents of that room will be given a warning and a second inspection date. Three failures over a 60-day period may result in removal from the Residence Halls. Any prohibited items will be confiscated when found. Notwithstanding the sanctions above, the Vice President for Student Affairs reserves the right to administer disciplinary action and assign sanctions in all cases to the extent deemed appropriate and reasonably warranted under the circumstances. This is particularly true for alcohol, drugs or drug paraphernalia violations.

5.6.4.31 Search and Seizure Policy

1. Voorhees University seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his/her private life, while at the same time reserving its right to take appropriate action to enforce its rules and regulations, maintain order and discipline, and maintain safe and clean living conditions.
2. A search of a student's room may be made by a University official with written approval from the Vice President for Student Affairs, Campus Safety and Security, or the Director of Housing and Residential Life. In cases where there is "reasonable cause to believe" an unlawful activity or contraband is in the room, a search may be made without written approval.
3. Any time it is necessary for local law enforcement personnel to enter a student's room, such personnel shall be responsible for following applicable law enforcement procedures,

including presentation of a search warrant where applicable.

4. One (1) witness shall accompany the University official conducting a search.
5. At least one resident student shall be in the room when a search is made except in situations involving unusual circumstances requiring immediate University or law enforcement action.
6. If the search reveals an unlawful activity or contraband, the University official making the search shall present to the resident of the room and the witness a statement and/or itemized list of the items or contraband seized. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest to what is being seized.
7. In the event that disciplinary proceedings are brought against a student as a result of the search and subsequent seizure, the procedures set forth in the *Voorhees University Student Code of Conduct* for student hearings will be followed.

5.6.4.32 Security Tips for Residents

In order to help protect yourself and your belongings:

1. Always enter and exit at the front door of the residence hall only.
2. Never prop any exit doors open. Building security can be compromised and could possibly affect resident student safety.
3. Never give or loan your room key to anyone. If your room key is either lost or stolen, report it immediately.
4. Keep your room door closed and locked whenever you are out of your room, even for a few seconds.
5. If you plan to be away for the weekend, lock away your valuables, or take them with you.
6. If you are planning to be away from the campus overnight or longer, it is recommended that you sign out of your residence hall, and sign in upon your return. You should notify your Residence Coordinator of your whereabouts, so that the University can contact you in case of an emergency.
7. Never permit individuals into your room that either you or your roommate do not know personally.
8. Never leave personal valuables (keys, purse, wallet) in plain sight, always lock them away.
9. Have all large equipment (TV, radios) engraved with your social security number by University Security.
10. Never leave outside doors to the residence hall propped open.
11. Always report suspicious persons to hall staff and/or Campus Safety and Security by calling ext. 1112.
12. If returning to campus after the residence halls close, call Campus Safety and Security at ext. 7100 for an escort.
13. Always follow the Voorhees University “Crime Prevention” guidelines.

All fire exit doors and wing doors, with the exception of the main lobby, must be locked at all times. Be sure to take your keys at all times.

To ensure a safe environment, you should never prop open a fire exit or side door. Additionally, it is important that all students enter and exit through main lobby doors and ensure that others do the same. If you have a concern with door security, please report it promptly to a member of the

Residential Life and Housing staff. The doors open directly to the outside of the building. All residents are encouraged to keep their room door closed and locked at all times.

Additionally, it is important to make sure you close your blinds in the evening when you are in your area.

When leaving for a holiday, secure your belongings by making sure all windows are locked, blinds are down and opened (for fire safety) and room doors are locked.

Incidents of theft shall be promptly reported to Campus Safety and Security. Students can obtain information regarding the purchase of personal property insurance from the Office of Residential Life and Housing or their Resident Coordinator.

5.6.4.33 Tobacco-Free Campus Policy

In accordance with the University's Tobacco-Free Campus Policy (see Volume II, subsection 2.2.9), smoking is prohibited in the residence halls. To maintain a tobacco-free campus, Voorhees University will implement several new actions. The use of all tobacco products and/or paraphernalia are prohibited. This includes but is not limited to cigarettes, cigars, pipes, smokeless tobacco products, and devices and substances containing tobacco by-products (e.g., e-cigarettes). Smoking is prohibited within business-owned or leased vehicles, in buildings and on the grounds. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and all grounds and property of Voorhees University. The University will not accept any contributions or gifts, money or materials from the tobacco industry. The University will not participate in any type of services funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco use or tobacco products will not be allowed on campus grounds or in the possession of students, faculty or staff at school sponsored events. This policy applies to all faculty, staff, students, clients, contractors, and visitors.

5.6.4.34 Tattooing, Body Piercing, and Hair Cutting

Under South Carolina law, it is unlawful to perform tattooing, body piercing, and haircutting without a state-issued license. Due to this law and potential health risks, Voorhees University prohibits students from providing these services on University property. Anyone caught performing these services will be immediately reported to the proper authorities.

5.6.4.35 Unauthorized Use

Use of residence hall facilities by unauthorized persons or groups is forbidden.

5.6.4.36 Visitation Policy

Guests are welcome to visit the residence halls. However, to ensure the safety and welfare of all residents, the following guidelines must be adhered to. For this policy, a guest is defined as a visitor, male or female present in a particular residence hall or residence hall room in which they do not currently reside with the consent of a hosting resident of that hall or room.

1. The resident, as host, takes full responsibility and will be held accountable for the behavior of each guest.
2. Residents are to accompany guests at all times while they are in the building.
3. Residents are held responsible for all rules and regulations pertaining to Housing and the *Student Code of Conduct*.
4. Roommates are expected to thoroughly discuss their views concerning “in-room” visitation.
5. In the event that violations of the Visitation Policy occur frequently on any floor or in an entire residence hall, the visitation privileges of that area may be revoked by Housing Staff in consultation with the Director of Housing and Residential Life.
6. Visitation is a privilege and not a guaranteed right of University housing.
7. The University’s posted quiet hours shall be in effect during the visitation period.
8. Students are responsible for ensuring that their guests leave the residence halls prior to the ending of visitation hours.
9. As smoking is considered a health hazard, it is not permitted in any University facility. See Tobacco Free Campus Policy.
10. Escorts are permitted to accompany students to residence halls after “midnight but may not enter or loiter around the residence halls.
11. Violations of the visitation policy will be treated as disorderly conduct and handled through the existing University disciplinary channels. Disciplinary action will range from denial of visitation privileges for one semester to expulsion from v housing.

All roommates must read and sign the Visitation Policy before visitation begins. The Vice President for Student Affairs or a designee must approve any modifications of this Visitation Policy. The University retains the authority to revoke the Visitation Policy at any time.

5.6.4.36.1 Additional Guidelines

5.6.4.36.1.1 Babysitting and Child-Care

Child-care and baby-sitting services in residence halls and other University facilities are prohibited. Children who are accompanied by a non-student adult may visit briefly in residence hall lounges only. Children may not visit residents’ rooms or loiter in hallways, except by permission of the residence coordinator. Under no circumstances will a student be permitted to reside in a residence hall with his/her child.

5.6.4.36.1.2 Co-ed Room Visitation

1. Visitation hours will be communicated and posted. These hours are subject to change per advice and consent by the Vice President for Student Affairs or his/her designee.
2. Students with outstanding disciplinary sanctions or Housing charges are ineligible for co-ed visitation, until such items are resolved.
3. Each student is allowed to have a maximum of two guest at a time per visit.
4. The host is required to meet the guest in the lobby and escort the visitor to the host’s room. No guest is permitted to be on a residence hall floor unescorted. Guests are to be escorted at all times either by the host or a residence hall staff member.
5. Each guest must present a recent, valid picture identification card (driver’s license, school or

military ID, etc.). ID's must be left at the front desk during the time of the visit, and retrieved at the end of the visit. In the event that a guest presents a valid driver's license that does not have a picture, the guest must submit a second type of identification.

6. Overnight guests of the opposite sex are not permitted.

5.6.4.36.1.3 Overnight Guest as Visitors

1. Overnight visitation is limited to one same-sex guest at a time.
2. Residents may have overnight guest of the same gender with the prior knowledge and consent of all roommates and the approval of the Residential Life and Housing Staff.
3. Students who wish to have overnight guest(s) of the same sex in the residence hall must make arrangements with the Residence Coordinator at least 24 hours prior to the guest's arrival
 - a. The guest(s) have valid ID and contact information.
 - b. Such request must have both roommates' consent and cannot extend beyond a two-day period.
 - c. Guests are accepted in the residence hall only when space (an empty bed) is available.
 - d. Guests must register at the residence hall reception desk upon arrival.
 - e. A fee per night per person is to be paid in advance. If the fee is not paid, it will be charged to the account of the host student.
4. Overnight guests are to be occasional and therefore guests may stay no more than two nights consecutively in one month.

5.6.4.37 Weather

In cases of inclement and severe weather and forecasts of impending tornadoes, residence hall visitation ends and students are advised to return and/or remain in their residence halls and await emergency instructions.

5.6.4.38 Windows

Objects and clothing are not to be placed in or hung outside windows. Windows are to be kept locked at all times for security reasons. In addition, students shall not eject any object from a window. This kind of behavior can be extremely dangerous and is a potential hazard. Students who are found to be responsible for ejecting, launching, shooting, or throwing of any object, including but not limited to fruit, paintballs, rocks, or water balloons, will be subject to disciplinary action.

5.6.4.39 Work Requests

Students must report all requests for repairs to the Residence Hall Coordinator, who is responsible for completing a repair work order. Only in the case of extreme emergency should the request be called in by telephone to Plant Operations.

5.7 Student Code of Conduct and Disciplinary System

5.7.1 Student Code of Conduct

Voorhees University strives to maintain a community that promotes and values the academic experience, institutional and personal integrity, justice, equality, and diversity. The University, therefore, believes in values that foster an environment where people can work, study, and recreate together as a community.

In establishing this community, it is necessary to state behavioral expectations for all students, which promotes the values of the University. The purpose of the *Student Code of Conduct* is to outline these behavioral expectations, and to provide an explanation of the process involved for responding to allegations of student misconduct, as well as detailing what actions the University shall take in dealing with policy violations.

A student attending Voorhees University agrees to be governed by the *Student Code of Conduct*, as well as other University policies. The *Student Code of Conduct* applies to each student who is enrolled, whether on campus or off, during sessions, or between semesters. The University, through the Vice President for Student Affairs, maintains the exclusive authority to impose sanctions for behaviors that violate the *Student Code of Conduct* with the exception of alleged violations of academic dishonesty. The Office of the Vice President for Student Affairs imposes sanctions for violations of academic dishonesty.

The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute. These regulations should be read broadly and are not designed to define prohibited behavior in exhaustive terms.

All students at Voorhees University have access to the *Student Code of Conduct*. This document appears in its entirety in the Student Affairs link on the Voorhees University home page at www.voorhees.edu. In addition, limited hard copies of the *Student Code of Conduct* are available in each residence hall staff office, the Office of the Vice President for Student Affairs, Student Activities, and the Student Government Association.

All students are responsible for reading Volume V of the *University Policy Manual*. It is also an expectation that each student knows and observes all values and behavioral expectations related to the *Student Code of Conduct*, and to be familiar with the information contained in all University publications.

Voorhees University is committed to providing fair and equitable treatment to all students in student disciplinary matters. It also has an equal obligation to protect its educational purpose and the interest of its student body; therefore, it must be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the University or in disregard for the rights of other students, faculty or other members of the University community. All students, while associated with or representing the University, are expected to conduct themselves and community life in a manner that will reflect upon the University. When students enter Voorhees University, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual

development.

It is also assumed that they are familiar with the policies and regulations set forth for students at Voorhees University, and that they have accepted them as a way of life during their stay at the University. They are expected to learn to handle problems intelligently, reasonably and with consideration for the rights of others; to obey laws and ordinances of the nation, state, and community of which they, as well as the University, are a part and to conduct themselves peaceably in espousing changes they may consider necessary.

5.7.1.1 Behavior Standards and Expectations

Misconduct or inappropriate behavior refers to personal or group behavior, on or off campus that violates the values that guide and govern behavior. The following listing is not inclusive but is intended to give the student an idea of the types of behavior that are deemed inappropriate in this community and may result in disciplinary responses. The University may, at its discretion, impose disciplinary sanctions for other acts that it reasonably deems to be misconduct by students and/or student organizations. The disciplinary responses listed below are the recommended minimum disciplinary responses in the event the student is found responsible of violating a student code. Additional disciplinary responses may be issued in the event circumstances warrant, as determined by the University disciplinary official or committee. Moreover, the disciplinary responses issued by the University in relation to student misconduct are issued solely as a result of the relationship the University has with the student, and such discipline is not a substitute and does not relieve an individual from any other civil or criminal penalty which may be imposed for the same conduct.

The following are examples of inappropriate behavior:

5.7.1.1.1 Academic Dishonesty

Definition: The University's Policy Statement on Academic Dishonesty is in Volume VI, subsection 6.4.14 of the *University Policy Manual*.

Action(s): Warning without further penalty; Rewriting of assignment; Lowering of assignment grade; Failure of particular assignment; Failure in the course, suspension or possible expulsion from the institution.

5.7.1.1.2 Aiding, Abetting, or Conspiring/Complicity

Definition: Being present when another student violates University policy and behaving in such a way that constitutes permitting or condoning the violation.

Action(s): Disciplinary probation, community/campus service.

5.7.1.1.3 Alcoholic Beverages/Intoxication

Definition: At Voorhees, students should be aware of the laws, rules and guidelines regarding alcoholic beverages in the State of South Carolina as well as on the Voorhees campus and the liability issues resulting from them. The minimum legal drinking age in the State of South Carolina is 21 years of age. Students, moreover, should also be aware of the fact that Voorhees University

does not permit the consumption, distribution, possession, sale, or manufacture of alcoholic beverages on the Voorhees campus. Please refer to the University's Alcohol and Drug Policy in Volume II, subsection 2.2.2 for additional information.

Whether as an individual member of the Voorhees community or as a member of a student organization, the law concerning the consumption of alcoholic beverages could have a direct impact upon any individual who sponsors a party (regardless of location) at which alcohol is served. Any organization or individual who plays the role of a social host can be held liable for damages stemming from violations of the laws governing the consumption of alcoholic beverages. It is very important that all individuals take steps to ensure that the laws governing the consumption of alcoholic beverages are not violated whenever an off-campus event is sponsored.

Consistent with the law and as a matter of principle, Voorhees University does not condone the consumption of alcoholic beverages by minors or the dispensing of it to noticeably-intoxicated individuals regardless of age.

Disorderly conduct resulting from the use of intoxicants is grounds for disciplinary action regardless of whether consumption has taken place on or off campus.

Action(s): Disciplinary probation or suspension.

5.7.1.1.4 Carnal Affection

Definition: Expressions of a sexual nature that would offend or create significant discomfort. Sexual acts, no matter the gender(s) or status of consent in the residence hall, any public venue, or where others might be readily aware.

Action(s): Immediate suspension without benefit of hearing.

5.7.1.1.5 Children on Campus

Definition: Voorhees University assumes no responsibility for minors not officially enrolled at the University. The use of classrooms for childcare purposes seriously interferes with the principal function of the classroom, which is instruction. All childcare in classrooms is therefore prohibited. Childcare is also prohibited in residence halls and University facilities. Under no circumstances will a student be permitted to reside in a residence hall with her child.

Action(s): Residence hall suspension, disciplinary probation, and/or suspension.

5.7.1.1.6 Cohabitation

Definition: Living/residing with a non-related person, no matter the gender(s) for the purpose of carnal affection.

Action(s): Residence hall suspension, disciplinary probation, or suspension.

5.7.1.1.7 Committing a City, State or Federal Crime

Definition: The breaking of city, state or federal laws, which govern the area in which a Voorhees University -enrolled student is living. All students are required to abide by the laws of the local

state, national and foreign governments (in the case of Voorhees University -related travel abroad) and are subject to disciplinary action by the University for violation of any of the laws thereof. The University will cooperate with all law enforcement agencies as requested.

Action(s): Corresponds to the degree of seriousness of the law violated.

5.7.1.1.8 Computer Misuse

Definition: Misuse of computer resources is a serious breach of student ethics and/or law. Please refer to the Voorhees University Information Technology policies in Volume II, section 2.4 of the *University Policy Manual*. Furthermore, a student shall not misuse any University material, service or property.

Action(s): Disciplinary meeting, disciplinary probation, suspension.

5.7.1.1.9 Computer Harassment

Definition: Intentionally using the computer to annoy, harass, terrify, intimidate, threaten, or offend another person by conveying obscene language, pornographic pictures, or other materials or threats of bodily harm to the recipient; intentionally using the computer to contact another person repeatedly with the intent to annoy, harass, or bother whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; intentionally using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another. Please refer to the University's Acceptable Use Policy in Volume II, subsection 2.4.2 for additional information.

Action(s): Disciplinary meeting, social probation, suspension and or prosecution to the fullest extent of the law.

5.7.1.1.10 E-mail

Definition: Use of the e-mail system for the distribution of chain letters and other broad-based unsolicited propaganda. Please refer to the University's Appropriate and Reasonable Use of Electronic Mail Policy in Volume II, subsection 2.4.3 for additional information.

Action(s): Loss of e-mail privileges, disciplinary probation, or suspension.

5.7.1.1.11 Damage or Destruction to Property

Definition: Vandalism, malicious damage, or accidental damage to property belonging to Voorhees University or others on campus.

Action(s): Restitution and/or campus/community service.

5.7.1.1.12 Dangerous Practices/Reckless Behavior

Definition: Activities which endanger the lives or safety of that student or of others in any building or on any property owned or operated by the University. This includes, but is not limited to climbing on roofs, hanging from ceilings and ledges, hanging out windows, propping exterior doors open in residence halls, leaving doors propped open, throwing objects from windows or balconies,

disclosing or giving residence hall door access codes to unauthorized persons, setting or causing a fire, failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any University facility or building, or disobeying a command by any University official or faculty member in connection with a fire, alarm, or other safety or security matter.

Action(s): Restitution/disciplinary probation/suspension from residence halls/campus and/or community service.

5.7.1.1.13 Dishonesty of Any Kind

Definition: Cheating, fraud, knowingly furnishing false information to the University, forgery, alteration, or misuse of University documents, records or identification cards.

Action(s): Disciplinary probation, suspension.

5.7.1.1.14 Disorderly Conduct/Disrespect for Others

Definition:

1. Disruptive behavior on campus or at any off-campus function, formal, athletic event, game, retreat, etc.; intentionally or recklessly interfering with normal school-sponsored activities, including, but not limited to, studying, teaching, research, administration, fire, police and emergency services; disruption and/or obstruction of any Voorhees University personnel, students and/or traffic by blocking reasonable entrance to or exit from any school building or property; intentionally and substantially interfering with individuals at Voorhees University or at school-sponsored activities, or seizing control of any building.
2. Conduct on or off campus which is in conflict with the welfare and integrity of the school, and which identifies the student. This includes, but not limited to, any act resulting in a student's arrest and conviction for a misdemeanor or felony by local, state, or federal authorities.
3. Conduct that is offensive or annoying to others or is disruptive of the rights of others. This includes, but not limited to, excessive noise such as loud talking, shouting, playing stereo or television loudly, playing musical instruments or electronic devices loudly, horseplay, practical jokes, and general annoyances which disturb members of the University community or citizens in the community surrounding the University at any hour.
4. Participation in unauthorized assemblies/demonstrations and/or behaving in such a manner, which appears, calculated to incite a riot; interfering with rights of other students, faculty and staff to engage in scheduled activities.
5. Engaging in or sponsoring an activity contrary to the *Voorhees University Student Code of Conduct*.

Action(s): Restitution, disciplinary probation, campus/community service.

5.7.1.1.15 Disruption or Obstruction of Academic Process

Definition: Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities, or the incitement of others to do the same.

Action(s): Disciplinary probation, suspension.

5.7.1.1.16 Egregious Behavior

Definition: Acts of disrespect/misconduct such as assault and/or cursing a University official.

Action(s): Immediate suspension or expulsion without benefit of a hearing.

5.7.1.1.17 Failure to Comply with Directions of University Officials

Definition: Deliberate refusal to comply with clearly stated policies or directions issued by any University official acting in the performance of his or her duties, including RA's and security personnel. This includes, but is not limited to, failure to evacuate a building during a fire alarm, refusal to present an ID upon request, failure to appear when summoned for an official meeting (residence hall meetings) or falsification/lying to a University official.

Action(s): Letter of reprimand and/or campus/community service/disciplinary probation.

5.7.1.1.18 Failure to Comply with Sanctions/Penalties

Definition: Deliberate refusal to comply with sanctions/penalties imposed by any of the campus-based judicial officers or judicial bodies. This includes the Residence Hall Council, Director of Housing and Residential Life, Campus Safety and Security, the Judicial Council or the Vice President for Student Affairs

Action(s): Suspension.

5.7.1.1.19 Fireworks

Definition: Possession or use of fireworks of any variety manufactured either by an individual or a company (firecrackers, bottle rockets, etc.) on all University -owned or leased property or at any University -sponsored activity.

Action(s): Confiscation of item(s) and/or disciplinary probation and/or campus/community service, restitution, disciplinary probation and/or suspension.

5.7.1.1.20 Forgery/Falsification of Records

Definition: Providing false identification or information to Voorhees University officials. The forgery or unauthorized alteration or unauthorized use of any Voorhees document or instrument of identification. This includes, but is not limited to, admissions, registration, health, or disciplinary records and residence hall forms.

Action(s): Restitution, disciplinary probation, suspension and/or expulsion.

5.7.1.1.21 Gambling

Definition: To play a game of chance and/or make wagers, for money or anything of value.

Action(s): Letter of reprimand, restitution, campus/community service.

5.7.1.1.22 Guns/Firearms

Definition: The possession, use or storage in any school area (including residence halls) whether openly or concealed, loaded or unloaded, of firearms, BB guns, ammunition, etc., or an imitation thereof that could be used to cause fear or injury to another person.

Action(s): Confiscation of weapon(s) and immediate suspension or expulsion.

5.7.1.1.23 Harassment/Physical Threat or Abuse

Definition: Verbal, physical, written or mental abuse, threats, abuse of personal property, public incrimination, defamation of character or stalking. This may include a persistent pattern of behavior directed at another individual that distresses, frightens, or is in some manner threatening. Examples include, but are not limited to, hate speech, public incrimination, and abuse because of one's race, gender (sexual harassment), religion, national origin, or disability. Victims of sexual assault, harassment, physical threats, or physical abuse will be involved in the entire disciplinary process, including name of assailant, discipline-meeting recommendations and the disciplinary response rendered as required by statutory law. See University Discrimination and Harassment Policy in Volume II, subsection 2.1.7.

Action(s): Disciplinary probation, subject to immediate suspension.

5.7.1.1.24 Hazing

Definition: The infliction of physical violence on any individual; any activity calculated to embarrass, harass, or impose physical, emotional, or mental strain on any individual; or any activity that would in any way jeopardize the physical, moral, or scholastic well-being of any individual. To haze includes, but is not limited to, activities which involves forcible constraint or restraint (even if the person is willing to submit to the restraint) and kidnapping (even if conducted as a prank). See paragraph 5.8.2.1.8 for additional information on the University's Hazing Policy.

Action(s): Disciplinary probation/campus/community service/suspension.

5.7.1.1.25 Illegal Drugs

Definition: Distribution, possession, sale, manufacture, or medically unsupervised use of drugs which are illegal, or which may involve medical or psychological hazards to individuals, or which may lead to interference with the rights and privileges of others; Drugs including, but not limited to, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, crack, anabolic steroids, or other intoxicants and/or drug paraphernalia. Please refer to the University's Alcohol and Drug policy in Volume II, subsection 2.2.2 for additional information.

Action(s): Disciplinary probation/subject to immediate suspension and/or expulsion. Students may be subject to drug testing. A student's property may be searched when the University believes there are drugs, drug paraphernalia, or other prohibited items in his/her possession. Response to sale or distribution of drugs is expulsion.

5.7.1.1.26 Illegal Visitation in Residence Hall

Definition: Being in restricted areas when visitation privileges are not in effect.

Action(s): Disciplinary probation and campus/community service for first -time offender, suspension from residence halls thereafter.

5.7.1.1.27 Infraction of Established Residence Hall/Council Regulations

Definition: Misuse of residence hall keys, disruptive behavior, excessive noise/music or use of obscene language in residence halls.

Action(s): Confiscation of equipment after warning, disciplinary probation, or suspension from the residence halls or University.

5.7.1.1.28 Lewd and Indecent Conduct

Definition: Including, but not limited to, the following: lewd, indecent, profane and vulgar language, writing, expression or behavior (to include dress), indecent exposure, and/or possession and/or viewing of pornographic materials on University property or at functions sponsored or supervised by the University or one of its organizations.

Action(s): Letter of reprimand, disciplinary probation. Subject to immediate suspension.

5.7.1.1.29 Littering

Definition: Intentionally dropping, discarding, throwing, or otherwise disposing of refuse of any kind on University property, except in receptacles provided for that purpose.

Action(s): Restitution, campus or community service, and suspension from on campus housing for repeat offenders.

5.7.1.1.30 Misuse of Telephones

Definition: Unauthorized use or destruction of telephones located on the Voorhees University campus; use of non-campus telephones for illegal purposes or in an illegal manner.

Action(s): Restitution, disciplinary probation or suspension.

5.7.1.1.31 Pets and Animals

Definition: Keeping or possessing any animal in the residence hall or in University buildings. See the University's Pets Policy in Volume II, subsection 2.1.14 for additional information.

Action(s): Restitution, disciplinary probation, and/or suspension from the residence halls.

5.7.1.1.32 Physical Altercations

Definition: Includes, but is not limited to, physical abuse, threats, or physical violence inflicted on any individual.

Action(s): Immediate suspension of guilty initiator of the altercation, regardless of whether the

student(s) involved press charges against each other.

5.7.1.1.33 Profanity

Definition: Use of vulgar and profane language; including, but not limited to, cursing a University official.

Action(s): Letter of reprimand, disciplinary probation, campus or community service and/or immediate suspension/expulsion.

5.7.1.1.34 Rape

Definition: Unlawful carnal knowledge of a man or woman without his or her consent. See the University's Policy on Sexual Assault in Volume II, paragraph 2.3.3.12 for additional information.

Action(s): Suspension or expulsion. Also, subject to criminal prosecution.

5.7.1.1.35 Sexual Misconduct

Definition: Any person afflicted with a sexually transmitted disease who shall knowingly transmit, assume the risk of transmitting, or do any act which will probably or likely transmit such disease to another person. Also includes rape, sexual assault and harassment (see the University's Policies on Discrimination and Harassment and Sexual Assault in Volume II, subsection 2.1.7 and paragraph 2.3.3.12 respectively for additional information).

Action(s): Expulsion and Criminal Prosecution.

5.7.1.1.36 Setting a Fire/Arson

Definition: Lighting a fire without authorization; setting a fire in an occupied building; fires set with the intention of destroying property.

Action(s): Restitution, disciplinary probation and/or suspension.

5.7.1.1.37 Slander

Definition: Defaming another's character through false information that will discourage people from placing confidence in the other person, such as ridicule, rumors, or presenting them in an unfavorable light by stating a suspicion as fact.

Action(s): Letter of reprimand, disciplinary probation.

5.7.1.1.38 Tampering with Fire/Door Alarms, Smoke Detectors/Fire Extinguishers

Definition: Tampering with, discharging, or removing fire alarms, fire extinguishers, exit signs or other safety equipment and giving false alarms.

Action(s): Restitution, disciplinary probation and/or suspension.

5.7.1.1.39 Theft/Stealing and/or Possession of Stolen or Lost Property

Definition: The unauthorized taking or keeping of items of University property, items rented, leased or placed on the campus, property leased by the University, items belonging to other students, faculty, staff, or guests of the University; using another student's identification; possession of stolen property.

Action(s): Disciplinary probation, restitution and/or subject to immediate suspension.

5.7.1.1.40 Trespassing

Definition: Unauthorized presence on any Voorhees property; unauthorized visitation in residence halls; intentionally trespassing in areas from which individuals have been banned by previous order.

Action(s): Restitution and subject to arrest and prosecution.

5.7.1.1.41 Unauthorized Entry

Definition: Entering into any University building or facility without authorization.

Action(s): Letter of reprimand and/or disciplinary probation.

5.7.1.1.42 Unbecoming Conduct

Definition: Conduct, which is not in keeping with the values of the Voorhees University community. It should be understood that any attempt to circumvent the principle of any University regulation without actually violating the letter of the law is considered unbecoming.

Action(s): Letter of reprimand and/or disciplinary probation.

5.7.1.1.43 Vandalism

Definition: Destroying, defacing, damaging property owned or leased by the University, or property belonging to students, faculty, staff or guests of the University including, but not limited to, tampering with, misusing or abusing computer equipment, programs, and/or data, vending machines, or personal property.

Action(s): Restitution and/or disciplinary probation.

5.7.1.1.44 Weapons

Definition: The possession, whether openly or concealed, of guns or other weapons including, but not limited to, firearms, explosives, BB guns, throwing stars, ammunition, sling shots, knives, and any other weapon of any kind or an imitation thereof that could be used to cause fear or injury to another person. Voorhees University supports city, state, and federal laws against such weapons.

Possession, use or storage in any school area (including residence halls) of any object designed to inflict injury; firearms, explosive chemicals, gasoline, ammunition, bows, arrows, baseball bats or swords, pellet guns, slingshots, martial art devices, brass knuckles, switchblades, bowie knives, daggers or similar knives, and chemicals such as mace or tear-gas. Please refer to the University's Weapons Policy in Volume II, paragraph 2.3.3.15 for additional information.

Action(s): Confiscation of weapon(s) and/or disciplinary probation, suspension, and/or expulsion.

5.7.1.1.45 Violation of University Policy

Students must adhere to and not violate any written University policy or regulations contained in any official publication or administrative announcement of Voorhees University, including but not limited to Volumes II, V, and VI of the *University Policy Manual*.

5.7.2 Disciplinary System

Voorhees University aspires to have a safe and sound educational environment that facilitates high standards of excellence for our students. In such an environment, we must depend on students to comply with reasonable rules of order and discipline.

The discipline of students is viewed as a part of the educational process. Appropriate standards of conduct are established in keeping with the achievement of the University's mission and goals. The nature and procedures of the disciplinary process determine whether misconduct warrants warning, probation, suspension, severance from the residence halls or the University by dismissal, or other disciplinary actions.

Disciplinary action may be initiated against students by Voorhees University for misconduct which either arises on or off campus when the student is in violation of federal, state and local laws, as well as University -wide policies and regulations, or engages in behavior that materially or adversely affects the University or an individual's suitability to be a member of the Voorhees University community. When a student demonstrates that he or she does not respect Voorhees's purposes, that student forfeits the right to remain a part of the Voorhees Community. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

The student is expected to comply with the spirit, as well as the letter of these expectations for behavior. By definition, a student in good standing is not on any type of probation (i.e., academic, financial, disciplinary, residence hall). All students are required to remain in good standing at Voorhees University in order to receive institutional financial aid the following year. Probation or suspension is cause for cancellation of institutional aid.

University -enacted rules and regulations are found in this Volume V of the *University Policy Manual* and addenda disseminated from time to time by Voorhees, as well as in the University Catalog and Volumes II and VI of the *University Policy Manual*. A student or student organization found to have violated any of the University rules or regulations shall be subject to appropriate disciplinary response by the Vice President for Student Affairs or other disciplinary body.

Disciplinary action may also be initiated against students involved in violations outside of the Voorhees University campus, including, but not limited to, areas of public access within the bounds of the Voorhees University campus, on the grounds of any properties controlled by Voorhees, or at the location of University -sponsored activities or events. University -owned apartments and houses rented from the University are considered campus housing.

The Office of the-Vice President for Student Affairs will enforce University policies and values. University officials will make periodic safety and property inspections. Individuals formerly enrolled at Voorhees may still be subject to the University disciplinary process for violations occurring while they were enrolled in or associated with the University. Students committing a city, state, or federal crime are subject to disciplinary action, and/or civil action, and the case may be turned over to police authorities.

Voorhees University is a drug-free, alcohol free, campus and to maintain it as such, officials may do random alcohol and/or drug testing and may use investigatory devices. When the University suspects there is presence of (including but not limited to) drugs, drug paraphernalia, alcohol, or other prohibited items and/or behaviors which are in violation of the policies stated in Volume V of the *University Policy Manual*, and/or Residence Hall Policies, a search of the student's property may be held for any reason, at any time, without notice, without student consent, and without a search warrant.

The breach of any regulation may result in the imposition of any of the disciplinary responses set forth in this volume, including expulsion. The severity of the disciplinary response imposed will depend, in each instance, upon the circumstances of the violation. Repeated violations and/or combinations of violations will result in disciplinary actions more severe than if only one violation occurred.

Students who have a disciplinary history or reprimand of any sort in their student record may be prohibited from participating in special programs offered by the University.

Egregious acts of disrespect/misconduct such as assault and/or cursing a University official will result in immediate suspension/expulsion from the University.

5.7.2.1 Voorhees University Judicial System

It is in the best interest of the University and members of the University community for the University, when possible, to function in regard to disciplinary matters as a self-contained community in an orderly environment. Assurance that fair sanctions will be imposed on those found guilty of misconduct will help the University preserve order. The University Judicial System is designed to help the University exercise proper control over its disciplinary affairs, while conscious at the same time of the rights and competence of the civil authorities in such matters. Lawyers, physicians, and other third parties are not permitted to participate directly in matters of student affairs, including judiciary procedures. Appeals, notifications, and requests from third parties will not be accepted or honored.

Procedures have been established which are reasonably calculated to facilitate a reliable determination of the issues, and to afford fundamental fairness to any student accused of misconduct.

It is the intent of these policies and regulations to set forth the duties of those who join the University community to each other and to the University, and to set forth administrative and judicial procedures for dealing with those students who are accused of violating the policies and regulations.

5.7.2.1.1 Jurisdiction

Students are subject to all state, federal and local laws and accountable to the city, state, and federal courts for any violation of such laws. A charge alleging that a student has violated a city, state, or federal law is also subject to on-campus judiciary review. University disciplinary proceedings and hearings are not criminal proceedings. In cases involving the alleged violation by a student, on or off the campus, of a state, federal or local law, the University may consider, but is not bound by, any action taken with regard to the same violation by city, state or federal courts or officials.

Generally, the University's jurisdiction and discipline shall be limited to conduct which occurs on University property and/or at University -related events, or which adversely affects the University community and/or the pursuit of its objectives. The Vice President for Student Affairs will determine when the University will take action for allegations of off-campus misconduct, which also violates University policy, and/or federal, state and/or local laws, statutes, or ordinances.

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the *Student Code of Conduct*, disciplinary action may be taken and sanctions imposed by the Vice President for Student Affairs or a designee for grave misconduct which demonstrates flagrant disregard for the University community.

University disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the *Student Code of Conduct*. For example, if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution, proceedings under this *Student Code of Conduct* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When federal, state, or local authorities charge a student with a violation of law, the University will not request or agree to special considerations for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the *Student Code of Conduct*, however, the University may advise off-campus authorities of the existence of the *Student Code of Conduct* and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and under the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and University employees, acting in their personal capacities, remain free to interact with government representatives, as they deem appropriate.

5.7.2.2 Structure of the Voorhees University Student Disciplinary System

The student disciplinary system of the University consists of the Student Judicial Council (Judicial Council), other Hearing Officers, and the Vice President for Student Affairs.

5.7.2.2.1 Student Judicial Council

Serious infractions will be referred to the Student Judicial Council (Judicial Council). The Judicial Council hears the case and if there is a finding of "responsible," imposes an appropriate sanction. Under certain circumstances, a student may appeal the Judicial Council's decision to the Appeals

Committee or to the Vice President for Student Affairs (see paragraph 5.7.2.8 for additional information). While the President reserves the right to review any matter in this area, decisions of the Vice President for Student Affairs are considered final.

The Judicial Council is composed of three (3) members of the faculty, three (3) members of the staff and three (3) students. The President will appoint one (1) member of the faculty and one (1) member of the staff to the committee, and the Student Government Association appoints all students. In addition, two (2) students, one (1) faculty member, and one (1) university staff member shall serve as alternates. Faculty and staff members are appointed to serve a term of two (2) years, and students are appointed to one (1) year terms.

The duties of the Judicial Council include hearing and rendering a decision in all cases referred to it under the *Student Code of Conduct*. This hearing body will report its decisions to the Vice President for Student Affairs, who will report the results to the charged student(s) within two (2) days of the Judicial Council's decision.

The Vice President for Student Affairs may suspend student members of the Judicial Council who are charged with any violation of the Student Code of Conduct or with a criminal offense from their judicial position. Members found guilty of any such violation or offense may be disqualified from any other participation on the Judicial Council. The Vice President for Student Affairs may establish additional grounds for removal.

All proceedings of the Judicial Council will be audio-taped. There will be no audio-taping during deliberations. The recording will not be retained once all appeals have been exhausted.

5.7.2.2.2 The Authority of the Vice President for Student Affairs

The President, as chief administrator of the University, has delegated the responsibility and authority for establishing, monitoring, and enforcing regulations governing student life to the Vice President for Student Affairs. Anyone can refer a matter to the Vice President for Student Affairs.

5.7.2.2.2.1 Reserved Powers and Judicial Authority

In all institutions involving the security of a large number of persons, key officials are empowered with emergency and/or reserved powers to act upon matters requiring immediate action. The Vice President for Student Affairs is the person who holds this position at the University. When the welfare of the University will be adversely affected while awaiting the outcome of the judicial or review process, the Vice President for Student Affairs is empowered to resolve the matter in the most expeditious manner possible.

The Vice President for Student Affairs shall determine the process for authorizing individuals (or a judicial body) to hear each case. The Vice President for Student Affairs has the authority to refer any case directly to the appropriate Judicial Body.

The "Judicial Body" shall include one of the following:

1. The Vice President for Student Affairs;
2. The Dean of Students;
3. The Chief of Safety and Security;

4. The Director of Housing and Residential Life;
5. The Judicial Council;
6. Other hearing authority designated by the Vice President for Student Affairs.

The Vice President for Student Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings.

Decisions made by a judicial body shall be final, pending the normal appeal process.

The Office of Vice President for Student Affairs has been delegated the responsibility to administer the student judicial system. Responsibilities of the office include, but are not limited to

1. Reviewing complaints and determining charges to be filed pursuant to the *Student Code of Conduct*.
2. Investigating cases and conducting administrative meetings.
3. Supervising the selection, training, and advising of all campus-hearing officers.
4. Advising the President on appointing members to the Judicial Council.
5. Reviewing the decisions of all cases reviewed and the final disposition of those cases.
6. Resolving disputes and contested issues that arise out of alleged cases of student misconduct.
7. Maintaining all student disciplinary records resulting from enforcement of the *Student Code of Conduct*.
8. Collecting and disseminating data concerning student judicial system actions.
9. Managing and supervising of the University's hearing and judicial process.

5.7.2.3 Filing Charges

1. Any member of the University community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing by submitting a letter or completing an Incident Report Form to the Vice President for Student Affairs, who is in turn responsible for the administration of the student judicial system.
2. The charge shall be made within a reasonable time frame after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Disciplinary action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.
3. The Vice President for Student Affairs and/or his/her designee shall conduct an investigation to determine if the charge(s) has merit.
4. If the Vice President for Student Affairs and/or his/her designee determines that the charge has merit, the student accused of violating the *Student Code of Conduct* will be notified in writing of the charges and directed to attend an administrative meeting with the Vice President for Enrollment Management and Student Affairs or his/her designee or attend a judicial hearing to review the charges, establish the facts, and to discuss the student's rights and responsibilities under the University's Disciplinary System. Please note that the University reserves the right to immediately suspend a student pending the administrative meeting with the Vice President for Student Affairs if the student's conduct poses a threat to

the University community.

5. Within five (5) business days of the student receiving formal written notice of the charge, the Vice President for Student Affairs or his/her designee will conduct the administrative meeting with the student or the student will be given written notification to attend a judicial hearing with the Judicial Council. Failure to attend the meeting or the hearing will result in a finding of responsible and imposition of appropriate sanction as determined by the Vice President for Student Affairs or the Judicial Council with no right to appeal.
6. The incident may be resolved at this administrative meeting level, in that the student may decide to amicably resolve the case by admitting culpability or waiving the right to a hearing before a judicial body. If the student chooses to admit culpability or waive the right to a hearing, there is no right to an appeal.
7. If the matter is resolved during the administrative meeting, the Vice President for Student Affairs will delineate in writing how the matter has been resolved and what sanction, if any, has been imposed, and the matter will be declared closed.
8. If the matter is not resolved at the administrative meeting, the Vice President for Student Affairs shall, within five (5) days of the administrative meeting, either:
 - a. refer the case to the appropriate judicial body for resolution or,
 - b. impose an appropriate sanction if in the judgment of the Vice President for Student Affairs there is overwhelming evidence of guilt and the offense will result in a sanction less than dismissal or suspension. Should a sanction be imposed at this level, the student may file an appeal within five (5) days of receipt of the sanction requesting that the matter be presented to the appropriate judicial body. The decision of the judicial body shall be final.
9. The “judicial body” shall include one of the following:
 - a. The Chief of Safety and Security;
 - b. The Director of Housing and Residential Life;
 - c. The Judicial Council;
 - d. The Appeals Committee; or
 - e. Other hearing authority designated by the Vice President for Student Affairs.

Note: The Vice President for Student Affairs may summarily suspend a student from the University for an interim period pending the disciplinary proceeding before the appropriate judicial body. The interim suspension shall become effective immediately, without prior notice, whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself, herself, or others. During the period of such a suspension, the student shall not, without prior written permission from the Vice President for Student Affairs or his/her designee, enter or remain on the campus of Voorhees University other than to attend the scheduled hearing. Violations of any conditions of the interim suspension shall be grounds for dismissal from the University. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Vice President for Student Affairs. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President for Student Affairs or his/her designee.

Upon conclusion of the hearing, the judicial body will commence deliberation in private and, by majority vote of the voting members present, render a decision, and, if the student is found

“RESPONSIBLE,” issue a sanction. The judicial body’s determination shall be made on the basis of whether or not there is a preponderance of evidence which supports the finding of a violation, indicating that it is likely that the accused student violated the *Student Code of Conduct*.

5.7.2.4 Rights and Responsibilities of Student Subject to Disciplinary Hearings

Students should expect that disciplinary proceedings will be handled fairly. All Voorhees University students accused of violating the *Student Code of Conduct* shall be granted due process rights. A student who has been charged with a violation of the *Student Code of Conduct* and thus alleged to be involved in inappropriate behavior will be granted these rights in order to assure fundamental fairness in the disciplinary process:

1. Student(s) shall be presented the charges brought against him/her in writing at least 24 hours before the hearing is scheduled. Any such notice shall also state that if the student fails to appear before the hearing body (Judicial Committee, Campus Safety and Security, the Director of Housing and Residential Life, or other Hearing Officers) without just cause, the hearing shall be heard in his/her/their absence without any right to an appeal.
2. The student shall be entitled to be present at the hearing during the presentation of any matter on which the decision may be based.
3. The student shall be entitled to present his or her case through statements, questions, witnesses, and other forms of evidence.
4. The student shall be entitled to be accompanied by an advisor of their choosing, at their own expense. The advisor may be a family member, a member of the faculty, staff, or student member from the University. The complainant and/or the accused student is responsible for presenting his/her own case. The accused student’s advisor may advise him/her during the proceedings but is otherwise not permitted to address the judicial body or participate in the proceeding.
5. The student shall be entitled to a written notice of the results.
6. All disciplinary hearings are closed to the public. Persons in attendance at closed hearings shall be limited to (a) the hearing body, (b) the student and his/her advisor, and (c) witnesses. Witnesses will be asked to withdraw after their statements have been received.
7. If a student or group of students is asked to appear before a judicial hearing body and, if he/she/they fail to appear for the hearing or investigation without just cause, this will be considered a violation of University policy and such student(s) will be subject to further disciplinary action.
8. A student has the right to a hearing by an unbiased judicial body.
9. A student has the right to object to a Board/Panel member or Hearing Officer who is serving in the capacity as member of the judicial body. The Vice President for Student Affairs, or his/her designee, will determine the validity of the objection.
10. A student has the right not to present information against himself/herself.
11. A student has the right to hear and respond to all information presented against him/her. This includes the right to question all parties through the judicial body.
12. A student has the right to present information and witnesses in his/her own behalf.

13. A student has the right to appeal the outcome of a hearing, except in cases where a student pleads guilty to the violation. A student must be informed of their right to appeal and the process by which to do so.

5.7.2.5 Victim's Rights

When a member of the Voorhees University community has been the victim of an alleged act of misconduct which violates the physical and/or mental welfare of an individual, the victim should expect that the judicial body shall respond in a caring, sensitive manner which allows the victim to utilize the judicial process unimpeded, while still maintaining the rights of the accused student. In cases including, but not limited to, sexual assault, physical assault, hazing, and harassment, the following rights shall be provided to victims of these alleged offenses:

1. A victim has the right to be treated with dignity and compassion by the judicial body, and by all persons involved in the disciplinary process.
2. A victim has the right to information pertaining to the campus judicial process and appropriate referrals for information on the criminal process.
3. A victim has the right to information pertaining to counseling assistance available to him/her.
4. A victim has the right to assistance throughout the judicial process, including the right to have an advisor present at all proceedings. The advisor, however, is not permitted to address the judicial body or participate in the proceeding.
5. A victim has the right to all due process protections provided to accused students, including:
 - a. the right to written notification of a hearing,
 - b. the right to hear all information presented,
 - c. the right to present information and witnesses,
 - d. the right to verbal disclosure of the results of a hearing (for victims of crimes of violence or non-forcible sexual offenses), and
 - e. the right to appeal imposed sanctions.
6. A victim has the right to testify from another location as long as it does not infringe upon the rights of the accused student to have a fair hearing.
7. A victim has the right to have any unrelated past behavior excluded from the hearing process. The judicial body shall determine what constitutes unrelated behavior.
8. A victim has the right to submit a written impact statement to the judicial body, which will be considered only in sanctioning, should there be a finding of violation against the accused student.
9. A victim has the right to privacy.
10. A victim has the right to expect to be free from intimidation and harassment throughout the judicial process.
11. A victim has the right to request that campus personnel take the necessary steps reasonably available to prevent unwanted contact or proximity with the alleged assailant(s). This could include modification of living arrangements and/or class schedules.

5.7.2.6 Judicial Body Proceedings

The purpose of campus disciplinary hearings is to provide an opportunity for any student or group of students charged with violating University regulations to be heard concerning the charges. Formal rules of evidence will not be applied.

When a case is referred to a judicial body the following steps will be taken:

1. Within seven business days of receiving the referral from the Vice President for Student Affairs, the student will be given a written notice of the charges against him/her, date, time and place of hearing. In hearings involving more than one accused student, the judicial body, in his/her/their discretion, may permit the hearings concerning each student to be conducted separately.
2. The student may request an extension of time from the judicial body to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two working days except in unusual circumstances where the student can demonstrate the necessity for a longer delay. All requests for extension of time shall be made in writing at least 24 hours prior to the scheduled hearing, except in cases of documented serious illness or emergency.
3. Prior to and during the hearing, the student shall be afforded reasonable access to review the Case File. The “Case File” includes documents pertaining to the specific disciplinary matter and is considered an educational record pursuant to FERPA. The personal notes of University faculty and staff and privileged information of other students are not included in the Case File and thus are not accessible.
4. The hearing will proceed if a simple majority of members of the judicial body are present. At the opening of the hearing, the Chair of the judicial body will present the charges and relevant issues of the case.
5. The accused is not required to testify or even be present, but the judicial body will proceed and make its decision/recommendation(s) based upon evidence and testimony. The opportunity for the accused to be heard is guaranteed, but failure to take advantage of the opportunity implies acceptance of the judgment of the hearing body.
6. The student has the right to be assisted by an advisor from the University community, (e.g., a student, faculty member or an administrative employee of his/her choice). The advisor, however, is not permitted to address the judicial body or participate in the proceedings. Moreover, lawyers will not be permitted to attend the hearing, address the judicial body, deliver statements, or question witnesses.
7. The accused has the right to present a defense and witnesses in his/her behalf, and the right to examine witnesses presented by the University or by his/her accusers. The accused student has the right to present witnesses on his/her behalf and to raise questions.
8. In addition, the complainant and the judicial body shall have the privilege of presenting witnesses, subject to the right of questioning by the judicial body. It is the responsibility of all parties to notify witnesses of the time, date, and location of the hearing.
9. Students planning to have witnesses at the hearing are required to submit a list of these individuals to the Office of the Vice President for Student Affairs 24 hours in advance of the hearing. These individuals will not be permitted entry into the hearing room if the list is not

submitted 24 hours in advance. Individuals other than those on the submitted list will not be permitted entry into the hearing room.

10. The judicial body shall have the power to regulate the course of the hearing, to limit the presentation of unduly repetitious or cumulative evidence, to provide for the taking of testimony by Affidavits, and to exclude from the hearing any person for indecorous or improper conduct committed in the presence of the hearing body.
 - a. If any person repeatedly disrupts a hearing (by shouting, repeatedly interrupting others, or verbally or physically threatening individuals involved in the hearing,) the Chair has the right to remove the disruptive individual from the hearing after he or she fails to heed a warning from the Chair. The hearing shall continue in the absence of any removed disruptive person.
11. Pertinent records, student disciplinary history, exhibits, and/or written statements may be accepted as evidence for consideration by the judicial body.
12. Upon conclusion of the hearing, the judicial body will commence deliberation in private and, by majority vote of the voting members present, render a decision and, if the student is found culpable, issue a sanction. The judicial body's determination shall be made on the basis of whether or not there is a preponderance of evidence which supports the finding of a violation, indicating that it is likely that the accused student violated the Student Code of Conduct.
13. Within five (5) business days of receiving the judicial body's findings and recommendations, the Vice President for Student Affairs shall implement the body's decision. If the student(s) is found in violation, the Vice President for Student Affairs will inform the student in writing of the appropriate sanction(s). The decision of the judicial body is final subject to the appellate procedures below.
14. If the student is found in violation, all appropriate hearing materials will be placed in the student's file and be kept in accordance with the Records Retention Policy.

5.7.2.7 Sanctions

The following sanctions are meant to serve as a guide for the disciplinary actions that may be taken against a student found in violation of the Student Code of Conduct. Depending on the severity of the infraction and other factors, one or more of the following sanctions may be imposed. University officials are afforded the right to impose sanctions that do not appear below:

5.7.2.7.1 Active Avoidance Agreement

A student agrees to actively refrain from any and all contact with a particular student.

5.7.2.7.2 Campus Service

A student may be directed to complete a specified service task or number of service hours on Voorhees University campus grounds. A student may be charged \$10 an hour for every hour of uncompleted service if they leave the University prior to completion of the service or do not complete the campus service by the specified deadline. If the campus service is not completed by the assigned time, the student may be given additional hours, fines and/or reappear before a

disciplinary body.

5.7.2.7.3 Community Service

At the discretion of the adjudicating body, a student may be required to complete a specified service task or number of service hours for a Denmark or Bamberg community service agency as retribution for an infraction. A student may be given additional hours, fines, and/or reappear before a disciplinary body if the community service is not completed by the assigned time.

The Residence Hall Council, Judicial Council and/or the Vice President for Student Affairs will determine the nature and length of the community service. This sanction may be imposed in conjunction with other sanctions.

5.7.2.7.4 Counseling Referral

In certain instances, a student may be referred to counseling services available through Voorhees University. The purpose is to provide a supportive relationship as a balance to the challenge of discipline. Such a referral will be made when a student who is involved in a disciplinary case manifests behaviors and/or attitudes, which inhibit his/her ability to function effectively as a member of the University community.

5.7.2.7.5 Disciplinary/Social Probation

Any student found responsible for a violation of the *Student Code of Conduct* can be automatically placed on disciplinary probation. This action implies a middle status between good standing at the institution and suspension or dismissal. During the time the student is on disciplinary probation, the University may reevaluate its relationship to the student. Participation in extracurricular activities may be prohibited during the term of probation.

Active involvement or leadership in student organizations is strictly prohibited. Disciplinary/social probation is for a specified period of time and deprives the student of the following nonacademic privileges:

1. Representing the University or his/her class.
2. Participating in extracurricular activities, involvement in events before or as a representative of the University community i.e., athletics, band, tour choir, dance team, cheerleading, pageants, drama, talent/step shows, campus organizations, clubs, or intramural programming.
3. Pledging or joining a sorority/fraternity or participating in any sorority/fraternity activities.
4. Holding office or leadership roles in any campus organization. While on probationary status of any type with the University, students may not apply for, or be elected or appointed to any leadership position with the University.
5. May be cause for forfeiting institutional awards or grants.
6. Residence hall privileges, e.g., open house. Depending on the nature and severity of the infraction, a student may also be restricted from visiting the opposite sex residence halls. Disciplinary probation may be imposed in conjunction with removal from University housing as well as other sanctions.

The University, through the Vice President for Student Affairs, may establish appropriate procedures to monitor a student's compliance with disciplinary probation. Disciplinary probation may be recommended by the Judicial Council and imposed by the Vice President for Student Affairs. It is generally used for repeated minor infractions as well as serious infractions, which include, but are not limited to, violations of University regulations regarding verbal abuse, disorderly and indecent conduct, non-compliance with the directives of University Officials, intentional disruption of University activities, and/or alcoholic beverages, possession/consumption.

5.7.2.7.6 Educational

Students found responsible for violations of the *Student Code of Conduct* may be required to write research papers, conduct interviews, respond to journal articles or fulfill other such educational responses. The purpose is to help the student learn and grow as a result of this process.

5.7.2.7.7 Expulsion/Dismissal

Expulsion terminates student status with the University permanently. This constitutes involuntary separation from the University with no recourse to return. Dismissal may be recommended by the Judicial Council and imposed by the Vice President for Student Affairs. Expulsion/dismissal is generally used for serious infractions, which include, but are not limited to, violations of University regulations regarding distribution, sale or manufacture of drugs; physical altercation/abuse; theft; fraud; forgery; and violations of other criminal laws.

5.7.2.7.8 Growth Initiative

A policy that grants the student immunity from punitive discipline if he or she initiates a request for help and evidences a contrite heart. Such a request must precede any disciplinary confrontation resulting from inappropriate behavior or violations.

5.7.2.7.9 Interim Suspension

If University officials believe that the presence of a student may cause danger or harm to other students and/or the University community, this response may be used prior to a meeting, which will determine the long-term response to a student.

1. In certain circumstances, the Vice President for Student Affairs or his/her designee may impose a disciplinary suspension or other restrictions prior to the hearing before a judicial body.
2. In certain circumstances, the Director of Housing and Residential Life or his/her designee may impose a Residence Hall Suspension, Mandated Room Re-assignment, or other restrictions prior to the hearing before a judicial body.
3. In all cases, Interim Suspensions will be imposed only:
 - a. To ensure the safety and well-being of members of the University community, or preservation of University property; or
 - b. To ensure the student's own physical or emotional safety and well-being; or
 - c. If the student poses a definite threat of disruption of or interference with normal operations of the University.

4. The Vice President for Student Affairs may summarily suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself, herself, or others.
5. During the period of such a suspension, the student shall not, without prior written permission from the Vice President for Student Affairs, enter or remain on the campus of Voorhees University other than to attend the scheduled hearing. Violations of any conditions of the interim suspension shall be grounds for dismissal from the University.
6. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Vice President for Student Affairs. The interim sanction may remain in effect until a final decision has been reached, including any appropriate appeals process, at the discretion of the Vice President for Student Affairs or his/her designee.

5.7.2.7.10 Letter of Reprimand/Warning/Censure

In instances of less serious deviations from the norms of good conduct, the student may be censured or warned of the possible consequences of continuing such behavior. No official action is taken unless or until similar misconduct or other unacceptable conduct occurs subsequently. Students who have been reprimanded or warned must conduct themselves in an exemplary manner or appear before the appropriate disciplinary body. The letter of reprimand/warning is placed in the student's permanent disciplinary file.

5.7.2.7.11 Medical/Psychological Leave of Absence

Continued enrollment and/or re-admission may be withheld for medical and/or psychological reasons. This policy applies to a student with an emotional, psychiatric, or physical disorder who engages in behavior that is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the *Student Code of Conduct*. (See guidelines as established under the Psychiatric Withdrawal Policy and the Students with Disabilities Policy.)

5.7.2.7.12 Residence Hall Probation

This status means that a student is no longer in good standing with his/her housing unit, and certain restrictions are placed on him/her until such time he/she demonstrates that his/her conduct is again worthy of placing him/her in good standing. This status first and foremost serves as a reminder to the student that his/her infraction has become a part of his/her record and the repetition of similar or other unacceptable conduct may be cause for discontinuing residing in University housing, or involuntary separation from the University.

Residence hall probation is for a specific period of time and includes, but is not limited to, restricting the student from holding office or involvement in social activities in the residence hall, participating in any club or organizational activities or functions, attending social affairs of any type, or visiting the opposite sex residence halls. The University through the Residence Coordinators, the Director of Housing and Residential Life, Judiciary Council or Vice President for Student Affairs may establish appropriate procedures to monitor a student's compliance with

residence hall probation.

The Director of Housing and Residential Life, Judiciary Council and/or the Vice President for Student Affairs may impose residence hall probation. It is generally used for minor/residence hall infractions and violations of Residence Hall Contract and handbook rules, and regulations and it may be imposed in conjunction with other sanctions.

5.7.2.7.13 Residence Hall Suspension

Suspension from the residence hall for a specific period normally takes place in cases of severe or repeated misconduct. The primary effect would be to deprive the individual of University housing. The Director of Housing and Residential Life, Judiciary Council and/or the Vice President for Student Affairs, may recommend this sanction in conjunction with other sanctions.

If this sanction is imposed, a student will have 24 hours to vacate the residence hall (unless the Vice President for Student Affairs makes a special exception). If the student has not vacated the premises by the designated time, University -appointed personnel will remove the student's personal effects from his/her room, and the University assumes no legal or financial liability for the safety or security of such effects.

A student, who has been suspended from the residence hall, and is found on the premises during the period of residence hall suspension, will be subject to arrest for criminal trespassing.

5.7.2.7.14 Restitution

Restitution may be required in a written directive to (1) replace, repair, or make specific compensation for property belonging to the University or a member of the University community, which was damaged, destroyed, or misused, or (2) reimburse an individual for expenses or losses incurred as a result of the actions of the accused during the commission of a violation (labor and materials are included). Fines and financial restitution may also be imposed for violations of residence hall policies and regulations, as well as in conjunction with disciplinary probation, residence hall probation, removal from University housing, and other sanctions. The Director of Housing and Residential Life, Judiciary Council and/or the Vice President for Student Affairs may impose fines. The amount of the fine/restitution will depend upon the severity and circumstances of the violation.

5.7.2.7.15 Stop Order

A stop order is placed on a student who has unfinished business with a University official or department such as campus/community hours, fines, a balance on his/her account, unreturned University equipment, uniform, books, etc. A stop order prohibits a student from any or all of the following, as applicable: obtaining a certified transcript, conference of degree, receiving funds, transferring to the University, and/or registering for classes. The stop order is lifted when the student attends to the matter(s), which necessitated the stop order.

5.7.2.7.16 Suspension

Suspension constitutes involuntary separation from the University community for a specified period

or until a stated condition is met. During the suspension period, a student must receive permission from the Vice President for Student Affairs to visit the campus. Please see Suspension/Expulsion Procedures below.

The Judicial Council may recommend suspension to the Vice President for Student Affairs. Readmission to the University may be subject to review by the Vice President for Student Affairs.

Suspension is generally used for serious infractions, which include, but are not limited to:

1. violations of University regulations regarding physical altercation/abuse,
2. use or possession of drugs,
3. disorderly and indecent conduct,
4. non-compliance with the directives of University officials,
5. intentional disruption of University activities,
6. dishonesty, theft, forgery, fraud,
7. possession or consumption of alcoholic beverages;
8. sexual assault, rape, robbery, and
9. violation of other criminal laws.

5.7.2.7.16.1 Suspension/Expulsion Procedures

A student who has been suspended or expelled, either verbally or in writing, must leave the campus within 24 hours after the relationship with the University has been severed. If a student does not leave the campus within the allotted 24 hours or does not obtain written permission from the Vice President for Student Affairs to remain on campus, he/she will be subject to further disciplinary action. If the violation is severe and it is determined that the student's presence on campus poses a continuing danger or threat to persons, property and/or the academic process, the University reserves right to ask the student to leave immediately. A student who returns to the campus/campus-related events and/or University-sponsored activities while under nonacademic suspension or expulsion without permission will be subject to prosecution to the fullest extent of the law. Student grades and refunds will be handled in accordance with University policy.

5.7.2.8 Appeals Process

When a student believes there are appropriate grounds for an appeal, the student can set out in written detail the claims to the Vice President for Student Affairs in accord with the timetable set forth in paragraph 5.7.2.8.1.

The purpose of the appeal procedure is not to provide for a new hearing at a higher level. Based on the written arguments, a hearing may or may not be granted. If an appeal is denied, the student shall be provided written notification including a restatement of the sanction imposed and such other information as shall be necessary to inform the student of his/her status.

Failure to appeal within this time period waives the student's right to appeal.

No person or persons shall have the right to appeal a lawful disposition after he/she admits an act of wrongdoing or violation of the *Student Code of Conduct*.

5.7.2.8.1 Grounds for Appeal

The Vice President for Student Affairs or a designee shall be responsible for ensuring that students charged with violations that constitute an offense have been accorded both substantive rights and procedural due process with the University's established campus standards. Any one or more of the following may constitute reasonable grounds for an appeal to be heard:

1. Irregularity in the investigation;
2. The punishment, penalty, or discipline was excessive or inconsistent with the nature of the offense; or
3. New and pertinent evidence issue or facts that were unavailable at the time of the action.

5.7.2.8.2 Appeal Procedure

The student must file a written request for an appeal to the Vice President for Student Affairs within three (3) working days after written notice of the decision is given to the student or sent to his/her last known address. An appeal will not be held after the time limit has passed. The request must contain the student's name, the date of the sanction or action, and a clear statement of the basis for the appeal.

The Vice President for Student Affairs shall forward written notification to the student by campus or U.S. Postal Services mail providing the date, time, and place for the appeal. A hearing by the Appeals Committee (if one exist) or Vice President and final disposition of all appeals shall be accomplished within five (5) days following receipt of notice of appeal.

While an appeal is pending, sanctions imposed by the judicial body shall be in full effect. In cases of sanctions resulting in suspension or expulsion the student shall physically leave the University-owned property within twenty-four hours after receipt of written findings and recommended penalty imposed by the judicial body. The student may return to the University for the express purpose of attending the appeals hearing (if necessary) or for completing total separation requirements.

5.7.2.8.3 Appeal Decision

The Appeals Committee's or Vice President's decision may be one of the following:

1. Sustain the action of the judicial body and deny the appeal.
2. Remand the case back to the judicial body for further consideration on new evidence not available to the hearing body at the time of its action.
3. Reverse or amend the action/disciplinary decision.
4. Exonerate student(s) from charges and overturn the disciplinary decision.
5. The Appeals Committee shall have the responsibility for rendering a decision and will forward the decision to the student and the Vice President for Student Affairs.
6. If the student wishes to appeal the decision of the Appeals Committee (if one exist), then the case will be remanded to the Vice President for Student Affairs, who will have the responsibility for rendering a final decision and will forward the decision to the student.

5.7.3 Disciplinary Files and Records

The Office of Vice President for Student Affairs will maintain disciplinary records and a disciplinary tracking system, which will include, but not be limited to:

1. the accused student's name and related information,
2. description of the incident,
3. persons involved,
4. *Student Code of Conduct* violations,
5. sanctions, and
6. other data deemed relevant by the Office in consultation with Campus Safety and Security.

Such information will be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act. Disciplinary records will be made available to judicial bodies and University officials designated in the *Student Code of Conduct* as necessary.

Students may arrange to review their own disciplinary records by contacting the Vice President for Student Affairs. Except as provided in the *Student Code of Conduct* or pursuant to a lawfully issued subpoena, the University will not communicate a student's disciplinary record and related information to any person or agency without the prior written consent of the student.

Upon graduation, the student's confidential record may be expunged of disciplinary actions, other than Disciplinary Suspension or Dismissal, upon application to the Vice President for Student Affairs. Otherwise, the confidential record will be retained for a period of one year after the student's date of graduation. Case records involving Disciplinary Suspension or Dismissal will be retained permanently.

5.7.4 Notification to Parents of Disciplinary Action

The Vice President for Student Affairs can only notify the parents of dependent students who are formally charged with a violation of the Voorhees University Student Code of Conduct based on FERPA guidelines. A copy of the letter containing the official charge and directive to the student to attend a scheduled administrative hearing will be sent to parents of dependent students. The University will verify the student's dependent status prior to notifying the parent unless the violation involves a breach of the University's alcohol and drug policies. For more information on dependency status and emancipation, contact the Financial Aid Office.

Parental notification will consist of a copy of the letter informing the student of the charge and directing the student to attend a scheduled administrative hearing. Parental notification also includes a copy of the letter informing the student of the disciplinary sanction placed upon him/her if found responsible for a violation of the Student Code of Conduct.

5.8 Student Activities and Organizations Policies

5.8.1 Student Activities

5.8.1.1 Campus Programming (All University Assemblies)

Guest speakers and groups may be invited to the campus by officially recognized student organizations with the prior approval from the Director of Student Engagement and Leadership and/or the Vice President for Student Affairs.

5.8.1.2 Extra-Curricular Activities Eligibility

1. Eligibility for students' participation in extra-curricular activities is determined by the following regulations:
 - a. Students on academic or social probation are ineligible to participate in any extra-curricular activity.
 - b. Upon recommendation of the Director of Health Services, a student's participation in activities may be limited for health reasons.
 - c. All students who represent the University in any activity must have the approval of the Director of Student Engagement and Leadership.
 - d. The eligibility requirements for Mr. & Miss Voorhees, Class Kings and Queens, and Organizational Queens are as follows:
 - i. Mr. & Miss Voorhees – 2.7 cumulative average and social approval.
 - ii. Class Kings and Queens - 2.5 cumulative average and social approval.
 - iii. Organizational Queens - 2.0 cumulative average, social approval, and documentation of certification from an organization's national body.
2. The Vice President for Student Affairs shall carry out this eligibility policy, who shall make constant checks to prevent ineligible students from continuing their extra-curricular activities and further endangering their scholastic standing.

5.8.1.3 Off-Campus Activities

Voorhees University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by currently enrolled students and recognized student organizations that are representing the University. As such, this policy applies to individual student and recognized student organization travel both in cases where the travel is sponsored by the University's Office of Student Engagement and Leadership and in cases where an individual student or recognized student organization travels on behalf of, or with the financial support of Voorhees University. This policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf of or with the financial support of a recognized student organization as described above), engaging in study abroad travel, student teaching, internships, observations or research, or

participating in intercollegiate athletics competitions under the auspices of the Department of Athletics.

5.8.1.4 Definitions

Currently Enrolled Student - A student who is currently registered at the University, whether on a full- or part-time basis.

Recognized Student Organization - An organization that has been formed for educational, professional, social, recreational, or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Voorhees University, has been approved for recognition and maintains a current registration status with the Office of Student Engagement and Leadership.

University -sponsored Event or Activity - An event or activity that is initiated, actively managed, planned and arranged by a member of the Voorhees University faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by the Director of Student Engagement and Leadership; and/or an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

5.8.1.5 Travel Requirements

All student and recognized student organization related travel falling within this Policy must meet the following requirements:

1. The recognized student organization travel must be consistent with the University and organization's mission statement.
2. Travel must not create an undue interference with academic responsibilities.
3. Off-campus activities in the following categories may be scheduled with the approval of the Director of Student Engagement and Leadership:
 - a. Social;
 - b. Retreats and bus outings for all classifications;
 - c. Any social affair sponsored off-campus by a student organization not already covered by existing rules such as picnics, field trips, etc., is to be treated as a special event and dealt with by the Director of Student Engagement and Leadership accordingly.
4. Off-campus educational activities may be scheduled as follows:
 - a. Class-related - All class related organizations that receive semester hour credit for participation will come under the jurisdiction of the Vice President for Student Affairs or a designee and therefore, dispositions of requests for off campus activities on the part of these organizations are to be cleared through the Office of the Vice President for Student Affairs.
 - b. Others - All organizations not covered above may participate in educational off-campus activities providing such participation is cleared through the proper channels.
5. A list of students participating in the above activities must be submitted to either the Vice President for Student Affairs as applicable no later than five (5) business days prior to

departure. Any trip taken without formal approval as outlined above may result in individual and/or organizational discipline.

6. Trips requiring chartered buses or other rented or leased vehicles must be approved through the Director of Student Engagement and Leadership and the Vice President for Business and Fiscal Affairs or a designee.
7. All students traveling must complete and submit Waiver of Liability Form(s) to either the Director of Student Engagement and Leadership or the Vice President for Student Affairs before the scheduled trip.
8. Chaperones - There shall be, at all times, approved advisors at all approved off-campus activities. More than one advisor must be present at all times for parties.
9. Hours for off-campus activities - No off-campus activity is to extend past 12:00 midnight unless otherwise authorized by the Director of Student Engagement and Leadership.
10. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the directions of University employees, or applicable law. Without limiting the foregoing, all trip participants are required to:
 - a. Comply with the *Student Code of Conduct* and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and
 - b. Conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.
11. Posting: All notices advertising the activity must be posted in accordance with the University's Posting Policy (see Volume II, subsection 2.1.16).

Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the University's Disciplinary System Policies and Procedures.

The following additional guidelines also apply to all travel:

1. Pre-trip Meeting: The advisor shall hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
2. Transportation: The sponsoring faculty member or student organization shall arrange transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.
 - a. University Vehicles: Only University employees can drive.
 - b. Rental Vehicles: If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with.
 - c. Contract Bus Service: The bus company must provide adequate insurance coverage for personal injury and property damage.
 - d. Regularly Scheduled Carriers: Regular-scheduled transportation service providers (e.g., Greyhound) may be utilized for transportation.

- e. **Personal Vehicles:** Personal vehicles shall only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

Non-Student Participation: Except with the permission of the appropriate faculty or staff member, friends and family of students are not eligible to participate in travel opportunities falling under this policy.

5.8.1.6 Scheduling Student Activities

The Director of Student Engagement and Leadership shall serve as a central clearinghouse for all social functions, conferences, and meetings. Please note the following guidelines to consider when planning campus events/activities:

1. Non-campus speakers and groups may be invited to the campus by chartered student organizations providing that the Director of Student Engagement and Leadership and/or the Vice President for Student Affairs have granted prior approval on the use of campus facilities for programs, conferences, etc.
2. The Director of Housing and Residential Life's approval is sufficient for activities in the residence halls planned by and only for residents.
3. Organizations are responsible for the actions of their members and guests at any function.
4. If an event involves an admission fee, the solicitation of funds, or the sale of any items, the organization must clear this point specifically with the Director of Student Engagement and Leadership and with the Vice President for Student Affairs.
5. The chartering of buses or group transportation for SGA must be cleared with the Director of Student Engagement and Leadership and the Vice President for Business and Fiscal Affairs.

Procedures for Scheduling Student Activities:

1. All campus events must be scheduled through the Office of Student Engagement and Leadership.
2. The requesting organization must complete and submit an Activity Request Form as soon as possible, and at least two weeks prior to each activity, event or program.
3. The Activity Request Form must be completed and signed by representatives from the requested building, the sponsoring organization, and Student Affairs, including Campus Safety and Security.
4. The form may be obtained from the Office of Student Engagement and Leadership or the Student Affairs link at www.voorhees.edu includes instructions for completion.

5. Student organizations must submit a calendar of proposed activities and events for each academic year by May 1 of each year to be included on the “master calendar.”
6. All events to be included on the “master calendar” must be approved through the Office of Student Engagement and Leadership.
7. Additional events and activities must be scheduled through the Office of Student Engagement and Leadership at least two (2) weeks prior to the event.
8. Student organizations must complete and submit an Activity Request Form for all events and activities.
9. At least one approved advisor must be present at all times during all rehearsals, meetings and activities. More than one advisor must be present at all times for parties.
10. The activity sponsor is responsible for:
 - a. The actions of their members and guests at any sponsored function.
 - b. Returning room/building furnishings to their original locations.
 - c. Picking up all debris (cans, paper, bottles, etc.) associated with the activity, inside and out of the room and building being used.
11. University Safety and Security is authorized to cancel any activity that has not met the above criteria.
12. Permission to collect funds (admission, ticket sales, raffles, etc.) must be specifically granted through the Director of Student Engagement and Leadership.

5.8.1.6.1 Campus Calendars
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Generally, two calendars are created: A “Master” Calendar and a “Weekly Student Activities” Calendar.

5.8.1.6.1.1 Master and Weekly Student Activity Calendars

The procedures by which academic department heads, program leaders, administrative department heads and student organizational leaders must secure dates on the Master and Weekly Student Activities Calendars are as follows:

1. Master Calendar:
 - a. Requests for date, time and facility to be placed on the master calendar must be submitted to the Office of Student Engagement and Leadership between April 1 and May 1 of each year.
 - b. Each activity form, upon receipt from the Office of Student Engagement and Leadership, will be marked to reflect the date and time received.
 - c. Scheduling will be done on a “first-come first-served” basis as explained above. Alternate dates specified on each form will be used to assign dates to the last forms turned in cases of conflicts.
 - d. Between the first week of June and the middle of July, the Director of Student Engagement and Leadership will construct the Student Activities Calendar in conjunction with the University’s Master Calendar.
 - e. The master calendar will go to press in mid-July for distribution in mid-August.
2. Weekly Student Activities Calendar:
 - a. All dates that are not received in time to appear on the University’s Master Calendar will

- appear during the year on the Weekly Student Activities Calendar of events.
- b. Information to appear on the Weekly Student Activities Calendars must be received in the Office of Student Engagement by 12:00 noon on Thursday of each week.
 - c. Weekly Student Activities Calendars will be distributed to the Voorhees University community and its external constituents on Friday afternoon for the ensuing week.

5.8.2 Student Organizations

5.8.2.1 Greek Chapters

Voorhees University has traditionally hosted chapters of eight national Greek-letter organizations on the campus. Since their founding after the turn of the 20th century, African-American fraternities and sororities have made significant contributions to the human development process. Existing often in hostile educational and social environments at their home campuses, Black Greek-lettered organizations have extended for their members and for the broader community, a constructive tradition. This tradition has included academic support, bonding in extended families, community service and the promotion of ideals and values that have aided personal and group development. At Voorhees University, this proud tradition has also included involvement at all levels with activities and programs of service to the University and the student body in general. The Greek-letter organizations include: Alpha Phi Alpha, Omega Psi Phi, Phi Beta Sigma, Kappa Alpha Psi, Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, and Sigma Gamma Rho.

5.8.2.1.1 Pan-Hellenic Council

The campus Pan-Hellenic Council is the governing body for Greek letter organizations and it is a financial member of the National Pan-Hellenic Council, Inc. This Council provides within its constitution, rules and regulations that all of its membership organizations are expected to follow.

The mission of the Pan-Hellenic Council is to encourage unity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. This purpose encourages and fosters team building and group cohesion while striving for academic excellence. Each organization represented contributes to the quality of student life by providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities.

The Pan-Hellenic Council is composed of the president, vice president, secretary, treasurer, chaplain and parliamentarian and advisor of each fraternity and sorority. The University, under the area of student affairs, shall appoint an advisor.

5.8.2.1.2 Fraternities and Sororities

Voorhees University has chapters of eight (8) National Pan-Hellenic Council sororities and fraternities:

Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.
Delta Sigma Theta Sorority, Inc.
Kappa Alpha Psi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.
Zeta Phi Beta Sorority, Inc.

5.8.2.1.2.1 Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha is a sisterhood composed of women who have consciously chosen this affiliation as a means of self-fulfillment through volunteer service. Alpha Kappa Alpha cultivates and encourages high scholastic and ethical standards; promotes unity and friendship among college women; alleviates problems concerning girls and women; maintains a progressive interest in college life; and serves all mankind through a nucleus of more than 170,000 women in the United States, the Caribbean, Europe, and Africa.

Candidacy for membership into Alpha Kappa Alpha Sorority is open to women of high ethical and scholastic standards who are pursuing or have completed courses leading to a degree in an accredited college or university. The official headquarters is in Chicago, Illinois.

5.8.2.1.2.2 Alpha Phi Alpha Fraternity, Inc.

The founders of Alpha Phi Alpha Fraternity, Inc. were no ordinary achievers. Given racial attitudes in 1906, their accomplishments were monumental. As founder Henry Arthur Callis euphemistically stated - because the half-dozen African American students at Cornell University during the school year 1904-05 did not return to campus the following year, the incoming students in 1905-06, in founding Alpha Phi Alpha, were determined to bind themselves together to ensure that each would survive in the racially hostile environment. In coming together with this simple act, they preceded by decades the emergence of such on-campus programs as affirmative action, upward bound and remedial assistance. The students set outstanding examples of scholarship, leadership and success - preceding the efforts even of the NAACP and similar civil rights organizations.

5.8.2.1.2.3 Delta Sigma Theta Sorority, Inc.

Twenty-two collegiate women at Howard University founded Delta Sigma Theta Sorority on January 13, 1913. These students wanted to use their collective strength to promote academic excellence and to assist persons in need. The first public act performed by the Delta Founders involved their participation in the Women's Suffrage March in Washington D.C., March 1913. Delta Sigma Theta was incorporated in 1930. The major programs of the Sorority are based upon the organization's Five-Point Programmatic Thrust: Economic Development, Educational Development, International Awareness and Involvement, Physical and Mental Health, Political Awareness and Involvement.

5.8.2.1.2.4 Kappa Alpha Psi Fraternity, Inc.

Kappa Alpha Psi, a college Fraternity, now comprised of functioning Undergraduate and Alumni Chapters on major campuses and in cities throughout the country, is the crystallization of a dream.

It is the beautiful realization of a vision shared commonly by the ten founders. It was the vision of these astute men that enabled them on the night of January 5, 1911, on the campus of Indiana University at Bloomington, Indiana, to sow the seeds of a fraternal tree whose fruit is available to, and now enjoyed by, college men everywhere, regardless of their color, religion or national origin. It is a fact of which Kappa Alpha Psi is justly proud that the Constitution has never contained any clause that either excluded or suggested the exclusion of a man from membership merely because of his color, creed, or national origin. The Constitution of Kappa Alpha Psi is predicated upon, and dedicated to, the principles of achievement through a truly democratic Fraternity.

5.8.2.1.2.5 Omega Psi Phi Fraternity, Inc.

On Friday evening, November 17, 1911, three Howard University undergraduate students, with the assistance of their faculty adviser, gave birth to the Omega Psi Phi Fraternity. From the initials of the Greek phrase meaning “friendship is essential to the soul,” the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles.

Omega Psi Phi Fraternity, Inc. continues to flourish, largely because founders Love, Cooper, Coleman and Just were men of the very highest ideals and intellect. The founders selected and attracted men of similar ideals and characteristics. It is not by accident that many of America’s great black men are/were Omega Men. To this date, there are very few Americans whose lives have not been touched by a member of the Omega Psi Phi Fraternity. Omega has a rich heritage to be protected, celebrated and enhanced!

5.8.2.1.2.6 Phi Beta Sigma Fraternity, Inc.

Three (3) young African-American male students founded Phi Beta Sigma Fraternity, Inc., at Howard University in Washington, D.C., January 9, 1914. The founders wanted to organize a Greek letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service. The founders deeply wished to create an organization that viewed itself as “a part of” the general community rather than “apart from” the general community. They believed that each potential member should be judged by his own merits rather than his family background or affluence... without regard to race, nationality, skin tone or texture of hair. They wished and wanted their fraternity to exist as part of even a greater brotherhood which would be devoted to the “inclusive we” rather than the “exclusive we.”

From its inception, the founders also conceived Phi Beta Sigma as a mechanism to deliver services to the general community. Rather than gaining skills to be utilized exclusively for themselves and their immediate families, the founders of Phi Beta Sigma held a deep conviction that they should return their newly acquired skills to the communities from which they had come. This deep conviction was mirrored in the Fraternity’s motto, “Culture for Service and Service for Humanity.”

5.8.2.1.2.7 Sigma Gamma Rho Sorority, Inc.

Sigma Gamma Rho Sorority, Inc. was organized on November 12, 1922, in Indianapolis, Indiana. These founding members are the “Seven Pearls” of Sigma Gamma Rho. The group became an incorporated national collegiate sorority on December 30, 1929, when a charter was granted to the

Alpha chapter at Butler University.

“Greater Service, Greater Progress” was to become the slogan and call of the organization that made November 12, 1922, a significant date in the history of the Black Greek system, for this date would mark the establishment of the first sorority of Black women on a predominantly white campus, Butler University in Indianapolis, Indiana.

5.8.2.1.2.8 Zeta Phi Beta Sorority, Inc.

Zeta Phi Beta Sorority was founded on the simple belief that sorority elitism and socializing should not overshadow the real mission for progressive organizations - to address societal mores, ills, prejudices, poverty, and health concerns of the day. Founded January 16, 1920, Zeta began as an idea conceived by five coeds at Howard University in Washington D.C. These five women, also known as the Five Pearls, dared to depart from the traditional coalitions for black women and sought to establish a new organization predicated on the precepts of Scholarship, Service, Sisterly Love and Finer Womanhood. It was the ideal of the founders that the Sorority would reach college women in all parts of the country who were sorority-minded and desired to follow the founding principles of the organization. Since its inception, the Sorority has chronicled a number of firsts. Zeta Phi Beta was the first Greek-letter organization to charter a chapter in Africa (1948); to form adult and youth auxiliary groups; to centralize its operations in a national headquarters; and to be constitutionally bound to a fraternity, Phi Beta Sigma Fraternity, Incorporated.

5.8.2.1.3 Guidelines for Greek-Letter Organizations

The following guidelines govern Greek-letter organizations at Voorhees University:

1. Fraternities and sororities must function in accordance with University Policies. Each fraternity and sorority will be represented and governed by the Pan Hellenic Council, and will have a faculty or staff advisor chosen by the local graduate chapter and/or appointed by the University.
2. No student shall be allowed to join any organization or participate in any activities without final approval of the Vice President for Student Affairs. Chapter Presidents must submit the names of the aspirants on the appropriate University forms for approval, at least two full weeks prior to initiating the intake process.
3. Any student invited to join a Greek-letter organization must have satisfied his/her financial obligation with the University and other regulations with regard to scholarship and conduct.
4. Students have a right to full disclosure of the direct and indirect cost of intake activities after having been accepted as a candidate into the intake process. Each fraternity/sorority is obligated to provide it upon request.
5. Greek organizations must maintain a grade point average of 2.5 to remain active. The average is computed from the sum of hours pursued and grade points earned by all active members of the organization the previous semester. Failure to maintain this requirement will result in the organization being placed on inactive status until such time as it does achieve the minimum average.
6. Inactive status could result in suspension of public meetings, activities, or social affairs, wearing organizational paraphernalia and not being able to initiate new members.

5.8.2.1.4 Chapter Eligibility and Responsibility

The chapter must be in good standing, locally and nationally, in order to engage in membership intake. Each undergraduate chapter is held responsible for observing and complying with the rules and regulations of Voorhees University as set forth in Volume V and outlined specifically for fraternities and sororities.

Each fraternity and sorority must submit proof of status from its regional and/or national organization annually. Inactive members of the organization who are enrolled at Voorhees University are not allowed to participate in the chapter's activities.

5.8.2.1.5 Chapter Advising

Each organization shall certify to the Office of Student Engagement and Leadership, one or more faculty or staff members who shall act as advisors to the organization. At least one advisor must be an employee of Voorhees University. These advisors shall constitute an Advisory Council to the Director of Student Engagement and Leadership.

5.8.2.1.6 Greek Organization Membership Intake Approval Procedures

1. Complete the Prospective Candidate Information Release Form. This form authorizes the release of information and must be signed by each student being considered for membership, along with the president and advisor of your organization. It must be submitted to the Office of Student Engagement and Leadership within five (5) days of completion.
2. The Intake Information Request must begin with the organization. Please complete your organization's name, date, and print or type each prospective candidate's name and ID number in the appropriate spaces. Each candidate will be evaluated for membership intake by the information received on this form from the Registrar, Business Office and Division of Enrollment Management and Student Affairs.
3. The Intake Clearance Form is the final document. Fill in the name of your organization. This form will verify that your prospective candidates meet the requirements as outlined in Volume V of the *University Policy Manual*.
4. Each of the three (3) forms must be submitted to the Office of Student Engagement and Leadership for completion by the Registrar, Business Office, and Division of Enrollment Management and Student Affairs.
5. **Please Note:** Students are not allowed to collect confidential information about other students. Only the advisor is authorized to request and receive the completed Intake Information Request.
6. Once the information is received from the individual offices, a letter will be prepared authorizing membership intake for qualified students, as indicated by the Intake Information Request. The organization's advisor and the Dean of Students will address questions about unapproved students.
7. Following the completion of membership intake, a list of your new members must be submitted to the Office of Student Engagement and Leadership within five (5) days of completion. Violation of this procedure renders the chapter ineligible to conduct

membership intake for at least one semester, and may cause the automatic suspension of the chapter.

5.8.2.1.7 Fraternities and Sororities Regulations

The following regulations apply to chapters of National Greek Letter groups at Voorhees University:

1. Eligibility for Membership - An individual must:
 - a. Be registered at the University to be considered for membership intake.
 - b. Have been enrolled for at least two (2) semesters, earned 30 credit hours and a minimum cumulative grade point average of 2.5 for all Greek organizations. For non-Greek organizations, a 2.0 cumulative grade point average.
 - c. Receive clearance from the Office of Business and Fiscal and Affairs.
 - d. Must not be under disciplinary sanction as specified in the *Voorhees University Student Code of Conduct*.
 - e. Students who transfer to Voorhees and are already members of a club may affiliate with the Voorhees Chapter. Transfer students may not be initiated into an organization until he or she has completed 12 hours at Voorhees and met the academic requirements.
 - f. The chapter must be in good standing academically, locally and nationally.
 - g. Adhere to the Educational Intake Period and policies.
 - i. The total length of time for the organizational intake period (from the time prospective members are read into the organization) shall not exceed five (5) weeks.
 - ii. Prospective members will be read and initiated into the organization in the same semester.
 - iii. Educational Intake is considered a learning period and unreasonable requests will not be made of prospective members. Specific reference is made to favors or any activity that is required of prospective members. Adequate time must be allotted for study and rest. Any organization whose intake work is so strenuous that it prohibits the prospective members from maintaining a reasonable grade point average will be subject to review by the administration and possible suspension of intake activities on campus.
 - h. As a prospective member, have his/her scholastic standing certified by the Office of the Registrar.
 - i. Attend anti-hazing workshop during the academic year prior to seeking membership.
2. Time of Membership Intake:
 - a. The Office of Student Engagement and Leadership shall determine the exact period of membership intake and initiation; however, this period shall not exceed five (5) weeks.
 - b. All membership intake activities will begin and end by a specific date and time as designated by the Director of Student Engagement and Leadership.
 - c. Activities will take place from Monday through Friday. All groups will conduct ceremonies the same week unless special permission is given.
 - d. There shall be no membership intake activities from 11:00 p.m. to 7:00 a.m.
3. Place of Membership Intake Activities:
 - a. The Director of Student Engagement and Leadership with the cooperation of the Building Coordinators assigns buildings for membership intake activities. The request to

use a building must be obtained by the advisor of the organization who is held responsible for the orderliness of the building following its use.

- b. The advisor of the organization must be present at all meetings and activities.
 - c. The Director of Student Engagement and Leadership and the respective building coordinator must clear all facilities that are to be used by organizations.
4. Conduct of Membership Intake: Membership Intake is a learning period for those about to make a lifetime commitment to a fraternity or sorority. Based on the premise that all human beings are worthy of respect, honor and dignity, Voorhees University seeks to define those characteristics that reflect honesty, tolerance and genuine sincerity in all phases of human relations, including fraternity and sorority membership intake.

Membership intake is defined as that period in which prospective members become oriented to the policies of the organizations. During this period, prospective members have regular meetings; get to know each other and those who are currently members of the organization. Prospective members also engage in rehearsals and activities associated with the organization.

- a. The National Organization of which he/she is seeking to become a member shall govern the overall cost for intake into a chapter.
 - b. Secret probationary activities are forbidden, violators will be penalized in accordance with South Carolina Laws governing hazing and the rules and regulations of Voorhees University. No part of the intake may take the candidate off campus without permission from the Vice President for Student Affairs. The organization's advisor should make this request at the beginning of the intake period.
 - c. Candidates may not be subject to any type of intake which interferes with meals, classroom activities or any other scholastic requirements, and shall be given a reasonable amount of time for study.
 - d. At no time may candidates be subject to paddling or any other type of physical or bodily punishment. This rule of the University shall be strictly observed and it shall be understood that persons violating it or seeking to evade it shall be subject to dismissal from the Institution, and that chapters failing to observe it shall be subject to suspension. See Voorhees University's "Policy on Hazing" for detailed information below.
5. Chapter Responsibility:
- a. Each undergraduate chapter will be held responsible for the observance and compliance with the above regulations and other rules and regulations of the University, as well as with the advice and counsel of the individual faculty advisors.
 - b. The responsibility of checking each candidate rests with the chapter. Submission of a grade check form to the Director of Student Engagement and Leadership prior to initiating candidates into the organization is required. Violation of rules of eligibility carries an automatic suspension of the chapter.
 - c. Organizations affiliated with a parent organization having a national charter must submit a letter to the Director of Student Engagement and Leadership verifying the same.
 - d. A list of prospective intake members and initiates shall be submitted to the Director of Student Engagement and Leadership at the time established by the Director. No names will be added to the list following the designated time for any reason.

6. Scholarship for Chapter:
 - a. The Registrar will compile a report each semester of the scholastic standing of each social fraternity and sorority. Organizations with a grade point average less than 2.50 will be placed on probation. The regional directors will be notified.
 - b. Each organization must submit its active roster to the Office of Student Engagement and Leadership on or before September 15 of the first semester and on or before February 1 of the second semester. This list will be used in computing averages for the semester in which submitted. No names may be dropped from this list until after the close of the semester. Inactive members enrolled at the University shall not be allowed to participate in the activities of the group. Neophytes initiated during the semester and bona-fide transfers who affiliated during the semester shall be added to the original list.
 - c. The Records Office will prepare the quality point average of each chapter for public posting at the end of each semester.

5.8.2.1.8 Hazing

The prevention of hazing in Intake Programs is a priority. The hazing policy is long standing, clear and firm... “Hazing is strictly prohibited.” Everyone should understand the policy, mandated by a series of general conventions enforced by every general or national president of organizations and throughout university campuses.

The word “Hazing” is “any action taken or situation created, however communicated, involving or resulting in abusive physical contact or mental harassment to the prospective member, whether on or off the campus or place where chapters or candidate clubs meet, designed to or the result of which is to produce excessive mental or physical discomfort, embarrassment or harassment. Such activities and situations include, but are not limited to, paddling in any form; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with either fraternal or sororal law, or the regulations and policies of any educational institution or state or federal law and is expressly forbidden. Members of chapters who cause infractions are subject to disciplinary action.”

A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.

Additionally, hazing shall include any mental or physical requirement or obligation placed upon a person by a member of an organization, individual, or group of individuals, which would cause discomfort, pain, or injury including, but not limited to, striking, laying open hand upon, treating with violence, intimidation, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting or humiliating nature. Further, hazing is any action taken or situation created, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or intimidation.

Hazing is also considered to be the creation of a situation which results in, or might result in, mental or physical discomfort, embarrassment, harassment, ridicule or intimidation, including involuntary servitude often called “personal favors,” paddling in any form, creation of excessive fatigue, late

work sessions which interfere with scholastic activities, any traditional form/expression of Fraternity/Sorority exhibitionism, and other activities which are not consistent with fraternal law, ritual, policy or regulations of Voorhees University. Both individuals and organizations may be held accountable for such activity, which could include expulsion.

Additionally, the following activities are considered hazing and are not permitted:

1. Public demonstrations such as, bowing before big brothers or sisters, breaking eggs and any other “humiliating” activities.
2. Any meetings or activities that require candidates before 8:00 a.m. and past 11:00 p.m.
3. Providing personal services such as, but not limited to awakening big brothers or sisters.
4. Any activities associated with intake during scheduled class hours.

Cognizance and understanding of the above definition, as well as the use of common sense should be sufficient to guide chapters in carrying out the Membership Intake Process activities without hazing violations. Chapter officers should be willing and able to uphold the rules and regulations of their respective organizations. No chapter or member is “above the laws” instituted for the governance and welfare of the entire fraternity or sorority...and hazing violations must be promptly reported. Not to do so will place the chapter and/or most importantly, all participants in the Membership Intake Process in jeopardy. Therefore, knowledge and failure of chapter, members, applicants or candidates for membership to report immediately in writing any hazing violation by members, applicants or candidates may also result in disciplinary action being taken against individuals and organizations.

All members and potential members are urged to remember that a Fraternity is a “Brotherhood” and a Sorority is a “Sisterhood”; that prospective members are being prepared to enter this midst as “Brothers and Sisters.” Hazing has no place in this important process.

Detailed information about hazing is available at www.voorhees.edu from each fraternity and sorority, and through the campus Pan-Hellenic Council.

All members and individuals seeking membership in Greek-letter organizations must sign a form refusing to engage in or allow himself/herself to be subject to hazing. The form is obtained in the Office of the Vice President for Student Affairs. Chapter Presidents, Intake Educators and Alumnus/Alumnae Advisors must sign the form indicating that they have read and understand the Hazing Policy and Intake/Initiation Practices, and that their signatures attest that their organization follows and adheres to the Policy and all local, state and federal laws.

The Division of Enrollment Management and Student Affairs enforces this policy and does not condone hazing of any student at the University.

5.8.2.1.9 Sanctions for Intake Violations

The range of disciplinary actions which may be invoked as a consequence of infractions of University Policies or Regulations regarding intake activities extends from warnings or censures to suspension or dismissal of the individual(s) involved and/or the revocation of the fraternity’s or sorority’s charter. Each case is handled individually, and the action taken depends entirely upon the severity of the infraction and to the degree to which the individual or organization has participated

or been in connection with the infraction, as well as a consideration of all other facets of the specific situation. Sanctions that may be invoked include, but are not limited to, the following:

1. Chapter Sanctions:
 - a. Revocation of Charter: This constitutes a permanent, complete, and irrevocable dissolution of all rights and privileges accorded to the fraternity or sorority chapter in question. Revocation is generally used in cases of gross misconduct on the part of a fraternity/sorority or its members with regard to intake violations or hazing.
 - b. Suspension of Charter: This constitutes a complete dissolution of all rights and privileges, previously accorded to the fraternity/sorority in question, for a specified period. During the period of suspensions, the fraternity/sorority in question will not be allowed to conduct activities of any type. Furthermore, an organization facing such action will not be allowed to represent itself in any manner on or off campus. The authority to suspend/revoke a chapter rests with the Vice President for Student Affairs.
2. Sanctions against individual Fraternity or Sorority members may include, but not limited to Dismissal from the University, Suspension from the University, Disciplinary Probation, Removal from University housing and Warning/Censure.

5.8.2.1.10 Secret Probation

Secret probation is prohibited and is defined as placing any student on probation or requiring students to perform duties or activities and/or personal services either officially or by individual members of an organization prior to intake.

Each official intake group will function as an integral part of the fraternity or sorority. Each fraternity or sorority will be held responsible by Voorhees University for the activities of its intake group. Interest groups have no connection, function or relationship with any fraternity or sorority. Intake groups are the only groups so connected.

5.8.2.1.11 On-Campus Advisors

Each organization shall certify to the Director of Student Engagement and Leadership before September 1 of each year, one or more faculty members who shall act as faculty advisors. These advisors shall constitute an Advisory Council to the Director of Student Engagement and Leadership. Failure to comply shall render the organization inactive.

5.8.2.2 Non-Greek Student Organizations

Each student organization and activity must be registered in the Office of Vice President for Student Affairs with a copy of the charter and a list of the names of the current officers on file. Permission must be obtained from the administration of the University to start a new organization on campus. Each organization must have at least two advisors, and at least one advisor must be employed by Voorhees University.

No later than May 1 annually, all organizations are required to submit to the Director of Student Engagement and Leadership a list of proposed events for the next academic year. Events will not be

listed on the Master Calendar unless approved by the Director of Student Engagement and Leadership. Additional events should be scheduled with the Office of the Director of Student Engagement and Leadership at least two weeks in advance.

Active membership in chartered non-Greek student organizations shall be limited to faculty and staff, full-time enrolled students or part-time students, with the approval of the organization's advisor. Students must have and maintain a minimum 2.0 GPA to participate.

A student shall not be considered an active member and is not eligible for participation in an organization or club unless his or her name is included on the membership roster and he/she has a 2.0 grade point average.

5.8.2.2.1 Cheerleaders

During basketball season, they take great pride in cheering at home and away games, and greatly enjoy supporting the basketball team and getting the crowd involved in the games.

Tryouts are held annually in the Dawson Center Arena. Though prior cheerleading and/or gymnastic experience is preferred, it is not required.

5.8.2.2.2 Christian Fellowship

Christian Fellowship is a campus fellowship group. They are a community of Christians committed to the Lord Jesus Christ and to each other. Their goal is for others to come to know the love of God that they share. The mission is to encourage Christian students to grow in their walk with the Lord and to reach out to friends and community with the love and truth of Christ.

5.8.2.2.3 University Choir

The Voorhees University Choir has been an important part of campus life since its founding. Voices are selected by audition held at the beginning of each semester. Choir members represent from a wide range of academic disciplines and cultural backgrounds and present numerous concerts on and off campus.

5.8.2.2.4 E.E. Wright Theatre Guild

The E.E. Wright Theatre Guild is the student theatre organization on campus. Members of the Guild work with the Department of Humanities, Education and Social Sciences to sponsor performances for students who are interested in theatre.

5.8.2.2.5 General Organizations

Clubs, activities and organizations without restricted membership are considered general organizations. Participation is voluntary. The Student Government Association (SGA) is the student governing body in matters pertaining to the common interests of the students.

5.8.2.2.6 Honor Societies

Honor societies are those whose memberships are determined on the basis of merit and scholastic

achievement. Please refer to Volume VI, subsection 6.6.2 for a listing of the University's Honor Societies.

5.8.2.2.7 International Student Association

The International Student Association, "ISA," is a multicultural organization promoting awareness of various cultures on campus. The ISA is a student-run organization formed with the aim of encouraging a greater understanding among cultures through personal association and cooperative endeavors. They also strive to address the needs and concerns of Voorhees University's international students. ISA's goal is to enhance learning about these cultures and ways of the world, thereby fostering appreciation for diversity.

5.8.2.2.8 Major Area Clubs

Major area clubs are organizations designed to give students an opportunity to help interpret the broader educational implications in a given field of study and to gain professional perspectives. Some of these clubs are affiliated with national organizations.

Currently organized and recognized clubs include Mass Communications Club, Math, Science & Computer Science Club (MACS), and Pre-Alumni Council.

5.8.2.2.8.1 Mass Communications Club

The Mass Communications Club has as its goal is to build appreciation for career opportunities in media, journalism, public relations and related fields.

5.8.2.2.8.2 Math & Computer Science Club (MACS)

MACS strives to provide activities both academic and social where students interested in math and computer science may come together to share their common interest.

5.8.2.2.8.3 Pre-Alumni Council

The Pre-Alumni Council ("PAC") was created to:

1. stimulate interest and participation of students in the programs of the United Negro College Fund,
2. preserve and to further loyalty and fellowship between Voorhees and the UNCF member colleges and universities,
3. assist in raising funds during the annual UNCF campaign and
4. help students become better alumni while in school and upon graduation.

Any student currently enrolled at Voorhees University is eligible for membership.

5.8.2.2.9 Residence Hall Councils

Each of our six campus residence halls elects a Hall Council to represent the interests of the entire dorm with enthusiasm and dedication. These students participate actively in the community around them and engage others in the residence halls as well.

5.8.2.2.10 Student Government Association

The Student Government Association (SGA) is the official voice of the student body. Our mission is to protect the rights and privileges of the Voorhees University student body.

The SGA's goals are:

1. To work effectively as a group in making decisions and solving problems.
2. To reach out to our constituents in order to determine the issues that concern them.
3. To properly represent our constituency.
4. To have an active SGA, where every member is working, making a difference and accomplishing goals for the betterment of Voorhees University.
5. To plan, design, implement and evaluate activities for our constituency that will be informational, entertaining and educational.

5.8.2.2.10.1 SGA Constitution

Copies of the Student Government Constitution are available in the Office of Student Engagement and Leadership. In addition, the Constitution is published in Volume I, subsection 1.5.2 of the *University Policy Manual*

5.8.2.2.11 Newspaper and Yearbook

Voorhees University, as part of the curriculum and co-curriculum student experience, publishes the campus newspaper and yearbook.

5.8.2.2.12 Other Student Organizations

Voorhees University recognizes other student organizations that are performing groups, academic, social, service, and/or religious.

As with any recognized and approved student organization, each organization and activity must be registered in the Office of Student Engagement and Leadership - with a copy of the charter and a list of the names of the current officers on file.

Any student who seeks to participate in performance, social, service and religious student organizations must meet the scholastic standards of the University before approval and admission into such organizations.

Additionally, students must:

1. Be a currently registered student at Voorhees University;
2. Have a grade point average (GPA) of at least 2.0. Freshmen are allowed to participate based on their admission to the University. However, in order to remain active in following semesters, a GPA of at least 2.0 must be maintained.

5.8.2.3 Student Organization Policies and Procedures

5.8.2.3.1 Apparel, Publicity, Logos and Publications

In compliance with the University's Use of the Voorhees University Name, Seal and Logo Policy (see Volume II, subsection 2.1.19), approval from the Vice President for Institutional Advancement and Development is required prior to creating or ordering any non-sanctioned apparel or publishing printed materials with the University's Name, Seal or Logo.

5.8.2.3.2 Advisors

Each officially recognized student organization must have at least two advisors, and at least one advisor must be employed by Voorhees University. Except in unusual circumstances, only Voorhees University faculty and staff (on recommendation by the organization, and approved by the administration) may serve as advisors to student groups. However, in some instances, community members may be recommended as advisors.

The organization advisor has the following responsibilities:

1. The advisor or his/her designee must be present in order for an organization meeting to be a bona-fide meeting.
2. The advisor should ensure that the organization's activities, programs and other forms of entertainment are in good taste and reflect favorably upon the University.
3. The advisor should assist in scheduling all activities on the University Student Activity Calendar.
4. The advisor must secure approval (by securing the proper signatures on the Travel Form) prior to taking a group off campus.
5. The advisor reviews the group's operations for consistency with the University's regulations and policies.
6. The advisor assists the organization with the proper management of the group's funds and the filing of the End of the Year Report.
7. The advisor actively participates in leadership training when offered by the University.

Characteristics of a Good Advisor:

1. Plans with the group.
2. Helps group find solutions to problems.
3. Knows University and national policy where it applies.
4. Encourages group members to regularly consult with him/her.
5. Prompt and reliable.
6. Familiar with parliamentary procedure for conducting a business meeting.
7. Firm but fair.
8. Loyal to the group.
9. Able to develop leadership responsibility in the officers and makes sure they are informed of what is expected of them.

5.8.2.3.3 Meetings and Use of University Facilities

For meeting purposes, each student organization must secure a bi-monthly date, time and facility in the spring of the year for functional purposes in the ensuing year (the results are to be submitted as a part of the request for activity date(s) on the master calendar).

Facilities for called meetings may be secured by executing the required form through the Director of Student Engagement and Leadership before 12:00 noon on the day that the meeting is to be held. The organization's advisor must give authorization for the activity. This verifies that the advisor is aware of the event and will be present during the entire length of the event. Finally, please note that buildings on campus are available to reserve on a "first come – first served" basis.

A copy of all called meeting forms and other requests for use of facilities will be forwarded to the Office of University Safety and Security by 5:00 p.m. each day for the purpose of maintaining proper security. All administrative and academic heads requiring the use of University facilities on a continuous basis are requested to submit the nature of the activity and the facility to be used to the Director of Student Engagement and Leadership in the spring semester of each year. Such assistance would aid the Director of Student Engagement and Leadership in minimizing conflicts between University and student-sponsored programs.

Once approved, the organization sponsoring the activity is responsible for;

1. The actions of their members and guests at any sponsored function.
2. Returning the room/building furnishings to their original locations.
3. Picking up all debris (cans, paper, bottles, etc.) associated with the activity, inside and out of the room and building being used.
4. Ensuring organization advisor(s) are present throughout the event and that security/safety protocol is followed.
5. Excessive loud music, loitering, littering, noise and alcoholic beverages are expressly forbidden.

Sanctions:

1. Campus Safety and Security will require the violating non-Voorhees University student or organization to leave the campus immediately and will consider the student and/or organization trespassing.
2. The campus student organization will be denied the privilege of using the University campus for a period to be determined by the Vice President for Student Affairs.
3. Individual members of the student organization will be charged with the violation and processed through a judicial court.

5.8.2.3.4 Registration of Student Organizations

To be officially registered, all student organizations must have on file in the Office of Student Engagement and Leadership the following information:

1. Application for Recognition: If the organization is new, the application shall be sent from the Office of Student Engagement and Leadership to the Vice President for Student Affairs for official approval. The process is then reversed and the Director of Student Engagement

and Leadership notifies the organization of its status in writing. Please refer to paragraph 5.8.2.3.4.1 below for additional procedures regarding the approval of new student organizations.

2. National Affiliation: An organization that is part of a national body must produce either a national charter or an official notice of their affiliation containing the name, address, and telephone number of a contact person at the national headquarters.
3. Charter: Each organization must have a constitution on file, complete with its functional procedures and bylaws.
 - a. Each organization's charter shall clearly state the purpose of the student organization, which must be consistent and compatible with the mission, goals, and traditions of the University as demonstrated through the activities, events, and meetings sponsored by the organization.
 - b. Because recognition of a student organization in no way implies that the University necessarily endorses position or points of view espoused privately or publicly by members of the organization, the student organization shall represent itself in ways that make this point clear.
 - c. A statement that sets forth the organization's affiliation, if any, with off-campus and national organizations must be included in the organization's charter.
4. List of original officers.
5. Letter of acceptance.
6. Current registration form.
7. Advisor acceptance letter.
8. Planned activity form (completed for ensuing year).
9. Annual Report (to include financial status).

In addition to the above, all coaches of varsity sports, department chairs, faculty advisors, and student secretaries of organizations or activities shall furnish to the Director of Student Engagement and Leadership a complete membership roster at the beginning of each year and shall keep these lists current.

5.8.2.3.4.1 New Student Organizations

1. All new organizations are required to submit applications and plans of operation for approval to the Director of Student Engagement and Leadership, who forwards them, with recommendations, to the Vice President for Student Affairs and to the President of the University, who must so approve such organizations and plans of operation. Any changes in the constitution of an existing organization must also be submitted for approval.
2. A newly-organized or reactivated organization which consists of at least five (5) members may apply to the Director of Student Engagement and Leadership for tentative recognition pending approval of the organization's constitution. The Director of Student Engagement and Leadership shall forward to the Vice President for Student Affairs within a period of one week following receipt of application, his/her recommendation concerning the organization.
3. After approval by the Vice President for Student Affairs for tentative recognition, a newly-organized or reactivated student organization may function without an approved constitution

for a maximum period of nine (9) months. The Vice President for Student Affairs may, at his/her discretion, extend the time for operation of such an organization.

4. The proposed constitution for a tentatively-approved student organization must be submitted to the Director of Student Engagement and Leadership before February 1 of the calendar year following tentative approval. The Director of Student Engagement and Leadership will act upon the proposed constitution and forward the recommendations to the Vice President for Student Affairs within two (2) weeks of receipt of the proposed constitution.

5.8.2.3.5 Solicitation by Student Organizations

All student organizations that are recognized by the University are hereby required to follow the following policy on solicitation.

1. The Office of Student Engagement and Leadership must approve all solicitations (fund raising).
2. Please note that in order for the fundraising/solicitation or event to be approved, the fundraising activity or event must be consistent with the University's educational mission. In addition, the purpose for which the funds will be raised must be consistent with the recognized student organization's constitution and the *Voorhees University Student Code of Conduct*, as well as other applicable policies of Voorhees University. Finally, the fundraising activity or event must not violate legal, tax, or corporate restraints upon the University.
3. The Office of Student Engagement and Leadership shall issue a form of identification to the students that are authorized to solicit.
4. An announcement must be sent to the local newspaper prior to the solicitation of funds stating the name of the organization, the purpose, the dates when solicitation will begin and end, and the names of the persons to contact for further information. This is to be coordinated through the Office of Communications.

Once approved, all fundraising activities or events by recognized student organizations must adhere to the following guidelines:

1. Approved fundraisers and solicitations/events may not interfere in any way with normal University academic programs or functions.
2. The proposed fundraiser or solicitation/event must not interfere with existing University - operated services or contracts.
3. A currently enrolled student member(s) of the sponsoring event, and/or recognized-student organization must be present during the entire time of the fundraiser or event.
4. All materials submitted by registered student organizations for distribution in campus mailboxes need to be approved by the Director of Student Engagement and Leadership prior to authorization by the Post Office.
5. A club/organization may not use coercive acts that might intimidate those persons from whom support is sought.
6. Posters must be placed in accordance with the University's Posting Policy.
7. It shall be the responsibility of the organization to monitor, clean up, and remove all materials when the activity is concluded.

8. An appropriate sign must be posted at the event indicating the conducting organization's name, as well as a listing the goods, services and associated prices being sold.
9. Commercial or corporate sponsorship of programs or events is permissible provided that the sponsor's products and/or services are not sold at the event and advance approval from the Director of Student Engagement and Leadership is obtained.
10. Voorhees University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including evidence of insurance coverage acceptable to the University and/or the execution of an indemnification agreement.
11. Voorhees University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity or event.

Voorhees University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities.

5.8.2.3.6 Violations and Sanctions

Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University guidelines regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Office of Student Activities. In addition, violations will be referred to the Vice President for Student Affairs for appropriate disciplinary action pursuant to the University's Discipline System. Sanctions for violation of this policy by students and/or recognized student organizations include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of the organization's charter, and other disciplinary sanctions appropriate to the circumstances.

5.9 Athletic Policies

5.9.1 Intramural Athletics

The intramural program at Voorhees University is designed to offer students the opportunity to participate in a variety of activities that will contribute to wholesome personality development, stimulate an interest in recreational athletic activities, and create a spirit of good sportsmanship through healthy and fun competition. Intramural dates and team registration information are available in the Office of Student Engagement and Leadership located in the Living and Learning Center.

5.9.2 Intercollegiate Athletics

Voorhees is affiliated with the NAIA. Policies and procedures applicable to the University's intercollegiate athletic programs are available in the Director of Athletics office.

5.10 Student Grievance Policies

5.10.1 Academic Grievances

A student who wishes to file a grievance of an academic nature shall follow the Academic Student Grievance Policy outlined in Volume VI, section 6.9.

5.10.2 Non-Academic Grievances

Voorhees University has adequate procedures to address all written and verbal student complaints. The v ensures integrity in all operations involving students. Students must use specific policies and procedures outlined in the *University Catalog* Volumes II, V, and VI of the *University Policy Manual*, and other policy manuals to address specific concerns where applicable.

In addition, this procedure may not be used for the following grievances:

1. Claims based on university purchases or contracts;
2. Claims against a Voorhees University employee on matters that are unrelated to the employee's job or role at the University;
3. Student disciplinary decisions, since there is a separate procedure for them; or
4. Claims where another Voorhees University policy and procedure could have been used (e.g., harassment or discrimination, academic grievances, FERPA grievances, etc.).

Students who are participating in a University-sponsored event at the time of an incident may use the procedures set forth by Voorhees University. The person filing the grievance must be the alleged victim of unfair treatment, but a grievance cannot be filed on behalf of another person. The existence of this procedure does not bar students from also filing claims in other forums to the extent permitted by state or federal law.

The resolution process described below must be initiated and completed within 45 business days of the decision, action, or events giving rise to the grievance. The Vice President for Student Affairs may extend this time limit if the grievant makes the request for extension during the resolution process (45 business days), for good cause.

The following procedures outline the steps of the academic grievance process:

1. The Vice President for Student Affairs, Dean of Students or Provost/Vice President for Academic Affairs are the individuals to whom all students may submit their written complaints. Students' complaints must:
 - a. State how the decision or action is unfair and harmful to the student and list the Voorhees University policy or state or federal laws that have been violated, if applicable;
 - b. Name the person(s) against whom the grievance is filed;
 - c. State how the person(s) is responsible for the action or decision; and
 - d. State the requested resolutions.

2. The Vice President for Student Affairs, Dean of Students or Provost/Vice President for Academic Affairs receives the written and signed students' complaints. The complaint must be addressed within 10 business days from the received day, and a decision must be submitted to the grievant. If a student completes the complaint form online, all three (3) administrators will receive the document by email. If it becomes evident that the complaint has not been filed within the time limit, or is not a grievance matter under this procedure, or is from a person without grievance rights as outlined above, the applicable administrator shall indicate in a letter that the complaint does not constitute a grievance and the complaint shall be dismissed.
3. If the complaint satisfies the above elements, it is referred to the head of the appropriate administrators or to one of the planning/standing committees of the University for advisement and policy clarification.
4. After an interview with the student, a written response is provided to the student based on the University's policies and procedures within 10 business days. A student's complaint and written response are forwarded to the President of the University within five (5) business days.

A student may appeal the University's response by writing, to the President of the University within 10 business days of receiving the response. The President will review the complaint, the response, and consult appropriate university personnel for additional information. The President will notify the student in writing of the final decision regarding the appeal and the complaint.

All complaints and relevant documents are permanently housed in the Office of the Dean of Students. Student complaints may be filed via the Written Student Compliant form found on the University's website at www.voorhees.edu/academics/written-student-compliant-form.

Appendix 5.4.5 Four-Year Career Planning Guide

A **four-year planning guide** is a great way to organize University years and to choose strategies that will be beneficial in accomplishing career goals.

Freshman Year – Becoming aware of Self and Available Resources

1. It's more important at this stage to learn about broad career areas than it is to try to match interests to occupational titles.
2. Utilize one of the self-assessment tools to identify/clarify interests, strengths, work values, personality traits, etc.
3. Visit a career center to discuss options and to develop an action plan.
4. Explore major and career choices and learn how majors and careers are connected.
5. Attend workshops on resume writing and interviewing skills in preparation for possible summer opportunities.

Sophomore Year – Career Exploration/Choosing a Major

1. Explore different majors and careers related to interests identified.
2. Finalize selection of a major.
3. Become familiar with career resources on campus and take advantage of the Career Library

to read about job descriptions and related skills and abilities.

4. Explore participating in an internship, co-op, or other experiential opportunity.

Junior Year – Solidifying Choice of Academic Major and Career

1. Actively develop leadership skills by joining an organization or by getting involved in community volunteer projects related to the major.
2. Use the Career Center and internet sites to research companies.
3. Schedule informational interviews with key people in the career field.
4. Refine job-hunting skills such as resume writing, interview skills, job fairs, etc.

Senior Year – Plans Beyond Graduation

1. Finalize graduate school entrance requirements, application process and financial aid sources.
2. Participate in on-campus interviews through the Career Center.
3. Attend career fairs, company information sessions and networking/job-hunting activities.
4. Develop a list of additional companies not interviewing at the Career Center and send your resume to them directly.
5. Participate in workshops dealing with business etiquette, dress for success and others.
6. Match job offers to personal needs, values and interests.