



2023-2024

# STUDENT HANDBOOK

LANDER UNIVERSITY



**LANDER<sup>®</sup>**  
**UNIVERSITY**

## STUDENT HANDBOOK

The Lander University Student Handbook is published to provide students with information related to the various academic and student life policies and regulations. This document contains information related to the University's numerous programs, services, activities, and events. Beyond the policies/procedures described, each academic discipline and student services support entity reserves the right to establish University officials.

### **Inquiries concerning the above, may be addressed to:**

Dr. Richard Cosentino, President  
Lander University  
320 Stanley Avenue  
Greenwood, South Carolina 29649

Dr. Boyd Yarbrough, Vice President for Student Affairs  
Lander University  
320 Stanley Avenue  
Greenwood, South Carolina 29649

### **Accreditation**

Lander University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lander University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)). The School of Management is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), 777 South Harbour Island Boulevard, Suite 750, Tampa FL 33602-5730 USA, Telephone: (813) 769-6500, Fax: (813) 769-6559. The Bachelor of Science in Nursing is approved by the South Carolina State Board of Nursing (110 Centerview Dr. Suite 202, Columbia, SC 29210; telephone number: (803)-896-4300), and The Bachelor of Science in Nursing and the Master of Science in Clinical Nurse Leader programs are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001. Telephone: (202) 887-6791. The Teacher Education programs of Lander University are approved by the state of South Carolina and the academic unit is nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th St NW, Suite 400, Washington, DC 20036. Telephone: (202) 223-0077. Lander's Montessori Teacher Education Program offers coursework leading to certification by the American Montessori Society. It is fully accredited by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902. Telephone: (434) 202-7793. The Bachelor of Science in Music is accredited by the National Association of Schools of Music (NASM). 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Telephone: (703) 437-0700. The Bachelor of Science in Visual Arts and Bachelor of Fine Arts in 2D and 3D Studio programs are accredited by the National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Telephone: (703) 437-0700. Information concerning accreditation procedures applicable to the University is available in the Office of the President.

### **Academic Calendar**

The Academic Calendar, which includes important dates such as exam schedules, withdrawal timelines, holidays, etc., may be accessed online at: <https://www.lander.edu/academics/academic-calendar.html>

### **Equal Opportunity**

It is the policy of Lander University to provide equal educational and employment opportunities to all present and future employees and students regardless of race, color, religion, sex, national origin, age, disability, or other protected characteristics. Lander University is an affirmative action/equal opportunity employer.

## BEARCAT CREED



# Bearcat Creed

## **Embracing Civility, Community, and Citizenship**

As a member of the Lander University community, I pledge to uphold the following ideals:

1. Strive to maintain the standards of academic integrity and personal character.
2. Exemplify respect for all persons and discourage prejudice.
3. Value diverse opinions and encourage collaboration.
4. Be mindful of how words and actions can impact others.
5. Express genuine concern for individuals through acts of kindness and compassion.

These values are the basis of good citizenship and will serve as the foundation of my college experience and beyond. Students are encouraged to embrace civility and may voluntarily elect to uphold these standards.



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## ACADEMIC HONOR CODE

In order to maintain a high standard of academic excellence, Lander University supports an academic honor code for which both faculty and students are responsible. By subscribing to this code, the University affirms its trust in the ability of the faculty and students to be self-disciplined, responsible, and honorable in the pursuit of academic goals.

### ACADEMIC HONESTY AND PLAGIARISM

By enrolling in Lander University, students agree to abide by the academic honor code. Academic honesty is the basis of the integrity of any academic program and is expected by every professor on the Lander campus. Students are required to do their own work when they write papers, take tests, and perform any other oral, written, or physical activities. Credit should be given to the original source on all research works and position papers.

Professors check students' work very carefully and have the right to enforce their own rules and regulations, as well as refer cases of cheating for further action to the appropriate disciplinary committee, which will determine the consequences of infractions of the honor code. Some divisions and schools have their own additional policies relating to this matter. The student has the right to appeal against any allegation regarding academic dishonesty.

Among the activities that are considered academically dishonest (but not limited to) are the following:

1. Exchanging information with other students during a test.
2. Consulting books, notes, or other sources of information during a closed-book test.
3. Using unauthorized electronic devices.
4. Allowing a student proxy to take a test.
5. Illegally obtaining a test prior to the test date.
6. Purchasing essays or term papers from other students, firms that specialize in such trade, or any other person offering such papers for sale.
7. Copying another student's work or allowing one's own work to be copied, whether on paper or electronically.
8. Submitting as one's own, the work of any other person, even if minor changes have been made in the work.
9. Submitting in one course, work that has been previously submitted and graded in another course, without the express permission of both instructors involved.
10. Lying to faculty or administration about official matters.
11. Forging the written authorization (signature or initials) of a University faculty member or administrator on a University document or form.
12. Plagiarism, including:
  - a. Copying without the use of quotation marks and other means of documentation key words or, phrases, sentences, and/or passages from written or online material not one's own.
  - b. Using ideas from written or electronic sources without proper documentation.

Plagiarism is the unacknowledged use of words or ideas that are not original to the student. The published thoughts and words of others often stimulate original thought, but students must learn, in all written and oral work, to make a clear distinction between their own words and ideas and those of other writers and thinkers. That distinction must first be clear in the student's own mind.

Many students are unaware that copying from published sources without proper use of quotation marks and footnotes is a form of plagiarism. Students regularly embellish their own writing with phrases or even whole sentences from books and articles because these phrases or sentences make their own writing sound better. This kind of embellishment, too, is plagiarism.

Other students, mistrustful of their own ideas, borrow ideas from published sources and believe that, as long as they put these ideas into their own words, they have avoided plagiarism - they have not. An idea taken from a source requires it to be referenced, even if the student has used his/her own words to express that idea. **Plagiarism is a serious academic offense and is considered to be a form of stealing.**

## FACULTY RESPONSIBILITIES

Lander University subscribes to the *American Association of University Professors (AAUP) Statement on Professional Ethics, 2009 revision*. Part II of that statement says: "Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit."

In order to uphold the Academic Honor Code, the faculty of Lander University is expected to:

1. Place a reference to the University's Academic Honor Code in each syllabus and discuss with students.
2. Exercise due caution in the preparation, distribution, administration, and security of all exams to prevent any student from gaining an improper advantage over his/her counterparts; and exercise due caution when making other written assignments (e.g., term papers, lab reports, projects).
3. Initiate action against violators of the Academic Honor Code as prescribed by the code. Be truthful in all discussions and hearings related to any infractions of the honor code.

## STUDENT RESPONSIBILITIES

By electing to enroll at Lander University, the student unconditionally agrees to uphold the Academic Honor Code. It is the responsibility of each student to:

1. Refrain from giving, or accepting, unauthorized aid while undertaking any academic activity.
2. Submit each piece of academic work only once during the student's entire enrollment at Lander - unless written permission is obtained from the teacher of the subsequent course to which the material will be submitted. Academic work includes, but is not limited to papers, articles, class journals, written or oral reports, computer, or science laboratory reports, works of art and musical performances.
3. Refrain from falsifying data, information, or citations in academic work being submitted as a requisite of a course.
4. Refrain from attempting to have a grade changed on a returned exam by falsifying recorded answers.
5. Submit only his/her original work.
6. Refrain from giving exam information to students who have yet to take that same exam. This prohibits copying, participating in unauthorized collaboration and committing plagiarism.
7. Be truthful in all discussions and hearings related to any infractions of the honor code.
8. Report any concerns about the integrity of academic activities or infractions of the code to the instructor of the course. The concern or infraction can be reported to the instructor either verbally or in writing.
9. Hold in confidence any privileged information obtained during the academic process.
10. Be knowledgeable about the University's policies on academic honesty and plagiarism, as these are described in the current issue of the Student Handbook.

## FACULTY RIGHTS

Faculty rights under the Academic Honor Code include the right to:

1. Expect students to be accountable for their own behavior, including their own learning.
2. Question any student behavior which appears not to adhere to the "Statement of Student Responsibilities" contained in the code.

3. Request a hearing and present evidence and witnesses to support the allegation of a violation of the honor code.
4. Be accompanied at the hearing by an on-campus advisor. The advisor cannot be an attorney, nor can he/she enter into discussions (with anyone other than the faculty member) during the hearing.

## STUDENT RIGHTS

Student rights under the Academic Honor Code include the right to:

1. Expect faculty to conduct academic activities in a timely, appropriate manner, and to be fair minded and impartial.
2. Be presumed innocent until he/she admits guilt or is proven guilty.
3. Have fair and impartial hearings, including the right to present contradictory evidence and to have access to an on-campus advisor. A copy of written evidence is to be provided prior to the hearing - for use during the hearing - and presented to witnesses.
4. Be accompanied at the hearing by an on-campus advisor. The advisor cannot be an attorney, nor can he/she enter into discussions with anyone other than the student during the hearing.

## HONOR CODE PROCESS

**Step 1:** Discovery of the violation by the faculty member occurs.

1. Faculty member first notifies his/her program chair (or dean if the chair is the accusing party) to ensure an open and fair process of discovery and completes the upper portion of the honor code violation form.
2. Faculty members have five (5) Lander academic calendar days from the time of discovery to communicate with the student concerning the allegation. Communication should include notification of the student that he/she cannot change their registration status until the case is resolved. The student may choose to be accompanied at the meeting by an advisor. The advisor cannot be a non-faculty attorney, nor a faculty member acting in an attorney role, nor can he/she enter into discussions with anyone other than the student during the meeting.
3. Faculty member has a maximum of ten (10) Lander academic calendar days (including the five-day window for notification of the student) from the time of discovery to:
  - a. Compile their evidence and other information.
  - b. Communicate with the student concerning the allegations.
  - c. File a formal allegation with the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu).
4. If the student admits the violation, a faculty member may elect one of the following courses of action:
  - a. Award the student a failing grade or a grade lower than he/she would otherwise award for either the academic work in question or the course.
  - b. Dismiss the matter without further action, except for notification of the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu).
  - c. Refer the matter to the Honor Council. Upon referring a matter to the Honor Council, the faculty member agrees to abide by the decision of the Honor Council.
5. After student admits to the violation and agrees to the faculty member's proposed remedy, copies of a written statement summarizing the violation and the penalty - signed by both the faculty member and the student - shall be sent to the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu) to this effect and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar, and the student is ineligible for withdrawal from the course.

6. If a student denies the allegations, makes no response to the allegations within five (5) Lander academic calendar days of initial communication, or disagrees with the remedy, then step 2 is taken.

**Step 2:** Formal notification letter is sent by the faculty member to the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu).

1. Letter to include all evidence and other relevant information. The report/letter must include:
  - a. Name(s) and L#(s) of the accused student(s).
  - b. Specific honor code violation.
  - c. Explanation of the alleged infraction.
  - d. Copy of any written evidence.
  - e. Time, date, and place of the alleged infraction, if appropriate.
  - f. Name(s) of any witness(es).
2. The Vice President for Academic Affairs, or designee, notifies the student and faculty member of the filing within five (5) Lander academic calendar days.
3. Upon notification by the Vice President for Academic Affairs, or designee, the student has ten (10) Lander academic calendar days to:
  - a. Speak with the Vice President for Academic Affairs, or designee, about the allegations.
  - b. Compile his/her evidence and relevant information.
  - c. Make a decision about contesting the allegation.
4. If student admits to the violation and agrees to the faculty member's proposed remedy, then a letter is signed by both parties and sent to the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu) and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar, and the student is ineligible for withdrawal from the course.
5. If student fails to fully respond to the allegation within the ten (10) Lander academic calendar days window, then the faculty member will impose the described remedy and the Vice President for Academic Affairs, or designee, will notify the student and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the Registrar, and the student is ineligible for withdrawal from the course.
6. If student continues to deny the allegations or disagrees with the remedy the faculty member wished to impose, the student will notify the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu) by letter, within the ten (10) Lander academic calendar days window and then step 3 is taken.

**Step 3:** The Honor Council is notified following the formal notification process.

1. The Vice President for Academic Affairs, or designee, has ten (10) Lander academic calendar days to convene a meeting of the Honor Council.
2. The Vice President for Academic Affairs, or designee notifies the faculty member and student of the meeting time and place.
3. The Vice President for Academic Affairs, or designee provides council members with all the evidence compiled by both parties. Both parties have a right to speak to the council.



4. The Vice President for Academic Affairs, or designee then notifies the student and faculty member of the council's decision on the case and the case is closed for this allegation. If a student is found guilty of the violation and is given a failing or lower grade, the grade is frozen by the Registrar, and the student is ineligible for withdrawal from the course.
5. Faculty members and students are required to keep pertinent data for one year from the time of the alleged incident.
6. Students remain accountable for the consequences of repeat infractions of the honor code.
7. Faculty should complete an honor code violation form of the alleged event.

### **HONOR COUNCIL PROCEDURES**

1. The chair of the Honor Council shall conduct hearings as specified by the rules governing Honor Council hearing.
2. The student and the accuser shall be entitled to appear in person at the hearing to present testimony. It may not be possible to secure the presence of all witnesses since the Honor Council has no power of subpoena.
3. The student may elect not to appear before the Honor Council. The failure of a student to appear shall not be taken as indicative of guilt and must be noted without prejudice.
4. Should the accused and/or the accuser so desire, he/she may be accompanied at the hearing by an on-campus advisor. The advisor shall not be an attorney and cannot enter into any discussions with anyone other than the student.
5. The student and the accuser shall be allowed to present oral and/or written testimony and/or witnesses on his/her behalf.
6. The accused, and the accuser, each have the right to be present throughout the presentation of testimony.
7. Each side shall be given a chance to present its position separately without interruption from the other side.
8. After presentation of both positions, rebuttal and questions shall be allowed.
9. The decision of the Honor Council shall be communicated in writing by the Vice President for Academic Affairs, or designee - within 72 business hours after the decision - to the student and the accuser. The notification shall specify the action taken by the Honor Council. The chair of the Honor Council shall deliver a copy of the council's findings to the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu) for inclusion in the Academic Honor Code file.
10. Should the Honor Council find the student guilty, it shall specify one or more of the penalties listed below:
  - a. A failing grade on the assignment or test in question.
  - b. A failing grade in the course in which the violation occurred.
  - c. Honor code probation for a period of time - not less than one full semester. Any violation of the honor code during the probation period shall be grounds for suspension.
  - d. Suspension from Lander University for a specified, or an unspecified, period of time.
  - e. Expulsion from Lander University.

## **RIGHTS OF THOSE CHARGED**

1. The right to be notified in writing of their rights in the disciplinary process.
2. The right to be notified in writing of the charges against him/her with sufficient time to prepare for a hearing. In the event that additional charges are brought, further written notice must be forwarded to the student(s). The charged student(s) may waive the right to a separate written notice of additional charges in order to expedite the hearing process.
3. The right to be notified of the date, time, and place of formal hearings at least three (3) University business days prior to the hearing.
4. The right to know the nature and source of the evidence used in a hearing process. This includes the right to review all documents and exhibits to be introduced at a hearing, as well as a list of witnesses asked to testify at the hearing, upon the student's request.
5. The right to present evidence on one's own behalf.
6. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party/parties.
7. The right to refuse to answer any questions or make a statement. However, the hearing authority may draw inferences from this refusal.
8. The right to present questions for the witnesses to answer. The hearing officer/council may rule on relevance of these questions.
9. The right to be accompanied by an on-campus advisor throughout the hearing process. The advisor shall not be an attorney and cannot enter into any discussions with anyone other than the student. The advisor, with the written permission of the charged student(s) may:
  - a. Advise the accused student regarding preparation for the hearing.
  - b. Accompany the accused student to all disciplinary proceedings.
  - c. Have access to evidence to be introduced at the hearing.

NOTE: Advisors are not permitted to participate directly in the hearing process, or to speak for the charged student(s).

## **RULES GOVERNING COUNCIL HEARINGS**

1. When a student chooses the option of a formal hearing, the Vice President for Academic Affairs, or designee, shall set a date, time, and place for a hearing - and notify those charged, relevant witnesses, participants, and the Honor Council, as to the scheduling of the hearing.
2. Hearings shall be considered closed and confidential. All statements, information or comments given during hearings shall be held in strictest confidence by council members, University staff, witnesses, and advisors before, during and after deliberation. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Office of Academic Affairs.

3. The chair shall remind all parties to the hearing that any statements made, or evidence introduced, must be truthful and accurate. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. The chair shall ensure that only information directly pertinent to the specified charges shall be introduced.
4. A party charged with a violation is responsible for presenting his/her own case. Advisors are not permitted to speak during, or to participate directly in, any hearing.
5. The chair of the council, with the assistance of the Vice President for Academic Affairs, or designee, will exercise control over the hearing to avoid consumption of time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the Honor Council may request the council to go into private session to discuss and decide a matter by majority vote. The council chair can recess the hearing at any time. The chair of the council shall ensure that all procedures are appropriately followed.
6. The party charged with a violation(s), the Vice President for Academic Affairs, or designee, and council members shall have the right (within reasonable time limits set by the chair) to present questions to witnesses who testify orally. The council may require that questions from the charged party be addressed to the chair, who can then ask these questions of the witness.
7. All hearings shall be conducted in an orderly manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present only during the time they are testifying.
8. The council may proceed independently to secure evidence for the hearing. The charged party shall have access to any evidence at least three days before the hearing unless exigent circumstances preclude this possibility. The charged party shall have reasonable time to prepare responses to such evidence.
9. The Vice President for Academic Affairs, or designee, serves as a nonvoting member of the council and may assist in administering the hearing by answering questions regarding procedural issues. This administrator may also facilitate the deliberation process, as well as aid in maintaining order at the hearing. This administrator may authorize certain University staff to be present in order to advise the council.
10. If the charged student chooses not to attend the formal hearing, the council may proceed with the hearing and reach decisions and impose sanctions without the student's participation.
11. A recording of the hearing shall be kept by the Office of Academic Affairs until any appeal, or any external judicial review, has been concluded - or for up to 30 days from the date of the hearing - whichever is longer. No typed record shall be required. The charged party and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic Affairs. The charged student may request a duplicate copy of the recording at his/her own expense within a period of 30 days from the date of the hearing.
12. After hearing the evidence, the council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.

13. After all information has been presented and the charged party has made a final statement, the council shall meet in private to discuss the case, reach its decision, and if appropriate, determine the outcome. Decisions of the council must be taken by majority vote. A tie vote is considered as a finding of not guilty. If the student is found responsible for violating the honor code, the council may hear any information concerning any past University record(s) of the student in determining appropriate sanctions.
14. The Office of Academic Affairs shall be responsible for forwarding the written decision of the council to the charged party. The letter from the council shall consist of:
  - a. Findings of the council.
  - b. Sanction(s).
  - c. Statement regarding the right to appeal.

### **ACADEMIC HONOR CODE FILES**

The Office of Academic Affairs shall maintain the Academic Honor Code file. A faculty member may have access to a student's record in the Academic Honor Code file when carrying out professional duties. None of the contents of the file shall be removed from the Office of Academic Affairs.

### **NOTICE OF VIOLATIONS**

- Second Violation Within five (5) days of receiving official notice of a second violation of the honor code by any student, the Vice President for Academic Affairs, or designee, shall officially warn the student in writing that any future violation of the honor code will automatically lead to the student being required to appear before the Honor Council.
- Third Violation Within five (5) days of receiving official notice of a third violation of the honor code by a student, the Vice President for Academic Affairs, or designee, shall refer that student to the Honor Council for a hearing.

### **HONOR COUNCIL HEARING**

The purpose of the hearing shall be to determine what further penalty, if any, shall be imposed by the council on the student. The hearing shall take place within five (5) days after the Office of Academic Affairs has notified the council chair of the need for the hearing. The Honor Council shall have access to the student's records in the honor code file.

### **PENALTIES**

The Honor Council may impose penalties of honor code probation, suspension from Lander University for a specified, or unspecified, period - or expulsion. Such penalties may be imposed, whether or not the student chooses to attend the hearing.

### **APPEALS**

Both the accused and the accuser shall be notified in writing by the Vice President for Academic Affairs, or designee, of their rights to appeal the outcome of Honor Council hearings on substantive or procedural grounds. Should either party appeal, any action specified by the Honor Council shall not be implemented pending resolution of the appeal.

### **REQUEST FOR APPEAL**

Requests for appeal must be made in writing to the Office of Academic Affairs at [academicaffairs@lander.edu](mailto:academicaffairs@lander.edu) within three (3) University business days of receipt of written notification of the Honor Council's decision. Appeals will be heard by the Faculty Senate Grade and Academic Appeal Committee of Lander University within 14 calendar days after the committee chair receives the appeal from the Office of Academic Affairs. Should a member of the Honor Council be involved with a specific

case, that member will be excused from the council when a hearing of that case is conducted. Reference: Grade and Academic Appeal Committee: Academic Policies and Support.

**ACADEMIC HONOR CODE REFERRAL FORM**

If a student, or groups of students, allege infraction(s) of the Academic Honor Code by an instructor, then the accusing student(s) may pursue the matter by using the academic chain of responsibility. If the unit head is the instructor of record, then the student(s) may request an initial meeting with the Vice President for Academic Affairs, or designee.

The Academic Honor Code referral form must include:

1. The name(s) of the accused instructor(s).
2. The specific honor code violation.
3. An explanation of the alleged infraction.
4. A copy of any written evidence.
5. The time, date, and place of the alleged infraction, if appropriate, and the names of any witnesses.

**ACADEMIC CHAIN OF RESPONSIBILITY**

\*Signatures indicate effort to resolve the issue.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of College Dean

Vice President for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of VP for Academic Affairs

President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of President

## ACADEMIC POLICIES

### ACADEMIC REQUIREMENTS AND REGULATIONS

All students are responsible for knowing and observing the academic requirements and regulations of the University, which are set forth in the Academic Regulations and Procedures section of the current Undergraduate Catalog. They are also advised to be familiar with related portions of the catalog, especially the courses of study section, and to understand that academic policies in effect are always those stated in the current catalog. Some academic procedures, as well as general regulations and information, appear in the Student Handbook, which is published annually. The Registrar's Office website also contains academic information.

### INTELLECTUAL PROPERTY POLICY

Lander University has among its primary purposes teaching, research, and the expansion and dissemination of knowledge. Products of these endeavors include the development and use of intellectual property. It is the intent of the University that its faculty, staff, and students carry out their scholarly work in an open and free atmosphere that encourages publication and creation of such works without constraint, but consistent with applicable laws and University policy. The purpose of this policy is to encourage and reward research and scholarship that result in the creation of intellectual property and to recognize the rights and interests of the inventor or creator, the public, the external sponsor, and the University. The complete policy may be accessed online at: [www.lander.edu/policies](http://www.lander.edu/policies).

### USE OF ELECTRONIC DEVICES POLICY

Instructors may use instructional technology as a way of supporting pedagogy training and/or learning. Therefore, an institutional ban on an electronic device(s) may not be feasible across disciplines. In addition, Lander Alert notifications (weather, emergency, campus safety) are sent to mobile devices. In this policy, the term "electronic devices" includes, but is not limited to, cell phones, tablets, laptops, and smartwatches. We know from neuroscience research that it is not possible to divide your attention between sources - you cannot check your text messages or social media and still be fully engaged in class. There are also pedagogical reasons to use various technological tools.

With this research in mind, Lander University has approved a policy on the use of electronic devices in classes.

1. Instructors will notify students when the use of a particular device is appropriate or inappropriate during class.
2. If an extenuating circumstance requires students to use their device for a non-pedagogical purpose during class, the instructor should be notified as soon as possible.
3. If you need to take a text or call quietly step out of class to engage.
4. Any consequences associated with the usage of a device outside of this policy will be communicated by the instructor in the course syllabus.

### CLASSROOM CODE OF CONDUCT

As stated in the University's Student Handbook, a Lander student is expected to show respect for order and the rights of others, and to exemplify a sense of honor and integrity in his/her daily activities. Student conduct is considered an integral part of the educational process. Therefore, no student should be denied the right to learn as a direct result of disruptions in the classroom.

Active learning, open inquiry, and the free expression of informed opinion are the foundations of a liberal education at Lander University. However, student behavior that interferes with an instructor's ability to conduct the class is prohibited. Instructors may include other specific classroom regulations in their syllabus or present them in class on the first day of the term.

**Lander faculty have the following expectations:**

1. Students will be attentive and courteous during class or lab.
2. Students will complete the assigned work on time.
3. Students will abide by the University's honor code, as described in the Lander University Student Handbook, which is available in print and online.
4. Students will ultimately be responsible for their own achievement.

**Basic expectations:**

We know from neuroscience research that it is not possible to divide your attention between sources - you cannot check your text messages or social media and still be fully engaged in class. There are also pedagogical reasons to use various technological tools. With this research in mind, Lander University has approved a policy on the use of electronic devices in classes.

1. Instructors will notify students when the use of a particular device is appropriate or inappropriate during class.
2. If an extenuating circumstance requires students to use their device for a non-pedagogical purpose during class, the instructor should be notified as soon as possible. If you need to take a text or call, quietly step out of class to engage.
3. Any consequences associated with the usage of a device outside of this policy will be communicated by the instructor in the course syllabus.
4. Arrive for class on time, and do not expect to leave class early. Random coming and going while a class is in session is unacceptable. If you must leave early, or arrive late, alert the instructor prior to class. Leave in complete silence and never walk between the class and the instructor during a lecture.
5. Be respectful when addressing the professor, both face-to-face and electronically.
6. Do not talk to others while the professor, or another student, who has the floor is talking. If talking, do not expect the professor to repeat any material, information, or instructions you may have missed.
7. In many buildings, a policy of no eating or drinking (including gum, candy, and water) in the classroom is in effect. Consult with the instructor concerning this policy.
8. Visible and audible signs of restlessness are distracting for both the instructor and other students. Please wait until the instructor dismisses the class before you begin packing your materials. If you fear that you may be late for your next class, leave as quietly as possible.

9. It will always be to your advantage to attend class, to listen, to take notes, to do the assigned work, and to study. It goes without saying that your grades are a reflection of your diligence.
10. When computer usage is permitted, computers must be used only for class work. Inappropriate activities include, but are not limited to sending and reading email, surfing the Internet, and playing computer games – in other words, anything that is not course-relevant.

## MUSICAL AND THEATRICAL PERFORMANCE CODE OF CONDUCT

It is important for students to maintain a degree of decorum when attending musical and theatrical performances, as well as in the classroom. Please bear in mind that others in attendance are often public supporters of the University who may view your actions as a reflection of the student body as a whole.

Students are expected to adhere to the following code of conduct during all performances:

1. Refrain from speaking, or making noise, during the performance. Sounds such as whispering and paper rustling are magnified in the Josephine B. Abney Cultural Center Auditorium.
2. At the request of the performers or director, latecomers may not be admitted. If late arrival is permitted, please stand quietly outside the door until you are sure that a piece has ended. With as little disruption as possible, quickly find the nearest seat available.
3. Turn off and silence all electronic devices and put them away. Lights, as well as sounds, distract the performers on stage and other audience members.
4. No food or drink is allowed in the auditorium, green room, or recital hall.
5. Refrain from placing your feet on the seats.
6. Photography, recording, or videotaping of performances is not allowed. Violators may be prosecuted according to federal law.
7. If you must leave during the performance, exit through the nearest door between musical selections or at a pause in the theatrical performance. If you plan to return, wait until a musical selection has ended or until theatre intermission.
8. University officials, or Lander police officers, may remind you of these rules if necessary. Violators who are asked to leave, or are escorted from the performance, will not receive FALS credit. Students who are asked to leave the auditorium due to violation of the code of conduct may forfeit attendance to attend future events at Lander.

## UNIVERSITY ATTENDANCE POLICY

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific attendance requirements can hold students accountable for absences from class. Consequences for violating attendance requirements will vary from instructor to instructor but may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements at least one (1) week prior to the date of absence. Students missing a class are expected to consult with their instructor(s) to request permission to make up missed course work.

University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements *if they notify the instructor(s) at*



*least one (1) week prior to the event.* For all other absences, University Student Representatives must meet the attendance requirements stated previously.

Students may request attendance accommodation for documented disabilities or a chronic medical diagnosis by contacting the Office of Disability Services prior to the beginning of classes. Students who develop a significant health issue after classes begin, such as a long-term illness/condition or someone who has a temporary need for additional absences, such as surgery, may also request attendance accommodations by contacting the Office of Disability Services. Health Services will make notifications for acute illnesses that are documented in the Student Wellness Center. Instructors should make reasonable accommodations for students who receive documented attendance accommodations through the Office of Disability Services. This will vary depending on the nature of the course.

Internships, field placements, practicums, and clinical experiences off-campus have their own attendance and safety regulations that could differ from the University's regulations. Students in such courses would be bound to abide by all rules and regulations of this external site for academic credit to be earned.

Students in laboratory sections offered by the College of Science and Mathematics or clinical sections offered by the School of Nursing must attend the first-class meeting in order to remain on the roster.

Students who have never attended class during the first two (2) weeks of the semester may be dropped from the course at the discretion of the instructor. The instructor will notify the Registrar and the student will be dropped from the course. However, students should not assume that they have been dropped from the course because they have not attended class. It is the responsibility of the student to drop a course that they are not planning to attend by the deadline published on the Academic Calendar. Failure to do so may result in a failing grade for the course.

## **SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT**

A student must be a citizen, or national, of the United States; or one that is lawfully present in the United States; in order to enroll at Lander University. If a student at Lander ceases to be a citizen, or national, of the United States; or one that is lawfully present in the United States; Lander shall discontinue the student's enrollment and cease providing the student with any public higher education benefit. This policy applies to any person enrolled in any course offered by Lander University.

## **ENGLISH FLUENCY IN HIGHER EDUCATION ACT**

South Carolina's English Fluency in Higher Education Act requires that each public institution provides assurance that there exists an adequate procedure for students to report grievances concerning the inability of instructors to be understood in spoken or written English. Through the offices of deans, department chairs, and the Vice President for Academic Affairs, and through the University grade appeal process, students are provided both formal and informal procedures for any student to report grievances related to an instructor's ability to be understood in spoken or written English. Further, the Vice President for Academic Affairs, and the Vice President for Student Affairs, are required to monitor and report to the South Carolina Commission on Higher Education all grievances filed by students because of alleged instructor inadequacies in spoken or written English. A copy of the act is maintained in the Office of Academic Affairs and is available for review during regular office hours.

## **INCLEMENT WEATHER POLICY**

In the event that inclement weather causes classes to be cancelled at Lander, the University will notify television and radio stations of these cancellations. The message will also be sent via official Lander email, posted to the University's main social media platforms, and placed on the University's website. If the University does not cancel classes during bad weather, students should decide responsibly whether to

attend classes.

## **POLICY: TRAVEL TO, OR STUDY IN, AREAS UNDER A U.S. STATE DEPARTMENT TRAVEL WARNING**

Lander University's standard policy is to not approve enrolled Lander students for travel to, or study in, a location where a United States Department of State Travel Warning is in effect. Students, faculty leaders, or Study Abroad Committee members can petition the Study Abroad Committee to waive the prohibition. Petitions are reviewed on a program-by-program basis.

Details on submitting a petition can be obtained by contacting the Director of Study Abroad. By way of application:

1. Lander will not grant academic credit for, or financial aid toward, Study Abroad programs in areas under a United States State Department Travel Warning.
2. A State Department Travel Warning may be for an entire country, or only part of a country. If the latter, there would be no prohibition on areas not covered by the warning.

## **ADDITIONAL ACADEMIC POLICIES**

Other academic policies, including those governing probation, suspension, expulsion, and academic renewal, are outlined in the Lander University catalog. The policies in force are those published in the current catalog. Academic departments may add academic regulations for their majors.

## ACADEMIC COLLEGES AND DISCIPLINES

<b>College</b>	<b>Office</b>	<b>Phone</b>	<b>Disciplines</b>
<b>College of Arts &amp; Humanities</b>	CC 255-256	(864) 388-8410	Art + Design English & Foreign Languages Media & Communication Music
<b>College of Behavioral &amp; Social Sciences</b>	LC 353	(864) 388-8176	Government, Criminology & Sociology History & Philosophy Psychological Sciences & Human Services Military Science and Leadership
<b>College of Business</b>	LC 253	(864) 388-8224	Accounting Business Administration Entrepreneurship Financial Services Health Care Management Hospitality Management Information Technology (IT) Management Interdisciplinary Studies Management/Marketing Sports Management
<b>College of Education</b>	LC 222	(864) 388-8006	Physical Education & Exercise Science Teacher Education
<b>College of Graduate &amp; Online Studies</b>	S364	(864) 388-8424	Graduate Degree Programs Online Undergraduate Degree Program
<b>College of Science &amp; Mathematics</b>	SC 246	(864) 388-8386	Biology Mathematics & Computing Physical Sciences Pre-Allied Health Programs
<b>William Preston Turner School of Nursing</b>	BH 124	(864) 388-8394	Nursing Public Health Public Health, Genetic Health Studies RN to BSN MSN, Clinical Nurse Leader

### Fine Arts

The College of Arts and Humanities sponsors exhibits by students and visiting artists in the Lander Art Gallery located in the Cultural Center, as well as venues in Uptown Greenwood. The College also presents performances by student musicians in the Wind Ensemble, University Singers/Old Main Singers, Jazz Ensemble, Opera Workshop, Chamber Strings, and Piano Ensemble.

Any student can audition for these performance groups - they are not limited to music majors. All students are encouraged to attend the College's exhibitions and performances. For more information about participation, students may contact the College of Arts and Humanities by calling (864) 388-8323, or emailing one of the following areas of interest:

Lander Jazz Ensemble  
Lander Wind Ensemble  
Opera Workshop  
University/Old Main Singers  
Chamber Strings

Dr. Robert Gardiner [rgardiner@lander.edu](mailto:rgardiner@lander.edu)  
Dr. Reed Gallo [rgallo@lander.edu](mailto:rgallo@lander.edu)  
Dr. Chuck Neufeld [cneufeld@lander.edu](mailto:cneufeld@lander.edu)  
Dr. Chuck Neufeld [cneufeld@lander.edu](mailto:cneufeld@lander.edu)  
Amy Blackwood [ablackwood@lander.edu](mailto:ablackwood@lander.edu)

## ACADEMIC SUPPORT

### REGISTRATION FOR CONTINUING STUDENTS

Currently enrolled students may register for the next term shortly after mid-semester. Please note that currently enrolled students are not eligible to register for the next term with past due balances. This procedure is designed to take care of continuing students' registration needs. Students are strongly urged to plan their programs carefully with the help of faculty advisors every semester.

### DECLARING OR CHANGING MAJORS AND MINORS

A perspective student who has not yet attended classes and wants to change their major should contact the Office of Admissions. A current student who wants to change or declare a major should make the request through their intended major department. After the major change request has been submitted by the intended major department, an email notification will be sent to the current student's Lander email address as verification.

### GRADUATE STUDENTS SEEKING ASSISTANTSHIPS

Students seeking Graduate or assistantships should search the Handshake online job board when applying to a specific academic program. Students must be accepted into a graduate program to be eligible. Graduate assistantships typically apply to fall and spring terms; no employment is guaranteed during the summer. Graduate assistantship appointments are good for one year; if students wish to continue for a second year, they will need to reapply. To access Handshake, go to Lander's website at: [www.lander.edu](http://www.lander.edu) and log into MyLander.

### GRADUATING UNDER A CATALOG

In all areas, except the teacher certification program and nursing, the catalog in place at the time the major is declared becomes the one used to determine graduation requirements for the major and minor. A student may choose a subsequent catalog for purposes of meeting graduation requirements. Students in majors leading to teacher certification are required to use the most current catalog.

Graduating under a catalog pertains to degree requirements only, including major and minor. Students must meet all University requirements regarding registration, payment of fees, residency, and personal conduct as stated in the most current catalog.

1. If a student enrolled at Lander leaves the University for less than two (2) years, the student may remain under the catalog previously selected.
2. If a student enrolled at Lander leaves the University for a period of two (2) or more years, when he/she returns, the catalog in effect at the time of readmission is used to determine graduation requirements.
3. A student may not graduate under a catalog that is more than eight (8) years old.

Students must provide notification of a change in catalog year to the Registrar's Office one semester prior to graduation. Students must then submit the request for graduation form and complete the online application on Bearcat Web by the deadline set by the Registrar's Office. The graduation deadline is posted in the University's Academic Catalog.

## GRADUATION APPROVAL

Students who expect to graduate must file a completed "Request for Graduation Form" with the Registrar's Office and complete the online application in Bearcat Web by the date published in the current catalog.

1. An application for a degree is not accepted unless the student has paid all fees required by the University, including the graduation fee.
2. Candidates for graduation must complete all institution coursework in the anticipated term of graduation and by the semester deadline date for final grades in order to receive a diploma/degree.
3. Graduating students with physical disabilities are expected to communicate with the Registrar's Office regarding accommodations needed for their participation in the commencement ceremony upon submission of their application.
4. If a student's graduation plans change, academically or personally, the student must reapply for graduation during the next anticipated term of graduation and pay the graduation fee.
5. Students who apply to graduate in August and complete all requirements will receive their diploma in August and are automatically included in the following December ceremony.
6. Refer to the University's current Academic Catalog regarding graduation participation, transfer credits, and graduation honors. The Academic Catalog is on Lander's website at [www.lander.edu](http://www.lander.edu)

## TRANSCRIPTS

Requests for official transcripts of a student's academic record can be made online through the National Student Clearinghouse. There is a \$10 charge for each official electronic transcript ordered. A transcript of a student's record carries the following information: current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, the system of grading, all failures, incomplete grades, and academic penalties such as academic probation, suspension, or other restrictions. A student's official record concerns academic performance only. No partial record will be issued. No official transcript will be issued to, or for, a student who is indebted to Lander University. Students who have a hold on their accounts may contact the Business Office at (864) 388-8503.

## ACADEMIC CONCERNS & RESOURCES

The following is a list of potential academic concerns and corresponding resources for each. For office location and contact information, if applicable, please visit the specific department's website.

### **Concern**

Absences From Class  
Academic Matters  
Academic Petitions  
Adding Courses  
Address Changes  
Dropping a Course  
Graduation  
Internship Opportunities  
Major/Minor Changes

### **Resource**

Appropriate class instructor  
Appropriate Advisor, Department Chair, or College Dean  
Registrar  
Bearcat Web  
Bearcat Web  
Bearcat Web  
Registrar  
EYE Program  
Intended Major Department Office

**Concern**

Name Change  
 Registration Matters  
 Services for Students with Disabilities  
 Transcript of Grades  
 TRiO  
 Tutoring Services  
 Withdrawal From a Class  
 Withdrawal From the University

**Resource**

Registrar  
 Registrar  
 Student Wellness Center  
 Registrar  
 Student Support Services  
 Student Success Center  
 Bearcat Web  
 Registrar

**OFFICIAL WITHDRAWAL****From a Course**

Students may drop a course completely during registration and the drop/add period of each semester. Additionally, students may withdraw from a course without academic penalty (earn a grade of W) based on the deadlines that are defined on the Academic Calendar which is available on Lander's website at [www.lander.edu](http://www.lander.edu).

**From the University**

Students who find it necessary to withdraw from all classes must complete and submit an "Official Withdrawal and/or Temporary Leave Form" with the Registrar's Office. Complete withdrawal after the drop deadline will result in grades of W for all registered course work. Students may not completely withdraw following the last day of classes. A student who completely withdraws from the University during a semester must submit a new application for admission in order to be readmitted to the University unless the student requests and is granted a temporary leave. International students must seek advisement from the international student advisor PRIOR to withdrawal to discuss immigration and implications of withdrawal from school. *Individual course drops or withdrawals do not automatically guarantee a refund of tuition.*

**TEMPORARY LEAVE**

Students who intend to re-enroll at Lander after an attendance break of one or two regular semesters, may request an Official Temporary Leave. Such a leave may be granted for either one or two regular semesters if the applicant was in good standing at the end of the last term completed at Lander. The "Official Withdrawal and/or Temporary Leave Form" is filed with the Registrar's Office. Completion of the application and approval of the request constitutes a contract between Lander and the student involved. This contract obligates Lander to furnish access to certain services during the non-enrollment period and binds the student to re-enroll by no later than the mutually-agreed-upon date. Lander approvals include signatures from the Student Success Center, a financial aid counselor, a student accounts official, a housing official, and a registrar's office official.

**REFUND SCHEDULE AND POLICY**

When a student leaves the University before the end of a fall or spring semester, voluntarily or through dismissal, the University fees (tuition) will be refunded as follows:

1. Last day for registration and drop/add - 100%
2. Before expiration of 10% of the semester - 90%
3. Before expiration of 25% of the semester - 50%
4. Before expiration of 50% of the semester - 25%

Students receiving Federal Direct Loans, Federal Plus Loans, Federal Perkins Loans, Pell Grants or Federal SEOG Grants are governed by a federally mandated pro-rata return of Title IV Fund regulation if they withdraw prior to completing 60% of the term.

Refunds/returns are distributed in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad Plus Loan
5. Direct Part Plus Loan
6. Pell Grant
7. Federal SEOG
8. State funded scholarships and grants
9. Personally guaranteed payment

The date on which a student files a written notice of withdrawal with the Office of the Registrar, is the date used in determining refunds. Conditions for refunds of room and board and breakage deposits are listed on the residence hall contract.

No refunds or reductions of basic charges will be made due to a change in status (e.g., from full-time student to part-time student) after the last day for registration and drop/add for each fall or spring semester. For Summer School, no refund of tuition and fees will be made after 5 p.m. on the second day of class. No reductions from any charge are made for holidays or for absence from the University.

A boarding student will pay full charges for meals, regardless of the number of meals taken in the dining hall. In order to receive academic credits, grade reports, transcript of record or degree, a student's indebtedness to the University must be settled, and the student must account satisfactorily for all property trusted to the student's care.

Any outstanding balance due to the University after the student ceases to be enrolled is subject to referral for collection. The student will be responsible for the fees of any collection agency, which may be based on a percentage at the maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney fees necessary for the collection of this debt.

## GRADE AND ACADEMIC APPEAL COMMITTEE

### Committee Members

The Grade and Academic Appeal Committee will consist of a tenured faculty member who will serve as chair and will be selected from and by the Faculty Senate, three (3) other faculty members selected by the Faculty Senate, and a student representative.

The student member and an alternate student member will be nominated by the president of the Student Government Association in consultation with the advisor to the Student Government Association. If neither the student representative nor the alternate can attend a meeting, the president of the Student Government Association will substitute for him/her. The committee membership will be subject to approval by the president of the University.

Prior to the end of each spring semester, the Faculty Senate will recommend the faculty membership to the president. Members will serve for one (1) calendar year, beginning May 16 and extending through May 15 of the following year. At that time, alternates will be chosen to be in line to take a member's place in case of unavoidable absence during the academic year or during the summer.

If a faculty member whose grade is being appealed is not available, is no longer on the Lander University faculty, or in the event of a conflict of interest, the department chair will represent the faculty member. If an appeal involves a member of the committee or a committee member's department chair, one of the alternates will be asked to serve in his/her place.

Members of the committee will observe strict professional confidentiality concerning all committee business. The committee will uphold the University policy on confidentiality of student information. All other participants in the process will sign a confidentiality agreement.

### **Committee Function**

The committee will hear the following types of appeals:

1. Grade appeals not resolved at the level of the academic unit.
2. Appeals not resolved by the Honor Council and/or the Vice President for Student Affairs.
3. Appeals related to regulations for academic honors at graduation.

*The committee may affirm previous decisions, or it may recommend review and consideration of revisions.*

## **GRADE APPEALS**

Students who believe that the final grade in a course is incorrect may appeal the grade. A student considering appealing a final grade must meet with the chair of the Grade and Academic Appeal Committee for an explanation of the procedure, including requirements for completing the grade appeal form. During this meeting, the chair will listen to the students' explanation, and advise the student to consider carefully whether an appeal seems appropriate. If the chair wishes, they may contact the faculty member involved in order to seek further information before the student proceeds. If the student wishes to proceed with a grade appeal, the chair must provide the student with the appropriate documents and provide their signature if it is required.

### **Grade Appeal Limitations**

The following limitations apply to grade appeals:

1. Students may only appeal their final course grade.
2. Appeals for spring and summer semester grades may not be made after four (4) weeks into the following fall semester. Appeals for fall semester grades may not be made after four (4) weeks into the following spring semester. Faculty must keep a comprehensive list of all grades given in each course taught for a minimum of four weeks in the semester following the assigned grades. If the faculty member retains any tests, papers, projects, quizzes, and other graded material, that faculty member must keep the graded material for a minimum of the first four weeks in the following semester.
3. Students must complete phases one (1) and two (2) of the appeal no later than 12 weeks into the semester following the assignment of the final grade being appealed.
4. No grade may be appealed after a student has graduated.
5. Once the grade appeal process is completed, and if the appeal process results in a change of grade, the instructor must initiate the grade change process within five (5) business days. If the faculty member is unable to initiate the grade change process, the department chair (or dean for



departments with no chair) will initiate the grade change process.

6. The committee cannot hear cases that involve charges of academic dishonesty unless the Academic Honor Council has already ruled on a situation.
7. Hearings for grade appeals will not be conducted after the last day of classes of each semester unless a student has a compelling reason for being heard during the examination period. Graduating students should refer to the section on the Expedited Procedure for Graduating Students.
8. The committee will not hear an appeal when the University is on official break. An official break is defined as Christmas and spring breaks, the days between Spring graduation and the beginning of summer school I, and the days between the end of all summer school sessions and the beginning of the fall semester.

### First Phase of the Appeal Procedure

For faculty in residence:

1. The student will then attempt to resolve the issue by consulting with the faculty member. If the issue is not resolved at this meeting and the student wishes to proceed with the grade appeal process, the faculty member will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify the discussion with the faculty member. Before beginning this phase, the student should have acquired the grade appeal form from the chair of the Grade and Academic Appeal Committee. If the student does not have this form and would like to continue to appeal their grade, the faculty member should refer the student to the chair of the Grade and Academic Appeal Committee.
2. If the issue remains unresolved, the student will then consult with the appropriate department chair to attempt a resolution. If the instructor whose grade is being appealed is the department chair, the student should go on to step three of the grade and academic appeal form. If the issue is not resolved at this meeting and the student wishes to proceed with their appeal, the department chair will sign the grade appeal form. This signature indicates the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify the discussion with the department chair. If there is no department chair, the student immediately proceeds to step three.
3. If the issue remains unresolved, the student will then consult with the appropriate college dean to attempt a resolution. If the instructor whose grade is being appealed is the college dean, the student should go to the Vice President for Academic Affairs as step three of the grade appeals process. If the issue is not resolved at this meeting and the student wishes to proceed with their appeal, the college dean will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify the discussion with the college dean. The student should proceed to the second phase.

For faculty no longer employed at the University:

1. The student should meet with the department chair *who will sign the grade appeal form* for the faculty member and may recommend a grade change to the college dean. For colleges with no department chair, the student will go to the dean for steps one and two.
2. The department chair and the dean will complete steps three and four of the grade appeals form. If the department chair and the dean of the college along with the student agree to a satisfactory resolution, the dean of the college will send a letter of justification along with the completed

grade appeal form to the chair of the Grade and Academic Appeal Committee.

3. If the issue remains unresolved, *the student should proceed to the second phase.*

If the student chooses to continue the process after talking to the instructor, the department chair, and the dean of the college, the chair of the committee will explain that the hearing is not an effort on the part of the University to replicate, in any way, judicial proceedings in the spirit or sense of a formal court of law. The hearing simply provides a university forum for appropriate and fair-minded discussions and deliberations.

In that spirit, neither the University nor the student may be accompanied by legal counsel. The student may, however, be accompanied by an on-campus support person. Should the student be accompanied by an on-campus support person (who may be the academic advisor), the support person is not allowed to participate directly in any discussion but may discreetly confer only with the student during the course of the hearing. The committee chair will explain the phases of the appeal process and sign the grade appeal form. This signature indicates that the student has decided to continue with the appeal process.

If the faculty member chooses to change the grade during this phase, they shall inform the Grade and Academic Appeal Committee chair of their decision and submit the grade change forms within five (5) business days. The faculty member will submit a copy of the grade change forms, signed by all parties, to the committee chair. If the faculty member fails to submit a copy of the completed grade change forms within this time frame, the appeal process will continue to the next phase.

### **Second Phase of the Appeal Procedure**

If no resolution is agreed upon at this point, the student may continue the formal grade appeal process by submitting to the chair of the Grade and Academic Appeal Committee the following items: completed grade appeal form signed as specified above under First Phase of the Appeal Procedure; letter explaining the basis for the grade appeal; and supporting documents to include a list of any other evidence to be presented. Students must complete phases one and two of the appeal process no later than 12 weeks into the semester following the assignment of the final grade being appealed.

If the faculty member chooses to change the grade during this phase, they shall inform the Grade and Academic Appeal Committee chair of their decision and submit the grade change forms within five (5) business days. The faculty member will submit a copy of the grade change forms, signed by all parties, to the committee chair. If the faculty member fails to submit a copy of the completed grade change forms within this time frame, the appeal process will continue to the next phase.

### **Third Phase of the Appeal Procedure**

Upon receipt of the required documents, the committee chair will inform the faculty member, the appropriate department chair, the student's advisor, the college dean, and the Vice President for Academic Affairs within two (2) business days of receiving the documents. The committee chair will also make available to the faculty member a copy of the items listed above under the Second Phase of the Procedure.

If the faculty member chooses to change the grade during this phase, they shall inform the Grade and Academic Appeal Committee chair of their decision and submit the grade change forms within five (5) business days. The faculty member will submit a copy of the grade change forms, signed by all parties, to the committee chair. If the faculty member fails to submit a copy of the completed grade change forms within this time frame, the appeal process will continue to the next phase.

### **Fourth Phase of the Appeal Procedure**

The committee will conduct a hearing within 14 business days of receipt of the grade appeal form. If necessary, the committee may seek additional information and advice from individuals directly involved in the case. The committee hearing will focus on the issue at hand. The student's argument at the hearing will be limited to statements from the student and the evidence outlined in the required documents (as listed in the second phase.) A student's grades from other courses should not be introduced unless they have a bearing on the matter at hand.

Within five (5) business days after the hearing, the committee chair will notify the student, the faculty member, the appropriate department chair, the college dean, the advisor, the registrar, and the Vice President for Academic Affairs of the committee's findings and recommendation(s). Once the grade appeal process is completed, and if the appeal process results in a change of grade, the instructor must initiate the grade change process within five (5) business days.

If the faculty member is unable to initiate the grade change process, the department chair (or dean for departments with no chair) will initiate the grade change process. The faculty member will submit a copy of the grade change form, signed by all parties, to the committee chair. The Grade and Academic Appeal Committee will then hear no further appeals from either side. The committee's decision is final and closes the appeal process.

The Grade and Academic Appeal Committee must make every reasonable effort to resolve the grade appeal before the conclusion of the semester following the semester in which the student received the final grade.

### **Expedited Procedure for Graduating Students**

1. The expedited procedure for graduating students is intended only for the appeal of final grades for graduating students. Eligible students must submit their grievances to the Grade and Academic Appeal Committee no later than 5 p.m. the day after the final grade is posted. Any student registered to graduate is eligible for this process, regardless of semester.
2. The student will attempt to resolve the issue by consulting with the faculty member who assigned the grade being appealed.
3. If the issue is not resolved at this meeting and the student wishes to proceed with the grade appeal process, they will file an appeal with the Grade and Academic Appeal Committee. The student will provide a written statement and complete and sign the grade and academic appeal form. The chair of the Grade and Academic Appeal Committee will sign this document as well. The student should provide supporting documents and a list of any other evidence to be presented to the committee at least one day prior to the hearing.
4. The faculty member and student will be notified of the location and time of the committee hearing by 5 p.m., two (2) days prior to graduation. The committee hearing will begin at 2 p.m. the day prior to graduation. In the case that the faculty member cannot attend the hearing, they may appoint a representative.
5. The hearing shall follow the procedures as outlined in the Fourth Phase of the Appeal Procedure.
6. Following the hearing, the Grade and Academic Appeal Committee shall immediately discuss and vote on a proposed resolution. A majority vote constitutes a passed resolution. This decision is final, and the student and involved faculty members will be notified of the resolution. In the event that the Grade and Academic Appeal Committee decides in favor of a change in grade, the committee chair will notify the Chair or Dean of the faculty member, will notify the student, the

faculty member, the appropriate department chair, the college dean, the advisor, the registrar and the Vice President for Academic Affairs of the committee's findings and recommendation(s).

7. The final decision must be reported to the appropriate offices or individuals before the University's established graduation deadline.

### **Appeals from Academic Honors Council**

Decisions of the Honors Council may be appealed to the Grade and Academic Appeal Committee. An appeal must be made in writing to the Office of the Vice President for Student Affairs, within three (3) University business days of receipt of the original written decision. The appeal must be made in writing stating the reason. The decision and judgment of the Faculty Senate will be binding. No further appeal will be available. This committee acts on all such appeals on behalf of the Faculty Senate.

A student may appeal according to the following procedure:

1. The student will submit to the Vice President for Student Affairs a letter explaining the reason(s) for appealing the decision.
2. The Vice President for Student Affairs will notify the chair of the Grade and Academic Appeal Committee that the student is appealing the decision and will provide the following items for the committee:
  - a. Student's letter of explanation.
  - b. Case file.
  - c. Recording of the hearing made by the Honors Council.
3. Upon receipt of these items, the committee chair will promptly call a meeting of the committee to review the appeal. The committee may seek additional information and advice.
4. The committee will proceed according to the following sequence:
  - a. The chair assures that appropriate committee members are present.
  - b. In executive session, the chair reviews the role of the committee and the basic process to be followed. The committee members then review the items submitted by the student.
  - c. The chair presides over the committee during its deliberations. The final decision of the committee is based on a motion, second and a simple majority vote.
5. Within five (5) workdays after the meeting, the committee chair will notify the student, the Vice President for Student Affairs, the Vice President for Academic Affairs, and/or the appropriate judicial body and all other involved parties of the committee's recommendation(s).

### **Appeals Related to Academic Honors & Other Graduation Awards**

Standards regarding eligibility for academic honors are applicable to all undergraduate students. Administration of these regulations is the responsibility of the Provost and Executive Vice President for Academic Affairs, who is not empowered to waive any of the provisions. Under extraordinary circumstances, a student may be granted relief from these regulations by the Faculty Senate through petition to the Grade and Academic Appeal Committee.

Regarding graduation honors/awards, petition to the Grade and Academic Appeal Committee must be made no later than November 1 for December graduates; and no later than April 1 for May graduates. August graduates must appeal by April 1 of the semester prior to the summer in which they expect to graduate.

Honors recognized at commencement are based on the cumulative Lander University GPA that the student has earned at the end of the graduation term. Students must have earned at least 60 credit hours at Lander University to be eligible for any academic honor.

Graduation honors are not awarded to graduate-level students. Students who are granted academic renewal are disqualified for graduation with honors. Summer graduates will be recognized for honors in the December ceremony.

A student wishing to appeal academic honors and/or other awards must meet with the chair of the Grade and Academic Appeal Committee for an explanation of the procedure, including requirements for completing the appeal. The student may elect to appear in person during any scheduled committee review. The committee chair will notify the student, the appropriate department chair, the college dean, the advisor, the registrar, and the Executive Vice President for Academic Affairs of the final outcome within five (5) business days of the committee review.

## ACADEMIC HONORS

### SEMESTER HONORS

Three (3) honor rolls recognizing academic achievements are published each fall and spring semester. Only students whose term GPA is based on a minimum of 12 credit hours (excluding developmental studies courses and other courses with grades of P) and who receive no grades of F, FA or I, are eligible for recognition.

1. Freshman Honor Roll: Freshmen with a GPA of 3.00-3.49
2. Dean's List: Undergraduates who have earned a GPA of 3.5 to 3.9
3. President's List: Any student whose GPA is 4.0

### LATIN DESIGNATIONS

All coursework taken at Lander University will be included in the calculation of the GPA for graduation with honors. Students must have earned at least 60 credit hours at Lander University to be eligible for Latin Honors. Students may have no more than one (1) failing grade, or one (1) repeated course to be eligible for Latin Honors.

1. Summa cum laude: students with a cumulative GPA of 3.9 - 4.0 receive a silver and gold honor cord.
2. Magna cum laude: students with a cumulative GPA of 3.75 - 3.89 receive a gold honor cord.
3. Cum laude: students with a cumulative GPA of 3.5 - 3.74 receive a silver honor cord.

### GOLDEN L AWARD

Awarded to students who have earned a cumulative GPA of at least 3.5 in the last 60 hours of work through Lander University. Coursework graded on a "Pass/ Fail" scale may not be used to meet the required hours or to meet the GPA requirement. Should hours be drawn from part of a semester's work, the GPA hours from the course(s) with the highest grades from that semester, regardless of the hours earned in the course(s), will be used for the calculation.

### 4.0 MEDALISTS

Awarded to students who graduate with a 4.0 cumulative Lander University GPA given that the student has earned at least 60 credit hours at Lander University. Students will receive a gold medallion on a white ribbon to wear at the ceremony.

## THAYER AWARD

Given to the student graduating with the highest cumulative Lander University GPA, given that the GPA is at least 3.75 and that the student has earned at least 60 credit hours at Lander University. If more than one student is qualified and tied for highest GPA, the Provost and Executive Vice President for Academic Affairs, with the advice of the academic deans, shall choose a recipient from the tied candidates.

## JACKSON LIBRARY

In order to meet the research needs of a variety of majors, Library Services offers students a robust collection of both print and online sources.

### RESEARCH SERVICES

Research consultation services are available in person at the circulation desk or by special appointment through the Reserve-a-Librarian service. Self-help research pathfinders for each area of study are offered online through the web guides link on the library home page.

### STUDY ROOMS

Group and individual study rooms are available for reservation through the library Book-a-Room service. The larger rooms are equipped with whiteboards, and markers are available for check-out at the circulation desk. To reserve a study room, go online to [www.lander.edu/library](http://www.lander.edu/library) (Reserve-a-Room).

### PRINTING / FAX SERVICES

The Jackson Library has print release stations on the main floor in the service desk lobby and on the ground floor in the ITS computer lab. Photocopying of paper and microform items is done on a self-serve basis. Faxing is also available. For printing fees or more information, go online to go online to [www.lander.edu/library](http://www.lander.edu/library) (Services / Print & Fax).

### BOOKS / MATERIALS

A current Lander ID is required to borrow books and other items. Materials may be borrowed for up to one semester at a time and can be renewed up to three (3) times as long as there are no holds on the item. E-books are available for a 14-day download. Books can also be borrowed from other South Carolina universities via the PASCAL delivery service.

### COMPUTER COMMONS

Located on the lower level of Jackson Library, the Computer Commons is home to collaborative work areas, laptop workstations with readily available power and network access, scanning stations, color and black & white print release stations, the ITS Help Desk and the TRACS Center. It houses more than 80 Windows-based PCs and an assortment of Apple Macintosh computers for use by Lander students. The Computer Commons follows the same hours as Jackson Library.

### FINES

The library imposes a \$100 minimum lost material fee assessed for all items not returned. The fee includes the cost of material and physical processing. If the replacement cost is more than the minimum, the borrower may have to pay a higher fee. A registration hold will be placed on all outstanding library accounts. This will prevent the registration of and withdrawals from any classes, as well as prevent any transcripts or diplomas from being issued until all fees are paid in full.

## LIBRARY HOURS

Normal operating hours are listed on the library's website at [www.lander.edu/library](http://www.lander.edu/library). During summer months, holidays or University breaks the library may operate on modified hours. During those times, the modified hours will be sent by email to students and posted on the Library entrances.

## STUDENT SUCCESS CENTER

The Student Success Center (SSC) is located in Genesis Hall. The SSC provides services such as academic advising for first-year and sophomore students, Transfer Support Services, Tutoring and Supplemental Instruction Services (PASS), and Academic Coaching, as well as testing space for students who have special testing accommodations. In addition, the Center provides programs geared toward student success and retention.

The mission of the Student Success Center is to support the academic goals of each Lander student and faculty by providing free enhanced services in tutoring, advising, and testing accommodations reflecting current "best practices" in a welcoming environment. First-year and sophomore students are assigned to a Student Success Advisor located within their major department or college.

### TUTORING SERVICES AND SUPPLEMENTAL INSTRUCTION (PASS)

Tutoring and PASS services are free for all Lander University students. These services are available for most freshman and sophomore-level courses as well as many upper-level courses. PASS Leaders and Peer Tutors are Lander students who have completed the courses they provide services for with an "A" and maintain a 3.0 GPA. Many of these students have also received professor recommendations to tutor or lead PASS.

### PEER ASSISTED STUDY SESSIONS (PASS)

The Peer Assisted Study Sessions (PASS) program provides academic review sessions for select courses led by a PASS leader. For additional information regarding the PASS program, including meeting times and locations, visit the SSC in Genesis Hall.

### PEER TUTORING SERVICES

Peer Tutoring services are available at various times between 8 a.m. – 8 p.m., seven days a week. Both online and in-person sessions and are provided by Peer Tutors. To schedule an appointment, go online to: [www.lander.edu/academics/academic-success/student-success-center](http://www.lander.edu/academics/academic-success/student-success-center)

### ACADEMIC COACHING

Academic Coaching is a free program that supports students by guiding students to develop or improve their academic skill set. Peer Academic Coaches are successful, upper-level students who work with students on improving their skills with time management, organization, note taking, study skills, and other student success skills. To schedule an appointment, go online to: [www.lander.edu/academics/academic-success/student-success-center](http://www.lander.edu/academics/academic-success/student-success-center)

### TRANSFER SUPPORT SERVICES

Transfer Support Services is located in Genesis Hall as part of the Student Success Center. The Academic Transfer Coordinator serves as the initial primary advisor to newly admitted transfer students and creates an individualized academic plan to ensure success as students transition to Lander. During their first semester, incoming transfer students are encouraged to attend transfer workshops to assist with degree requirements and the registration process. The Transfer Coordinator is also the advisor to the Level-Up

organization, a student organization for transfer students.

## STUDENT ACADEMIC SUCCESS PROGRAM (SASP)

The Student Academic Success Program (SASP) helps students who are on academic probation improve their GPA by repeating coursework, attending tutoring, and enrolling in a study skills course. Students on academic probation will receive communication about this program. Prior to the deadline for adding and dropping courses in the current probationary term, students should meet with their primary academic advisor as well as the SSC to review their schedule and develop a plan to improve their academic performance.

## ACADEMIC ALERT PROGRAM

The purpose of the Academic Alert Program is to allow faculty to identify students experiencing academic difficulty. Academic Alerts are designed to engage students with academic support services on campus. There is also a student concern process to report concerns beyond the realm of academic advising and support. Go to Lander's website at: [www.lander.edu/care](http://www.lander.edu/care)

## CSEM 101 – COLLEGE SEMINAR

College Seminar is designed to help students develop effective study skills that they will continue to use throughout their academic career. In College Seminar, students refine their skills through peer interaction and direct application of the newly acquired skills to their current coursework. The course examines various topics needed for college success (i.e., note-taking, time management, concentration, study strategies, test-taking strategies, and test anxiety.) Permission is required by the Student Success Center.

## TESTING ACCOMMODATIONS

Testing Services provides testing accommodations for students in the SSC that have approved accommodations through Disability Services. The Director of Disability Services in the Wellness Center determines and approves testing accommodations. Once accommodations are approved, students must communicate with their professors and the Testing Coordinator in the SSC about their intent to use the approved accommodations.

**Pleshette Elmore**, *Director of Student Success Center*

Email: [pelmore@lander.edu](mailto:pelmore@lander.edu) | Phone: (864) 388-8578 | Genesis Hall,15

Web: <https://www.lander.edu/academics/academic-success/student-success-center/>



## WRITING CENTER

The Writing Center offers proactive students in any degree program the opportunity to develop their writing skills by working alongside student tutors. Together, students explore and adopt strategies to improve their writing skills and prepare them for success in their classes, graduate programs, and the workforce.

The Writing Center is housed in the English and Foreign Language department and provides essay tutoring services to all students for any writing assignments. This includes but is not limited to essays, lab reports, portfolios, and various projects.

The Writing Center offers a variety of services such as individual appointments, workshops, class sessions, and an affordable Essay Guidebook available for purchase in a hard copy or on our website for free as a PDF.

**Brittany Cuenin**, *Director of Writing Center*

Email: [bcuenin@lander.edu](mailto:bcuenin@lander.edu) | Phone: (864) 388-8250 | Learning Center, 347

## TRIO PROGRAM

The Student Support Services PASSport program is a federal TRiO grant program designed to help students stay in college and achieve success in their chosen majors. The program also helps facilitate the transition from one level of higher education to the next.

Aimed at low-income and first-generation college students and students with disabilities, the program is funded at Lander University by a renewable five-year grant from the U.S. Department of Education. Student Support Services is one of eight federal TRiO programs, which began in 1964 with the Economic Opportunity Act.

**Leslie Glover Temple**, *Director of Student Support Services*

Email: [lglover@lander.edu](mailto:lglover@lander.edu) | Phone: (864) 388-8972 | TRiO House, 421

Web: [www.lander.edu/trio](http://www.lander.edu/trio)

## EXPERIENTIAL LEARNING

### COOPERATIVE EDUCATION PROGRAM

The Cooperative Education program, known as Co-Op, allows students to earn elective course credit while working in a job related to their major. Plans for Co-Op should be made well in advance with the company and director of Cooperative Education at Lander. An application process is required, as well as course tuition.

### EXPERIENCE YOUR EDUCATION (EYE) PROGRAM

The Experience Your Education (EYE) Program is an experiential learning program at Lander University designed to provide students with the opportunity to use academic knowledge to address real-world challenges in an authentic context.

The program includes internships, co-ops, service learning, study abroad experiences and course-embedded projects. Earning EYE Program credit is a great way for graduates to show a potential employer that they have real world skills and experience that may make them more competitive in the job market.

There are two ways to participate in the program:

1. The approved EYE Program activities are listed on Lander's website at [www.lander.edu/eye](http://www.lander.edu/eye). Students interested in earning EYE credit should contact the faculty mentor for information about the EYE activity associated with the course. The faculty mentor will work with the student throughout the activity to see that the expectations of the EYE Program are met, and the credit is earned. Students should check the EYE Program website periodically for additional activities that will be added as they are approved. Note: Enrollment in these courses does not guarantee EYE credit. The student must work individually with the faculty mentor to earn the credit. Also, some of the activities listed are upper-level courses and may have prerequisites.
2. Look at the courses you plan to take or other activities you plan to be involved in and discuss possibilities for EYE Program credit with your instructors or the director of the EYE Program. Other activities might include internships, co-ops, service learning and study abroad. The process of approving and adding activities to the approved activities list will continue as new activities are identified or created. Students having questions about this program should contact the director of the EYE Program.

*NOTE: EYE credit is not a graduation requirement and does not affect a student's degree requirements for graduation. Students earning 120 EYE credits will receive the Golden EYE Award at graduation.*

**Dr. James Colbert**, Director of EYE Program, Interim Provost of Academic Affairs

Email: [jcolbert@lander.edu](mailto:jcolbert@lander.edu) | Phone: (864) 388-8767 | Laura Lander Hall, 312

Web: [www.lander.edu/eye](http://www.lander.edu/eye).

## FINANCIAL AID & ASSISTANCE

### FINANCIAL OBLIGATIONS

Students are expected to meet all financial obligations to the University. Transcripts of students who have a debt with the University will not be released to them, or any agency or institution. The University will not act as a collection agency for individuals, agencies, businesses, or organizations.

### FINANCIAL AID ASSISTANCE

Financial assistance is necessary for many students to be able to pursue a higher education. While the process may seem overwhelming at times, please read the information carefully and remain in constant contact with the Financial Aid office if you have any questions about your status. Limited information regarding financial aid is provided in the University catalog and Student Handbook.

For details and the most current information concerning financial aid at Lander University, go online to [www.lander.edu/financialaid](http://www.lander.edu/financialaid). For information regarding the South Carolina State Scholarship Programs (Palmetto Fellows, LIFE, HOPE, National Guard College Assistance Program), please visit the South Carolina Commission on Higher Education website at [www.che.sc.gov](http://www.che.sc.gov)

## APPLICATION PROCESS

Lander University uses the Free Application for Federal Student Aid (FAFSA) to award all federal and state sponsored financial aid programs, which include grants, work-study, student loans and parental loans. No additional institutional application is necessary; however, the Financial Aid office may require supplementary information during the awarding process. Students are encouraged to respond to all requests for information in a timely manner. The FAFSA must be completed for each academic year that aid is requested.

## PRIORITY DEADLINE

The Financial Aid office awards aid upon receipt of the results of the FAFSA throughout the academic year. However, students whose FAFSA results are received by the priority deadline of November 1, preceding the fall term, will be considered for all aid programs. Funding is limited for students whose applications are received after the priority deadline, so students are strongly encouraged to file the FAFSA electronically and follow up immediately with required documents in order to complete their file by the November 1 priority deadline. Students who submit documents after August 1 for the upcoming fall semester must make payment arrangements until these documents are processed.

## TYPES OF AID

### General Information

Scholarships and grants are gift aid and do not require repayment. Work programs allow the student to work part time and receive payment for hours worked. Loans must be repaid, but students are not required to do so until six months after they drop below half time or cease to be enrolled. While payments are not required while enrolled at least halftime for unsubsidized student loans, interest accrues while the student is in school unless it is paid.

### Lander Foundation / Departmental Scholarships

To view a list of scholarships granted by The Lander Foundation and by University departments, students may go online to: [lander.academicworks.com](http://lander.academicworks.com). To apply for one of these Lander scholarships, students must login under that webpage and submit the application online.

### Federal Funds

In order to qualify for federal funds, a student must meet the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA). In addition, students must be enrolled at least halftime for most programs.

The FAFSA may be completed online at [studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa). A brief description of the federal programs can be found on the FAFSA website. A more detailed description of the financial aid process and programs is available online at [studentaid.gov](http://studentaid.gov).

The most common programs at Lander University are:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Federal Work-Study
4. Federal Direct Student Loans (Subsidized and Unsubsidized)
5. Federal Parent Loan to Undergraduate Students (PLUS)
6. South Carolina Palmetto Fellows Scholarship
7. South Carolina Legislative Incentives for Future Excellence (LIFE)

8. South Carolina HOPE Scholarship
9. South Carolina Need-Based Grant Program
10. South Carolina Teaching Fellows Program
11. South Carolina Teachers Loan Program
12. South Carolina Air and Army National Guard College Assistance Program (CAP)
13. The Lander Foundation and other University scholarships
14. Veterans Affairs Benefits

## SATISFACTORY ACADEMIC PROGRESS

In addition to maintaining all general federal aid requirements, students receiving all federal funds and most state funds must maintain satisfactory academic progress in order to receive these funds. Certain programs have more stringent requirements than those listed. In order to maintain satisfactory progress and continue to receive assistance, a student must meet the criteria in three (3) distinct areas listed below.

### 1. Quantitative Evaluation (Completion Ratio)

The quantitative evaluation requires that all students pass a percentage of ALL attempted hours. The percentage is calculated by dividing the overall passed hours by the overall attempted hours ( $\text{Passed} \div \text{Attempted} = \text{Ratio}$ ). Passed hours include transfer hours for which a student may or may not receive earned hours toward graduation at Lander. This standard is designed so students may reasonably complete their degree within the required maximum time frame. The minimum standards are outlined below:

<u>Overall Hours</u>	<u>Minimum Completion Ratio Required</u>
0–29	50%
30–59	58%
60+	67%
Graduate	67%

*\*Attempted hours include pass/fail courses, withdrawals, repeated courses and failed courses. Summer hours are included. All transfer hours attempted from all institutions (including withdrawals or failing grades) and hours for which a student did not receive financial aid are counted. Courses which are dropped during the regular drop/add periods and are not reflected on the academic transcript are not counted.*

### 2. Qualitative Evaluation (GPA)

The qualitative evaluation requires that students maintain a minimum level of academic achievement. The current levels of academic achievement are provided below:

<u>Cumulative Hours Passed</u>	<u>Minimum Cumulative GPA Required</u>
0–29	1.7
30–59	1.9
60+	2.0
Graduate	2.0

### 3. Time Frame Evaluation

The time frame evaluation limits the length of time that undergraduate students can receive federal and state funding to complete degree requirements. An undergraduate student cannot be

eligible for federal or state aid after attempting more than 187 hours. A student who cannot mathematically finish their program within the maximum time frame is not eligible for aid. For example, a transfer student has attempted 150 credit hours but still needs 60 hours to complete their degree requirements at Lander; they are not eligible because they only have 37 credit hours remaining before reaching the 187 maximum. This standard applies to all undergraduate degree candidates, including second-degree students, and includes transfer hours from ALL prior institutions. See #1 on the previous page for a definition of hours counted as attempted hours. Undergraduate students who are enrolled in a program of study requiring more than 125 hours for completion of the degree may appeal for an extension of the time frame. Graduate students must complete all degree and graduation requirements within 54 credit hours.

## EVALUATION PROCEDURE

Evaluation is conducted after spring grades are official each academic year. Satisfactory academic progress evaluations must take into consideration ALL periods of enrollment, including periods in which the student did not receive financial aid. *Students who do not meet the criteria at the end of an academic year will no longer be eligible for aid – THERE IS NO WARNING PERIOD.*

Students who fail to meet the satisfactory academic progress standards are not eligible for federal or state aid until such time as they meet the standards. Students who fail to meet satisfactory academic progress standards will be notified by the Financial Aid office. Information on the appeals process will be included with the notification. Evaluation for the Time Frame criteria will be conducted throughout the year. Students will be notified if they are not eligible to receive funds in future terms or warned if they are approaching the time frame limits.

Transfer grades and credits are evaluated at the time of receipt for students transferring into Lander University. ALL transcripts from ALL prior institutions must be received and articulated before any financial aid or satisfactory academic progress appeals can be processed. Transfer students must meet the above satisfactory academic progress standards to be considered eligible for aid.

## APPEALS TO SATISFACTORY ACADEMIC PROGRESS DECISIONS

All students who are denied aid due to failure to maintain satisfactory academic progress may appeal in writing to the Financial Aid office. Completed appeal forms must be received by the date specified in the notification to the student. If the Financial Aid office determines that mitigating circumstances prevented a student from maintaining satisfactory academic progress and those circumstances have been resolved, the student may be allowed to continue eligibility for one probationary term at a time or until the student is making satisfactory progress. Students who are enrolled in a program that requires more than 125 hours to complete the degree may appeal to receive an extended time frame. The extended time frame may vary depending upon the program but will not exceed 150% of the program length as published in the catalog or documented by the department chair.

*All appeals must include an academic plan (signed by an advisor) detailing an anticipated graduation time frame and in some cases may restrict students to specific courses or enrollment loads.*

## REPEAT COURSE WORK

Students are allowed to repeat a course in which they receive a grade of D or better, once. Courses that have been passed twice with a D or better will not be included in the enrollment status for future terms and MAY cause a student's aid to be reduced to the appropriate enrollment level (3/4 time or 1/2 time). If this reduction causes a student to be less than 1/2 time, he or she will not be eligible for aid that term. If a student is enrolled full time without the repeated class, no adjustments will be required (12 credit hours is required for full-time status).

## ADJUSTMENTS TO AID

Lander University reserves the right to adjust any aid awarded based on verification of eligibility or enrollment status. Further, at any time that new, corrected, or additional information becomes available, Lander University reserves the right to review any aid for accuracy and eligibility and to make adjustments, as necessary. If transcripts received after the beginning of the term cause students to not adhere to the satisfactory academic progress policy, the student will be liable for any aid already received for that term. Total aid (including scholarships, grants, loans, and Federal Work-Study) is limited to the student's Cost of Attendance (COA) as determined by the Financial Aid Office.

## INSTALLMENT PAYMENT PLAN

The University offers a semester installment payment plan that divides the charges for tuition, fees, room and board into four equal installments each semester. For more information, contact the Business office by calling (864) 388-8088 or going online to: [www.lander.edu/businessoffice](http://www.lander.edu/businessoffice).

## MAIL / EMAIL NOTIFICATIONS

The Financial Aid office uses the official Lander email address for communications with students about awards, requirements, and most other aid-related issues. On occasion, letters may be sent to the address of record. Students are responsible for checking their Lander email regularly (at least once per week) and maintaining their email accounts and mailing addresses consistent with university policy. Failure to receive an email or a mailing sent by the Financial Aid office is the responsibility of the student.

## RETURN OF TITLE IV FUNDS

Federal regulations require each educational institution to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. This policy is effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. All returned funds will be distributed back to the aid programs in the order prescribed by law. The amount of refunded fees for students who withdraw will be calculated based on the percentage of the aid earned before separation as outlined in federal law. Students who may be eligible for post-withdrawal disbursements will be notified in writing. Students may contact the Business office by calling (864) 388-8088 or going online to: [www.lander.edu/businessoffice](http://www.lander.edu/businessoffice).

## STUDENT ON-CAMPUS EMPLOYMENT

Many part-time student jobs are available each year from the Federal Work-Study Program and Lander's student assistant work program. Students interested in seeking employment on campus should reference employment postings and procedures on Lander's website at: [www.lander.edu/studentemployment](http://www.lander.edu/studentemployment)

## SUMMER SCHOOL AID

Aid for summer school is based on unused eligibility from the academic year immediately preceding summer enrollment. Students who wish to be considered for summer aid must have a current FAFSA on file and must complete a separate, one-page application in the Financial Aid office. Summer aid applications are available by March 1 of each year and are processed in the order in which they are received. Students should plan in advance to reserve aid eligibility if they know they must attend summer school. Most summer aid eligibility requires enrollment in at least six hours over the course of the summer. Students are not eligible to receive aid for enrollment at another institution (limited exceptions for study abroad apply). Contact the Financial Aid office for more information regarding aid for summer school.

## SCHOLARSHIPS

Institutional awards are contingent upon funding. All scholarship awards require full-time enrollment at Lander University unless otherwise specifically stated in the terms of the awards contract. Students must remain in good standing with the Lander Honor Code, as outlined in the Student Handbook.

Students may not receive scholarships for semesters in which they are enrolled less than full time, nor will semesters of ineligibility be extended to the end of the academic career. Scholarships apply to the academic year only, exclusive of summer school, except where otherwise stated. Students may not receive financial aid that exceeds the total Cost of Attendance (COA) for the academic year, including (but not limited to) grants, scholarships, loans and Federal Work-Study.

## SCHOLARSHIP ELIGIBILITY POLICY

**Incoming Freshmen:** Lander academic scholarships are awarded to high school seniors who have been accepted for admission and demonstrate academic merit. Awards are given on a first-come, first-served basis and funding is limited. Students are encouraged to complete their application for admission by November 15. No separate application is required, but generally students who are admitted and have at least a 3.5 high school GPA (S.C. Uniform Grading Scale) and at least a 20 ACT or a 1000 SAT score (not including the writing portion) will be offered a scholarship.

**Transfer Students:** A limited number of scholarships may be awarded to transfer students entering in the fall who have a cumulative GPA of 2.7 or better with a minimum of 12 earned credit hours, but not more than 90 attempted hours and have a satisfactory completion rate. Students must be admitted and have final transcripts submitted from ALL previous institutions by June 15. These scholarships are contingent upon funding each year.

## SCHOLARSHIP RENEWAL POLICY

There are certain standards for renewal of Lander scholarships. Recipients generally must complete 24 semester hours each academic year, excluding summer school, unless otherwise specifically stated in the terms of the awards contract.

Recipients of all scholarships must maintain a cumulative GPA of 3.0, unless otherwise specifically stated in the terms of the awards contract. If a scholarship is renewable and the student maintains the required academic standards, the scholarship will be renewed automatically. Renewals are made in the summer of each year for the upcoming year.

Students who fail to meet the renewal requirements will be granted the opportunity to appeal in writing. Scholarships are awarded for up to, but never exceeding, four (4) years from the initial term of college enrollment. Academic departments may disclose separate renewal criteria for departmental scholarships in the written scholarship contract.

## STUDENT SERVICES, POLICIES & SUPPORT

### A letter from the Vice President for Student Affairs

Dear Students,

It is my pleasure to welcome you to Lander University. During your time here, I encourage you to take an active role in your education and in our community. Lander celebrates that life outside of the classroom plays an important role in the development of the whole person.

It is our mission to create and support a learning community that challenges individuals to transform themselves, as well as the world around them.

Our faculty and staff anticipate great accomplishments from you, as we hope you expect the same from yourself. Strive for excellence, reflect upon your goals, and use your talents and energy to service others and better your community.

All members of the Lander faculty and staff encourage you to take advantage of as many opportunities as possible to enhance your mind, body, and spirit. We will assist and support you throughout your journey.

The University policies and procedures as outlined in the Student Handbook are intended to inform you of the expectations Lander University has for its students. As part of your acceptance into Lander, you have expressed consent to adhere to the policies and procedures outlined in this handbook, as well as other University publications.

If you need assistance from any member of the Student Affairs staff, please stop by our offices in the Grier Student Center and we will be happy to meet with you.

Best wishes for a productive and enjoyable experience.  
Sincerely,

***Boyd Yarbrough***

Dr. Boyd Yarbrough  
Vice President for Student Affairs



**Dr. Boyd Yarbrough**  
Vice President for Student Affairs



## OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Name	Title	Office	Phone	Email
Dr. Boyd Yarbrough	Vice President for Student Affairs	GC-345	388-8293	<a href="mailto:byarbrough@lander.edu">byarbrough@lander.edu</a>
TBD	Assistant Vice President for Student Affairs, Title IX Coordinator	GC-347	388-8055	TBD
TBD	Executive Director of Student and Engagement	GC-346	388-8313	TBD
Jalysa Green	Director of Student Conduct and Community Standards, Deputy Title IX Coordinator for Students	GC-344	388-8905	<a href="mailto:jgreen@lander.edu">jgreen@lander.edu</a>
Ayrn Sexton-Gilstrap	Assistant Director of Student Conduct & Community Standards	GC-343	388-8574	<a href="mailto:asextongilstrap@lander.edu">asextongilstrap@lander.edu</a>
Ebonee Dendy	Director of CARE and Advocacy, Student Ombudsperson	GC-349	388-8241	<a href="mailto:edendy@lander.edu">edendy@lander.edu</a>
Veronica Cue	Student Outreach Coordinator	GC-348A	388-8762	<a href="mailto:vcue@lander.edu">vcue@lander.edu</a>
Rebecca Reeder	Assistant to the Vice President for Student Affairs	GC-348	388-8403	<a href="mailto:rreeder@lander.edu">rreeder@lander.edu</a>
Angie Bourne	Administrative Assistant	GC-342	388-8061	<a href="mailto:abourne@lander.edu">abourne@lander.edu</a>

## HOUSING AND RESIDENCE LIFE

Name	Title	Office	Phone	Email
Catherine Covar	Director of Housing & Residence Life	GC-323	388-8174	<a href="mailto:ccovar@lander.edu">ccovar@lander.edu</a>
Joey Plyler	Assistant Director of Housing & Residence Life	GC-325	388-8583	<a href="mailto:jplyler@lander.edu">jplyler@lander.edu</a>
TBD	Associate Director of Housing & Residence Life	TBD	TBD	TBD
Anna Lee Johnson	Assignments Coordinator	GC-315	388-8289	<a href="mailto:ajohnson3@lander.edu">ajohnson3@lander.edu</a>
Devon Bowie	Area Coordinator	GC-325	388-8564	<a href="mailto:dbowie@lander.edu">dbowie@lander.edu</a>
Sydney Stanley	Area Coordinator	GC-320	388-8485	<a href="mailto:sstanley@lander.edu">sstanley@lander.edu</a>
Christy Simpkins	Transportation Coordinator	Lide-326	388-8880	<a href="mailto:charrison@lander.edu">charrison@lander.edu</a>

## OFFICE OF STUDENT LIFE

Name	Name	Office	Phone	Email
Dr. Demario Watts	Director of Student Life & Orientation Programs	GC-339	388-8244	<a href="mailto:dwatts@lander.edu">dwatts@lander.edu</a>
Nadia Crawford	Assistant Director of Student Life for Programming & Events	GC-340	388-8244	<a href="mailto:ncrawford@lander.edu">ncrawford@lander.edu</a>
Sierra Hevel	Coordinator of Student Life for Orientation Programs	GC-336B	388-8244	<a href="mailto:shevel@lander.edu">shevel@lander.edu</a>
Katherine Lukas	Coordinator of Student Life for Fraternities & Sororities	GC-336A	388-8244	<a href="mailto:mlukas@lander.edu">mlukas@lander.edu</a>
Hannah McQueen	Assistant Director of Student Life for Campus Recreation & Intramurals	PEES-241	388-8739	<a href="mailto:hmcqueen@lander.edu">hmcqueen@lander.edu</a>
Robby Gilbertson	Coordinator of Student Life for Campus Recreation & Fitness	PEES-242	388-8724	<a href="mailto:rgilbertson@lander.edu">rgilbertson@lander.edu</a>

## STUDENT WELLNESS CENTER

Name	Title	Office	Phone	Email
Kim Shannon	Executive Director of Wellness & Holistic Support	Genesis Hall	388-8885	<a href="mailto:kshannon@lander.edu">kshannon@lander.edu</a>
Amanda Truewell	Director, Health Services	Genesis Hall	388-8885	<a href="mailto:atruewell@lander.edu">atruewell@lander.edu</a>
Samelia Abney	Director, Disability Services	Genesis Hall	388-8885	<a href="mailto:sabney@lander.edu">sabney@lander.edu</a>
Justin Brewer	Director, Counseling Services	Genesis Hall	388-8885	<a href="mailto:jbrewer@lander.edu">jbrewer@lander.edu</a>
Hallie Snyder	Assistant Director, Counseling Services	Genesis Hall	388-8885	<a href="mailto:hsnyder@lander.edu">hsnyder@lander.edu</a>
Mikala Milligan	Counselor	Genesis Hall	388-8885	<a href="mailto:mmilligan@lander.edu">mmilligan@lander.edu</a>
Ian Kloss	Counselor	Genesis Hall	388-8885	<a href="mailto:ikloss@lander.edu">ikloss@lander.edu</a>
LaPorsiha Crawford	Nurse	Genesis Hall	388-8885	<a href="mailto:lcrawford@lander.edu">lcrawford@lander.edu</a>
Miranda Powell	Administrative Specialist	Genesis Hall	388-8885	<a href="mailto:mpowell2@lander.edu">mpowell2@lander.edu</a>

## OFFICE OF CAREER SERVICES / ON-CAMPUS STUDENT EMPLOYMENT

Name	Title	Office	Phone	Email
TBD	Director of Career Services & Student Employment	JL-300B	388-8971	TBD
Courtney Carpenter	Student Employment Coordinator	JL-300C	388-8404	<a href="mailto:ccarpenter1@lander.edu">ccarpenter1@lander.edu</a>

## STUDENTS' GENERAL RIGHTS & RESPONSIBILITIES STATEMENT

As citizens, Lander University students are entitled to enjoy the rights and freedoms afforded any citizens. This includes federal, state and city ordinances. Students are encouraged toward active learning, open inquiry, and the free expression of informed opinion. Students at Lander University are, however, responsible for meeting the requirements of a course of study according to the standards and procedures established by the faculty. The academic evaluation of a student is based strictly on his/her performance in the classroom.

## COMMUTING STUDENT SERVICES

Student Affairs staff are available to assist commuters with any questions or concerns. Commuters are encouraged to become acclimated to the services described throughout this handbook. Further, additional resources can be found on Lander's website at [www.lander.edu/off-campus](http://www.lander.edu/off-campus).

## ORIENTATION PROGRAMS

Orientation is held for all new incoming students and allows students to connect with the University and fellow students, learn about co-curricular opportunities and prepare for a successful transition to Lander.

**Dr. Demario Watts**, *Director of Student Life and Orientation Programs*

Email: [dwatts@lander.edu](mailto:dwatts@lander.edu) | Phone: (864) 388-8244 | Office: Grier Center, 339

Web: [www.lander.edu/orientation](http://www.lander.edu/orientation)

## LU FAMILY CONNECTIONS

Lander University Family Connections strives to create an inclusive network between the University and family members of current, incoming, and prospective students.

Goals of LU Family Connections include:

1. Creating strong partnerships and open personal lines of communication between families, students, and LU.
2. Assisting families through the college transition by providing support and information.
3. Encouraging families to become involved members of the University community.
4. Offering inclusive opportunities for families to aid in the success of their student.

**TBD**, *Family Liaison for the Division of Student Affairs*

Email: [lufamilyconnections@lander.edu](mailto:lufamilyconnections@lander.edu) | Phone: (864) 388-8313 | Grier Center, 346

## BUILDING CODES

Each building on campus has particular initials as a code for that building. Room numbers are preceded by the identifying building codes listed below.

AC – Athletic Complex

DI – Dingle Amphitheatre

MC – Jeff May Complex

AF – Athletic Fields

GC – Grier Center

PS – PEES

AP – Assembly Plaza

JL – Jackson Library

RC – Recreation Center

BH – Barratt Hall

LB – Laboratory

SC – Science Dept.

CC – Culture Center

LC – Learning Center

SP – ROTC Building

CH – Centennial Hall

LL – Laura Lander

## BEARCAT SHOP

The Bearcat Shop, located in the Grier Student Center, is in the heart of Lander's campus. We welcome you to Lander University and look forward to helping you in your educational journey. The Bearcat Shop is open weekdays from 8 a.m. – 5 p.m. (M-F), and occasionally on Saturdays during special events.

### TEXTBOOKS

Students may purchase textbooks by going online to: <https://bncvirtual.com/lander>. You have the option of buying or renting new/used books in print or digital formats. We host an in-store textbook buyback at the end of the fall and spring semesters. Online textbook buybacks are also available through the Virtual Textbook Store.

### COURSE MATERIALS

Select course materials are available for purchase in the Bearcat Shop, including nursing kits, nursing accessories, and printed packets.

### SPIRIT ATTIRE / OFFICE SUPPLIES / SNACKS

The Bearcat Shop is the official supplier of all Lander and Bearcat related items (hats, t-shirts, sweatshirts, cups, mugs, notebooks, binders, etc.). We offer cold drinks, snacks, school and art supplies, health and beauty supplies, and over-the-counter medication. You can shop online at [www.bearcatshop.com](http://www.bearcatshop.com).

### PAYMENT TYPES

We accept the following payment options: cash, check, credit/debit cards, Bearcat Shop gift certificates and financial aid funds (during specified time frames with Lander ID). Our refund policies are posted in the Bearcat Shop, on our receipts and on our webpage.

**Sherry Elmore**, *Director of Bearcat Shop*

Email: [selmore@lander.edu](mailto:selmore@lander.edu) | Phone: (864) 308-8384 | Office: Grier Center, 241

## DINING SERVICES

Lander Dining is excited to launch a new meal plan structure that is based on student feedback. This provides students with greater flexibility and value within their meal plan.

### DINING MEAL PLANS (2023-2024)

Meal Plans	Dining Dollars	Meal Exchange	Guest Meals	Student Price	Purchasing Requirements
All Access + 100 DB	\$ 100	20	10	\$ 2,550	Mandatory - Residents
165 Block + 450 DB	\$ 450	20	10	\$ 2,550	Mandatory - Residents
100 Block + 350 DB	\$ 350	10	5	\$ 1,650	Voluntary
50 Block + 275 DB	\$ 275			\$ 1,000	Voluntary
DB 350	\$ 350			\$ 350	Voluntary
NR 150	\$ 150			\$ 150	Mandatory – All Commuters

## MEAL PLANS - RESIDENCE HALL STUDENTS

Students residing in University residence halls have the option to select from the “All Access” or the “165 Block Plan.” Students who reside in Bearcat Village or McGhee Court can select from all options listed above - excluding the “NR 150”.

## MEAL PLANS – COMMUTING STUDENTS

All commuter students will receive the “NR 150” plan with the opportunity to upgrade to any plan listed above. Commuters may upgrade their meal plan via Student Accounts in LC-111 or by calling (864) 388-8303. Commuter meal plans are purchased per semester and expire at the end of each semester.

## BLOCK MEALS

This provides students access to the Grier Dining Hall, which offers an all-you-care-to-eat selection of homestyle meals, deli sandwiches, pizza bar, salad bar, desserts, and beverages.

## MEAL EXCHANGE

The Meal Exchange allows students access to retail venues utilizing their Block Meals. Students can redeem a block meal at the following retail locations: Chick-Fil-A, Freshens and Which Wich by selecting from the meal exchange menu.

## DECLINING BALANCE (DB)

Declining Balance (DB) can be used at all venues on campus. Students can add Declining Balance (DB) to their account by going online to [www.lander.campusdish.com](http://www.lander.campusdish.com) to access Bearcat Bucks. This is considered Voluntary DB.

## GUEST MEALS

Students can redeem their Guest Meals at the Grier Dining Hall for their visiting family and friends.

## MEAL PLAN EXPIRATION

All meal plans are purchased on a per semester basis, expiring at the end of each semester. Unused block meals and declining balance (DB) **do not roll over**. Voluntary DB (declining balance funds that are added to meal plan) roll over from the Fall semester to Spring semester only.

## VALIDATION - STUDENT ID CARDS

Your student ID card identifies you as a holder of a meal contract and must be validated by the Business office. Your student ID card must be presented to the cashier at each meal. This procedure is necessary to prevent unauthorized persons from using services for which you have paid. Student ID cards are nontransferable and are not to be given to another student for any purpose. The student ID card and meal plan may only be used by the owner. Any student transferring his/her Lander ID card to another person is subject to disciplinary. Please reach out to [dining@lander.edu](mailto:dining@lander.edu) with any questions.

## CHICK-FIL-A

This popular eatery is located inside the Grier Student Center, adjacent to Johnston Commons. Chick-Fil-A is open weekdays from 7:30 a.m.–10 p.m. (M-TH) and 7:30 a.m.–8:30 p.m. (F). Payment options include credit/debit cards, Bearcat Bucks and Meal Exchange.

## FRESHËNS

This campus eatery is located inside the Grier Student Center, adjacent to the Johnston Commons. Freshëns is open weekdays from 8 a.m.- 4 p.m. (M-F). Payment options include credit/debit cards, Bearcat Bucks and Meal Exchange.

## STARBUCKS

This popular coffee shop is located inside Jackson Library, with seating inside and outside overlooking Assembly Plaza. Starbucks is open weekdays from 7:30 a.m.-11 p.m. (M-TH) and 7:30 a.m.- 7:30 p.m. (F); and weekends from 8:30 a.m.-4:30 p.m. (SA) and 4 p.m.-11 p.m. (SU). Payment options include credit/debit cards and Bearcat Bucks.

## WHICH WICH

This sandwich eatery is located inside the Carnell Learning Center, on the Atrium (bottom floor). Which Wich is open weekdays from 10:30 a.m.–7:30 p.m. (M-TH), and from 10:30 a.m.–4:30 p.m. (F). Payment options include credit/debit cards, Bearcat Bucks and Meal Exchange.

## THE POD EXPRESS

Located inside the Carnell Learning Center, on the Atrium (bottom floor). The POD Express is open weekdays from 7:30 a.m.–7:30 p.m. (M-TH) and from 7:30 a.m.–4:30 p.m. (F). Payment options include credit/debit cards, Bearcat Bucks and Meal Exchange.

## GRIER DINING HALL

The Dining Hall is located inside the Grier Student Center (bottom floor). The Dining Hall is open seven days a week during the following hours. Payment options include credit/debit cards, Bearcat Bucks and Meal Exchange.

### Weekdays

7 a.m.–10 a.m.	Hot Breakfast
10 a.m.–11 a.m.	Continental Breakfast
11 a.m.–2 p.m.	Lunch
4:45 p.m.–9 p.m.	Dinner (M-TH)
4:45 p.m.–7:30 p.m.	Dinner (F)

### Weekends

9 a.m.–10:45 a.m.	Breakfast
11 a.m.–2 p.m.	Lunch
4:45 p.m.–8 p.m.	Dinner

## SPECIAL DIETS

Students who are on a prescribed diet by a physician should contact the Director of Dining Services to accommodate their needs. For residents who are ill and cannot come to the Dining Hall, the Office of Health Services will arrange to have a food tray provided from the Dining Hall.

## CATERING

From simple cookie and punch orders to bag lunches, dinners, and banquets — we can do it all for you. Students who wish to plan for special parties, birthday cakes and any other catering may do so by contacting the Old Main Catering at (864) 388-8221 or email [catering@lander.edu](mailto:catering@lander.edu).

*All catering on campus must be purchased through Old Main Catering, a division of Lander University Dining Services. Please visit our website to set up an account and place orders at [www.oldmain.catertrax.com](http://www.oldmain.catertrax.com) or call (864) 388-8221.*

**Brantlee Coward**, Director of Dining Services

Email: [coward-brantlee@aramark.com](mailto:coward-brantlee@aramark.com)

Phone: 864-388-8723

Office: Grier Center, 366

## CAREER SERVICES

### CAREER SERVICES

The Office of Career Services is located on the top floor of Jackson Library. The professional staff of Career Services provide assistance, information and resources on career-related topics including:

1. Resumes
2. Cover Letters
3. Interview Skills
4. Job Search Strategies
5. Internships
6. Professional Etiquette
7. Graduate School Resources
8. Career Goals
9. Identifying Work Values

### JOB SEARCH

The Office of Career Services teams up with Handshake.com, an online job board where students can search and apply for employment on campus or across the globe. To view full-time and part-time positions, go to [www.lander.edu/careerservices](http://www.lander.edu/careerservices) and select Handshake.

### ON-CAMPUS STUDENT EMPLOYMENT

Students may be eligible to work part-time on campus in a variety of settings. These positions are part of the Federal Work-Study or Lander Work-Study programs. To learn more, go online to [www.lander.edu/studentemployment](http://www.lander.edu/studentemployment).

**TBD**, *Director of Career Services & Student Employment*

Email: TBD | Phone: (864) 388-8971 | Office: Jackson Library, JL-300

Web: [www.lander.edu/careerservices](http://www.lander.edu/careerservices)

## CAMPUS RECREATION & INTRAMURAL SPORTS

The aim of the Campus Recreation department is to provide members of the Lander University community opportunities to participate in their favorite types of competitive and/or recreational activities. Patrons must have a Lander student, faculty or staff ID, or a valid facilities membership card to use the Joe V. Chandler Center for recreation purposes.

### STUDENT FITNESS CENTER

The Fitness Center, located inside the Chandler Center, is Lander's latest step in increasing the overall health and wellness of students on campus. It is free and open to students, faculty, and staff with a valid Lander ID. When not in use by academic classes (specified times), the Fitness Center is open for recreational use on weekdays from 6 a.m.–10 p.m.

### FREE PLAY

The Chandler Center is the campus hub for all indoor recreation. The facility offers a student fitness center, a gym with three (3) full-size basketball courts, an indoor walking track, racquetball courts and an aerobics/dance studio. Facilities are free and open to students, faculty, and staff with a valid Lander ID.

## GROUP EXERCISE

A number of group exercise classes are offered each semester as well. Some of the options the Lander community may have to choose from are as follows: spin, hip-hop dance, yoga, Zumba, CrossFit, and interval/circuit training/boot camp.

## CLUB SPORTS

There are currently four (4) active sport clubs on campus: powerlifting, women's volleyball, water ski, and men's soccer. These teams compete against other Lander teams and also against teams from other colleges or the local community. These clubs give the students an opportunity to play at a competitive level without the massive time commitment required by a varsity program. Club sport participants will tell you it is the best of both worlds at college - they get to have a social life and still play a competitive sport.

## OUTDOOR POOL

The outdoor pool is open daily, weather permitting, from mid-April thru mid-September. Children 15 and under must be accompanied by a parent. The pool is open to students, faculty, staff, and alumni. Guest passes are allowed for \$5 per day and with the accompaniment of a Lander community member. Each person entering the pool area must show a valid Lander ID.

## LANDER OUTDOOR ADVENTURES

The Lander Outdoor Adventure program offers various trips each semester in which students may participate. Trips range from snow skiing and whitewater rafting to paintball and horseback riding, and even professional sporting events. Campus Recreation welcomes suggestions on activities and programs.

## DISC GOLF

The disc golf course is open seven (7) days a week during daylight hours, which makes it an ideal activity for anyone with some free time to spend relaxing on the links. Discs are available for checkout in the Chandler Center and are also sold in the Bearcat Shop. A map of the course is on Lander's website at [www.lander.edu/campus-life](http://www.lander.edu/campus-life) (Campus Recreation).

## INTRAMURAL SPORTS

There is a wide range of intramural sports and activities to choose from year-round, including: flag football, indoor soccer, volleyball, dodge ball, basketball, sand volleyball, softball, video game tournaments and more. All officials for intramural sports are trained students who are employed each semester.

## PARTICIPATION

The University is not responsible for medical expenses resulting from participation in any campus recreation activity. Students, faculty, and staff interested in any activity that campus recreation has to offer should consult the Campus Recreation office. Participation is strictly voluntary, and all patrons are encouraged to have personal health insurance.

**Hannah McQueen**, *Assistant Director of Student Life for Campus Recreation*

Email: [hmcqueen@lander.edu](mailto:hmcqueen@lander.edu) | Phone: (864) 388-8739 | Office: Chandler Center, 241



## POST OFFICE

### SERVICE WINDOW

The campus post office is located in Genesis Hall. The Service Window is available for stamp purchases, mail/package pick up, and questions concerning mail delivery. Students will receive an email notification when packages are ready to be picked up. You must bring your Lander ID to the customer service window during normal business hours to claim your mail/package. Service Window hours: 8 a.m.–5 p.m. (M-F)

### LETTERS/PACKAGES

All letters and packages MUST have the box number and full, legal name listed - never use nicknames. Please use the following address format:

Student Name  
320 Stanley Avenue # (Box Number)  
Greenwood, SC 29649

### ADDRESS CHANGES

If a student moves off-campus or is away during the summer, the student is responsible for entering their correct mailing address in Banner. To change or to check your address, log into MyLander, click on Banner Self Service, click on personal information, and click on View/ Update Addresses and Phones. To make your address changes, click the Update Addresses and Phones link at the bottom of the page, and then follow on-screen instructions. Failure to enter your correct information will result in mail being returned to the sender.

### FORWARDING MAIL

Upon the student's graduation, withdrawal from the University, or moving off-campus, all first class letters will be forwarded to the address on file - up to one (1) month from the date of mailbox inactivation. All packages will be returned to sender unless you contact the Bearcat Shop to make payment arrangements for Fed-Ex to ship packages to the address on file.

### VIRTUAL MAILBOX NUMBER

To obtain your virtual mailbox number, log into Bearcat Web, go to the Student tab, and select Display Campus Box.

**Jamie Price**, *Director of Postal Center*

Email: [jprice@lander.edu](mailto:jprice@lander.edu) | Phone: (864) 388-8754 | Office: Genesis Building

## LANDER POLICE DEPARTMENT

The Lander University Police Department (LUPD) is directed by the Chief of University Police under the Division of Business and Finance.

### CAMPUS SAFETY & SECURITY

The primary objectives of the Lander University Police Department are to ensure the safety and welfare of the students, faculty, and staff of Lander University and to provide an atmosphere free of disruptions and interference to the learning experience. Service to the individual and the University community is LUPD's continuing goal. The Lander Police Department is charged with the enforcement of federal, state, and local laws, University rules and regulations, and administering the University vehicle registration and parking policies. For more information, go to Lander's website at [www.lander.edu/lupd](http://www.lander.edu/lupd)

### POLICE FORCE

Lander University police officers are appointed state constables by the governor of South Carolina and are fully certified police officers with statewide authority. The department also employs police officers from other agencies on a part-time basis.

### DISPATCH

LUPD operates on a 24-hour-a-day basis, with certified officers on duty always.

In case of emergency:

1. Dial 8911 if calling from a Campus Phone.
2. Dial (864) 388-8222 if calling from a cellphone (or) a phone off-campus.

### SAFETY PROGRAMS

The Lander University Police Department utilizes both reactive and proactive measures in its efforts to reduce crime on the campus. In addition to the deterrent effect of regular uniformed foot and vehicle patrols of the campus, the University Police Department emphasizes community awareness and interaction through the dissemination of crime prevention materials and by sponsoring programs for the campus community. Student groups or individuals who desire additional information or crime prevention material or who would like to schedule a program are encouraged to contact the Lander University Police Department's crime prevention officer or the Chief of University Police at (864) 388-8222.

### VEHICLE REGISTRATION, PARKING & TRAFFIC REGULATIONS

To maintain an orderly traffic flow and to assure fair and equal access to parking on the Lander University campus, the following parking regulations have been established. Our goal in developing these regulations is to make parking on campus as convenient and uncomplicated as possible. Your adherence to these regulations will help us to meet this goal.

#### **Zoned Parking**

Zoned Parking is enforced on Lander's campus between 7 a.m.- 5 p.m. (M-F). Please check with LUPD if you are unsure of any parking zones. Violators will be issued a citation and possibly towed. Each residence hall will have a permit with a designated color and the residence hall initials on the permit. Faculty, staff and commuter students will be allowed to park in all other parking lots on campus.

#### **Visitors' Parking Spaces**

Visitor's parking spaces are enforced between the hours of 7a.m.- 5p.m. (M-F), whenever the University is open. After hours, these spaces are open for general parking.

## Loading/Unloading

Individuals wishing to park in areas other than a designated parking space to load/unload their vehicle must first call the University Police Department at (864) 388-8222 to obtain approval. There is a 15-minute time limit for parking in this manner. *Under no circumstances are handicapped parking spaces, yellow zones, or landscape to be used for loading /unloading vehicles.*

## Towing Zones

Certain areas of the campus are designated as towing zones. These areas are clearly marked. Vehicles parking in these areas will be towed at the owner's expense. Vehicles will also be towed in cases where they are abandoned, disrupt the normal traffic flow, damage the landscape, or create a traffic hazard.

## Parking Permits

Parking permits are required between the hours of 7a.m. - 5p.m. (M-F) when the University is open. All vehicles parked on campus during these times must be properly registered and display a current parking permit. The permit should be displayed on the rear window of the driver's side. Payment for parking permits can be made online at [www.lander.edu/parking](http://www.lander.edu/parking) or in-person at Lander's Business Office (located in the Carnell Learning Center). You will need a copy of your vehicle registration in order to register the vehicle and obtain a parking permit.

## Student Parking Permits

Students wishing to purchase a parking permit for the entire year, including summer sessions, may do so during the fall semester for a cost of \$120. Student parking permits for summer sessions, when purchased separately, cost \$15. Students are allowed to have one (1) permit. It is a violation of this policy for anyone to obtain additional parking permits and transfer them to persons outside of their immediate family. Anyone found to be in violation of this policy will be subject to a fine of \$25.

## Guest Parking Permits

Guest parking permits are available **free of charge** at the University Police Department 24-hours a day for students and others who are using an unregistered vehicle on campus. Temporary parking permits are issued for a maximum of one (1) week for students who have a current parking permit.

## Handicapped Parking Permits

Temporary handicapped parking permits are available **free of charge** at the University Police Department 24-hours a day for students and others who are using an unregistered vehicle on campus. Temporary handicapped parking permits are issued for a maximum of two (2) weeks with a signed statement from a physician.

To obtain a temporary handicapped parking permit for longer than two (2) weeks, a signed statement from a physician must be furnished to the University Police Department. These permits are valid only on the Lander campus. All temporary handicapped parking permits must be renewed annually, including a new physician's statement dated within 30 days of the renewal application.

## CITATIONS

Students, faculty and staff whose vehicles are brought on campus are held responsible for any citations issued to that vehicle regardless of who may have been operating the vehicle at the time of the citation.

## Citation Notifications

A citation email notification will come from [Bearcatparking@lander.edu](mailto:Bearcatparking@lander.edu) and a citation will be left on your vehicle's front windshield.

## Citation Appeals

Whenever one feels that he/she has been improperly charged, appeals of parking citations and towing charges may be made to the traffic committee within five (5) business days of the citation whenever one feels that he/she has been improperly charged. Appeals can be submitted immediately after you have received an email notification online.

The person submitting the appeal will be advised of the results of the appeal by email. Arrangements for a personal appeal to the traffic committee are also made through the University Police Department. All Parking and Traffic Committee decisions are final. *Citations issued for parking in handicapped or reserved spaces are not appealable.*

## Citation Fees

Parking in a handicapped space	\$100
Parking in a fire lane	\$50
Careless driving	\$50
Parking in a service and delivery space	\$35
Parking in a visitor's space	\$35
Parking in a reserved parking space	\$75
Parking in a yellow zone	\$25
Improper parking	\$25
Fifteen Minute Parking	\$35
No parking permit	\$25
Fraudulent use of a parking permit	\$25
Failure to display parking permit	\$10
Failure to remove invalid permit	\$10
Boot Administration Fee (Fall '23)	\$100
Boot Administration Fee (Spring '24)	\$50
Boot Maintenance Fee	\$250

## Habitual Offenders

Once a person or vehicle has been established as a habitual offender, Deputy Chief will be notified. The third citation will have a note warning the driver that any further violations could result in the vehicle being booted or towed. If the violator is unknown, a citation will be issued informing them that future violations could result in the vehicle being towed.

## IMMOBILIZATION DEVICES – VEHICLE BOOTS

Upon the approval of the Chief or Deputy Chief of Police, Lander University Police Department may use vehicle immobilizers (also known as boots) as an additional parking enforcement tool. A vehicle boot is a device attached to the rear driver's side wheel, which immobilizes the vehicle until it is removed by authorities with a code.

Vehicle boots will be used under the following circumstances:

1. To immobilize vehicles that have been designated as habitual offenders. Habitual offender status is designated after a vehicle has received a third citation (as a warning) in a single academic year (from August through July).
2. To immobilize illegally parked unregistered vehicles to determine ownership.
3. Per the LUPD's discretion of law enforcement for safety and security needs.

### **Vehicle Boot Notification**

When a vehicle is booted, the office will send an email to the registrant's Lander University email account and/or leave a message on the registrant's designated contact phone advising of the vehicle's status. The officer placing the boot will also place a sticker on the driver's side window explaining how to remove the boot and to contact the LUPD.

### **Vehicle Boot Removal**

The registrant will have 48 hours in which to contact the Lander University Police Department for boot removal. After 48 hours, the vehicle will be subject to towing. Failure to provide appropriate contact information with the vehicle registration may result in the vehicle being towed. Arrangements for boot removal can be made by contacting the Lander University Police Department at (864) 388-8222. **Lander University Police Officers are the only authorized to personnel who can remove a boot from a vehicle.**

### **Vehicle Boot Removal Fee**

In order to have a boot removed, the violator must pay for a parking permit (boot administration fee) and all unpaid citations. **If a boot is removed by anyone other than an LUPD Officer, or is tampered with in any manner, a boot maintenance fee of \$250.00 will be applied.** The replacement cost will be levied for a damaged or lost boot. The policy can be found online at: [www.lander.edu/parking](http://www.lander.edu/parking)

## **CARELESS DRIVING**

It shall be unlawful for any person to operate a vehicle in a careless manner within the Lander campus community. Any person who drives any vehicle in such a manner as to indicate thoughtlessness, inadvertence, indifference, and freedom from care, is careless driving. The maximum legal speed on university property is 15 miles per hour throughout campus. *NOTE: State citations may be issued for any violation at the officer's discretion. State citations will be paid through the City of Greenwood Municipal Court.*

## **MOTORCYCLES / MOPEDS / MOTORIZED VEHICLES**

Motorcycles, mopeds, and any other type of motorized vehicles (apart from motorized wheelchairs) are subject to the same vehicle registration and parking regulations as any other motor vehicle. Motorcycles, mopeds, and any other type of motorized vehicles are to be parked only in designated parking spaces. They are not to be in any buildings (including residence halls), on sidewalks or on the lawns, and are subject to be impounded by University Police. Further, motorcycles, mopeds or any other type of motorized vehicles are not to be driven in any area of the campus, other than the streets and parking lots. They are not to be driven on sidewalks or in any other pedestrian traffic areas. Lander University vehicles, in performance of official duties, are exempt. For special events, permission may be obtained by contacting the Chief of University Police.

## **HOUSING COURTESY UNLOCK**

Students who are locked out of their rooms may call University Police (8222) for assistance. University Police will assist students in unlocking their room as a courtesy, one time only. Thereafter, there will be a

\$15 charge for unlocking doors and the Office of Housing and Residence Life will be notified. Students will be asked to identify themselves before a room is unlocked. Except for University officials, University Police personnel will not open a residence hall room for anyone who does not live in that room.

## LOST AND FOUND

Lost and found services are provided in the Lander University Police Department (LUPD). All articles found by students, faculty or staff should be turned in to this office. All unclaimed items will be disposed of at the end of each semester.

## ALCOHOL AT APPROVED EVENTS

Lander University permits the sale or use of alcoholic beverages **only at limited, preapproved events**. The serving of alcoholic beverages during any selected special events must be preapproved by the appropriate University officials and adhere to federal, state, and local laws regarding the sale, distribution, possession, and consumption of alcohol. Possession and consumption of beer, wine and distilled spirits is prohibited apart from approval on a per event basis. Applications for approval of these events are made through the Office of the Vice President for Student Affairs and must be made at least two weeks in advance to secure the appropriate approval. Only students 21 years of age or more will be permitted to possess or consume beer, wine, or distilled spirits at approved events.

## RIGHT OF PEACEFUL DEMONSTRATION, PETITION AND ASSEMBLY

Lander University honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. Inherent in this right is the right of each member of the university community to be free from coercion and harassment; therefore, the use of violence or force by students or any person is prohibited. Reference the [Student Code of Conduct](#) section.

No conduct which results in the disruption of the academic procedures or threatens any individual's freedom from coercion and harassment will be permitted. In addition, any intentional interference with or obstruction of any university activity, program, event, or facility is prohibited.

This includes the following:

1. Any unauthorized occupancy of University or University-controlled facilities, or blockage of access to/from such facilities.
2. Interference with the right of any University member or other authorized person to gain access to any University-controlled activity, program, event or facilities, or any obstruction or delay of a campus University Police officer or any University official in the performance of their duty.

## SOLICITATION

The state recognizes that each agency is legally responsible for promoting the efficiency of the public services it performs. The following rules on solicitation support this legal responsibility.

Lander University is an institution of higher learning in which students are free to pursue their academic endeavors. To enhance the educational atmosphere at Lander and at the same time balance the privacy of students and the right to engage in noncommercial solicitation, Lander has adopted the following restrictions with respect to time, place and manner of solicitation.

**Soliciting is limited to registered Lander student organizations and University departments.** Any outside organization or individual wishing to come on campus for this purpose must be sponsored by a registered student organization or University department.

Solicitation must not result in substantial disruption of, or material interference with, educational, administrative, or operational activities. To protect the privacy of resident students and provide them with maximum security, the following policies governing solicitation are especially important as they pertain to residence halls.

Solicitation is defined as contact for the purpose of:

1. Soliciting funds, sales, or demonstrations that result in sales.
2. Recruitment of members or support for an organization or cause.
3. Compiling data for surveys, programs, or other purposes.
4. Distributing advertising or other materials.

Lander University does not permit the operation of a privately operated business enterprise on its campus. All business enterprises operated on campus shall be operated as auxiliary enterprises and shall be under the direct management, control, and supervision of the Vice President for Business and Administration.

Business enterprise is defined as any undertaking of an individual or group which encompasses activities associated with the production, sale or distribution of products and services. The sale and distribution of products and services includes solicitation by way of direct selling and indirect selling by posters, flyers, handouts, or other promotional literature. Advertising of a private enterprise on campus is permitted only in approved campus publications, magazines, direct mail, or telephone. Posters, circulars, and windshield flyers are prohibited.

NOTE: Reference the [Registered Student Organizations](#) section for [fundraising policies](#) pertaining to Lander University student organizations.

## IDENTIFICATION CARDS

Students are expected to have their Lander ID cards with them at all times. Upon request of the faculty, staff or administration, students are to produce their ID. The Lander ID card serves to identify the student for library privileges, athletic events, social events, student wellness center and other University functions or services. All students are required to have IDs validated each semester or summer session.

Upon entering Lander University, each student is issued an identification card free of charge, which is to be used throughout one's enrollment at Lander. A \$15.00 fee is charged for each replacement ID.

The Lander ID is nontransferable. Any student transferring or tampering with his/her ID is subject to disciplinary actions, which could include suspension from Lander University. Tampering with an ID card includes changing any information on the card, as well as tampering with the validation sticker.

**Greg Allen**, *Chief of the Lander University Police Department*

Email: [gallen@lander.edu](mailto:gallen@lander.edu) | Phone: (864) 388-8222 | Office: 302 Hampton Avenue

Web: [www.lander.edu/lupd](http://www.lander.edu/lupd)

## CARE TEAM

The CARE Team addresses critical psychological, emotional, physical, behavioral, or other well-being concerns through review of situations/incidents, information gathering/sharing, and providing recommendations to ensure the safety of the University community.

The CARE Team seeks to intervene proactively to offer support and ensure individuals are connected with the appropriate resources. The mission of Lander’s CARE Team is to promote a safe, caring, and productive environment for all members of the university community. This is accomplished by addressing the needs of community members through collaboration, assessment, and when warranted, the implementation of individualized support plans or other interim measures.

To learn more about the CARE Team, go online to [www.lander.edu/care](http://www.lander.edu/care). To access policies specific to the CARE Team, go online to: [www.lander.edu/policies](http://www.lander.edu/policies).

**Ebonee Dendy**, *Director of CARE and Advocacy*

Email: [edendy@lander.edu](mailto:edendy@lander.edu) | Phone: (864) 388-8241 | Office: Grier Center, 349

Email: [CAREteam@lander.edu](mailto:CAREteam@lander.edu)

## STUDENT WELLNESS CENTER

The Student Wellness Center provides Lander students with a comprehensive continuum of care. Counseling Services, Health Services and Disability Services are housed together within the Center.

### REQUIRED IMMUNIZATIONS (ALL STUDENTS)

- Completed Health Services form
- MMR (measles, mumps, rubella) - 2 doses
- Tdap (tetanus, diphtheria, pertussis) - 1 dose within the past 10 years
- Meningococcal vaccine

### REQUIRED IMMUNIZATIONS (INTERNATIONAL STUDENTS)

- Completed Health Services form
- MMR (measles, mumps, rubella) - 2 doses
- Tdap (tetanus, diphtheria, pertussis) - 1 dose within the past 10 years
- Meningococcal vaccine
- QuantiFERON – TB Gold Plus laboratory study\* – within 72 hours after arrival to Lander University; must be completed on campus by Wellness Center

### RECOMMENDED IMMUNIZATIONS

- Hepatitis A
- Varicella
- Tuberculosis Screening
- Influenza
- COVID19

### INTERNATIONAL STUDENT ACCIDENT AND ILLNESS INSURANCE

All international students attending Lander University are required to purchase an accident and illness insurance plan that is designed for college students and endorsed by the University. This affordable, non-comprehensive insurance plan is designed to assist with accidents and emergency care - and is required only for international students. For more information, please contact the Office of International Programs located in Jackson Library, room 300 or call (864) 388–8578.



## WELLU PROGRAMS

The Student Wellness Center's education campaign, WellU, focuses on improving the physical and mental health of the students and employees of Lander University. WellU educational programming targets the American College Health Association's Healthy Campus, which empowers campus communities to improve health and well-being. It is the process of helping campus communities become the cornerstone of the campus by striving toward health equity and eliminating health disparities, support a community that increases academic success, student and faculty/staff retention, and life-long learning, and create a culture where social and physical environments promote health.

## TOBACCO-FREE CAMPUS POLICY AND CESSATION PROGRAMS

Lander University Student Wellness Center provides tobacco cessation programs and offers resources for any student interested in discontinuing tobacco use. For policy violation information specific to tobacco use, please reference the Student Code of Conduct section.

## SUBSTANCE USE TREATMENT

Lander University provides substance abuse counseling and referral services for any student seeking assistance for a substance use related issue. These services are provided in adherence to the Federal Government's Confidentially Regulations (42 CFR Part 2) and at no charge. The University recognizes that the illicit use of drugs may reflect emotional problems and will assist any student voluntarily reporting to counseling or health services for medical treatment. In addition to individual counseling and referral services, Lander University provides educational programs addressing the educational, emotional, health, legal, and social risks of substance misuse. For additional information, contact the Wellness Center at (864) 388-8885. For policy violation information specific to substance use, please reference the Student Code of Conduct section.

**Kim Shannon**, *Executive Director of Wellness and Holistic Support*

Email: [kshannon@lander.edu](mailto:kshannon@lander.edu) | Phone: (864) 388-8885 | Office: Genesis Hall

## HEALTH SERVICES

Student Health Services is located in Genesis Hall as part of the Student Wellness Center.

### HEALTH CARE

Students who have a health concern, become sick or injured, should come to Student Health Services for evaluation and/or treatment during regular office hours: 8 a.m. – 5 p.m. (M-F).

Students who need medical care must see the Campus Nurse, who will provide routine nursing treatment and determine if additional medical treatment is needed. If a physician is needed, the Health Services staff will schedule the appointment with one of the medical doctors at Montgomery Center for Family Medicine, who serve as University physicians.

Complimentary services provided by Student Health Services include:

1. Health assessment, planning, intervention, and evaluation by a registered nurse.
2. Consultation on health maintenance.
3. Health education and lifestyle management.
4. Blood pressure screening, strep pharyngitis testing, urinalysis and pregnancy testing.

Services available for a nominal fee:

1. Immunizations.
2. Laboratory testing. \*\*
3. Depo Provera<sup>®</sup> contraceptive injection (Montgomery Center for Family Medicine).
4. Purified Protein Derivative (PPD) placement and reading for tuberculin skin testing.

\*\* For a complete list of laboratory testing, please call (864) 388-8885.

## MONTGOMERY CENTER

The cost of doctor consultations for most acute illnesses (ear infections, sinus infections, etc.), and some limited diagnostic tests performed at the Montgomery Center *are covered by the Lander University contract.*

## OUT-OF-POCKET COSTS

The cost of general physical examinations or treatment of chronic illnesses are **not covered** and are the sole responsibility of the student. Services of medical personnel (other than those with the Montgomery Center), as well as any prescription medications, special treatments such as splinting, casting, x-rays, stitches, etc., are the financial responsibility of the student. Arrangements should be made in advance to care for these problems while attending Lander University. Call Student Health Services at (864) 388-8885 with any questions, or for assistance.

## AFTER HOURS

After normal office hours, students who are sick may use Express Medical Care, located at the intersection of Highway-72 /Highway-254 at the Rock Creek subdivision, or Doctors Care of Greenwood, located at 516 Montague Avenue. *NOTE: All after-hours care or emergency care costs are the responsibility of the student.*

## MEDICAL EMERGENCIES

In case of a medical emergency on campus, immediately report the name of the person, the location of the person and the nature of the problem to University Police by dialing 8911. University Police will respond and will notify Emergency Medical Services (EMS). EMS will transport students who require emergency treatment to Self-Regional Healthcare. *The student is responsible for all associated fees.*

## MEDICAL INSURANCE

It is strongly recommended that students have personal illness and injury insurance to cover costs generated by after-hours or emergency care. Students who do not have insurance should be prepared to pay for care at the time of service. Students who are uninsured should speak with Health Services personnel about their options for care in the community if care is required beyond the contractually provided limits.

Participation in physical activity always involves the risk of injury. It is very important that students have adequate illness and accident insurance coverage before enrolling in any physical education activity class or participating in intramural sports. Neither Lander University nor the Physical Education and Exercise Studies division are responsible for injuries or medical expenses resulting from participation in physical education activity courses or recreational sports.

## TUBERCULOSIS TESTING

The American College Health Association and the United States Centers for Disease Control and Prevention recommend tuberculosis testing for all international students arriving from countries where tuberculosis is endemic or recognized by the World Health Organization as having a high incidence, > or

equal to 20 cases per 100,000 population. The American College Health Association acknowledges the importance of accurate tuberculosis screening. The interferon- $\gamma$  release assay (IGRA) is widely recognized as a more reliable, accurate, method of tuberculosis screening over the tuberculin skin test (TST). TST testing, even if done within the last calendar year, will not be an acceptable substitution for IGRA screening after the student arrives at Lander University, for students entering from high-risk countries.

1. IGRA testing must be completed within 72 hours after the student's arrival to Lander University each time the student arrives from spending at least 30 calendar days in a country where tuberculosis is endemic.
2. To maintain consistency with testing standards and regulations, *IGRA testing performed outside of the United States will not be accepted.*
3. Students entering from countries with a low incidence of tuberculosis, < 20 cases per 100,000 population, will not be required to undergo tuberculosis screening when they arrive.

Questions concerning Student Health Services, or the Montgomery Center for Family Medicine, should be directed to the Student Health Services office at (864) 388-8885 or to the Vice President for Student Affairs.

**Amanda Truwell**, *Director of Health Services*

Email: [atruewell@lander.edu](mailto:atruewell@lander.edu) | Phone: (864) 388-8885 | Office: Genesis Hall

Web: [www.lander.edu/health](http://www.lander.edu/health)

## COUNSELING SERVICES

The Office of Counseling Services is located in Genesis Hall as part of the Student Wellness Center.

### COUNSELING

Counseling Services are provided to students to help them be academically, personally, and professionally successful. Services include individual counseling, group counseling, educational groups, crisis intervention, and case management. Although participation in counseling services is based on an individual's need, some common concerns include academic performance, anxiety, depression, family problems, homesickness, relationships, sexual assault/harassment, stress, and time management.

### VIRTUAL SERVICES

While virtual services are available, students who are enrolled in entirely online programs should contact the Wellness Center to determine eligibility for counseling based on their location and other factors.

### PROGRAMS/WORKSHOPS

Workshops and presentations are also offered on a variety of topics. Topics may include depression, diversity, healthy eating, healthy coping, healthy living, leadership, personality styles, stress management, time management and study skills. Program and workshop requests may be tailored to meet the needs of the requesting person/group.

## CONFIDENTIALITY

All services are confidential and provided at no charge. Counseling Services can be scheduled by calling the Wellness Center at 864-388-8885 for an appointment.

## REFERRALS

Referral services and assistance in locating local providers is available to all students.

## AFTER-HOURS

For after-hours concerns or emergencies, please call the Lander University Police Department at (864) 388-8911 to access the counselor on call.

**Justin Brewer**, *Director of Counseling*

Email: [jbrewer@lander.edu](mailto:jbrewer@lander.edu) | Phone: (864) 388-8885 | Office: Genesis Hall

Web: [www.lander.edu/counseling-services](http://www.lander.edu/counseling-services)

## DISABILITY SERVICES

The Office of Disability Services is located in Genesis Hall as part of the Student Wellness Center.

### ACCESSIBILITY AND EQUAL ACCESS

Lander University recognizes its responsibility to assist academically qualified students with disabilities to achieve their academic goals. To this end, Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible to students with disabilities. Elevators and lift devices, reserved parking spaces, properly equipped restrooms and ramps are available.

In addition to removing physical barriers, Lander University is committed to ensuring equal access to academic and non-academic programs. While Lander University will neither lower its academic standards nor alter degree requirements, it will make appropriate academic adjustments and reasonable modifications to policies and practices to allow the full participation of students with disabilities in the same programs and activities available to students without disabilities. The modifications do not give students with disabilities a competitive edge but eliminate competitive disadvantages, as required by the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

### COORDINATION OF DISABILITY SERVICES

Lander University is committed to making programs and activities available to qualified students with disabilities. The Director of Disability Services is responsible for advocacy, coordination of services and provision of reasonable accommodations based on a documented disability. The Director acts as a liaison between students and faculty/administration for students with disabilities. The Director is also available to meet with prospective students to discuss services available at Lander University.

### REASONABLE ACCOMMODATIONS

Reasonable accommodation for a student with a documented disability are determined on a case-by-case basis by the student and the coordinator, and are based on the information contained in a personal interview, as well as documentation which must include:

1. Specific diagnosis, and

2. Accommodation requested, along with an accompanying rationale. This documentation should not be more than three (3) years old. The student is responsible for providing such documentation prepared by a qualified licensed provider or specialist.

Following receipt of the documentation and signed permission for release of information, the Director of Disability Services will inform the student's professors of the student's disability and the required accommodations for each semester that the student attends Lander University. This communication will take place at the beginning of each semester.

It is required that students with accommodations meet with each of their professors every semester to discuss their needs. A student wishing to discontinue the issuance of this information may do so by putting this request in writing to the Office of Disability Services. It is strongly recommended that students with documented disabilities meet with the Director of Disability Services each semester that the student attends Lander University in order to review the accommodations process.

The Student Success Center (SSC), located in Genesis Hall, will serve as the testing location if you and your professor agree that the SSC will be better suited to achieve reasonable accommodations.

## AMERICANS WITH DISABILITIES ACT (ADA)

Lander University has made, and will continue to make, every effort to ensure that accommodations are provided to students with disabilities. If you feel like accommodations are not provided in an appropriate manner, you have a right to file a complaint with the Office of Disabilities. (Email: [sabney@lander.edu](mailto:sabney@lander.edu))

## PROTOCOL FOR FILING A DISABILITY COMPLAINT

Prior to filing a complaint with the Office of Disabilities, students are encouraged to speak with the faculty or staff member in hopes of a resolution. If a resolution is not possible, the following protocol should be followed:

1. Student meets with the Director of Disability Services to discuss their concern. The student is advised of the steps involved in filing a complaint. The Director of Disability Services will contact the staff or faculty member named in the complaint to discuss the problem. If a resolution can be reached at this stage, the complaint goes no further.
2. If a resolution cannot be reached, all facts are brought before the Disability Accommodations Committee as soon as possible. This committee reviews the facts of the complaint and any appropriate court rulings related to the complaint. The names of the student, faculty and/or staff member are deleted from the record. The Disability Accommodations Committee discusses the case and presents their findings in the form of a recommendation.
3. The Director of Disability Services meets with the faculty member and their department head, or the staff person and their supervisor, to discuss the recommendation of the committee. If necessary, the faculty member or staff person will advise the Director of Disability Services if they are willing to abide by the recommendation of the committee.
4. The Director of Disability Services meets with the student to discuss the recommendation of the committee, and, if necessary, the decision of the faculty member or staff person.

## HOUSING ACCOMMODATION REQUESTS

Lander University will consider requests for reasonable housing accommodations by students that have a qualified disability as defined by the Americans with Disabilities Act (ADA). It is the sole responsibility of

the student to obtain and provide sufficient medical documentation supporting the need for an accommodation.

Each request is considered independently and the University's decision to make an accommodation will be based on the specific facts and circumstances as provided by the student, student's doctor and/or other individuals. The University cannot guarantee accommodation will be made for requests and/or documentation received after the deadline.

Deadlines for submitting a written housing accommodation request, *including sufficient supporting medical documentation*, are listed below:

- Returning Students: February 1
- Incoming Students: March 1

All written Housing Accommodation Requests *must be submitted to the Office of Disability Services*:  
Lander University Wellness Center, Genesis Hall  
Office of Student Disability Services  
CPO Box 6045  
Greenwood, S.C. 29649

The Office of Student Disability Services will consult with the Department of Housing and Residence Life to consider the accommodation requested. The University will only accept written requests for a housing accommodation. To assist the student with requesting an accommodation, the University has created a Request for Housing Accommodation Form. This form can be obtained in the Office of Student Disability Services. A student who wishes to provide a written request in any other fashion (such as a letter) must, at minimum, provide the same information as required on the form.

Important information regarding special accommodation requests:

1. The fact of medical diagnosis does not guarantee or automatically qualify the student for a special or priority room assignment.
2. Lander University provides many types of housing in multiple residence halls. Statements or recommendations from your physician or treating medical professional should not be interpreted as automatic approval of a specific housing accommodation or room assignment.
3. Housing and Residence Life is unable to provide special housing accommodations based solely on a diagnosis of ADD, ADHD, anxiety, and depression.
4. Disability or specific medical need will take priority over residence hall preference.

Accommodations are provided to the individual student, if approved, not to her/his group or preferred roommates. The student is required to assess the importance and significance of the accommodation versus preference of roommate(s) or residence hall. *Single-occupancy rooms are very limited in on-campus housing and may not be recommended except in cases involving clear and substantiated need.*

If the specific request cannot be fulfilled, the University will work with the student to find a comparable, convenient, and accessible housing alternative, within the limitations and/or needs presented by the student. Where an accommodation must be made because of a disability, the University will consider exceptions to its general room rate structure, unless doing so would result in a fundamental alteration to its housing program and/or financial concern for the University.

## SERVICE AND ASSISTANCE ANIMALS

Lander University recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Assistance Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Lander University is committed to allowing individuals with disabilities the use of a service animal on campus to facilitate their full-participation and equal access to the University’s programs and activities. The University is also committed to allowing assistance animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy in University housing.

The University’s Service Animal Policy and Agreement may be accessed online [www.lander.edu/disability-services](http://www.lander.edu/disability-services). Questions related to the use of service or assistance animals on Lander University's campus should be directed to the Director of Disability Services via email, [sabney@lander.edu](mailto:sabney@lander.edu) or phone (864) 388-8885.

## LACTATION ACCOMMODATION POLICY

Lander University has taken measures to ensure that all faculty, staff, spouses, students, and visitors are provided with adequate accommodations for the expression of milk for breastfeeding. This policy applies to Lander University employees, spouses, students, and visitors who need lactation accommodations for breastfeeding and expression of breast milk.

### Purpose/Rationale

Lander University recognizes the importance of breastfeeding and promotes optimal nutrition for pregnant women and young children. The University will take all appropriate measures to accommodate and set an example for faculty, staff, spouses, students, and visitors by promoting breastfeeding in the workplace. This policy will also serve to promote breastfeeding as a normal part of daily life and is an important part of community support for breastfeeding.

## LACTATION ACCOMMODATIONS

A secure private room (located on the 3rd floor of the Jackson Library) will be made accessible where a nursing woman can nurse an infant, or express breast milk, to be stored for later use. Participants may call ahead to inquire as to whether the room is in use. All breastfeeding women are accommodated by having access to:

- A comfortable chair for use while breastfeeding.
- A table to support their own personal breast pumps and/or supplies.
- Washing facilities and hand gel for hands and equipment.

*\*NOTE: Lander University is not responsible for the security of any items left in the room. (Submitted: March 13, 2020)*

**Sam Abney**, Director of Disability Services

Email: [sabney@lander.edu](mailto:sabney@lander.edu) | Phone: (864) 388-8885 | Office: Genesis Hall

Web: [www.lander.edu/wellness](http://www.lander.edu/wellness)

## MILITARY & VETERAN SERVICES

Lander University is approved by the United States Department of Veterans Affairs (VA) as a training facility for eligible veterans, service persons, reservists, widows, and children of veterans. Eligibility and equivalent educational benefits are determined by the Veterans Administration (VA). The Office of Military & Veteran Services along with the certifying official, collects, completes, and processes the required substantiating documentation.

This Office offers information about services on campus to assist with educational, career, personal and financial concerns. The Office also serves as a point-of-contact and direct liaison between the veteran, the University, and the Veterans Administration. The Director of Military & Veteran Services and certifying official(s) are employees of Lander University, not part of the Veterans Administration.

### GENERAL INFORMATION

Veterans Administration programs and policies, and University services and procedures, change frequently. Students should maintain contact with the Office of Military & Veteran Services and the school's certifying official.

If a student considers withdrawing from the University, dropping a course that changes his/her training time, or changing his/her major, they should contact the Lander certifying official before making any changes. Dropping the enrolled credit load below the minimum may result in a retroactive reduction in benefits and a debt to the Veterans Administration. Several different methods are used to collect overpayments. A statement of mitigating circumstances and supporting documentation may need to be submitted to the VA.

Benefits will not be paid for audited courses, unnecessary repeats, or courses that do not count toward graduation. Benefits will be discontinued if you do not maintain satisfactory academic progress. Special tuition rates are available for incoming undergraduate students who are South Carolina National Guard active-duty personnel and military family members.

### APPLYING FOR BENEFITS

Students may apply for educational benefits after being accepted to the University. Information regarding eligibility, applications, and certification may be obtained from the Veterans Administration website or Office of Military & Veteran Services at Lander University in the Enrollment Management Department, located on the third floor of the Grier Student Center.

Upon receipt of all required documentation, the certifying official will forward an enrollment certification to the Veterans Administration regional office. Paperwork will not be prepared automatically nor forwarded to the Veterans Administration for processing and payment without the student's request.

**Jason Smith**, *Director of Veteran Services*

Email: [jsmith4@lander.edu](mailto:jsmith4@lander.edu) | Phone: (864) 388-8331 | Office: Grier Center, 374



## CAMPUS ACTIVITIES

Lander University provides a well-balanced program of co-curricular activities and encourages student participation in these and other aspects of University life. Each member of the University community, through student organizations, intramural sports, fraternities, and sororities, has an opportunity to gain valuable practical experience in leadership and human relations which can enrich their life far beyond their university years.

To offer opportunities for personal development, the University sponsors a variety of programs, formal and informal, through which students may broaden their educational experience. The Department of Student Life sponsors dances, concerts, movies, comedy groups and other programs on the lighter side for students and their guests.

Student-faculty interaction is encouraged through field trips, visits to other campuses for cultural offerings, sports events, and social occasions. Students are urged to become involved with Lander University, both through their classroom activities and through the multifaceted co-curricular programs available.

**Nadia Crawford**, *Assistant Director of Student Life for Programming and Events*

Email: [ncrawford@lander.edu](mailto:ncrawford@lander.edu) | Phone: (864) 388-8244 | Office: Grier Center, 340

## LANDER TRADITIONS

### LAUNCH INTO LANDER

Launch into Lander is our “welcome week” which begins on Move-In Day and offers more than a week of activities, events, and fun to introduce students to the Lander campus life.

### GREEK WEEK

This week is sponsored by the Greek council and features competition among the Greek organizations. Traditionally, fraternity and sorority members host a day of service or fundraising for a local charity.

### FAMILY WEEKEND

This event is held during the fall semester to offer families an opportunity to visit the campus. Various activities are provided for the enjoyment of students and their families.

### MISS LANDER PAGEANT

The Miss Lander pageant is held annually on campus. This pageant is open to all female students and is sponsored by Lander's student chapter of the National Association for Music Education (NAFME).

### MOONSHINE RUN

This event has become a Halloween-time tradition on our campus! It is a fun glow-run that brings awareness to alcohol and drug habits and prevention through bringing both community and university organizations on site with games, activities, and info. These partners bring both educational and recreational resources that help students find healthy alternatives to alcohol and drugs and to gain knowledge of and to avoid the issues that arise from misuse of them. We then get glow sticks, necklaces, and paint on and run/walk around our beautiful campus right as dusk hits.

## HOLIDAY TREE LIGHTING

Each year, the Lander University community comes together to celebrate the upcoming holiday season with this fun, nighttime event. This new tradition began in 2015 on campus and takes place every year during the week following Thanksgiving. Activities have included pictures with Santa, live musical performances, ice skating, fun competitions, horse-drawn carriage rides, festive snacks, and the lighting of the campus holiday tree.

## HOMECOMING

This event is held during the spring semester and features a week of special activities. Traditions include a soap box race and banner and talent competitions among the student organizations and student groups. Other homecoming activities include performers, bonfires, and concerts. The week of activities culminates with a tailgate lunch on Saturday, followed by the homecoming basketball games, at which time the homecoming king, queen and courts are presented.

## GLOBAL REC FEST

This spring event began in 2016 and has been a staple ever since. The Global Rec Fest is a collaborative event between Campus Recreation and Lander Dining, highlighting international cultures through sport and cuisine. Designed as a walking street fest with sport demonstrations and food samples throughout, it has become one of the most anticipated events each year.

## SENIOR WEEK

At the end of the spring semester, the Alumni and Student Affairs offices host a week of events for graduating seniors and their families.

## STUDENT LIFE AWARDS CEREMONY

This annual ceremony recognizes and honors student organizations, members, and advisors. The Samuel and Laura Lander Man and Woman of the Year are among the awards presented.

# HOUSING & RESIDENCE LIFE

Residential living at Lander University is an important part of University life. Housing units range from traditional residence halls to apartment-style living. Living on campus is more than just having a place to study and sleep. A student living on campus will experience new opportunities, such as an opportunity to develop new personal relationships, self-regulations and more freedom, and responsibilities. With this freedom, a student must discipline him/herself to manage his/her time effectively so he/she will have ample time for study, sleep and other activities that are available.

## ROOM AND BOARD FEES

Room and board charges and the academic fees will be billed to all students prior to each semester by the Student Accounts office.

## DAMAGE/LOSS OF PROPERTY

The University shall not be liable for damage to, or loss of, any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators or otherwise while on the leased premises or in any storage space in the building. All personal property in any part of the building within the control of the student shall be at the sole risk of the student. It is the student's

obligation to insure his/her personal property.

## RESIDENCE HALL INSPECTIONS/SECURITY/SEARCHES

The University reserves the right periodically to inventory University property and to conduct maintenance and safety and health inspections of rooms. These inspections will be held during official recesses and at other times, in the latter case after 24-hour notice (when practicable) and in the presence of the occupant(s) when practicable.

The University reserves the right to enter individual student rooms in emergency situations. Reasonable effort will be made to notify the occupants in advance of such an entry. This does not prohibit normal inspections of University housing or other facilities for maintenance, health or safety purposes.

## GUIDE TO COMMUNITY LIVING

*Community Living: A Guide to Residence Halls* is a publication specific to issues concerning housing and residence life. Students are responsible for complying with policies as noted in this publication. Failure to abide by regulations is likely to result in disciplinary action. *Community Living: A Guide to Residence Halls* may be accessed online at: [www.lander.edu/housing](http://www.lander.edu/housing) (Community Living & Housing Contract).

## RESIDENCE LIFE CONTRACT VIOLATIONS

The Department of Housing & Residence Life may levy fines and evoke other sanctions for violations of other regulations covered in the residence hall contract. Students are encouraged to contact the Housing Office if they have any questions regarding the residence hall contract.

## RESIDENCY REQUIREMENT

Lander University is committed to providing its students with a comprehensive educational experience. By requiring all first-year students to reside in on-campus housing, we are committing ourselves to the growth and development of our students inside and outside the classroom.

All first-time freshman students under the age of 21 prior to the first official opening day of the residence halls for the academic year are required to live in Lander University housing for the fall and spring semesters. A first-time freshman is defined as a student who is entering college for the first time and has less than 30 earned credit hours.

## HOUSING EXEMPTIONS/WAIVERS

Exemptions/waivers of this requirement may be granted to students who meet one or more of the following criteria:

1. Students whose home address is within 20 miles of 320 Stanley Avenue, Greenwood, SC 29649 OR within Greenwood County AND live with one or both parents/legal guardians, a grandparent, or a married sibling.
2. Students who are married or who are parents.
3. Students who are active military members or veterans.
4. Students who are experiencing medical/financial hardship.
5. Students who are first-time freshmen that are 21 or older.

## HOUSING EXEMPTION REQUESTS

Students who meet any of the above criteria may apply for an exemption on the Housing Portal located within MyLander. Responses are delivered to the student's Lander University email and generally take 5-10 business days. Please note that additional documentation may be requested for some exemption/waiver requests.

## HOUSING EXEMPTION APPEALS

Students who wish to file an appeal must submit the housing appeal form no later than 30 days prior to the beginning of the semester of initial enrollment. Appeal forms may be found online at: [www.lander.edu/housing](http://www.lander.edu/housing) (Apply for Housing).

## HOUSING TRANSPORTATION

All transportation rules and regulations, along with schedules for the Lander Line and Bearcat Shuttle services may be found online at: [www.lander.edu/housing](http://www.lander.edu/housing) (Transportation). Changes to usual scheduled pick-up/drop-off times and locations are sent to each residential student's Lander University email.

**Catherine Covar**, *Director of Housing and Residence Life*

Email: [ccovar@lander.edu](mailto:ccovar@lander.edu) | Phone: (864) 388-8174 | Office: Grier Center, 318

Web: <https://lander.edu/housing>

## STUDENT COMMITTEE APPOINTMENTS

Lander University recognizes that co-curricular activities and the participation in serving on committees of the University are an important part of the overall educational experience and thus promote the membership of students on various University committees. Upon recommendation by the Vice President for Student Affairs, students are appointed by the president to serve on committees.

Students may serve on the following University committees:

1. Advisory Committee on the Disabled
2. Athletics Committee
3. Co-curricular Programs Committee
4. Orientation Advisory Committee
5. Lander Health Advisory Committee
6. Parking and Traffic Committee
7. Public Safety Committee
8. Retention Council
9. Student Life Council

## STUDENT COMPLAINTS & INQUIRIES

Consistent with our statement of student experience for students to “enjoy a comprehensive, transformative and experiential learning process that provides a broad and thorough knowledge, fostering: Creativity, scholarship and independent thinking, effective communication, innovative problem-solving and analytical reasoning skills, high ethical standards and professionalism, values of diversity, inclusiveness and respect for all people, cultures, and perspectives and, community engagement, service to others and responsible citizenship.”

We are committed to providing students access and assistance to resources if a concern, complaint, or appeal arises. The Vice President for Student Affairs or appointed designee provides assistance to any student with a complaint by helping the student determine the nature of the complaint and by ensuring the student has recourse through the appropriate policies and procedures impacted by the complaint. Complaints for which there are no formalized committee structures or procedures are handled in an expeditious manner.

In most situations, resolution should be sought through an informal process in which the student discusses the complaint directly with the individual (faculty/staff/department representative) involved. These complaints generally follow the chain of command for resolution.

A student concerned about a policy or procedure of a particular department/division/college on campus being incorrectly or objectively followed has recourse by filing a complaint. Below are the steps in addressing a general complaint or inquiry for which there is no formalized committee structure or procedure.

### STUDENT COMPLAINT AND INQUIRY PROCESS PROTOCOL FOR INSTRUCTIONAL COMPLAINTS

To resolve the matter on an informal basis, the student(s) may discuss the issue directly with the faculty member involved. If the matter is not resolved, then the student may take the following steps.

1. Meet with department chair and faculty member to resolve issue on an informal basis. If not resolved, then...
2. Meet with college dean to resolve issue. If not resolved, then...
3. Complete and submit a student complaint and inquiry form to the Vice President for Academic Affairs or designee.

### PROTOCOL FOR NON-INSTRUCTIONAL COMPLAINTS

1. Discuss issue directly with person involved to resolve matter on an informal basis. If not resolved, then
2. Meet with supervisor (move up chain of command) to resolve issue on an informal basis. If not resolved, then
3. Continue to move up chain of command and meet with next higher-level supervisor to resolve issue. If not resolved, then
4. Complete and submit a student complaint and inquiry form to the Vice President for Student Affairs or designee.

If resolution of a complaint cannot be reached through the informal student complaint and inquiry process, then one may choose to file a complaint form with the Vice President for Student Affairs (864-388-8239) or the Vice President for Academic Affairs (864-388-8320). This form may be accessed online at the following link: [https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=12](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=12).

## STANDING COMMITTEES FOR COMPLAINTS AND APPEALS

Some types of complaints can be anticipated and are specifically addressed by standing committees or other administrative policies and procedures.

1. Complaints about instruction (particularly grades, grade appeals and grading procedures) and the application of academic honors policy to candidates for graduation are handled according to the provisions of the Senate Grade and Academic Appeal Committee.
2. Complaints and/or appeals generally related to improper personal student behavior(s) are handled according to the provisions of the Academic Honor Council, the Office of Student Conduct, the Student Conduct Committee, or other judicial authority.
3. Exceptions to academic policy are handled according to the provisions of the Petitions Committee.
4. Complaints related to Americans with Disabilities Act (ADA) compliance or similar issues are managed according to the provisions of the Advisory Committee of the Disabled. Complaints regarding student-specific accommodations not being provided are addressed according to the protocol for filing a complaint with the Office of Disabilities and by the Disabilities Accommodation Review Committee.
5. Complaints related to sexual harassment and sexual violence are addressed according to the provisions described in the Sexual Harassment and Sexual Violence Policy, which can be found online at: [www.lander.edu/titleix](http://www.lander.edu/titleix). Matters deemed Title IX are resolved in accordance with the Title IX Resolution Procedures (refer to [Policy](#))
6. Complaints related to non-discrimination and anti-harassment in both employment and access to educational opportunities are addressed according to the provisions described in the Non-discrimination and Anti-Harassment Policy, which can be found online at: [www.lander.edu/titleix](http://www.lander.edu/titleix)
7. Complaints related to the awarding of scholarships are handled according to the provisions of the Financial Aid Scholarships Committee.
8. Parking fine appeals are handled according to the provisions of the Parking and Traffic Committee.
9. Housing contract appeals are handled according to the provisions of the Housing Appeals Committee.

## SPIRIT PROGRAM

The Lander University Cheerleaders, Dance Team and the Mascot are housed under the Athletics Department and contribute significantly to the Athletics program and school spirit.

### CHEERLEADING

The purpose of the Lander University cheerleaders is to provide support and crowd leadership to the Lander University Athletics program and serve as ambassadors for the University. The team cheers at all home basketball games and travels to a few away games. The Cheer Team also represents the University at competitive cheerleading events. The team also participates in community events and University-sponsored activities. It is the goal of the cheerleading program to make any event they are involved in more enjoyable for everyone by raising energy and spirit levels. Tryouts are held annually.

### DANCE TEAM

The purpose of the Dance Team is to provide support and entertainment for the Lander University Athletics programs and serve as ambassadors for the University. The team dances at all home basketball games and travels to a few away games. The Dance Team also represents the University at competitive dance events. The team also participates in community and University-sponsored activities. Tryouts are held annually.

### MASCOT

The purpose of the mascot is to increase crowd enjoyment and bring about full support of students and spectators to help the athletic teams play their best. In general, attendance of the mascot is limited to athletic and university-sponsored events. However, the mascot may represent the university in the community by making appearances at approved special events in the community once the event has been approved by the university and availability of the mascot. A minimum of a two-week notice is required for special appearance requests. Tryouts are held annually.

**Kim Schoolfield**, *Coach, Spirit Program Coordinator*

Email: [kschoolfield@lander.edu](mailto:kschoolfield@lander.edu) | Phone: (864) 388-8770 | Office: Finis Horne Arena

## INTERCOLLEGIATE ATHLETICS

Lander University's Athletics program is a member of NCAA Division II and is aligned in the Peach Belt Conference, which consists of ten (10) full-time member institutions covering South Carolina, Georgia, and Florida. With an athletic history that dates back to 1968, when Finis Horne launched the first men's basketball program, Lander has been competitive on the conference, regional and national level.

### Lander Bearcats

Lander athletic teams, with the colors of royal blue and gold, are known as the Bearcats. More than 700 student-athletes represent Lander in intercollegiate competition.

### Bearcat Club

The Bearcat Club provides financial support to the Lander University Athletics Department through private investments and participation at athletic events. To learn more about the Bearcat Club, find game schedules, team rosters, and more, go online to: [www.landerbearcats.com](http://www.landerbearcats.com).

## MEN'S VARSITY SPORTS

The University's Athletics program offers the following men's varsity sports:

1. [Baseball](#)
2. [Basketball](#)
3. [Cross Country](#)
4. [Golf](#)
5. [Lacrosse](#)
6. [Soccer](#)
7. [Tennis](#)
8. [Track & Field](#)
9. [Wrestling](#)

## WOMEN'S VARSITY SPORTS

The University's Athletics program offers the following women's varsity sports:

1. [Acrobatics & Tumbling](#)
2. [Basketball](#)
3. [Cross Country](#)
4. [Field Hockey](#)
5. [Golf](#)
6. [Lacrosse](#)
7. [Rugby](#)
8. [Soccer](#)
9. [Softball](#)
10. [Tennis](#)
11. [Track & Field](#)
12. [Volleyball](#)

## CLUB SPORTS

Students may participate in the following club sports:

1. [Rugby](#)
2. [Bass Fishing](#)
3. [E-Sports](#)
4. [Cheer](#)
5. [Dance](#)
6. [Equestrian Team](#)



## ATHLETICS STAFF

<b><u>NAME</u></b>	<b><u>JOB TITLE</u></b>	<b><u>EMAIL</u></b>	<b><u>PHONE</u></b>
<b>Sophia Adams</b>	Assistant Athletic Trainer	<a href="mailto:sbonadies@lander.edu">sbonadies@lander.edu</a>	864-388-8532
<b>Kent Atkins</b>	Associate Director for Facilities	<a href="mailto:katkins@lander.edu">katkins@lander.edu</a>	864-388-8818
<b>Ashlyn Atnip</b>	Assistant Athletic Trainer	<a href="mailto:aatnip@lander.edu">aatnip@lander.edu</a>	864-388-8316
<b>Chris Ayer</b>	Head Coach, Women's Soccer	<a href="mailto:cayer@lander.edu">cayer@lander.edu</a>	864-388-8694
<b>Buckley Billings</b>	Head Coach, Men's & Women's Rugby	<a href="mailto:bbillings@lander.edu">bbillings@lander.edu</a>	864-388-8415
<b>Mike Brown</b>	Assistant Coach, Men's Basketball	<a href="mailto:mbrown3@lander.edu">mbrown3@lander.edu</a>	864-388-8026
<b>Rob Buckley</b>	Assistant Coach, JV Baseball	<a href="mailto:rbuckley@lander.edu">rbuckley@lander.edu</a>	864-388-8316
<b>Lizzy Builta</b>	Assistant Athletic Trainer	<a href="mailto:ebuilta@lander.edu">ebuilta@lander.edu</a>	864-388-8281
<b>Justin Burger</b>	Director of Marketing & Productions	<a href="mailto:jburger@lander.edu">jburger@lander.edu</a>	864-388-8288
<b>Jason Burke</b>	Head Coach, Baseball	<a href="mailto:jburke1@lander.edu">jburke1@lander.edu</a>	864-388-8961
<b>Harrison Burton</b>	Assistant Coach, Men's Basketball	<a href="mailto:wburton@lander.edu">wburton@lander.edu</a>	864-388-8316
<b>Lauren Chong</b>	Assistant Coach, Women's Lacrosse	<a href="mailto:lchong@lander.edu">lchong@lander.edu</a>	864.388.8415
<b>Amy Cobb</b>	Head Coach, Equestrian	<a href="mailto:acobb1@lander.edu">acobb1@lander.edu</a>	864-388-8586
<b>Brandon Cobb</b>	Director of Bass Fishing	<a href="mailto:bcobb@lander.edu">bcobb@lander.edu</a>	864-388-8000
<b>Bob Dachille</b>	Head Coach, Women's Lacrosse	<a href="mailto:rdachille@lander.edu">rdachille@lander.edu</a>	864-388-8415
<b>Sarah DiSpaltro</b>	Head Coach, Acrobatics & Tumbling	<a href="mailto:sdispaltro@lander.edu">sdispaltro@lander.edu</a>	864-388-8415
<b>Trung Duong</b>	Assistant Coach, Wrestling	<a href="mailto:tduong@lander.edu">tduong@lander.edu</a>	864-388-8415
<b>Michael Elliott</b>	Assistant Coach, Wrestling	<a href="mailto:melliott@lander.edu">melliott@lander.edu</a>	864-388-8316
<b>Chris Freije</b>	Assistant Coach, Wrestling	<a href="mailto:cfreije@lander.edu">cfreije@lander.edu</a>	864-388-8415
<b>Stephanie Gehlhausen</b>	Head Coach, Women's Basketball	<a href="mailto:sgehlhausen@lander.edu">sgehlhausen@lander.edu</a>	864-388-8257
<b>Maddie Gibbs</b>	Head Coach, Softball	<a href="mailto:mevans@lander.edu">mevans@lander.edu</a>	864-388-8691
<b>Bailee Glover</b>	Assistant Coach, Softball,	<a href="mailto:bglover@landere.edu">bglover@landere.edu</a>	864-388-8316
<b>Susan Going</b>	Faculty Athletics Representative	<a href="mailto:sgoing@lander.edu">sgoing@lander.edu</a>	864-388-8042
<b>Christopher Hippenmeyer</b>	Assistant Athletics Trainer	<a href="mailto:chippenmeyer@lander.edu">chippenmeyer@lander.edu</a>	864-388-8532
<b>Thomas Holland</b>	Assistant Athletic Director for Sports Media	<a href="mailto:tholland@lander.edu">tholland@lander.edu</a>	864-388-8962
<b>Daniel Holt</b>	Assistant Athletic Trainer	<a href="mailto:dholt@lander.edu">dholt@lander.edu</a>	864-388-8281
<b>Jordan Jacobs</b>	Head Coach, Strength & Conditioning	<a href="mailto:jjacobs@lander.edu">jjacobs@lander.edu</a>	864-388-8219
<b>John Jordan, Jr. (JJ)</b>	Assistant Coach, Men's & Women's Golf	<a href="mailto:jjordan@lander.edu">jjordan@lander.edu</a>	864-388-8758
<b>Hunter Julius</b>	Assistant Sports Information Director	<a href="mailto:hjulius@lander.edu">hjulus@lander.edu</a>	864-388-8962
<b>Turner Kirby</b>	Assistant Director, Sports Information	<a href="mailto:tkirby@lander.edu">tkirby@lander.edu</a>	864-388-8316
<b>Erika Koizumi</b>	Assistant Coach, Cheer	<a href="mailto:ekoizumi@land.edu">ekoizumi@land.edu</a>	864-388-8316
<b>Raymond Carl (RC) LaHaye</b>	Head Coach, Wrestling	<a href="mailto:rlahaye@lander.edu">rlahaye@lander.edu</a>	864-388-9885
<b>Andrew Lankarge</b>	Assistant Coach, Strength & Conditioning	<a href="mailto:alankarge@lander.edu">alankarge@lander.edu</a>	864-388-8219
<b>Tony LePore</b>	Head Coach, Men's Lacrosse	<a href="mailto:alepore@lander.edu">alepore@lander.edu</a>	864-388-8415
<b>Kristina Maclure</b>	Assistant Coach, Strength & Conditioning	<a href="mailto:kmaclure@lander.edu">kmaclure@lander.edu</a>	864-388-8316
<b>Jason Madvig</b>	Assistant Coach, Women's Soccer	<a href="mailto:cmadvig@lander.edu">cmadvig@lander.edu</a>	864-388-8316
<b>TBD</b>	Head Coach, eSports	TBD	864-388-8746
<b>Jamie Morris</b>	Assistant Athletic Trainer	<a href="mailto:jmorris@lander.edu">jmorris@lander.edu</a>	864-388-8532

<b><u>NAME</u></b>	<b><u>JOB TITLE</u></b>	<b><u>EMAIL</u></b>	<b><u>PHONE</u></b>
<b>Arie Catherine O'Dell</b>	Assistant Coach, Dance	<a href="mailto:aodell@lander.edu">aodell@lander.edu</a>	864-388-8316
<b>Aly O'Reilly</b>	Assistant Athletic Trainer	<a href="mailto:aoreilly@lander.edu">aoreilly@lander.edu</a>	864-388-8316
<b>Ken Pape</b>	Head Coach, Women's Rugby	<a href="mailto:kpape@lander.edu">kpape@lander.edu</a>	864-388-8415
<b>Dale Parker</b>	Head Coach, Men's Soccer	<a href="mailto:dparker@lander.edu">dparker@lander.edu</a>	864-388-8378
<b>Heather Pilgrim</b>	Administrative Specialist, Athletics	<a href="mailto:hpilgrim@lander.edu">hpilgrim@lander.edu</a>	864-388-8316
<b>Samantha Pinchoff</b>	Head Coach, Women's Tennis	<a href="mailto:spinchoff@lander.edu">spinchoff@lander.edu</a>	864-388-8419
<b>Drew Pridgen</b>	Head Coach, Bass Fishing	<a href="mailto:apridgen@lander.edu">apridgen@lander.edu</a>	864-388-8314
<b>Brian Reese</b>	Director of Athletics	<a href="mailto:breesee@lander.edu">breesee@lander.edu</a>	864-388-8101
<b>Jeffrey Reynolds</b>	Head Coach, Volleyball	<a href="mailto:jreynolds@lander.edu">jreynolds@lander.edu</a>	864-388-8963
<b>Mark Riddle</b>	Head Coach, Men's & Women's Golf	<a href="mailto:mriddle@lander.edu">mriddle@lander.edu</a>	864-388-8758
<b>Evan Rogers</b>	Assistant Coach, JV Soccer Team	<a href="mailto:erogers@lander.edu">erogers@lander.edu</a>	864-388-8952
<b>Dave Salter</b>	Assistant Coach, Men's Lacrosse	<a href="mailto:dsalter@lander.edu">dsalter@lander.edu</a>	864-388-9316
<b>Robert Schenk</b>	Head Coach, Field Hockey	<a href="mailto:rschenk@lander.edu">rschenk@lander.edu</a>	864-388-7861
<b>Kim Schoolfield</b>	Head Coach, Cheerleading, Dance & Mascot	<a href="mailto:kschoolfield@lander.edu">kschoolfield@lander.edu</a>	864-388-8770
<b>TBD</b>	Head Coach, Men's & Women's Cross Country	TBD	864-388-8612
<b>Brett Simpson</b>	Head Coach, Men's Tennis	<a href="mailto:bsimpson@lander.edu">bsimpson@lander.edu</a>	864-388-8773
<b>Kathryn Sizemore</b>	Assistant Coach, Volleyball	<a href="mailto:ksizemore@lander.edu">ksizemore@lander.edu</a>	864-388-8587
<b>Jeffrey Stanek</b>	Assistant Coach, Baseball	<a href="mailto:jstanek@lander.edu">jstanek@lander.edu</a>	864-388-8316
<b>Van Taylor</b>	Director of Development & Bearcat Club	<a href="mailto:vtaylor@lander.edu">vtaylor@lander.edu</a>	864-388-8291
<b>Abria Trice</b>	Assistant Coach, Women's Basketball	<a href="mailto:dtrice@lander.edu">dtrice@lander.edu</a>	864-388-8316
<b>Dawn Turner</b>	Deputy Athletic Director	<a href="mailto:mtturner1@lander.edu">mtturner1@lander.edu</a>	864-388-8038
<b>Omar Wattad</b>	Head Coach, Men's Basketball	<a href="mailto:owattad@lander.edu">owattad@lander.edu</a>	864-388-8960
<b>Adam Weyer</b>	Assistant Athletic Director for Sports Medicine	<a href="mailto:aweyer@lander.edu">aweyer@lander.edu</a>	864-388-8626
<b>Jamie Wilson</b>	Associate Athletic Director for Student Athlete Success	<a href="mailto:jwilson2@lander.edu">jwilson2@lander.edu</a>	864-388 8554
<b>Caitlyn Wood</b>	Assistant Athletic Trainer	<a href="mailto:cwood@lander.edu">cwood@lander.edu</a>	864-388-8316
<b>David Zinn</b>	Faculty Athletics Representative	<a href="mailto:dzinn@lander.edu">dzinn@lander.edu</a>	864-388-8220

## REGISTERED STUDENT ORGANIZATIONS

### ACTIVITIES, POLICIES & PROCEDURES

Lander University recognizes the rights of student organizations to exist and contribute to the mutual benefit of university co-curricular activities. The University, through the registration process, confirms the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals or purpose of any organization.

### MEMBERSHIP REQUIREMENTS

A student organization must be registered with the Department of Student Life. These guidelines have been designed to assist the organization in this process. Specifically outlined below are the procedures for registration. It is a requirement of the University that membership in these groups be comprised of currently enrolled students at Lander University. The intent of these procedures and regulations is to guarantee the protection of the essential function of the university, to allow an equitable sharing of time and space, and to ensure the reasonable health and safety of the community.

Lander University requires a minimum GPA of 2.0 to be a member of a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. Any persons not meeting the requirements shall not be eligible for membership in recognized student organizations.

### POLICY: GOOD STANDING

Existing registered and recognized student organizations that are in good standing with the University must maintain the student membership requirement of five (5) full-time enrolled students (12 hours). If any group with national affiliation recognizes total membership will fall below seven (7) students due to an upcoming graduation, the recruitment/intake process must occur during the current academic year.

### MEMBERSHIP PROBATION

Student organizations which at the beginning of each fall semester have less than five (5) full-time enrolled students will be placed on membership probationary status. These organizations will have three years to increase their membership to the required number of five (5). While on probation, an organization must host recruitment/intake at least once a year. If this requirement has not been met at the end of the three-year period, the registration status may be revoked. During probationary status, fraternities or sororities will not have to disaffiliate from their umbrella organization, be it Lander Panhellenic Council, National Pan-Hellenic Council, or Interfraternity Council. However, any organization on probationary status will not have voting privileges.

### REGISTERED STUDENT ORGANIZATIONS

Lander University requires a minimum GPA of 2.0 to be a member of a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. Any persons not meeting the requirements shall not be eligible for membership in recognized student organizations.

A student organization shall be defined as any group, consisting of at least five (5) currently enrolled full-time (12 hours-Undergraduate; 9 hours-Graduate). Lander University students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

1. Have illegal goals and objectives.
2. Propose or participate in activities that would violate regulations of the board of trustees, the university or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the university.
3. Advocate incitement of imminent lawlessness.
4. Discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

Any groups existing on campus that wish to use University facilities and/or services and that fulfill the above description must be registered with the University. Only groups that are registered will have access to campus facilities and/or services. To find a list of all our registered student organizations, check out the Bearcat Den (Presence page) by visiting [lander.presence.io](http://lander.presence.io).

## STARTING A NEW ORGANIZATION

Students who want to form a new student organization should meet with a staff member of the Department of Student Life. The student(s) will then complete a "Organization Registration" form online on the Bearcat Den (Presence) which will include items listed below in the "Registration Application" section.

## REGISTRATION APPLICATION

New groups can apply for registration at any time by completing the online form found on the Bearcat Den Presence webpage [lander.presence.io/Organization/create](http://lander.presence.io/Organization/create). Registration of new groups requires approval from the Department of Student Life.

An organization seeking to register with the Department of Student Life shall complete the registration application with the following information:

1. Name of organization.
2. National affiliation (if any).
3. Category of organization to be placed in (academic, interest, club sport, honor, Greek sorority, Greek fraternity, religious).
4. Statement of purpose in the about section of the form.
5. Statement of how the organization will handle its finances.
6. The date of new officer elections.
7. Name, Lander email address, and Lander ID# of organization's president.
8. Name and email of organization's faculty/staff advisor. The organization's faculty/staff advisor must approve the invitation sent by Presence within five business days of approval.
9. Name and email of organization's off-campus advisor is this applies to the organization. The organization's off-campus advisor must approve the invitation sent by Presence within five

business days of approval.

10. A copy of the organization's constitution and bylaws that state the organization's purpose, membership requirements and election procedures for officers. An example of what goes into an organization's constitution is available from the Department of Student Life Bearcat Den (Presence) documents page.
11. Name, Lander email address, and Lander ID# of at least five (5) currently registered full-time (12 hours-Undergraduate; 9 hours-Graduate) student members, including two officers authorized to make requests or to conduct business for the organization. Five members is the minimum number required to register an organization at the university and must accept the Presence invitation within five business days of approval. Students who share their L# with the organization authorize the Department of Student Life to check grades each semester.
12. Digital signature of the chief officer of the organization certifying that the organization agrees to abide by all state, federal and local laws as well as the university regulations and procedures set forth in the student handbook, the Lander University catalog and other University forms and agreements and certifying the accuracy of all information and the organization's acceptance of the conditions stated in the registration agreement.

A constitution (including appropriate membership clause), the registration form and a membership list, with L#s, must be submitted and reviewed by the Department of Student Life. The following criteria must be met to be recommended for registered status:

1. It is confirmed that no violation of federal, state, or local law or university policy exists in the proposed constitution and all necessary clauses are included (membership, non-discrimination, GPA requirements for student leaders and faculty/staff advisor).
2. The registration form and membership list must be complete and submitted.
3. The organization has certified that membership requirements are non-discriminatory, except where exempt as permissible by law.
4. A full-time faculty or administrative staff member, as defined on the following page under advisors, has agreed to serve as the advisor to the organization.

Once these requirements are met, the Department of Student Life will review the registration materials that were submitted. Upon final approval by the Department of Student Life, the organization will be considered a registered student organization and notification of the organization's status will be sent to the organization, as well as specified departments/service areas on campus. Should an organization be denied registration, the representatives will be notified in writing no more than two days after the decision has been made.

Once a prospective student organization has initiated the registration process, and until registration has been granted, the organization must follow the below guidelines:

1. It may meet on campus no more than three (3) times in a University facility. A facility form must be completed.
2. These meetings shall be for the sole purpose of organizing. The organization shall not sponsor speakers, fundraisers or any other program or event.

3. The organization may publicize meetings and invite membership but is not eligible to use the Lander University name in association with the organization. It must be specified that the meetings are for organizational purposes only. *Posters, flyers, etc., must be approved and stamped by the Department of Student Life.*

*NOTE: Failure to follow these guidelines could impact the approval/disapproval of the organization's registration.*

## MISCELLANEOUS

1. Organizations who want to change their constitution or affect changes in affiliation must submit these changes to the Department of Student Life.
2. In addition to these regulations, student publications are subject to regulations by the Department of Student Life posting policies.
3. Any organization that desires to sponsor a regional or intercollegiate meeting must have sponsorship approved by the Department of Student Life in order for the meeting to be held on campus.
4. Sports clubs, as well as Greek letter social fraternities and sororities, are registered student organizations at the University. However, additional recognition criteria (such as insurance, travel regulations, etc.) may be established for these organizations based on their unique relationship to the institution.
5. A student organization that needs to set up an off campus checking account should first obtain a Federal Tax ID number (sometimes referred to as an Employer Identification Number or EIN). This ensures no one individual is personally responsible and helps the organization leadership to transition more efficiently. Organizations can obtain a Federal Tax ID number by calling the IRS at 1-800-829-4933 or by applying online at [www.irs.gov](http://www.irs.gov). Once the number is received, the current president and advisor should contact the desired financial institution to find out the necessary documentation needed to set up an account.

## REGISTRATION AND RECOGNITION

**Registration** shall be defined as the collection and recording of specific information required of qualified student organizations.

**Recognition** shall be defined as the University's acknowledgement of the organization and their validity to be afforded those certain privileges.

### Registered Organizations

Registered organizations exist only on the Lander University campus. Registered student organizations shall be referred to as the name of organization.

1. **Denial of registration and recognition:** Registration may be denied if an organization is not in compliance with the registration criteria or does not appropriately complete the registration procedures.
2. **Loss of registration status:** A student organization may lose its status of registration and all privileges associated with the registered status if any of the following occur:

- a. A student organization submits a written notification of its disestablishment.
- b. A constitutional provision deactivates an organization as of a certain date.
- c. A student organization that fails to renew their registration by the date established by the Office of Student Life, fails to submit current officers and contact information, does not submit required fundraiser and volunteer summaries.
- d. Disciplinary sanctions deactivate an organization.
- e. If it is deemed the organization is no longer positively impacting the student experience (i.e., no longer in support of its mission or the University's mission).

## REVIEW PROCESS: REGISTRATION APPLICATION

A complete registration application and all the required informational items must be submitted to the Director of Student Life. The material will be reviewed and if all requirements have been met, the organization's chief officer will be notified via email. Any organization whose registration materials are incomplete will be notified via email and classified as probationary and thus ineligible to receive the benefits and privileges of registration and recognition. Any organization that is found to be in noncompliance with University, state or federal regulations will be reviewed by the Department of Student Life. The organization will be notified in writing of the decision.

## PRIVILEGES

Registered organizations in all categories will be afforded:

1. Increased visibility and accessibility.
2. The opportunity to participate in the student organization fairs.
3. A listing of the organization's name, purpose, current officers in the Department of Student Life's files and in the student organization directory which is available to the university community through the Department of Student Life webpages and Bearcat Den (Presence pages).
4. Access to services, equipment, and facilities, depending on availability of space and personnel.
5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations and informational calendars.
6. The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

## BASIS FOR DENIAL OF PRIVILEGES/RECOGNITION

Organizations may be denied by the University the use of facilities, services, and funds as a disciplinary measure resulting from the violation of University conduct regulations. These regulations will be interpreted in reference to the procedures listed on the previous page. University denial of the request for user of facilities, services or funds may result from one of the following conditions:

1. The organization does not abide by the university regulations and the procedures as set forth in the student handbook.
2. A danger of violence or destruction is anticipated in the use of facilities, services, or funds. There must be substantial evidence to warrant the conclusion that violence or destruction can or will

occur.

3. The use to be made of the facilities, services or funds is illegal.
4. The organization's chief officer does not digitally sign the registration form.
5. Inaccurate information is given on the registration form.
6. Incomplete information is provided by those persons requesting services, facilities, or funds.
7. The student organization fails to renew registration by the fall and spring term date established by the Department of Student Life.

The University may ask for whatever information is deemed necessary to make the above determination. In all cases where prior denial occurs, adequate notice and opportunity to be heard will be afforded by the Department of Student Life. If, after approval, immediately prior to or during the activity, one of the stipulated conditions occurs, the University will take immediate action to curtail the disruption, criminal activity, or violation of the University regulation.

## GRANT OF REGISTRATION

- 1. Acceptance of a registration:** Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state and University laws and policies, procedures, rules and regulations.
- 2. Responsibilities of a registered organization:**
  - a. The organization will seek approval from the Department of Student Life for changes made in its constitution.
  - b. The organization will register all changes (new executive members or advisors) that occur within the organizations by updating their organization and registration form on the Bearcat Den (Presence). The names, Lander L numbers of officers and the name of the advisor must be kept up to date in the Department of Student Life.
  - c. Have executive members attend any required meetings or trainings deemed by the Director of Student Life or the Department of Student Life.
  - d. The organization president must attend, or send a representative in his/her place, to student organization meetings. These dates will be provided by the Department of Student Life.
  - e. The organization president must keep open communication routinely with their on-campus advisor and with the Department of Student Life.
- 3. Fraternal organizations:** Prior to a registered organization being classified as a fraternal organization and exempt from Title IX requirements, official endorsement must occur from the Department of Student Life and the national office of the fraternity or sorority.

## ANNUAL REGISTRATION PROCESS

All registered student organizations must renew their registration annually by the date set by the Office of Student Life. The Office of Student Life shall be responsible for the annual registration process.



## REGISTRATION PROCEDURES

1. An information letter and a registration form shall be emailed to all recognized student organizations a minimum of 15 calendar days prior to the deadline. This email shall notify the recognized student organizations of the registration process and required meetings.
2. There shall be a registration renewal workshop to be held by April 15. Each registered organization must send at least two (2) representatives to attend.
3. Failure to renew an organization's registration by the deadline of the spring semester shall terminate its privileges to operate on the University campus or utilize University facilities.

## SUMMER PROCEDURES

Each recognized organization shall designate one (1) individual to conduct the affairs of the organization during the summer and interim periods. The name, address, Lander email and telephone number of this individual shall be filed with the Department of Student Life by the end of the last class day of the spring semester through an electronic form sent to the organization presidents.

## LEADERSHIP REGULATIONS

Any student member of a registered student organization who has been elected, selected, or appointed as an officer, as defined by their organizational constitution, must maintain the cumulative GPA requirement of 2.5, or the organizational GPA requirement for an officer position, and remain in good standing within the university before being eligible to assume that role.

Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. If a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Department of Student Life about the change in officers within two weeks.

Student organizations that are classified as Undergraduate Student Organizations shall only have undergraduate students in leadership positions. All graduate student organizations shall only have graduate students in leadership positions. Undergraduate student organizations are open for members of graduate students.

*NOTE: Organizations not meeting the above requirements may be placed on probation and may have their registration status revoked.*

## ADVISORS

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus advisor. The advisor must be selected from full-time faculty or administrative staff members (band four or higher with state Human Resources) at Lander University. Graduate students are not eligible to fulfill this requirement. The Department of Student Life will assist advisors with questions concerning their registered student organizations.

## APPOINTMENT OF ADVISORS

1. The acceptance of the Presence invitation of a full-time faculty or staff member must be secured on a new organization's application to receive registered status to signify their willingness to serve as advisor to that organization.

2. The advisor's acceptance of the Presence invitation must also be obtained annually during registration to signify agreement to continue as the organization's advisor.
3. The Vice President for Student Affairs may officially appoint each advisor to the position in writing.
4. Should an advisor vacate from their advisor position at any time during the year, the Department of Student Life should be contacted immediately, and a replacement acquired within three weeks. A member of the Student Life Department may serve as interim advisor during the three-week period.

## REQUIREMENTS OF ADVISORS

Advisors of registered student organizations should:

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their advisor's authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples.
  - a. Provide the officers with the elements of good organizational practice.
  - b. Teach the techniques and responsibilities of leadership and membership.
  - c. Teach the principles of effective group operations.
  - d. Develop procedures and plans for action.
  - e. Keep the group focused on its goals.
  - f. Develop self-discipline and responsibility in the group.
  - g. Stimulate and initiate activity.
4. Be available to the officers and members to share ideas about organization affairs.
5. Meet with the officers of the group to discuss the progress and direction of the group.
6. Attend as many meetings and functions as possible and attend any on-campus social events or fundraisers open to all Lander University students.
7. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained; for non-funded organizations, provide financial and budgetary advice.
8. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
9. Sign or co-sign appropriate university forms, such as those for user of campus facilities or travel requests.
10. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.
11. Contact the Department of Student Life when questions or problems arise.
12. Attend events sponsored by the organization if the event is held in the Cultural Center Auditorium or Horne Arena, as determined necessary or appropriate by the Director of Student Life.

## DISCIPLINARY PROCEDURES

Students should refer to the Student Code of Conduct section of the Lander University Student Handbook for information regarding disciplinary procedures for violations of University policies, procedures, rules, and regulations for individuals and/or registered organizations.

Fraternities and Sororities are also accountable to policies as outlined in the Fraternity and Sorority Life Social Events Policy, which may be found in the *Student Organization Handbook*, posted online at: [www.lander.edu/campus-life/clubs-organizations](http://www.lander.edu/campus-life/clubs-organizations).

Violation(s) of policy may be addressed by the Department of Student Life, Student Affairs Advisory Council, the Office of Student Conduct, the Student Conduct Committee, or other appropriate officials/committees depending upon the nature and/or severity of the alleged violation(s). Please note that the Vice President for Student Affairs holds the authority to implement a moratorium, or a temporary prohibition of activities, when there are potential health and/or safety concerns. A moratorium does not necessarily mean that disciplinary action is forthcoming; nonetheless, restrictions may include temporary prohibitions of activities such as organizational operations, meetings, ceremonies, educational sessions, trainings, and social events or gatherings.

## TUCKER HIPPS TRANSPARENCY ACT

The Tucker Hipps Transparency Act states that all public institutions of higher education, excluding technical colleges, shall provide a public report of actual findings of violations of the institution's Conduct of Student Organizations by fraternity and sorority organizations formally/currently affiliated with the institution. Included in the Lander University report are violations of the Conduct Code for Student Organizations for offenses involving alcohol, drugs, sexual assault, physical assault, and hazing.

This report must contain; name of the organization, when the organization was charged with misconduct, the dates on which the citation was issued or the event occurred, the date the investigation was initiated, a general description of the incident, the charges, findings, and sanctions placed on the organization, and the date on which matter was resolved. The institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act. Lander's report may be accessed on Lander's website at: <https://www.lander.edu/campus-life/clubs-organizations/fraternity-sorority-life/tucker-hipps-transparency-act.html>

Please reference the website to access contact information for staff members to obtain additional information related to findings, sanctions, and organizational sanction completion that is not protected under the Family Education Rights and Privacy Act (FERPA), 20 U.S.C 1232g.

## FACILITY RESERVATIONS

To request a facility, organizations must be in good standing with the University (refer to [Good Standing Policy](#)). Lander University will make every effort to provide facilities to accommodate departments, divisions, and recognized student organizations through the facility reservation process. All University policies and regulations apply when using facilities.

### Facility Availability

Due to the limited number of available facilities, the University reserves the right to assign and/or change locations for groups utilizing University facilities to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available University personnel to perform a specific job function such as custodial, policing, lighting and sound technicians, stage crew, etc. In addition, the University may deny requests for facilities due to conflicts with class schedules, special events or activities or other University-wide events such as Welcome Week, Family Day, and Homecoming.

Student Organizations may not hold events after the last day of classes for the fall and spring semesters. Any completed facilities request indicates an agreement to comply with policies regarding the use of Lander facilities.

### Important Information

1. **Economy of scale** - The facility coordinator will attempt to match organization membership numbers to the appropriately sized room, providing the room is available.
2. **Facility Request** - The facility request must be for a *registered student organization*, not a student organization serving as a front for a program/activity by an outside group.
3. **Damages** - The University reservation policy states that student organizations will be responsible for any damages that may occur to a facility during the time they have it reserved.
4. **Public Programs** - Student organizations *may not sponsor* any program that is open to the general public unless there is *previous authorization* by the Director of Student Life, or designee.
5. **Admission Fees** – Programs/activities where admission fees or money is collected and/or donated may result in the sponsoring organization being responsible for fees such as building use fee, police services, custodians, lifeguards, etc. (Refer to [Fundraising](#))
6. **Event Security** - For some events, University Police officers *are required* to be in attendance. The Director of Student Life, or designee, shall notify the student group when this is required.
7. **Advisor Attendance** -The student organization's faculty or staff advisor *must be present at all events* held in the Cultural Center Auditorium, and Horne Arena.
8. **Facility Usage Fees** -There may be instances when the University will charge for clean-up, security, special lighting, musical instruments, etc. The Facilities Coordinator for Special Events will determine charges when a facility request is reviewed.
9. **Clean-Up** - All facilities must be left in clean condition with furniture in the original location.

### Bearcat Lounge

The Bearcat Lounge serves first the purpose of being a student lounge space and second to holding an event. In no given week should events be taking place in the lounge more than it is being used for general student usage. The Bearcat Lounge may not be closed for student organization events/meetings. It can

only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set-up or the duration of the event.

### **SMART Classroom Usage**

Student organizations reserving a SMART classroom must designate the name of a member who has been trained in use of the equipment. The student's name must be registered with the Office of Student Life.

### **Tables in Commons / Plaza**

1. A facility request form is NOT required to reserve a table in the Commons or Plaza, unless food is served, in which you must speak with Dining Services approval. However, when you come by Student Life to pick up your table and chairs, please tell the student worker or a staff person in the office whether this is a fundraiser or volunteer service (your approval for either will be verified at this time).
2. A validated Lander University student ID must be presented to the Bearcat Lounge student worker in Student Life to check out a table and chairs.
3. If the table is for a fundraiser, please let the student worker know; they will then verify with one of the staff that the fundraiser has been approved.
4. The Department of Student Life reserves the right to refuse the reservation of a table if deemed necessary.
5. Radio edited music may be played on a low level to provide ambiance for the surrounding area of the table, but if the music is deemed to be inappropriate by the Department of Student Life professionals/staff members or the sound level is too high then the music must be turned off.

### **To Reserve a Facility**

All facility requests are to be completed online.

1. **Plan ahead** - facility requests must be submitted NO LESS than two (2) weeks in advance.
2. **Facility Request Form** – Complete and submit a Facility Request Form to the Office of Student Life. The form is online: <https://lander1.wufoo.com/forms/student-orgs-facility-request-form/>
3. **Setup Needs** – If you need tables, chairs, audio-visual equipment, or other special requests for setup, it is imperative that you *include those details on the Facility Request Form*. If it is not listed on the facility request, accommodations will not be made.
4. **Confirmation Email** - A confirmation that your request was submitted will be emailed to the President of the Student Organization.
5. **Review of Request** - A member of the Student Life team will be assigned to your request. You may contact them with questions or concerns. The Student Life team member will serve as the liaison between your program/event and campus partners (i.e., Tech Crew, Facilities Management, Physical Plant, LUPD-Security).
6. **Check Your Email** - It is imperative that the requestor and organization's president *check their Lander email frequently for updates*. Not checking/responding to emails may delay the approval of

your request.

7. **YOUR REQUEST IS NOT APPROVED UNTIL THE PRESIDENT RECEIVES** - A confirmation email from Elizabeth McCune, Facilities Coordinator of Special Events.
8. **Dining Services** - If you are planning to have food at your event, you must seek approval from Dining Services. Please contact Kristin Brannon ([brannon-kristin@aramark.com](mailto:brannon-kristin@aramark.com)) for more details. If your event is not approved through Dining Services, your event may be cancelled or reviewed by the Director of Student Life, or designee.
9. **Promote Event** - You may advertise your event/meeting only after you receive the email confirmation of approval from Elizabeth McCune (please refer to posting policy). Take flyers to the Office of Student Life to be stamped. You may need to present the facility confirmation when getting flyer approved.
10. **Security Fees** – The Student Life team member will reach out to LUPD to review your event requests and determine if security fees are required.

### To Cancel a Facility Reservation

If you no longer need a facility, please contact [studentevents@lander.edu](mailto:studentevents@lander.edu) or Elizabeth McCune to cancel your request, preferably 48-hours in advance.

### Area Coordinators

AREA	COORDINATOR	EMAIL	PHONE	CPO BOX	OFFICE
Arena, Athletic Fields	Heather Pilgrim	<a href="mailto:hpilgrim@lander.edu">hpilgrim@lander.edu</a>	(864) 388-8316	6016	AC 100
Barratt Hall	Ginny Leopard	<a href="mailto:gileopard@lander.edu">gileopard@lander.edu</a>	(864) 388-8394	6027	BH 124
Centennial Hall (MP Room)	Demario Watts	<a href="mailto:dwatts@lander.edu">dwatts@lander.edu</a>	(864) 388-8244	6053	GC 336
Cultural Center Auditorium, Commons, Assembly Plaza, Amphitheatre,	Eddie Shaw	<a href="mailto:eshaw@lander.edu">eshaw@lander.edu</a>	(864) 388-8406	6033	CC 385
Dawson Room	Kristin Brannon	<a href="mailto:brannon-kristin@aramark.com">brannon-kristin@aramark.com</a>	(864) 388-8221	6021	GC 239
Grier Student Center, PEES Circle, Outdoor Lawn Areas	Demario Watts	<a href="mailto:dwatts@lander.edu">dwatts@lander.edu</a>	(864) 388-8244	6053	GC 336
Laura Lander Hall	Tammie Mallory	<a href="mailto:tmallory@lander.edu">tmallory@lander.edu</a>	(864) 388-8386	6030	SC 246
Learning Center	Susan Gannon	<a href="mailto:srusso@lander.edu">srusso@lander.edu</a>	(864) 388-8948	6008	LC 109F
New Residence Hall (MP Room)	Demario Watts	<a href="mailto:dwatts@lander.edu">dwatts@lander.edu</a>	(864) 388-8244	6053	GC 336
Chandler Center, NH Field, PEES Building	Hannah McQueen	<a href="mailto:hmcqueen@lander.edu">hmcqueen@lander.edu</a>	(864) 388-8739	6042	PS 241
Science Building	Tammie Mallory	<a href="mailto:tmallory@lander.edu">tmallory@lander.edu</a>	(864) 388-8386	6030	SC 246

## FUNDRAISING POLICIES

Use of University facilities or grounds for fundraising must be approved by the Student Organization Fundraising Committee.

### Fundraiser Forms

Fundraising forms are located on Presence under forms, go online to: <https://lander.presence.io/forms>  
A fundraiser request form must be submitted for approval to the Director of Student Life or their designee for action by the Student Organization Fundraising Committee at least two-weeks in advance. Any fundraiser request form that is not completed within two weeks of the date of the fundraiser, will be automatically denied and not reviewed by the Fundraising Committee.

### Fundraising Committee

This committee consists of three University faculty/staff representatives. Fundraising as it pertains to Lander University student organizations is defined as any event in which an organization solicits money from its members or other members of the campus community.

Examples of fundraisers are:

1. The selling of items, materials, products, or services; and/or
2. The sponsorship of events where financial admission is charged.

**Only registered student organizations shall be permitted to hold fundraising activities.** To request to hold a fundraiser and obtain approval, an organization must be in good standing with the University (refer to [Policy of Good Standing](#)) and must comply with the following guidelines:

1. Submit a completed fundraiser request form and a facility request form for approval by the committee no less than two (2) weeks prior to the proposed event. Failure to meet deadlines will result in your fundraiser being denied.
  - a. Recognized student organizations are allowed the use of University facilities once per month, or no more than four (4) per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium. There is no limit on how many off-campus fundraisers your organization can host.
  - b. Dances and entertainment events will require security by University Police.
  - c. Charges may be made for custodial services, building fee use, security, and other services as needed for fundraisers.
  - d. Additional information regarding student organization fundraising events and associated fees is found on the Lander University fundraising request form.
2. The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing University-operated service or through a university contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.
3. In considering the request, the committee will be concerned primarily with the stated purpose for which the fundraising activities are to be held. For instance, is the activity educational in nature and/or directly related to the curriculum? Is the activity for philanthropic purposes? Will the

fundraiser provide supplies for relevant group use or travel for relevant group opportunities? Fundraising revenue may not be used for the personal benefit of an individual student or students such as gifts, membership dues, initiation fees, university tuition, etc.

4. Any bake sale food items must be purchased through ARAMARK. Refer to Food Services.
5. Drawings: Lotteries, raffles, and games of chance must be in accordance with South Carolina state law. Please see the Director of Student Life or their designee for more information. All lotteries, raffles, and games of chance will be reviewed by the University general counsel prior to approval. \*Alcohol and firearms are prohibited as prizes.
6. A separate request must be submitted for every fundraising activity.
7. Activities involving Lander student organization fundraising or other projects covered by these guidelines are subject to the following:
  - a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed.
  - b. Door-to-door residence hall contact is prohibited.
  - c. Use of campus mail service is prohibited.
  - d. Fundraising may be conducted only in such areas as approved by the facilities scheduling process.
  - e. An organization may not use coercive acts that might intimidate those persons from whom support is sought.
8. Posters may be placed at approved locations only after these criteria have been met:
  - a. Organization president has received an email confirmation from the facilities coordinator that the room or area has been approved.
  - b. Organization president has received an email confirmation from the Fundraising Committee that the fundraiser has been approved.
  - c. Organization has obtained approval from the Student Life office for any posters/flyers advertising the event. Each poster, etc. must be stamped by this office.
9. All procedures for scheduling a room for a non-fundraising meeting or event also apply to fundraising programs.
10. Once the fundraiser is completed, a summary form can be found on the Presence site at: <https://lander.presence.io/forms> and must be submitted to the Office of Student Life within five (5) days of the completion of the event. Receipts must also be attached. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing status with the university until the summary form is submitted. The organization will not be able to participate in any fundraisers or participate in university-wide events. All future room reservations will be cancelled.

## VOLUNTEER & COMMUNITY SERVICE

Lander University strongly encourages volunteer and community service projects for all registered student organizations. Volunteer and community service projects, as they pertain to Lander University student



organizations, are defined as the exchange of service hours or goods either on or off campus. \*NOTE: If money is exchanged it is considered a fundraiser; please refer to [Fundraising Policies](#).

### **Volunteer/Community Service - Request Forms**

The Department of Student Life requires that all volunteer/community services be documented for approval in our office by completing the volunteer/community service request form and facility request form if the service is to be held on campus. Volunteer/community service request forms are located on the Bearcat Den (Presence page) under forms. This form should be completed and turned in at least two weeks prior to the project taking place.

In order for a volunteer/community service activity to be approved, the student organization must be in good standing with the University (Refer to [Policy on Good Standing](#)) and the activity must conform to University regulations and policies. Organizations are not limited to a certain number of volunteer/community service projects each semester.

### **Volunteer/Community Service - Summary Forms**

Once the project is completed, a volunteer/community service summary form, which is also located on the Department of Student Life webpage and located on the Bearcat Den (Presence page), must be submitted to the Department of Student Life within five (5) days of the completion of the activity.

If a summary is not submitted within this time frame, the organization will be placed on a “not in good standing” with the University status until the summary form is submitted. The organization will not be able to participate in any future volunteer/community service events, hold fundraisers, or participate in University-wide events. All future room reservations will be cancelled.

## **SPEAKERS ON CAMPUS**

Lander University recognizes student organizations shall be allowed to invite and hear any person of their own choosing. Approval for the speaker is to be requested through the Director of Student Life, or their designee, by creating an event through the Bearcat Den (Presence page).

Reasons for disallowing a speaker to speak on campus are:

1. Insufficient time to allow for adequate preparations and scheduling.
2. Inappropriate facilities.
3. Prior commitments to another student or faculty organization that would conflict.
4. Inability to provide security precautions necessitated by the speaker.

The sponsorship of outside speakers does not imply approval or endorsement of the expressed views either by the sponsoring group or the University.

## **POSTING POLICY**

Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY. Lander University has a strict non-solicitation policy and, as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc.

Outside agencies are permitted to advertise in approved University publications, magazines, etc. Lander students, faculty and staff are the only persons allowed to post materials on campus. All posters, flyers, announcements, etc., must be approved and stamped by the Department of Student Life to be posted on

campus. Organizations not in good standing will not be allowed to post any materials on campus. You may need to present the facility confirmation when getting flyer approved.

Additional rules for the posting policy are as follows:

1. The use of sidewalk chalk must first be approved by the Director of Student Life, or their designee.
2. Items being posted may be no larger than eight feet wide and four feet long in size and must not cover air vents or impede the sightlines of campus security cameras when hung.
3. All posters, flyers, announcements, etc., must include the organization's name or department name that is sponsoring the event, time of the event and place of the event.
4. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation.
5. Banners will be hung in consultation with the Department of Student Life and may only be posted 10 days prior to the event the banner is advertising. Banners are defined as anything larger than 20 inches by 28 inches in size.
6. Space requests for banners will be taken on a first-come, first-serve basis. No space is guaranteed.
7. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization-sponsored fundraiser for philanthropy (car wash, etc.) Social events may not be advertised, even for philanthropy. The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Student Life office.
8. Flyers, banners, posters, announcements, etc., may not use images or texts of alcohol to advertise an event or publicize an event where alcohol is being served.
9. Sexually explicit, offensive, or otherwise suggestive flyers or banners will not be approved.

The following sanctions may apply for failure to comply with the posting policy:

1. First offense – Letter from the Director of Student Life outlining the posting policy and the nature of the infraction and/or a possible \$50 fine.
2. Second offense – Suspension of posting privileges for one year.
3. Third offense – Suspension of organization charter.

### **City of Greenwood - Ordinance on Handbills**

All students and/or student organizations are responsible for abiding by the City of Greenwood ordinance related to handbills. In this context, a handbill is any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet or any other printed or otherwise reproduced original or copies of any matter of literature. Specific to the City of Greenwood, the complete list of handbill ordinance codes may be accessed online at: [www.cityofgreenwoodsc.com](http://www.cityofgreenwoodsc.com)

### **SOCIAL EVENTS**

The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to abide by these policies could result in disciplinary action as outlined in the Lander University

Student Handbook.

1. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/ staff advisor must be present at all times during dances or similar social functions.
2. Social events, dances and other entertainment activities will require the completion of a University Police security form two (2) weeks prior to the event for police coverage.
3. Charges may be made for custodial services, University Police, building-use fee, and other services as needed for fundraisers.
4. All parties/dances sponsored by student organizations must be held on campus unless special permission has been obtained from the Director of Student Life or their designee to hold the event in another location.
5. The check-in table for the event must be located at the front entrance of the location and it must be supervised by the advisor (or designated faculty/staff person), a University Police officer and one student at all times.
6. All persons entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event. Students and their guests must surrender their picture ID at the door. Lander University students are responsible for the conduct of their guests. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the advisor.
7. No alcohol will be served or brought into any student event unless prior permission is granted by the Vice President for Student Affairs or their designee.
8. The sponsoring organization and University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
9. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state, or federal regulations.
10. The sponsoring organization will be required to hire and pay for one or more University Police officers. University Police, in conjunction with the Director of Student Life, or their designee, will determine the number of officers necessary to ensure the safety of those attending the event. The rate will be \$25 per hour per officer.
11. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor or a designated faculty/staff member. Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event.
13. The advisor or designated faculty/staff member must be present for the entire event.

14. The sponsoring organization will identify three members to serve as event staff who will assist the advisor and University Police in supervision of the event.
15. Doors will not be opened until 30 minutes before the event. The advisor and University Police must be present for the doors to be opened.
16. University Police must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.
17. Lights will be flashed 30 minutes before the end of the event and then turned on immediately at the end. Members of the sponsoring organization are to assist the advisor and University Police in clearing the building, parking lot and adjacent street parking.
18. Events must end at the agreed-upon time, but no later than 1:30 a.m. When deemed necessary, University Police and/or university staff reserve the right to close an event prior to the agreed-upon time.
19. Greek organizations are required to fill out a Social Event Registration Form and submit to the Office of Student Life for approval. This form may be accessed online at: <https://lander.presence.io/forms>.  
Deadlines for the submission of this form are as follows:
  - a. NPC – 10 days before the event.
  - b. IFC – 10 days before the event.
  - c. NPHC – 10 days before the event.

## FOOD SERVICES

ARAMARK Dining Services has an exclusive contract to provide all the University's food services, including food items for bake sales or for any other fundraising events. The Dining Services director and staff provide professional event planning, food production, food safety and assurance in carrying out all food services on the Lander campus.

### Catering/Event Planning

ARAMARK's professional staff work hard to ensure the success of each event. They will meet with the event planner as many times as necessary to discuss the tone and purpose of the event, menus and any special arrangements needed.

1. Menus can be customized to any budget and range from basic to premium.
2. Food safety is a major concern for everyone. ARAMARK adheres to all local and state DHEC regulations for food production, transportation, and storage.
3. The Dining Services facilities are regularly inspected by local agencies that monitor food safety, and always maintain a grade A.
4. In order to minimize the likelihood of someone being affected by a foodborne illness, ARAMARK uses only vendors that have met strict requirements for food handling and transportation.

Please assist us in adhering to our exclusive food service contract with ARAMARK by contacting the Old Main Catering at (864) 388-8078 or [www.oldmain.catertrax.com](http://www.oldmain.catertrax.com) when your department or student organization is planning food for any event on campus.

## INFORMATION TECHNOLOGY SERVICES

### GENERAL POLICY STATEMENT

In addition to adhering to the university's Technology Acceptable Use Policy, misusing university computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords, or messages of other computer users without their permission is prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited. The internet is an information resource provided to the faculty, staff, and students of Lander University by the university. It has been referred to as, in part, a vast digital library. Use of this resource should be consistent with the philosophy, goals, and objectives of the university as an educational and socially responsible institution within the community. The following statements, extracted in part from the American Library Association's Bill of Rights, bear on both our rights and our responsibilities as members of the academic and local community.

### INTELLECTUAL FREEDOM: RIGHTS AND RESPONSIBILITIES

Lander University recognizes the right of all users to access resources of their choosing. Internet resources are available for the interest, information and enlightenment of the Lander University community and information will not be proscribed, censored, or removed by the University because of partisan or doctrinal disapproval.

However, internet users at Lander have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public areas, such as open access computer labs and offices which may be shared by more than one person, should not be used to display, or print materials that might be defined as harassing or obscene.

These types of behavior will be determined by the Lander University Code of Conduct and by accepted community standards. Users are reminded that any state and federal laws dealing with these, or related matters apply to Lander facilities and are encouraged to use good judgment. Because it is impossible to address all possible situations that might arise, it is expected that users will behave in a reasonable, responsible, courteous, and professional manner.

Failure of this document to address inappropriate behavior does not imply that such behavior is sanctioned or that a loss of privileges will not result. Remember, when you use the internet, you are representing Lander University throughout the world. These guidelines are subject to change. It is the user's responsibility to keep up with changes. A copy of this document will be available online. Changes in policy will be reported in daily announcements and by email on the system. It is the user's responsibility to read all such announcements from the system. As with any University facility, commercial use is strictly prohibited.

### ACCEPTABLE/UNACCEPTABLE USES

The following material, while not exhaustive, will attempt to clarify some acceptable and unacceptable uses of this resource. Users who abuse their privileges may have privileges revoked. Users must not violate any applicable internet use policies. Questionable usage is prohibited until specifically approved.

### COPYRIGHT LAW

Respect the legal protection provided by copyright and license to programs and data. Unless you have written a program yourself, you do not have the right to make and distribute copies of programs without specific permission of the copyright holder. Software programs are protected by Section 117 of the 1976 Copyright Act and all revisions thereafter acted. Most Lander software is protected by federal copyright laws. Educational institutions are not exempt from these laws. Software is also protected by the license

agreement between supplier and purchaser. Software provided by Lander can only be used on the computer equipment specified in the software license.

It is against University policy to copy or reproduce any licensed software on University computing equipment, except as expressly permitted by the software license. Public domain software may be available. Users may not use unauthorized copies of software on University-owned computers or on personal computers housed in university facilities. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of Lander University. For further information relating to the copyright policies of Lander University, go online to [www.lander.edu/policies](http://www.lander.edu/policies).

## PRIVACY AND INTEGRITY OF INDIVIDUAL ACCOUNTS

It is against policy to use another person's account, even if permission is granted, unless it is a special group account which has been authorized for group use by the computer center or the appropriate department or school. The unauthorized use of another user's account, as well as providing false or misleading information for the purpose of obtaining access to computing facilities, is prohibited. It is against policy to attempt to discover another user's password. Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Technical support personnel reserve the right to access users' files when necessary for the maintenance of system integrity and other users' security.

## ELECTRONIC MAIL

Email is the official communication tool between the University and student. As the official and primary communication tool of the University, this type of service allows the student to conduct collaborative work efforts and share information with students, professors, and other individuals regardless of time and/or geographic boundaries. Because of this open freedom and the possibility of conversing with individuals with whom you may have never met, students should conduct themselves in an appropriate manner during their communications. Every email message sent from your Lander account carries the University's name, and all communications should reflect that. This service is provided free-of-charge to the students of Lander University. Accounts are for individual use and should not be loaned out to family or friends.

### Creation of Email Accounts

All students are issued an official Lander University email account when they register for their first class at Lander. Information Technology Services (ITS) will perform the account creation without any action necessary by the student. The email account that is created by the University is the official email address to which the University will send electronic communications. This official address will be recorded in the University's electronic directories and records for the student. For these reasons, all students are required to use and maintain their University-provided email accounts.

Students can find their official University email account information by logging on to Bearcat Web, selecting the *personal information tab*, and choosing *view email addresses*. The student's official Lander email address and information about the default password will be displayed. To log in to Lander's web email interface, go online to <https://outlook.com/lander.edu>

## EXPIRATION OF ACCOUNTS

- 1. Graduating Students:** Accounts for students who graduate will expire 30 days after graduation. Non-Graduating/Non-Returning Students: Accounts for non-returning students will expire at the following term of non-enrollment.
- 2. Students Taking Contract Courses:** Accounts for students participating in contract courses will expire at the end of the course.

## PASSWORD ADMINISTRATION

At the time of enrollment, the student will be provided information concerning his/her account and the default password for that account. The student will be required to change this password at initial login and to register for Microsoft's Multi Factor Authentication (MFA). Upon registration, the student will have access to reset forgotten passwords and monitor access to their Lander account. Passwords will expire every 365 days and must meet the minimum requirements stated in the Lander Account Password Policy.

## USE OF UNIVERSITY-MAINTAINED MAILING LISTS

The use of University-maintained mailing lists should be restricted to official University business or class work only. Each mailing to any mailing list should be appropriate for the function of that mailing list and adhere to the policy set forth for that mailing list.

The Lander University mail systems are *not* to be used for:

1. Personal gain.
2. Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals).
3. Pyramid schemes.
4. Deliberate acts associated with denying, interfering, or disrupting service of Lander's email service or that of any other agency.
5. Attempts to perform mass mailings to the entire campus (or a large subset of the campus) of a nonofficial nature, which has a negative impact on the daily operation of the University.
6. Any unlawful activity.

No one shall deliberately alter or attempt to conceal their true return email address, or the original location of the message. No one shall deliberately set forth to interfere with the reception of email by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

Sending fraudulent mail is strictly forbidden. You directly and indirectly represent the University. Conduct all electronic transmissions with this in mind. Users are advised to use proper network etiquette or netiquette when sending email. Users should not assume that electronic mail is totally private. Do not write anything in an email message that you would not want to see printed in public.

Email services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving email of this nature, report all occurrences to the Office of Information Technology Services at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing email; this will help aid in the locating of the individual who is harassing them.

## ACCEPTABLE USES OF EMAIL

Acceptable uses of electronic mail include subscriptions to list serves, professional communications, notices of University activities and personal correspondence. All electronic email transmissions are subject to being read by authorized personnel. This is not a routine activity and will usually be prompted by reports of misuse of email.

## USE OF PERSONAL MAILING LISTS

Students may create and maintain their own personal mailing lists. The individual creating and maintaining the list and any users using the list are to ensure that members of the list agree to participate in the list. Upon request, the person who maintains the list must remove any individual from the list. The correspondence on these personal lists should still adhere to the acceptable use policy as they originate at the University and carry the Lander name.

## PRIVACY

Students should exercise extreme caution in using email to communicate confidential or sensitive matters and should not assume that email is private and confidential. It is especially important that care is taken to send messages only to the intended recipient(s). Particular care should be taken when using the reply command during email correspondence.

## MISUSE OF TELEPHONES/COMMUNICATION TECHNOLOGY

Students/student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority. No student shall misuse, abuse, or assist in the misuse/abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass/threaten any person, organization, or the University. Communication equipment includes, but is not limited to, electronic mail, voice mail, computers and printers.

## THEFT/ABUSE OF COMPUTER FACILITIES/RESOURCES

Violations of this policy include, but are not limited to, any of the following:

1. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Use of computing facilities and resources to interfere with the normal operation of the university computing system.
7. Use of computing facilities and resources in violation of copyright laws.
8. Any violation of the university computer use policy.

## SYSTEM INTEGRITY AND SECURITY

Computer facilities and accounts are owned by the University. All access to central computer systems, including the issuing of passwords, must be approved through appropriate channels. All access to divisional or school computer systems must be approved by the chair/dean or an authorized representative. Loopholes in computer systems' security or knowledge of a special password is not to be used to damage computer systems or for personal gain (defined as obtaining extra resources, taking



resources from another user, or gaining access to systems or using systems for which proper authorization has not been given).

Users should take great care to avoid spreading viruses, logic bombs or similar destructive agents on the system. Such problems are especially likely to be found in files on portable storage drives or files which may be downloaded from the internet or other computer networks. Deliberate or grossly negligent introduction of destructive agents into the system will result in revocation of user privileges.

## USE OF NETWORK RESOURCES FOR INTERACTIVE GAMING/GAMING CONSOLES

The use of Lander University's network resources for interactive gaming, which includes game consoles such as Xbox and PlayStation, is permitted if doing so does not impair network security or integrity in any way. The performance of interactive games is not guaranteed; and Lander University Information Technology Services (ITS) does not offer support in any form for these devices. Lander University reserves the right to restrict or deny network bandwidth to interactive gaming devices to ensure adequate network resources are available to support academic functions and the overall performance of the campus computing environment.

## NONESSENTIAL USE

Computers in the Computer Commons or other computer labs on campus are provided primarily for academic use. During busy times, non-essential, non-academic use may be prohibited on these computers.

# STUDENT CODE OF CONDUCT

In any case wherein students of Lander University are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the board of trustees may exercise its right to name a special hearing board, committee or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures. All changes in student regulations must be approved by the appropriate committee, the Vice President for Student Affairs, and the President of the University.

The Student Code of Conduct establishes the rules and regulations that all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions to protect their education purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities. Students and student organizations have a right to expect enforcement of these rules and regulations.

The University also has the right to expect students, student organizations, and other groups to abide by them, as this is of benefit to students as members of the university community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add; however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

## CONDUCT AND DISCIPLINE

Just as a student does not lose citizenship rights upon enrolling at Lander, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the university student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the university, honesty in academic works and all other activities and observance of local, state, and federal

laws. When students enter the university community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the university. Student conduct, therefore, is not considered in isolation within the university community but as an integral part of the education process.

A Lander student is expected to show a respect for order and the rights of others, and to exemplify in their daily activities a sense of honor and integrity. Students are expected to assume responsibilities for their own conduct and that of their guest(s). The university reserves the right to discipline students whose conduct is such as to bring reproach upon the university. Students, upon voluntary registration at Lander, are expected to conform to all University regulations, federal and state laws, and ordinances of the city of Greenwood. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Students who are penalized for violation of public laws are not exempt from further penalty by university authorities if that public law is also a violation of university regulations.

Responsibility for good conduct rests with students as individuals. Students are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Student organizations have similar responsibilities for maintaining good conduct among their members and guests at activities they sponsor. All members of the university community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. Students, student organizations, and groups may be subject to disciplinary action for violation(s) of policy as addressed throughout this handbook.

The policies/procedures outlined constitute the official record of all general conduct rules and regulations at Lander University. Students are expected to abide by these regulations, and administrators, faculty and staff are expected to enforce them. Regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

**Abuse of the student conduct system**, includes but is not limited to:

1. Failure to obey the notice from a student conduct board or university official to appear for a meeting or hearing as part of the student conduct system.
2. Falsification, distortion, or misrepresentation of information before a student conduct board.
3. Disruption or interference with the orderly conduct of a student conduct board proceeding.
4. Institution of a student conduct code proceeding in bad faith.
5. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
6. Attempting to influence the impartiality of a member of the student conduct board prior to, and/or during the course of, the student conduct board proceeding.
7. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board prior to, during and/or after a student conduct code proceeding.
8. Failure to comply with the sanction(s) imposed under the student conduct code.
9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

Abuse of the conduct system should be considered a standalone administrative policy; therefore, any substantiated violation(s) may result in disciplinary action. As University email is the official means of communication, students and student organizations are responsible for all electronic correspondence sent on behalf of the office of Student Conduct.

*\*Additional rules and regulations may be enacted during the year; announcements will be made upon adoption of the changes or additions.*

## GENERAL LAWS

Any disciplinary action imposed by the university may precede and be in addition to any penalty imposed by an off-campus authority. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this student conduct code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution.

Students arrested for violation of federal, state, or local laws should notify the Vice President for Student Affairs within five (5) business days upon subsequent arrest. Disciplinary action may be taken, and sanctions imposed, for misconduct that is detrimental to the University's vital interests and stated mission and purpose.

Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Vice President for Student Affairs. Determinations made, or sanctions imposed, under this student code shall not be subject to change because criminal charges arising out of the same facts (giving rise to violation of University rules) were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

*\*This is applicable to students and groups.* The administrative process is likely to occur well in advance of any criminal proceeding. The South Carolina Code of Laws may be accessed online at [www.scstatehouse.gov](http://www.scstatehouse.gov)

## SCOPE OF APPLICATION

The student conduct code may be violated when a student violates any of its provisions, any campus or University policies, and any federal, state, or local law. The University may take disciplinary action for a violation of the student code of conduct when the offense takes place on university premises or at university-sponsored, endorsed, supported, or related events which occur off campus. Further, disciplinary action(s) resulting from off campus incident(s) may be used to reinforce accountability and/or serve as an educational opportunity to promote both personal and professional growth.

## APPLICABLE TERMS

The definitions of applicable terms are listed below in alphabetical order.

**Accused Student:** any student accused of violating this student conduct code.

**Appellate Board:** any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a student conduct boards' determination as to whether a student has violated the student conduct code or from the sanctions imposed by the student conduct administrator.

**Cheating:** includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations.

2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.
4. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

**Complainant:** any person who submits a charge alleging that a student violated this student conduct code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the right to participate in the hearing process, even if another member of the university community submitted the charge itself. Such involvement includes the right to an advisor during any formal or informal proceedings.

**Faculty Member:** any person hired by the University to conduct classroom or teaching activities, or who is otherwise considered by the University to be a member of its faculty.

**May:** used in the permissive sense.

**Member of the University Community:** includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Vice President for Student Affairs.

**Organization:** any number of persons who have complied with the formal requirements for University recognition/registration. Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all the circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of or are in any way related to group life.

Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists when:

1. Members of the group act in concert to violate University standards of conduct.
2. A violation arises out of a group-sponsored, financed or endorsed event.
3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
4. The incident occurs on the premises owned or operated by the group.
5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
6. Members of a group act in concert, or the organization provides the impetus for violation of University rules and regulations.

**Plagiarism:** includes, but not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the acknowledged use of materials prepared by another person or agency engaged in the selling of term

papers or other academic materials.

**Policy:** written regulations of the University as found in, but not limited to, the Lander University Student Handbook, the Student Conduct Code, Residence Hall Contract, Guide to Community Living, the University Web Page and Computer Use Policy, and Graduate/Undergraduate Catalogs.

**Shall:** used in the imperative sense.

**Student:** includes all persons taking courses at the University, either full time or part time, whether pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the student conduct code, who are not officially enrolled for a particular term, but have a continuing relationship with the University, or those who have been notified of their acceptance for admission, are considered students. Additionally, persons living in University residence halls, regardless of whether they are enrolled at the time, are considered students. The student conduct code does apply at all locations of the University.

**Student "Conduct Administrator:** University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student found to have violated the student conduct code. The Vice President for Student Affairs may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and as the sole member, or one of the members, of the student conduct board. The Vice President for Student Affairs may authorize the same student conduct administrator to impose sanctions in all cases.

**Student Conduct Board:** persons authorized to determine whether a student has violated the student conduct code and to recommend sanctions when a policy violation has been committed.

**University:** Lander University.

**University Official:** includes any person employed by the University, performing assigned administrative or professional responsibilities.

**University Premises:** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

**Vice President for Student Affairs:** the person designated by the University President to be responsible for the administration of the student conduct code.

## STUDENT CONDUCT CODE AUTHORITY

1. Jurisdiction of the University Student Conduct Code is determined by the Vice President for Student Affairs.
2. The Vice President for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the student conduct board hearings that are not inconsistent with provisions of the student conduct code. Such stipulations must be approved by the board of trustees.
3. The student conduct administrator shall determine the composition of student conduct boards and determine which student conduct board or student conduct administrator shall be authorized to hear each matter.
4. Hearing authorities may differ, depending upon the type of violation(s) and/or the due process options selected. Hearing authorities may include the: Student Conduct Administrator, Area

Coordinator, Student Conduct Committee, Student Affairs Advisory Council, Honor Council, or other pertinent committees. \*For academic related processes, refer to [Academic Honor Code](#), [Academic Policies](#) and [Academic Support](#).

5. Decisions made by the student conduct board and/or hearing authority shall be final, pending the normal appeal process.

## INTERPRETATION AND REVISION

Any question of interpretation or application of the student code shall be referred to the Vice President for Student Affairs or his or her designee for final determination. The student code shall be reviewed at minimum every five (5) years under the direction of the student conduct administrator. The next review is set for 2024.

## ADMINISTRATIVE ACTION

Any member of the University community may file charges against a student for violations of the student code of conduct. A charge shall be prepared in writing and directed to the student conduct administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) days. The student conduct administrator and/or other appropriate University official(s) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. This may be done at the discretion of the student conduct administrator or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the student conduct administrator may later serve as the non-voting committee chair. If the student admits violation of institutional rules, but sanctions are not agreed to, subsequent process, including a hearing, if necessary, shall be limited to determining the appropriate sanction(s).

## ACADEMIC POLICIES

\*Refer to: [Academic Honor Code](#), [Academic Policies](#) and [Academic Support](#).

## STUDENT SERVICES POLICIES

\*Refer to: [Student Services, Policies and Support](#).

## INFORMATION TECHNOLOGY POLICIES

\*Refer to: [Information Technology Services](#).

## SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

\*Refer to [Sexual Harassment and Sexual Violence](#) for applicable definitions and a summary of the grievance/resolution procedures. The policy definitions described are applicable to the Student Code of Conduct. Please note that procedural considerations may vary depending on if the matter is deemed Title IX or if the provisions of The Violence Against Women Act (VAWA) apply.

## NON-DISCRIMINATION AND ANTI-HARASSMENT

This policy covers non-discrimination and anti-harassment in both employment and access to educational opportunities. Therefore, any member of the Lander University community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the Lander University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the Lander University policy on nondiscrimination and anti-harassment. When brought to the attention of Lander University, any such discrimination or harassment will be promptly and fairly addressed and remedied by Lander University in accordance with

the appropriate grievance process. \*The full policy and resolution procedures may be found online at [www.lander.edu/about/statement-non-discrimination](http://www.lander.edu/about/statement-non-discrimination).

## OTHER APPLICABLE UNIVERSITY POLICIES

\*Reference additional policies online at [www.lander.edu/policies](http://www.lander.edu/policies).

## GENERAL CODE OF CONDUCT POLICIES

In addition to the policies described below, as stated previously, students and student organizations may be subject to disciplinary action for violation(s) of policy that has been addressed throughout all sections of this handbook and other posted policies. Residential students should also review the *Guide to Community Living* for residential specific policies and are further encouraged to carefully reference the *Safety and Security* section of this handbook to become familiar with policies regarding fire safety.

### **Alcoholic Beverages**

Alcoholic beverages are not allowed in any Lander University residence halls (Guide to Community Living) or in public campus areas without specific permission from the university administration. Public is defined as areas that are readily accessible to students, faculty, staff, and guests on campus. Lander University prohibits the unlawful use, possession, sale, or distribution of alcohol on the campus and property of Lander University, or during any function specifically sponsored by the university. Liquor law violations may include possession of alcohol by a minor, distribution of alcohol to a minor, driving under the influence, consumption of alcohol by a minor, public intoxication, and others. Students OVER the age of 21 should not abuse their legal right to buy alcohol. Providing alcohol to a minor can lead to severe criminal penalties, or even worse, place the minor at significant risk. Based on circumstances, severity, and taking into account any previous Conduct Code violations, students found responsible for violation(s) of the alcoholic beverages policy will be subject to disciplinary action.

*\*This policy is subject to change to comply with local, state, or federal laws pertaining to the possession and consumption of beer, wine, or distilled spirits. Reporting to work or class under the influence of alcohol is strictly prohibited. Individuals violating this policy are subject to criminal prosecution as well as university disciplinary action up to and including separation from the University. The University recognizes that too many college students, both legally and illegally, drink to excess. Such abuse can lead to serious health risks and behavioral problems (violence, sexual assault, accidents, vandalism, and other dangerous acts). Lander's alcohol policy, therefore, grows out of the commitment to maintain a campus environment that supports the educational program(s) and promotes the general welfare of the University community.*

### **Attempting, Abetting or Being an Accessory**

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

### **Creating a Fire Hazard/Misuse of Fire Alarms and Safety Equipment**

No person shall start a fire or create a fire hazard on Lander University property. Willful damage to property shall be prosecuted as arson when appropriate. This regulation is also intended to prohibit surface frying, the possession and/or use of candles, torches, incense burners, other open flame apparatuses, as well as extension cords and other devices or materials, which may create a fire hazard if used without authorization or in unauthorized areas including, but not limited to, residence hall rooms. Fines for surface frying in the residence halls or covering fire safety equipment are \$250 per violation. Other fines may be levied at the discretion of the appropriate conduct authority.

The sounding of false alarms and/or tampering with, or damaging, firefighting or safety equipment, including fire extinguishers, fire hoses, exit signs, fire doors and the alarm system, are prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from university housing and/or

separation from the university. Any time a fire alarm sounds, all persons are to leave buildings immediately and congregate outside buildings until advised to return to buildings by university officials. Failure to leave buildings may result in fines and/or other disciplinary actions at the discretion of the appropriate conduct authority. \*Elevators are not to be used at any time a fire alarm is activated.

### **Damage to Property**

Damage to or destruction of property owned or operated by the university, its students, faculty, administration and staff, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs is also prohibited. Further, this includes unauthorized application of graffiti, paint, etc.

### **Disorderly Conduct**

Disorderly conduct involves any action that disrupts the peace. It includes, but is not limited to, breach of peace; conduct that is lewd or indecent; dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs; making excessive noise; and any other type of disruption or conduct interfering with the rights and opportunities of those who attend the university for the purposes of which the university exists. Additionally, fighting is considered a violation of this policy. As an institution of higher education, fighting can pose a significant threat to the campus community.

NOTE: There is a difference between fighting and self-defense. Consequences for other violations of this policy will be determined based on their own merit, depending upon the severity of the incident, which may include separation from the University.

### **Disruptive Activity**

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff or the educational mission of the university or its buildings, equipment, or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited. Noncompliance with reasonable time, place or manner restrictions on expression is considered a violation of this section.

Classroom behavior that interferes with either: (1) the instructor's ability to conduct the class or instructional program; or (2) the ability of other students to profit from the class or instructional program is strictly prohibited. Speech or behavior that materially and substantially disrupts the classroom learning environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior in the classroom may include, but is not limited to, temporary or permanent removal from class with possible loss of credit.

The following actions are also prohibited:

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or other authorized non-university activities, when the conduct occurs on university premises.
2. Participating in a demonstration, riot, or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community.
3. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.



4. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

To remain in the vicinity of activity which threatens to disrupt or is disrupting normal university functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be charged with jointly engaging in an enterprise which is prohibited by law.

Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by university or law enforcement officials will result in disciplinary and/or legal action.

### **Failure to Comply with an Official Request**

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of university officials in the performance of their duties, to include but not limited directives related to health and safety, meeting with university officials, and/or identifying oneself to appropriate officials upon being asked to do so. Further, failure to properly comply with or complete a sanction or obligation resulting from interim sanctions or a disciplinary hearing may also be considered failure to comply with an official request.

*NOTE: Students that serve as staff in the residence halls are also considered university officials for the purpose of this policy. Failure to abide by any published University policy or procedure is prohibited.*

### **Flammable Materials and Fireworks**

The ignition or detonation of any item that could cause damage by fire, explosion, or similar means to persons or property is strictly prohibited. Possession of fireworks or explosives is strictly prohibited.

### **Fraud and Lying**

Lying or misrepresentation in, or with regard to, any transaction with the university, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the university or making a false statement to any University official. Any student who is responsible for lying or perjuring himself/ herself on any official statement to a university administrator on a disciplinary case. Fraud is alteration, fabrication, misuse or intended misuse of university documents, records, or student identification cards. Fraud is also any misrepresentation of the university or students in any official matter. A person found responsible for fraud is subject to disciplinary action, which may result in separation from the University.

### **Gambling**

Gambling in any form is prohibited on or within the university buildings and grounds.

### **Guest Policy**

Guests and visitors on University property or at official University functions are expected to comply with all University policies and procedures, as well as all applicable local, state, and federal laws and regulations. Students that invite guests into their campus residence hall or apartment, or to official University functions open only to Lander students, are responsible for the behavior of their guests. As a result, a student may be held responsible for any alleged violation(s) of the code committed by their guests, including any financial obligations resulting from damages or otherwise necessary cleanup.

In the residence halls:

1. The host must be present with the guest for the duration of the visit.

2. Guests should call the host in advance.
3. The host must meet guests at an exterior door and escort them throughout the duration of their visit, including to an exterior door upon leaving.
4. In areas with a front desk, guests will be required to sign in and provide an ID upon entering.

As members of the University community, students play a vital role in keeping the campus safe from harm. Students should be mindful of their own personal safety, as well as the safety of others, and therefore should exercise caution and good judgment upon allowing individuals to visit the campus.

### **Harassment**

Harassment is conduct that creates or attempts to create an intimidating, hostile or offensive environment for another person or persons, or targeting individuals or groups based on categories of prejudice (race, religion, sexual orientation, sex, gender identity, ethnicity, national origin, disability, etc.). Such conduct includes, but is not limited to, action(s) or statement(s) that threaten, harm, attempt to bribe or intimidate, or pursuing any other form of unwanted contact. Serious incidents are likely to result in separation from the University, providing the student is found responsible.

### **Harm to Persons/Threatening Conduct**

Actions which result in physical harm, have the potential of creating physical harm, or which cause reasonable apprehension of physical harm are prohibited. Physical abuse or any unwelcome physical contact; lynching; assault and battery; aggravated assault; verbal abuse or threatening comments; intimidation; harassment; coercion; and/or other conduct which may pose threat of harm to Lander University students, employees, and invitees or endangers the health or safety of any person may be considered violation(s) of this policy.

Students found responsible for harm to persons/threatening conduct based on any of the assaultive behaviors as noted above or life threatening/bodily harm with means to do so may be subject to criminal prosecution as well as university disciplinary action, up to and including, separation from the university. Verbal threats, without means to do so, may be subject to different sanctions, based on the severity of the threats. Serious incidents, such as significant physical harm or any intent to harm, are likely to result in separation from the University, providing the student is found responsible.

### **Hazing**

Hazing is defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property. Hazing is a very serious offense; university students and student organizations should not condone or engage in hazing of any kind. Hazing is not only a violation of university regulations but may also result in criminal actions.

Hazing is defined as any action taken or situation created intentionally, whether on-campus, off-campus, via electronic communication or social media venues, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include, but are not limited to, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on in or outside the confines of the campus or an off-campus location.

This would also include wearing apparel in public that is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, late work sessions that interfere with scholastic activities and any other activities that are not consistent with the regulations and policies of Lander University.

Acts committed against both active and provisional members of an organization may be considered hazing. Hazing activities can involve Lander University students, student groups, athletic teams, and student organizations. If found responsible, the consequences may be severe, depending upon the circumstances. Individuals are encouraged to promptly report potential hazing incidents.

Online form: [https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=10](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=10)

## **Illegal Drugs**

Lander University prohibits the unlawful use, possession, sale or distribution of illegal drugs on the campus and property of Lander University, or during any function specifically sponsored by the university. Reporting to work or class under the influence of drugs, without the proper prescription, is strictly prohibited.

Drug abuse violations may include a wide range of drug law violations such as illegal possession of a controlled substance, distribution of illegal drugs, trafficking of illegal drugs and others. The unauthorized possession, use, manufacture, sale, or distribution of any illegal substances in any individual rooms, kitchens, decks, stairs, parking lots, athletic fields/courts and adjacent parking lots is strictly prohibited. Possession of drug paraphernalia is also prohibited.

Possession of stimulants, depressants, narcotics, or hallucinogenic drugs and other agents having potential for mental or physical abuse is prohibited, as is the selling, bartering, exchanging, and giving away of such drugs to any person not intended to possess them. The use of drugs is governed by state and federal laws, and penalties for improper use or for obtaining the drug under improper circumstances are severe. Individuals violating this policy are subject to criminal prosecution as well as university disciplinary action, up to and including, separation from the university. If found responsible, the type of violation, circumstances, or previous Conduct Code violations will modify the sanctions imposed.

## **Interfering with Video Security Equipment**

No person shall interfere with the operation of any video security equipment. This includes moving, obscuring, disconnecting, or in any way obscuring a video security camera from viewing the intended area. No person shall cause any video security monitor or recording device not to operate properly, such as (but not limited to) disconnecting, turning off, moving, or covering up. This does not apply to authorized persons in performance of their duties.

## **Littering**

Littering or improper disposal of trash is not permitted. No person shall litter by willfully or negligently throwing or dropping any item such as, but not limited to bottles, cans, papers, cigarettes or tobacco, wastes, rubbish, garbage or trash of any kind, or by unloading or dumping any refuse onto any area not authorized for refuse disposal. Be advised that violations of this policy may result in disciplinary action and/ or imposed fines as stated in the South Carolina Code of Laws.

## **Misuse of Keys**

No person may use or possess any university key or access card without proper authorization. Any student that allows another individual to possess their key or access card is placing the campus community at risk. No student is allowed, under any condition or circumstance, to have a university key or access card duplicated. Loaning a residence hall room key or access card to a person not assigned to that room will be considered a violation of this regulation. If found responsible, any student that allows an individual to gain access to a building, hall, or room with his/her assigned key may be subject to probation and lose visitation privileges for designated period of time. In the event of a second offense, sanctions are likely to be more stringent and may result in the loss of privilege to live on campus.

## Misuse of University Documents

Forgery, alteration or misuse of any university document or record is forbidden including, but not limited to, furnishing false information, or withholding material information from the university processes or procedures.

## Misuse of University Student Identification Cards

Using another student's ID or a fraudulent ID card and/or failure to present a student ID when requested by a university official acting in the performance of his or her duties may subject the owner and/or the holder to disciplinary and/or civil actions.

## Pets

Pets will not be allowed into any university facility or athletic venue with the exception of service and assistance animals. Otherwise, in keeping with city ordinances, individuals who bring a dog to campus are expected to keep the dog on a leash and under control at all times. In addition, excessive, continuous, or untimely barking, etc., shall be deemed a nuisance.

City ordinances concerning pets and pet control are as follows:

1. Section 6–53: Running at large and unrestrained is prohibited. No owner or keeper of any dog shall permit such dog to run at large or unrestrained at any time. All dogs shall be kept under restraint at all times.
2. Section 6–90: Owner is to exercise proper care and control. No owner shall fail to exercise proper care and control of his dog or to permit such dog to disturb the peace and quiet of the neighborhood. Excessive, continuous, or untimely barking, molesting pedestrians, garbage collectors or other persons, chasing vehicles, habitually attacking other domestic animals, trespassing upon public or private property in such manner as to damage the same shall be deemed a nuisance.

## Quiet Hours and University Noise Code

All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. If a student makes a reasonable request of another student to be less noisy, that student should comply.

Quiet hours are in effect from 10 p.m. – 10 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 a.m. midnight – 10 a.m. One week prior to and during exam week, quiet hours are extended to 24 hours.

This regulation also applies to residence hall and area lobbies. In the event that a group makes a disturbance (card or game playing, watching TV or yelling loudly), staff may request that violators leave immediately.

*NOTE: All sound systems and stereos must be kept inside, and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in the residence halls for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on campus for practice sessions.*

## Safety and Security Protocols

To enhance and maintain the safety of all community members. Members of the campus community are expected to carry their keys and/or university ID card to gain access to administrative buildings and/or Residence Halls. Propping of exterior doors and/or tampering with locks are prohibited in any residence

hall and administrative building.

Residences are expected to aid in maintaining the security of their assigned residence hall. Residents are issued a key to their assigned room and are responsible for leaving their room doors locked at all times. A resident's ID is considered a key when used as a proximity card for access to certain areas on campus. The ID is subject to the same regulations as keys as described herein. All residence hall entrance doors should remain closed and locked.

This key is only for the use of the individual to whom it is issued; a resident may not allow any other person to use that key at any time. In the event that this key is misplaced, the resident must contact the Housing office immediately. Misuse of any university key will result in fines and disciplinary action.

NOTE: Refer to [Safety and Security](#) for fire safety specific policies that pertain to the residence halls.

### **Skateboards, Hoverboards, Cycles, Etc.**

The University acknowledges that skateboarding is a means of transportation, as well as a sport activity, and encourages everyone to skateboard in a safe manner. Be advised that skateboarding and bicycling is strictly prohibited indoors.

To minimize the occurrence of incidents, all wheels must remain on the ground. Further, due to a high volume of pedestrian traffic, skateboarding is not allowed in the Plaza area. (Bicycles are allowed in the Plaza area.)

In the context of this policy, reckless skateboarding/bicycling includes the following:

1. Use of a wheeled vehicle in a manner that endangers public safety, threatens University property, or disrupts University operations. This use includes, but is not limited to, maneuvers that are aerial or that transition from campus walkways on to stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs.
2. Using skateboards and bicycles in ways that clearly creates unsafe conditions (e.g., traveling at unsafe speeds, traversing downhill with no method of stopping, riding too close to pedestrians, etc.).

Those that wish to skateboard in non-prohibited areas must register their skateboard at the Lander University Police Department. Skateboarders are reminded to exercise the same degree of care expected from cyclists and operators of motor vehicles. Violations will be addressed through police issued citations and/or the Student Code of Conduct.

### **Theft or Misappropriation**

Theft of any kind, including identity theft, seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including Lander University property, without the owner's permission, is also prohibited. Whether attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus, is strictly prohibited. Accessory to theft includes knowingly giving aid before and/or after the fact to a violator of this regulation. Serious instances, such as burglary, robbery, or motor vehicle theft, whether on or off campus, are likely to result in separation from the university. \*Property that is found should be turned in to the lost and found department, located at the Lander University Police Department.

### **Tobacco**

Lander University is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff, and students. The university became entirely tobacco free effective Aug

1, 2007. Tobacco use and vaping are prohibited on all university grounds, both outdoors and indoors and within university-owned or leased properties and vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms, community areas, parking lots and all other grounds and properties of Lander University.

This policy is in effect 24 hours a day, seven days per week and apply to all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-Food and Drug Administration (FDA) approved nicotine delivery device.

The following regulations also apply:

1. The sale of tobacco products is prohibited on the Lander University campus, as is the delivery of any tobacco product, by means of a delivery service of any kind.
2. The free distribution of any tobacco product on the Lander University campus, including all clubs and organizations, is prohibited.
3. Lander University campus organizations are prohibited from accepting money or gifts from tobacco companies, or distributing free, reduced-price or fully priced tobacco products (e.g., t-shirts, hats).
4. All tobacco advertising in public spaces on Lander University campus is strictly prohibited.

The Tobacco-Free Campus Policy will be enforced through citations issued by the Lander University Police Department and/or referrals to the student conduct administrator. Due to potential fire safety concerns, smoking or vaping in the residence halls or in any building owned or operated by the university will result in fines or other administrative action. The Tobacco-Free Campus Policy may be accessed on Lander's website at: [www.lander.edu/wellness](http://www.lander.edu/wellness) under the tab for Healthy Living Programs.

### **Trespassing**

The University reserves the right, in its sole discretion, to forbid access to any person to any part of the university campus, whether such campus location is owned by the university, owned by the Lander Foundation or any of its subsidiaries but used by the university or is under lease to the university, specifically including but not limited to the student's residence hall, apartment, parking lot or individual residence hall room. If a student's guest is placed on trespass notice, and the student knowingly violates this restriction, the student may be subject to disciplinary action which is not limited to separation from the university. \*Individuals placed on trespass notice will be subject to arrest for trespass after notice if found on university property.

### **Unauthorized Sale of Textbooks**

The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned in to the lost and found department, located at the Lander University Police Department.

### **Unauthorized Entry**

Unauthorized entry includes the entering and/or occupation of the facilities of the university, by its students or employees, which are locked, closed to student activities, restricted to use by a student or group of students, or that have not been reserved through the appropriate university offices. Further, students should not enter a residence hall room without the permission of the assigned resident, as well as being properly escorted into the room by the assigned resident. Violation of this policy may result in disciplinary action, which may include, but is not limited to, an individual's use of university facilities

being withdrawn or otherwise restricted. Accessory to unauthorized entry includes knowingly giving before and/or after the fact to a violator of this regulation.

### **Visitation Policy**

Please consult *Community Living: A Guide to Residence Halls* for details about the visitation policy.

### **Weapons/Firearms**

Firearms and dangerous weapons of any type are not permitted in the residence halls or other University facilities, except when carried by law enforcement officers within their jurisdictions. Possession of a firearm on campus is a felony within South Carolina. Intentional use, possession or sale of firearms or other dangerous weapons by students are strictly forbidden and violate University policy and state law.

Violations can result in arrest and confiscation/destruction of the weapon/ammunition/prohibited item. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals whether on or off university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is a serious offense.

Other weapons of any kind (including but not limited to dirk, slingshots, metal knuckles, razors, BB guns, air guns, hatchets, bows/arrows, explosives, fireworks, dangerous/noxious chemical mixtures, incendiary devices, propelled missiles, or other dangerous substances) are prohibited on campus.

Any item used in a threatening manner may be considered a weapon and is therefore applicable under this policy. Additionally, any item used to intimidate or inspire fear may be applicable in accordance with this policy. Students found responsible for violation of this policy, particularly as it relates to dangerous weapons, are likely to face separation from the University. Outcomes will be contingent upon the severity of the incident.

## **DUE PROCESS PROCEDURES**

Any violation(s) likely to result in the student's loss of privilege to live on campus for a period of time that exceeds 30 days and/or result in a student's suspension from the University, if found responsible, will automatically be afforded full due process. Student organizations/groups are afforded the same designated opportunities.

Upon being notified in writing by the student conduct administrator that he/she is accused of a violation and the specific charges pending, the student/student organization/group may, after consultation with the student conduct authority, elect one (1) of three (3) courses of action:

1. The student/student organization/group may admit the alleged violation, waive a hearing in writing and request that the student conduct administrator, or designee, take whatever action seems appropriate.
2. The student/student organization/group may admit the alleged violation in writing and request a hearing.
3. The student/student organization/group may deny the alleged violation in writing, in which case the student conduct administrator, or designee, shall refer him/her to the appropriate hearing authority.

Any violation(s) not likely to result in the student's loss of privilege to live on campus for a period of time that exceeds 30 days and/or result in a student's suspension from the University may be handled at the discretion of the student conduct administrator, or designee.

A charge letter outlining the specific violation(s) and the corresponding sanction(s) will be issued and the student may elect to request a review within three (3) days upon receipt of notification. During the review, if the student disagrees with the actions imposed or denies that a violation of university policy has occurred, the student will be afforded full due process as noted above.

## **Role(s) of an Advisor**

### **Students**

The charged student, and in some instances, a complainant, shall have the right to be accompanied to the hearing by an advisor. Delays will not normally be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive.

The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose advisors from inside or outside of the Lander University community.

The University has the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process. An advisor is not permitted to participate directly in the hearing process, or to speak for the charged student unless otherwise noted in the description below.

If disciplinary action is the direct result of a criminal charge, retained counsel, as applicable, will be allowed to provide full legal representation in all proceedings including, but not limited to, allowing counsel to appear on behalf of the student, speak on behalf of the student, question witnesses, protect the statutory and constitutional rights of the student, and to otherwise fully participate in all proceedings on behalf of the student.

Note that if a party opts to retain counsel, they do so at their own expense. (This addendum is in compliance with 2022-2023 South Carolina State Budget Proviso 117.162, outlining a responding student's ability to retain counsel.)

For the purposes of this addendum, the following definitions apply:

1. **Disciplinary Proceeding** - The formal process under which alleged violations of the Code of Student Conduct are investigated and resolved, wherein a finding (in violation or not in violation) is entered and becomes part of the student's conduct record. \*Informal resolutions and contract-based processes are not considered disciplinary proceedings.
2. **Retained Counsel** - An individual enrolled as a member of the South Carolina Bar, pursuant to applicable court rules, or an individual otherwise authorized to perform prescribed legal activities by action of the Supreme Court of South Carolina.

If disciplinary action is not the result of a criminal charge, with the written permission of the party(ies), the advisor's role in a disciplinary proceeding is limited to the following: (a) Advise the party regarding preparation for the hearing; (b) Accompany the party to all disciplinary proceedings; and (c) Have access to evidence to be introduced at the hearing.

*\*If a matter is deemed Title IX, the appropriate resolution procedures, including the prescribed roles of parties/advisors, will be applied.*



**Groups/Student Organizations**

Groups/Student Organizations shall have the right to be accompanied to the hearing by an advisor. Delays will not normally be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive. An advisor should be an on-campus faculty, staff, or student. A student organization may have special circumstances based on the role of their off-campus advisor. The Vice President for Student Affairs or designee has the authority to grant this exception.

An advisor is not permitted to participate directly in the hearing process, or to speak for the charged student organization. The University has the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process.

The advisor's role in a disciplinary proceeding is limited to the following:

1. Advise the organization regarding preparation for the hearing.
2. Accompany the organization to all disciplinary proceedings.
3. Have access to evidence to be introduced at the hearing.

**Rules Governing Formal Hearings**

When a student/student organization/group representative chooses an option of a formal administrative hearing, the student conduct administrator, or appropriate university official, shall set a date, time and place for a hearing and notify those charged, the hearing authority, and relevant witnesses and participants as to the scheduling of the hearing.

Hearings shall be considered closed and confidential. All statements, information or comments given during hearings shall be held in strictest confidence by hearing officers/council members, university staff, and witnesses, advisors, and observers before, during and after deliberation in keeping with relevant law and policy. Video, audio, stenographic or photographic recording of hearing proceedings are prohibited, except as authorized by the Student Conduct office.

The following procedural rules apply:

1. All charges shall be presented to the accused student/student organization/group in written form. A time shall be set for a student conduct board hearing, not less than three (unless written permission from the charged student) nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of student conduct board hearings may be extended at the discretion of the student conduct administrator.
2. The conduct board or Student Conduct officer may proceed independently to secure evidence for the hearing. The charged party/parties shall have access to any evidence prior to the hearing. The charged party/parties may prepare responses to such evidence. Upon review of the evidence, the charged party may request a hearing extension if additional time is needed to prepare. Extension requests shall not exceed a five-day period.
3. All procedural questions are subject to the final decision of the student conduct board chairperson.
4. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student code proceedings.
5. The complainant, if applicable, and the accused student shall be allowed to address the student conduct board. The complainant(s) and the accuser(s) participation will vary, dependent upon

student privacy considerations and other relevant laws. Admission of any other person to the student conduct board hearing shall be at the discretion of the student conduct board and/or its student conduct administrator.

6. The complainant/accuser and the accused shall have the right to be accompanied at the hearing by an advisor. \*Delays will not normally be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive. With the exception of sexual misconduct cases, an advisor should be an on-campus faculty, staff, or student. If special circumstances exist, such as a student's possible separation from the university or in cases that also involve criminal proceedings, the student may request that a support person of their choosing be allowed to assume the advisor role. A student organization may also have special circumstances based on the role of their off-campus advisor. The Vice President for Student Affairs or designee has the authority to grant this exception. An advisor is not permitted to participate directly in the hearing process, or to speak for the charged student(s) or student organization(s). The advisor, with the written permission of the charged student(s) or student organization(s) may:
  - a. Advise the accused regarding preparation for the hearing.
  - b. Accompany the accused to all disciplinary proceedings.
  - c. Have access to evidence to be introduced at the hearing.
7. In student conduct board hearings involving more than one accused student, the student conduct administrator, in his or her discretion, may permit the student conduct board hearings concerning each student to be conducted either separately or jointly.
8. Charges against the accused will be presented to the conduct board, as well as all relevant facts pertaining to the case. At the discretion of the chairperson, pertinent records, exhibits and written statements may be accepted as information for consideration by a student conduct board.
9. Each side will be given a chance to present its position separately without interruption from the other side. After presentation of both positions, rebuttal and questions will be allowed. The complainant, the accused student and the student conduct board may arrange for witnesses to present pertinent information to the student conduct board. The university will try to arrange the attendance of possible witnesses who are members of the university community, if reasonably possible, and who are identified by the complainant and/or accused student in advance of the student conduct board hearing. Witnesses will provide information to, and answer questions from, the student conduct board and shall only be present during the time in which they are testifying.
10. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the student conduct board, with such questions directed to the chairperson, rather than to the other involved parties directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the student conduct board chairperson. At all times, control of the hearing rests with the chair, which shall retain the right to ensure decorum and a fair process.
11. The chairperson shall have the right to set reasonable time limits for participants who testify orally.
12. The chair of the conduct board will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants.
13. The prior conduct of the accused and/ or accuser shall be taken into consideration only if it relates directly to the charges at hand. Such determination shall be made by the chair. If determined by the

chair, relevant prior conduct may be considered in the determination of responsibility and/or sanctioning.

14. After all pertinent information has been received and the student conduct board hearing concludes, the student conduct board shall go into private session to determine by majority vote whether or not the accused student is responsible for said violation(s).
15. The chairperson may facilitate the deliberation process to ensure procedures are appropriately adhered to but is not a voting participant.
16. After hearing the evidence, the conduct officer/board may choose to continue the hearing at a later date if additional evidence or witnesses are needed. If this action is deemed necessary, the accused must have the opportunity to review the information prior to resuming the hearing.
17. The student conduct board's determination shall be made on the basis of whether it is more likely than not that the accused violated the student conduct code. (This is referred to as the preponderance of evidence standard.)
18. There shall be a single verbatim record, such as a recording of all student conduct board hearings before a student conduct board. \*Deliberations shall not be recorded. A transcript or audio recording of the presentation of testimony shall be kept by the student conduct administrator until any appeal or any external board review has been concluded, or 30 days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party/parties and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Student Affairs. The charged student/student organization representative may request a duplicate copy of the recording at his/her own expense within a period of 30 days from the date of the hearing.
19. Hearings may be held both "live" or via teleconference. Hearing procedures shall remain consistent, regardless of the hearing platform.
20. The board chairperson shall be responsible for forwarding the written decision of the hearing authority to the charged party/parties and the victim, if applicable, and as permitted by law. The letter from the hearing authority to the accused shall consist of the following:
  - a. Findings of the hearing authority.
  - b. Sanction(s), if applicable.
  - c. Rationale of the hearing body; and
  - d. Statement regarding the right to appeal and the appeal procedures.
21. The student conduct administrator may accommodate for concerns regarding the personal safety and/or privacy of involved parties, particularly when the circumstances are sensitive in nature. Such measures may include, but are not limited to, non-student representation on the committee; and/or providing separate facilities or remote virtual participation by teleconference.
22. Prior to the start of any conduct proceeding, involved parties have the right to state concerns regarding potential bias of committee members on record. Such concerns will be taken into consideration by the student conduct administrator. A hearing may be rescheduled, and a new board member selected, when appropriate.

### **Rights of Those Charged with Violation of the Student Code of Conduct**

Individuals and groups charged with violations have the following rights that are protected throughout the hearing process:

1. The right to be notified in writing of their rights in the disciplinary process.
2. The right to be notified in writing of the charges against him/her. In the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the pre-hearing process.
3. The right to be notified of the date, time, and place of formal hearings at least three university business days (72 hours) prior to the hearing.
4. The right to be notified of the hearing authority charged with conducting the hearing.
5. The right to waive the required 72-hour hearing notice in order to expedite the process.
6. The right to know the nature and source of the evidence used in a hearing process; this includes the right to review, prior to the hearing, all documents and exhibits to be introduced at a hearing as well as a list of witnesses asked to testify at the hearing.
7. The right to present evidence on one's own behalf, and to bring witnesses on one's behalf. NOTE: It may not be possible to secure the presence of all witnesses since no subpoena power exists for an administrative hearing.
8. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party/parties. The failure of a student to appear will not be taken as indicative of responsibility and must be noted without prejudice.
9. The rights of refusal to answer any questions and/or make a statement; however, the conduct board may draw inferences from this refusal.
10. The right to present questions for the witnesses to answer; the conduct officer/board may rule on relevance of these questions.

The right to be accompanied by an advisor throughout the hearing process. (Reference [Rules Governing Formal Hearings](#).)

### **Student Conduct Committee**

When appropriate, the Student Conduct Committee will be chosen out of a qualified pool of individuals to hear each case. Each participant is obligated to sign a confidentiality agreement, participate in training, and is required to observe the process before being afforded full voting rights.

Additional qualifications include:

1. A willingness to serve.
2. A status of good standing.
3. A demonstrated commitment to respect, professionalism, and decorum.
4. The ability to be impartial and utilize sound judgement.
5. Familiarity with conduct code policies and procedures.

The committee will be chaired by the student conduct administrator, who will be a nonvoting member. The committee will consist of three (3) or five (5) members, typically comprised of both employees and students. The Vice President for Student Affairs will not serve on the conduct board. \*Those interested in serving on the Student Conduct Committee should contact Ayrn Gilstrap in the Office of Student Affairs ([asextongilstrap@lander.edu](mailto:asextongilstrap@lander.edu)).

## INTERIM MEASURES AND CAMPUS SAFETY CONSIDERATIONS

While firmly committed to the concept of due process, the University recognizes the fact that a student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the student or to another member of the university community or University property.

In such cases, the Vice President for Student Affairs, or designee, may impose interim measures, pending a hearing, for the protection of the student, the university community and/or university property. Further, the Vice President for Student Affairs shall have the power to impose such temporary sanctions pending a hearing when a student or group of students present a clear and present danger to the freedoms and rights other members of the university community, and/or to the mission of the university.

As deemed necessary or appropriate by the Vice President for Student Affairs, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible. In addition to interim measures such as residence hall removal or restriction pending a disciplinary hearing, the University may impose an interim suspension based on any of the following considerations:

1. To ensure the safety and well-being of members of the University community or preservation of university property.
2. To ensure the student's own physical or emotional safety and well-being.
3. If a student, student organization, or group poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

An interim suspension may be imposed, by the Vice President for Student Affairs or his/her designee, prior to the beginning of the administrative process. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct board hearing, if required.

During any interim suspension involving a student organization/group, the organization/group shall be required to discontinue all organizational activities and may be denied access to all University activities and privileges. (Other interim conditions/restrictions may also apply.)

## PREVENTATIVE MEASURES

Upon notice of a potentially escalating situation or the probability that a violation has occurred, the university may intervene as a preemptive measure. If a student feels as though the stipulations are unwarranted, the student may request a meeting with the appropriate authority to explain the circumstances of their concern. The authority may opt to forgo the requirement.

Examples of preventative measures are referenced below.

## 1. No Contact Directives

A no contact order is an official university notice restricting students, faculty, or staff members from initiating contact with each other. A no contact order typically is used to de-escalate a situation and can be initiated by either the person seeking to sever contact or by the Office of Student Conduct. A no contact order from the Office of Student Conduct restricts student-to-student contact. Any student can request a no contact order; however, both involved parties must be Lander University students. A student, faculty or staff member who is fearful for their safety and the potential for danger if the alleged is within geographic proximity is strongly encouraged to apply for a restraining order. *NOTE: A no contact order in no way limits one's right to file a formal complaint, whether administrative or criminal.*

## 2. Educational Conversations

The Office of Student Affairs may require any student to meet with a staff member informally to discuss behavioral-related concerns. Examples of concerning behaviors include substance use, civility related issues, or any other concerning behaviors. The purpose of an educational meeting is to discuss any concerns, as well as the basis of the concerns, and to provide educational guidance and support. Such meetings should be considered an official request from university personnel.

## SANCTIONING GUIDELINES

Sanctions may be imposed by the appropriate hearing authority, providing the student is found responsible for said violation(s). Sanctioning practices attempt to foster consistency (hence, ensure outcomes are non-discriminatory), while at the same time providing flexibility to ensure the needs of each individual student are carefully considered.

### Assigned Sanctions

Disciplinary sanctions may be imposed upon students/student organizations/groups found responsible for a violation of the student code of conduct. All sanctions may be imposed either singularly or in combination.

The purpose of imposing sanctions is twofold:

1. To protect the University community from behavior which is detrimental to the community, and/or the educational mission of the University.
2. To assist students in identifying acceptable parameters and consequences of future behavior.

The sanction(s) imposed is(are) intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the student code of conduct of the University.

In each case in which a student conduct board determines that a student and/or group or organization has violated the student code, the sanction(s) shall be determined and imposed by the student conduct administrator. In cases in which persons other than, or in addition to, the student conduct administrator has been authorized to serve as the student conduct board, the recommendation of the student conduct board shall be considered by the student conduct administrator in determining and imposing sanctions.

The student conduct administrator is not limited to sanctions recommended by members of the student conduct board. Following the student conduct board hearing, the student conduct board and the student conduct administrator shall advise the accused student, group and/or organization in writing of its determination and of the sanction(s) imposed, if any. Victims will be notified of the final outcome as permissible by law.

## For students

Possible sanctions may include:

1. **Expulsion:** Dismissal from the university without the ability to apply for re-admittance.
2. **Suspension:** Denial of enrollment, attendance, and other privileges at the university for a specified period of time; permission to apply for admission upon termination of the period may be granted with or without conditions/ restrictions. Students may be required to complete a period of disciplinary probation upon their return to the university. *NOTE: Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time specified in the notice of suspension. The student may not return to campus or university property during the term of the suspension without prior written permission by the Vice President for Student Affairs or designee.*
3. **Disciplinary Probation:** A period of review and observation during which a student is under an official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction, including suspension or expulsion from the university. While on disciplinary probation, a student is considered not in good standing and may face specific limitations on his/her/their university privileges (see conditions/restrictions).
4. **Residential Probation:** A formal notice that a resident's behavior is not in conformance with community standards. Students are expected to reflect upon their decisions and be mindful of how their choices and actions impact themselves, others, and the residential community. Further violations are likely to result in more stringent disciplinary action.
5. **Conditions/Restrictions:** Limitations on university privileges for a period of time, or an active obligation to complete a specified activity; this sanction may include, but is not limited to, restricted access to the campus or parts of campus, denial of the right to represent the university in any way, denial of the privilege to live within a university residence, a denial of parking privileges, no contact directives, required workshop attendance and/or participation in public service. Further, a student may be restricted from certain leadership positions and/or seeking to run for, or to hold, an elected student office, such as Student Government Association.
6. **Written Warning:** An official reprimand that makes the misconduct a matter of record in university files; any further misconduct could result in further disciplinary action.
7. **Fines and Restitution:** An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including, but not limited to, tampering with fire/safety equipment, the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, or violations of the alcohol and/or drug policies. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.
8. **Housing Sanctions:** These sanctions include written warning; visitation restrictions; fines; other conditions; probation; relocation; and housing contract cancellation, whether a temporary or permanent loss of residential privileges.
9. **Discretionary Sanctions:** Work assignments, essays, service to the university or other related discretionary assignments.
10. **Revocation of Admission and/or Degree:** Admission to the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining admission. A degree

awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

11. **Withholding Degree:** The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this student code of conduct, including the completion of all sanctions imposed, if any.
12. **Other measures:** may be taken if deemed appropriate by the student conduct authority.

### For Groups/Student Organizations

Possible sanctions include:

1. **Written Warning:** An official placing the group or organization on notice that any further misconduct could result in disciplinary action, to include any combination of the consequences as referenced below.
2. **Organizational Probation:** A designated period of time during which the registered or sponsored student organization is required to comply with specified terms and conditions to address the behavior that led to the violation. During the probationary period, certain conditions/restrictions may apply. Further violations may result in deactivation of the organization.
3. **Organizational Suspension:** The denial of privileges of a registered organization for a designated period of time. The organization shall be required to discontinue all organizational activities and may be denied access to all University activities and privileges.
4. **Discretionary Sanctions:** Educational programs, service to the university, or other related discretionary assignments.
5. **Conditions/Restrictions:** Limitations upon, or loss of, an organization's privileges for a period of time, or an active obligation to complete a specified activity. (Examples include, but are not limited to, loss of privilege to participate in Greek Week, Homecoming or other university activities, social probation, member workshops/trainings, etc.)
6. **Deactivation:** Loss of all privileges, including university recognition. All organizational activities must be ceased, and any appointed or elected office must be vacated. At the discretion of the Vice President for Student Affairs, deactivation may include permanent dismissal without any recourse to reapply for registration.

## APPEALS

To the extent that is permitted or mandated by law, parties will receive written notification of a hearing outcome and the right to appeal. Disciplinary decisions may be appealed by a student, student organization/group, and in some instances, a complainant. Other than any interim measures-imposed pre-hearing (such as a general health or safety precaution), sanctions will remain on hold pending the appeal outcome.

Appeals are limited to the following:

1. **Procedural Error(s):** A procedural irregularity affected the outcome of the matter.



2. **New Evidence:** New evidence has been discovered that was not reasonably available at the time on the determination of responsibility or dismissal.
3. **Conflict of Interest:** A conflict of interest on the part of a Title IX Coordinator, an investigator that compiled the evidence, or a decision maker, and the conflict of interest affected the outcome.

### Grievance Appeal Form

The appeal must state the specific reasoning for the petition, based on the designated appeal criteria. Appeals should be submitted online: [https://cm.maxient.com/reportingform.php?LanderUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=3) within three (3) business days upon written notice of the resolution. An extension to receive the appeal may be granted based on circumstances beyond the control of the individual wishing to appeal. (This same courtesy would also apply to other involved parties, as applicable.)

Specific to Code of Conduct appeals, the Vice President for Student Affairs will review the information submitted. Provided that the appeal request is consistent with one of the above-mentioned categories, the information will then be forwarded to the appropriate appeal authority for further review. The Vice President for Student Affairs has the authority to send any appeal directly to the appellate board when evaluating the relevance of the designated appeal criteria. Further, the Vice President for Student Affairs has the authority to omit an appellate board review and request that a new hearing be granted, when warranted. Members of the Student Conduct Committee that have not previously been involved in the disposition of a case will serve on the appellate review board.

An appellate board may either:

1. Affirm the finding(s) of the original hearing authority, in which case the decision is final; or
2. Remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence; or
3. In extraordinary circumstances, the appellate board may direct a new hearing before a board that was not previously involved in the case resolution.

Based on the circumstances, appeal outcome notification deadlines are subject to change if exigent circumstances exist; however, any afforded extensions should be reasonable. Involved parties will be notified in writing about the status of the appeal and/or any resolutions, as applicable.

## STUDENT DISCIPLINARY RECORDS

Family Educational Rights and Privacy Act (FERPA)The following student rights are covered by the Family Educational Rights and Privacy Act (FERPA), and afforded to all eligible students of the University:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's informational records.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the provisions of the Act.

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

Student disciplinary records are protected as educational records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the impacted student's consent.

1. Lander University may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a university conducted disciplinary proceeding, against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
2. In the event discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA allows the institution to disclose the final results of a disciplinary proceeding (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) , regardless of whether the institution concluded that a violation was committed.
3. The Clery Act requires that the accuser and the accused must be informed of the outcome, with respect to an institutional disciplinary proceeding alleging a sex offense. When an individual is found to have engaged in sexual harassment covered by Title IX, the complainant will be provided full disclosure regarding any resolution directly related to the complaint.

**Record Retention**

Any disciplinary correspondence and/or actions taken will be housed in the Office of Student Affairs for at least a five (5) year period. Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. As permissible by law, upon graduation the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree, upon application to the student conduct administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, university expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven (7) years after final case disposition.

## SEXUAL HARASSMENT AND VIOLENCE

The information included in this handbook provides an overview of the policy and afforded rights in addition to the applicable grievance and resolution procedures. The full policy/procedures may be referenced online at: [www.lander.edu/titleix](http://www.lander.edu/titleix).

Risk reduction tips, frequently asked questions, and bystander intervention strategies may also be accessed online at: [www.lander.edu/titleix](http://www.lander.edu/titleix) (Risk Reduction).

**SUMMARY**

Lander University adheres to applicable federal and state laws and regulations prohibiting discrimination in public institutions of higher education. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender,

gender identity, gender expression, pregnancy, childbirth or related medical conditions, national origin, age, disability, veteran's status, genetic information, or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process) in employment, educational programs and activities, admissions or financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments.

This policy is intended to meet Lander University's responsibilities under the provisions as required by the Title IX Regulations and Violence Against Women Act (VAWA). Sexual harassment, including sexual violence, is a form of discrimination and is illegal. When brought to the attention of Lander University, acts of sexual harassment will be promptly and fairly addressed and remedied by Lander University in accordance with the established resolution process.

## SCOPE AND JURISDICTION

The core purpose of this policy is the prohibition of all forms of sexual harassment including sex-based discrimination; sexual assault; stalking; sexual exploitation; dating violence; domestic violence; and retaliation. When the respondent is a member of the Lander University community, a grievance process may be available regardless of the status of the complainant, who may or may not be a member of the Lander University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and such third parties as guests, visitors, volunteers, invitees, and campers.

This policy can also be applicable to occurrences of off-campus misconduct that effectively deprive a person of access to Lander University educational programs. Lander University may also extend jurisdiction to off-campus and/or online conduct when it is determined that the conduct affects a substantial Lander University interest. Regardless of the location of the alleged misconduct, Lander University will address a notice/complaint to determine whether the misconduct occurred in the context of an employment or educational program or activity and/or whether it has continuing effects on campus or in an off campus sponsored program or activity.

Lander University must dismiss a formal Title IX complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the policy hereinabove, even if proven.
2. The conduct did not occur in an educational program or activity controlled by Lander University (including buildings or property controlled by recognized student organizations); Lander University does not have control of the respondent; and/or
3. The conduct did not occur against a person in the United States.

All other allegations of misconduct that fall outside the scope of Title IX will be addressed through procedures as outlined in otherwise pertinent, published policies.

## RETALIATION

Lander University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Therefore, Lander University or any member of the Lander University community is prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Protected activities under this policy include reporting an incident that may be covered by this policy, participating in a grievance process, supporting a complainant or respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy. Acts of alleged retaliation should be reported immediately to the appropriate designated administrator as referenced below.

Administratively charging an individual for a Student Code of Conduct violation that does not involve sex discrimination or sexual harassment but arises out of the same facts or circumstances as a report or complaint of sex discrimination or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a Student Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## DESIGNATED ADMINISTRATORS AND EXTERNAL RESOURCES

### **Title IX Coordinator and Deputy Staff**

The Title IX coordinator has the primary responsibility for coordinating Lander University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex-based harassment, sex-based discrimination, and retaliation prohibited by Title IX.

Regarding such matters, the Title IX coordinator acts with independence and authority free from bias and conflicts of interests. The Title IX coordinator is responsible for conducting ongoing training and outreach for all employees (including administrators, faculty, and staff), Board of Trustees members, and students.

The members of the Title IX Team are vetted and trained to ensure that they are not biased for or against any party in a specific case, or for or against complainants and/or respondents generally. To raise any allegation involving bias or conflict of interest on the part of the Title IX coordinator, students should contact the Vice President for student affairs and employees should contact the director of human resources. Any allegation of bias or a potential conflict of interest on the part of any other Title IX Team member should be brought to the attention of the Title IX coordinator. Any allegation of misconduct or discrimination on the part of any other Title IX Team member should be reported to the Title IX coordinator.

*Lander University has also classified all employees, to include Resident Assistants, as Responsible Employees. Responsible Employees are mandated reporters of any knowledge they have that a member of the community is experiencing sex-based harassment, sex-based discrimination, and/or retaliation.*

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

**Name: TBD**

Title: Title IX Coordinator

Office: Office of Student Affairs

Location: Room 347, Grier Student Center

Address: CPO Box 6012, 320 Stanley Avenue, Greenwood, SC 29649

Phone: (864) 388-8055

Email: TBD

**Name: Jalysa Green**

Title: Interim Title IX Coordinator, Deputy Title IX Coordinator for Students  
Office: Office of Student Affairs  
Location: Room 344, Grier Student Center  
Address: CPO Box 6012, 320 Stanley Avenue, Greenwood, SC 29649  
Phone: (864) 388-8905  
Email: [jgreen@lander.edu](mailto:jgreen@lander.edu)

**Name: London Thomas**

Title: Deputy Title IX Coordinator for Employees  
Office: Office of Human Resources  
Location: WN 102, Human Resources,  
Address: 320 Stanley Avenue, Greenwood, SC 29649  
Phone: (864) 388-8051  
Email: [lthomas@lander.edu](mailto:lthomas@lander.edu)

**Name: Jamie Wilson**

Title: Deputy Title IX Coordinator for Athletics  
Office: Location: AC 105B, Athletics Center  
Address: 320 Stanley Avenue, Greenwood, SC 29649  
Phone: (864) 388-8554  
Email: [jwilson2@lander.edu](mailto:jwilson2@lander.edu)

**External Resources**

Inquiries may also be made externally to:

**Office for Civil Rights (OCR)**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481  
Phone: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Fax: (202) 453-6012  
Web: <http://www.ed.gov/ocr>

**U.S. Department of Justice Civil Rights Division**

950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530

Email: [education@usdoj.gov](mailto:education@usdoj.gov)  
Phone: (202) 514-4092  
Phone: 1-877-292-3804 (toll-free)  
Fax: (202) 514-8337

**NOTICE/COMPLAINT PROCESS FOR SEX-BASED HARASSMENT, SEX-BASED DISCRIMINATION, AND RETALIATION**

Lander University strongly encourages all employees and students to report incidents of alleged sex-based harassment, sex-based discrimination, and retaliation. The University encourages reports to be made as soon as possible to enable the University to investigate the allegations more effectively.

A formal complaint is a document filed/signed by a complainant, or in some instances the Title IX coordinator, alleging sexual harassment or discrimination based on sex or in retaliation for engaging in a protected activity against a respondent and requesting that Lander University investigate the allegation.

The University will respond to and investigate allegations, and it will take steps to prevent retaliation against any person making a complaint or participating in the investigation process. Further, the University will provide fair treatment for any person against whom an allegation is made.

Described below are options for reporting sex-based harassment, sex-based discrimination, and retaliation. A criminal complaint can be made simultaneously with a university complaint to the Title IX Coordinator, as applicable.

### Complaint Process

A complaint may be filed in person, by mail, or by electronic mail by using the contact information in the section immediately above or as described in this section. As used in this paragraph, the phrase “document filed/signed by a complainant” means a document or electronic submission (e.g., by electronic mail or through an online portal provided for this purpose by Lander University) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the complaint.

If an individual is submitting a complaint on behalf of another party, the impacted individual will be contacted to determine if they wish to file a formal complaint. Notice or complaints of sex-based discrimination, sex-based harassment, and/or retaliation may be made using any of the following options:

1. **Verbal and/or Written Notice:** File a complaint with, or give verbal notice to, the Title IX coordinator or deputy Title IX coordinators. Such a report may be made at any time (including during non-business hours) by using the telephone number, email address or mail to the office address posted online at [www.lander.edu/titleix](http://www.lander.edu/titleix).
2. **Online Reporting Form:** A report of sexual harassment may be filed online, using the reporting form posted online at [www.lander.edu/titleix](http://www.lander.edu/titleix).
3. **Anonymous Notice:** An anonymous notice will be investigated by Lander University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, an anonymous notice typically limits Lander University’s ability to investigate, respond, and provide remedies, depending on what information is shared.
4. **Criminal Complaint:** The Lander University Police Department (LUPD) or, if the incident occurred elsewhere, other appropriate law enforcement agency will receive and investigate reports of alleged discrimination, harassment, and sexual violence that may constitute a crime. Criminal acts include sexual assault, sexual battery, and other forms of sexual violence. Lander University encourages a complainant to meet with police officers as soon as possible so officers may gather information in a timely manner. The Title IX Coordinator will assist any student or employee with notifying local police if they so desire.

All allegations will be acted upon promptly by Lander University once it has received notice or a formal complaint. Complaints can take sixty-to-ninety (60-90) business days to resolve. Although exceptional and extenuating circumstances can cause additional time to a resolution, Lander University will avoid all undue delays within its control.

At any time that the general timeframes for resolution outlined in Lander University procedures will be delayed, Lander University will provide notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

1. **If the formal complaint is against a student** and meets the requirements of Title IX, then the complaint will be resolved in accordance with the Title IX resolution procedures. If it is determined that the complaint does not meet the requirements of Title IX, the Title IX coordinator will dismiss the matter for the purposes of Title IX. However, the alleged conduct may still be addressed pursuant to the Student Code of Conduct procedures.

2. **If the formal complaint is against an employee** and meets the requirements of Title IX, then the complaint will be resolved in accordance with the Title IX resolution procedures. If it is determined that the complaint does not meet the requirements of Title IX, the Title IX coordinator will dismiss the matter for the purposes of Title IX. However, the alleged conduct may still be addressed pursuant to the employee resolution procedures.
3. **If the formal complaint is against a non-student or non-employee**, then supportive measures will be offered to the complainant (see Supportive Measures section, below).

### **Privacy and Confidentiality**

Every effort is made by Lander University to preserve the privacy of reports. Lander University will not unnecessarily share the identity of any individual who has made a complaint of sex-based harassment, sex-based discrimination, or retaliation. Further, Lander University will strive to uphold the privacy and confidentiality of complainants, respondents, and witnesses throughout the resolution process.

Information will only be shared as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; or FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106.

Lander University reserves the right to determine which officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Only a small group of officials who need to know will typically be informed of the complaint, including, but not limited to, the Vice President for Student Affairs, general counsel, director of human resources, chief of police, and CARE Team. Information will be shared, as necessary, with investigators, hearing panel members/decision-makers, witnesses, and the parties.

The number of people with this knowledge will be kept as small as possible to preserve the parties' rights and privacy. Lander University may contact parents/guardians to inform them of situations in which there is a significant and imminent health and/or safety risk; it will usually consult with the student prior to doing so.

### **Reluctant Complainant**

If a complainant believes that they have experienced sex-based harassment, sex-based discrimination, or retaliation but does not wish their name to be shared, an investigation to take place, or a formal complaint to be pursued, they may make such a request to the Title IX coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX coordinator has ultimate discretion over whether Lander University proceeds when the complainant does not wish to do so, and the Title IX coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX coordinator's decision should be based on the results of the violence risk assessment that show a compelling risk to health and/or safety that requires Lander University to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

Lander University may be compelled to act on an allegation of misconduct by an employee regardless of a complainant's wishes. The Title IX coordinator must also consider the effect that non-participation by the complainant may have on the availability of evidence and Lander University's ability to pursue a formal grievance process fairly and effectively. When the Title IX coordinator executes the written complaint, the coordinator does not become the complainant; the complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Lander University proceeds, the complainant (or their advisor) may have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under this policy regardless of their level of participation. Typically, when a complainant chooses not to participate, the advisor may be appointed as proxy for the complainant throughout the process, acting to ensure and protect the rights of the complainant.

Note that Lander University's ability to remedy and respond to a notice may be limited if the complainant does not want Lander University to proceed with an investigation and/or grievance process. While balancing Lander University's obligation to protect its community, the goal is to provide the complainant with as much control over the process as possible. In cases where the complainant requests confidentiality and does not wish to proceed with a formal complaint, Lander University will attempt to honor this request to the fullest extent possible, providing that the circumstances allow.

Informal resolution options, supportive measures, and/or remedies will still be offered to the complainant and the community, even if no formal action ensues. If the complainant elects to take no action, they can opt to file a formal complaint at a later date. Upon making a formal complaint, a complainant has the right, and can expect, to have allegations taken seriously by Lander University, and to have the incidents investigated and properly resolved through the grievance procedures.

## **Confidential Resources**

### **On-Campus Confidential Resources**

If a complainant wishes the details of an incident to remain confidential, the complainant may speak with on-campus licensed professional counselors and on-campus health service providers working within the Wellness Center (864-388-8885). Campus counselors and/or Employee Assistance Program staff are available to help free of charge and may be consulted on an emergency basis during normal business hours. Lander University employees who are confidential resources will submit timely anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client or patient.

### **Off-Campus Confidential Resources**

If a complainant wishes the details of an incident to remain confidential, the complainant may speak with off-campus licensed professional counselors and other medical providers; local rape crisis counselors; domestic violence resources; local or state assistance agencies; clergy or chaplains; and/or the complainant's retained attorney(s). All of the above-listed individuals should maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in cases of immediate threat or danger or abuse of a minor or when required to disclose by law or court order.

## **Supportive Measures**

Lander University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sex-based harassment, sex-based discrimination, or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Lander University's educational programs or activities, including measures designed to protect the safety of all parties or Lander University's educational environment and/or to deter sex-based harassment, sex-based discrimination, or retaliation.

Supportive measures will be made available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, Lander University will inform the complainant that they may file a formal complaint with Lander University either at that time or in the future, if they have not done so already. The complainant's wishes will be taken into account with respect to the supportive measures that are planned and implemented.



Lander University will maintain the privacy of the supportive measures, provided that privacy does not impair Lander University's ability to provide the supportive measures. Lander University will act to ensure as minimal an academic impact on the parties as possible. Lander University will implement measures in a way that does not unreasonably burden the other party. Examples of supportive measures may be referenced online at: [www.lander.edu/titleix](http://www.lander.edu/titleix) under the "Supportive Measures" section.

### **Amnesty for Complainants and Witnesses**

Students may be hesitant to assist others for various reasons (e.g., an underage student who has been drinking or using marijuana might hesitate to assist an individual who has experienced sexual misconduct to speak with Lander University officials). To encourage reporting and participation in the process, Lander University may, at its discretion, offer parties and/or witnesses amnesty for any minor policy violations of the Student Code of Conduct (e.g., underage consumption of alcohol or the use of illicit drugs) related to an incident.

## **PROHIBITED CONDUCT**

### **Sexual Harassment**

Lander University prohibits discrimination on the basis of sex, including sexual harassment and sexual violence. The University prohibits, and will not tolerate, sexual harassment. The US Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of South Carolina regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

For the purposes of Title IX, sexual harassment includes the following three (3) types of misconduct based on sex:

1. Any instance of quid pro quo harassment by a Lander University employee conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sex. [Note: Quid pro quo offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because the misconduct is sufficiently severe to deprive a person of equal access].
2. Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal educational access to a Lander University education program or activity.
3. Any instance of sexual assault (as defined in 20 USC 1092(f)(6)(A)(v)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (as defined in 34 USC 1229(a)(8,10 or 30)).

For the purposes of Title VII, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile environment.

## Sexual Violence

Sexual violence consists of sexual acts perpetrated against a person's will or where a person is incapable of giving consent. The University prohibits, and will not tolerate, sexual violence. Sexual violence, including VAWA offenses, are as follows:

1. **Sexual Assault and/or Battery:** Any attempted or actual act of nonconsensual sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any other object into the oral, genital, or anal openings of another person's body. This includes forcible or non-forcible sex offenses under the uniform crime reporting system of the Federal Bureau of Investigation.
2. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.
3. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the complainant including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacitation.
4. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
5. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. (In South Carolina, the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.)
6. **Dating/Relationship Violence:** Violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the person who is the recipient of the violent act(s). The existence of such a relationship shall be determined based on the recipient's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
7. **Domestic Violence:** Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the complainant under the family or domestic violence laws of South Carolina. Includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a complainant, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who: is a current or former spouse or intimate partner of the complainant, or person similarly situated to a spouse of the complainant; is cohabitating, or has cohabitated, with the complainant as a spouse or intimate partner; shares a child in common with the complainant; or commits acts against a youth or adult recipient who is protected from those acts under the family or domestic violence laws of South Carolina.
8. **Stalking:** Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others or to suffer substantial emotional distress. For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the transgressor directly, indirectly, or through third-parties, by any action, method, device, or means, follows, monitors, observes, surveils,

threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the person who is the object of the stalking. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

9. **Economic Abuse:** In the context of domestic violence [and] dating violence, economic abuse means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to: restrict a person's access to money, assets, credit, or financial information; unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.
10. **Technological Abuse:** An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.
11. **Sexual Coercion:** The act of using pressure through threats, force, or alcohol or drugs in an attempt to have sexual contact with a person against their will.
12. **Nonconsensual Contact:** Any other nonconsensual conduct of a sexual nature including, but not limited to, touching, fondling, kissing, groping, or indecent exposure.
13. **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another person for one's own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of sexual exploitation include, but are not limited to: sex-based cyber-harassment; peeping or other voyeurism; forcing others to view sexual activity; non-consensual photographing, videoing, or audio taping of sexual activity; sharing photographing, videoing, or audio taping of sexual activity without consent; causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity; engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the infection; misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections; forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity; knowingly soliciting a minor for sexual activity; engaging in sex trafficking; or creation, possession, or dissemination of child pornography.

## DEFINITION OF CONSENT

Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time. Consent to some sexual contact (e.g., kissing, fondling) cannot be presumed to be consent for other sexual activity (e.g., intercourse).

A current or previous intimate relationship is not sufficient to constitute consent. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Lander University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

### **Inability to Consent**

Various factors may limit or negate a person's ability to consent to a sexual act. These include, but are not limited to, incapacitation (defined below) intellectual or other disability, or fear due to threats or force. In order to find a lack of consent under one of these circumstances, there must be both a finding that the complainant was unable to consent and a finding that the respondent knew or had reason to know the complainant was unable to consent. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when a person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (i.e., to understand the "who, what, when, where, why, or how" of sexual interaction). Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. It may be permanent or temporary. Someone who is asleep, or unconscious is incapacitated. Someone can also be incapacitated by alcohol or other substances. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Incapacitation is a state beyond intoxication, and a person is not incapacitated merely because of drinking or drug use. Intoxication of the respondent is not an excuse for failure to obtain consent or failure to know of the complainant's inability to consent.

If there is evidence or an assertion that both participants in a specific sexual act may have been incapacitated at the time it occurred, the university will examine the conduct of both persons in its investigation. If either or both persons initiated and engaged in sexual activity with someone who was incapacitated, the university will impose sanctions based on all circumstances. The gender of any person will not be a factor in the selection of sanctions. Once the university has completed its investigation and adjudication of an incident (including appeals), no participant may later raise a claim of their own incapacitation.

## **GRIEVANCE PROCESS**

### **Rights of Parties**

A description of rights afforded to complainants and respondents are delineated below.

1. The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Lander University officials.

2. The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
3. The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
4. The right to be informed, in advance, of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
5. The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
6. The right to be treated with respect by Lander University officials.
7. The right to have Lander University policies and procedures followed without material deviation.
8. The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
9. The right not to be discouraged by Lander University officials from reporting sexual misconduct or discrimination to on-campus and/or off-campus authorities.

### **Advisors**

The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose advisors from inside or outside of the Lander University community. The Title IX coordinator will also offer to assign a trained advisor for any party if the party so chooses. If the parties choose an advisor from the pool available from Lander University, the advisor will be trained by Lander University and be familiar with the Lander University resolution process. If the parties choose an advisor from outside of the pool of those identified by Lander University, the advisor may not have been trained by Lander University and may not be familiar with Lander University's policies and procedures. Parties also have the right to choose not to have an advisor in the initial stages of the resolution process, prior to a hearing.

### **Investigations**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. Involved parties have a full and fair opportunity, throughout the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

### **Hearings**

The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the respondent engaged in a policy violation and evidence that supports that the respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness. Complainants and respondents have equal rights to participate throughout the formal grievance process, to include participating in a 'live hearing' related to the complaint.

In the event that the complaint is not resolved through informal resolution, once the final investigation report has been shared with the parties, the Title IX coordinator will refer the matter for a hearing. The hearing cannot occur fewer than ten (10) business days from the conclusion of the investigation, when the final investigation report is transmitted to the parties and the decision-maker, unless all parties and the decision-maker agree to an expedited timeline.

The Title IX coordinator will select appropriate decision-makers from the pool (depending on whether the respondent is an employee or a student). Allegations involving student-employees will be directed to the appropriate decision-makers depending on the context of the alleged policy violation. At the discretion of the hearing chair, formal proceedings may be fully facilitated via teleconference.

Lander University will designate either a single decision-maker or a three-member panel from the pool, at the discretion of the Title IX coordinator. The single decision-maker will also chair the hearing. With a panel, one of the three members will be appointed as chair by the Title IX coordinator. The decision-maker will not have had any previous involvement with the investigation. The Title IX coordinator may elect to have an alternate from the pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Any person who has served as an investigator will be a witness in the hearing and therefore may not serve as a decision-maker. Any person who served as an advisor for any party may not serve as a decision-maker in that matter. The Title IX coordinator may not serve as a decision-maker or chair in the hearing but may serve as an administrative facilitator of the hearing as long as their previous role does not create a conflict of interest. As appropriate, the Title IX coordinator's role is limited to assisting with the flow of the hearing (i.e., arranging for seating, escorting participants, etc.), and providing needed clarification on the applicable procedures. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the chair (or designee).

### **Standard of Evidence**

After post-hearing deliberation, the decision-maker renders a determination based on the preponderance of the evidence, or in other words, whether it is more likely than not that the respondent violated the policy as alleged.

### **Emergency Removal**

Prior to the resolution process, Lander University can act to remove a student respondent entirely or partially from its educational program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the CARE Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, or representatives from a student organization, will be given notice of the action and the option to request a meeting with the Vice President for student affairs or other appropriate official(s) prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A complainant and their advisor may be permitted to participate in this meeting if the Title IX coordinator determines that it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A respondent may be accompanied by an advisor of their choice when meeting with the appropriate official for the show cause meeting. The respondent will be afforded access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

Regarding the status of students, the Vice President for student affairs has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

### **Range of Sanctions and Other Remedies**

Following the conclusion of the appropriate grievance process, sanctions will be implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the time period to appeal in the absence of a request for an appeal, as applicable. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the policy violation(s).
2. The respondent's disciplinary history.
3. Previous allegations or allegations involving similar conduct.
4. The need for sanctions/responsive actions to bring an end to the sex-based harassment, sex-based discrimination, or retaliation.
5. The need for sanctions/responsive actions to prevent the future recurrence of sex-based harassment, sex-based discrimination, or retaliation.
6. The need to remedy the effects of sex-based harassment, sex-based discrimination, or retaliation on the complainant and the Lander University community.
7. The impact on the parties; and/or
8. Any other information deemed relevant by the decision-maker.

Persons found to be in violation of this policy will be subject to prompt and appropriate corrective action, up to and including dismissal or termination from the University, or in the case of visitors, exclusion from university property and/or programs. In cases involving violations by students, sanctions will be determined in accordance with the Student Code of Conduct. Possible sanctions include but are not limited to reprimand, disciplinary probation, eviction from university housing, suspension, dismissal, and notations on transcripts.

### **Appeals**

Any party may file a request for appeal, in writing, to the Title IX coordinator within five (5) business days of the delivery of the notice of outcome. A three-member appeal panel chosen from the pool will be designated by the Title IX coordinator. No appeal decision-maker will have been involved in the prior determination process, including any dismissal appeal that may have been heard earlier in the process. A voting chair of the appeal panel will be designated by the Title IX coordinator.

The request for appeal will be forwarded to the appeal panel chair for consideration to determine if the request meets the grounds for appeal (a review for standing). This review is not a review of the merits of the appeal but is solely a determination as to whether the request meets the grounds for appeal and has been filed in a timely manner.

Appeals are limited to the following grounds:

1. **Procedural error(s):** A procedural irregularity affected the outcome of the matter.
2. **New evidence:** New evidence has been discovered that was not reasonably available at the time on the determination of responsibility or dismissal.
3. **Conflict of interest:** A conflict of interest on the part of a Title IX coordinator, an investigator who compiled the evidence, or a decision-maker that affected the outcome.

If any of the grounds in the request for appeal do not meet the grounds for appeal in this policy, that request will be denied by the appeal panel chair and the parties and their advisors will be notified, in writing, of the denial and the rationale. If any of the grounds in the request for appeal meet the grounds for appeal in this policy, then the appeal panel chair will notify the other party and their advisors, the Title IX coordinator, and, when appropriate, the investigator decision-maker.

The other party and their advisors, the Title IX coordinator, and, when appropriate, the investigator and/or the original decision-maker will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then will have three (3) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the appeal panel chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that appeal would be reviewed for standing by the appeal panel chair and either be denied or approved. If approved, it would be forwarded to the party who initially requested the appeal, the investigator, and/or original decision-maker, as necessary, who will have three (3) business days to submit their responses, which would then be circulated for review and comment by all parties.

Neither party may submit a new request for appeal after this time period. The appeal panel chair will collect any additional information needed. All documentation regarding the approved grounds for appeal and the subsequent responses will be shared with the appeal panel, and the appeal panel will render a decision in no more than seven (7) business days, barring exigent circumstances. All decisions of the appeal panel will be based on the preponderance of the evidence and will be by majority vote.

## RECORDKEEPING

Lander University will also maintain any and all records in accordance with state and federal laws. Lander University will maintain the following records for a period of at least seven (7) years.

1. Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation.
2. Any disciplinary sanctions imposed on the respondent.
3. Any remedies provided to the complainant designed to restore or preserve equal access to Lander University education programs or activities.



4. Any appeal and the result therefrom.
5. Any informal resolution and the result therefrom.
6. All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. Lander University will make these training materials publicly available on the Lander University website; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including: the basis for all conclusions that the response was not deliberately indifferent; any measures designed to restore or preserve equal access to Lander University education programs or activities; and, if no supportive measures were provided to the complainant, documentation of the reasons that such a response was not clearly unreasonable in light of the known circumstances.

## SAFETY & SECURITY

### GENERAL INFORMATION

The University Police Department employs a staff of 13 full-time University Police officers, including the chief of University Police, captain of Support Services, captain of Uniform Patrol, two (2) University Police lieutenants, two (2) University Police sergeants, and six (6) University Police officers. All of these individuals are commissioned state constables who are armed, certified law enforcement officers with full law enforcement and arrest authority.

The University Police Department also employs an administrative support specialist, one parking enforcement officer, one system support technician, one emergency management officer, two campus safety officers, and five (5) full-time communication officers, as well as various temporary part-time personnel, such as dispatchers and law enforcement officers. The University Police Department provides continuous law enforcement and security services 24-hours a day, 365 days a year.

There are at least four (4) University Police officers on duty during the day and a minimum of three (3) officers working at night. In addition to the officers, there are communications personnel on duty at all times. These individuals operate two-way radio equipment and University Police telephones. Further, the Greenwood City Police department and other law enforcement agencies will occasionally participate in investigations and/or arrests on the Lander University campus.

The University Police Department may be reached on campus by dialing 8222 for general information or 8-911 for emergencies and may be reached by off campus parties at (864) 388-8222. The Lander University Police Department is the law enforcement and security organization within the Lander University community. In order to achieve the goals of the department, the university employs both University Police officers and noncommissioned staff.

### RESIDENCE HALL SAFETY

Maintaining a safe living environment is one of the fundamental missions of the Department of Housing and Residence Life and LUPD. Residence hall entrances are equipped with either a keyed access entry system or Card access.

As a safety measure, all outside doors to the residence halls are locked at all times. Centennial Hall, New Hall and Chipley Hall are staffed by Residence Hall Monitors and by Resident Assistants whenever these

facilities are in use. Students entering the residence halls during these times will be subject to having their ID cards checked and all guests will be required to sign in and to identify the students whom they are visiting. Room keys control access to the residents' rooms and apartments.

Many exterior doors are equipped with alarms and/or security cameras that are monitored 24 hours per day by University Police dispatchers and resident hall monitors. Finally, the University Police Officers conduct night walking patrols of all residence hall communities.

In addition to the above measures, it is essential that the University Police have the support and cooperation of all residents to maximize individual and community safety and security. Residents must never prop doors open or let unauthorized persons enter the buildings.

Residents should always lock their room doors, and report suspicious persons or activities noted in or around their buildings. Students that are locked out of their rooms may call University Police (8222) for assistance. University Police will assist students in unlocking their room as a courtesy, one time only. Thereafter, there will be a charge for unlocking doors and the Housing Office will be notified. Students will be asked to identify themselves before a room is unlocked.

Residents are urged to lock their windows and doors during periods of absence. During holiday periods, additional precautions should be taken to include removing small portable items and closing blinds. Any losses should be reported to the Lander University Police Department and the Housing and Residence Life office.

## CRIME REPORTING

The University Police Department encourages all members of the University community to report criminal activity, suspicious situations, or emergencies. Individuals may contact the Lander University Police Department 24/7 at (864) 388-8222 or may report any such incidents in-person by visiting the department's headquarters at 302 Hampton Avenue. All reports will be appropriately investigated.

The University does not have procedures for voluntary, confidential reporting of crime statistics, but there is an anonymous reporting form that can be forwarded to the University Police Department for statistical reporting purposes. Publicly available recordkeeping includes Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). Violation of the law will be referred to law enforcement agencies and when appropriate, to the Office of Student Conduct for review.

When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through text-messages, e-mail announcements, and posted on Lander's website at [www.lander.edu/lupd](http://www.lander.edu/lupd) as well as info-boxes.

## EMERGENCY SITUATIONS

Lander University has a number of communication systems (tools) that can be used to notify students, faculty, staff, and visitors in the event of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of the campus community. Once first responders confirm a significant emergency or dangerous action, Lander will initiate these systems, referred to as Lander Alerts, without delay. To review emergency procedures, go online to [www.lander.edu/lupd](http://www.lander.edu/lupd).

## LANDER ALERT SYSTEM

The Lander Alert system includes the following communication options: text message, email, and an outdoor siren system. Taking into account the safety of the campus community, Lander officials will determine the content of the notification system and initiate the Lander Alert system unless the

notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

To receive additional information about emergencies and emergency preparedness, please visit Lander's website. To sign up to receive emergency alerts, go online to [www.lander.edu/landeralert](http://www.lander.edu/landeralert)

Members of the campus community are encouraged to take actions to protect themselves and to alert others. In a manner designed to educate both employees and students, the University publicizes and tests emergency response and evacuation procedures on an annual basis. One cannot assume that someone else has reported criminal activities; therefore, it is imperative that all crimes, suspicious activities, and emergencies, including medical emergencies, be reported to the Lander University Police Department in a timely manner.

When reporting criminal activity or other emergency situations, please provide the following:

1. **Your name.**
2. **Location of the incident** you are reporting.
3. Description of the incident, including:
  - o Scene.
  - o Suspect(s).
  - o Vehicle(s) including license plate numbers.

## TIMELY WARNING NOTICES (CAMPUS SAFETY ALERTS)

The University Police Department, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify the University campus about certain crimes in and around our campus. Members of the community that know of a crime or other serious incident should report that incident as soon as possible to the University Police Department so that a Campus Safety Alert can be issued, when warranted.

A party reporting an allegation of sexual misconduct (e.g., sexual assault, domestic violence, dating violence, and/or stalking) should be aware that, under the federal Clery Act, Lander University must issue timely warnings for incidents reported that pose a serious or continuing threat of bodily harm or danger to members of the Lander University community. Lander University will ensure that a complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of potential danger.

If community members report crimes or serious incidents to other University administrators, those administrators will notify the University Police. Representatives of these offices will promptly notify and collaborate with University Police to issue Campus Safety Alerts if one is appropriate.

## CAMPUS EMERGENCY CONTACTS

1. **Emergencies on-campus** - call University Police Department at: 8911
2. **Non-emergencies on-campus** - call 24-hour communications center at 8222 or (864) 388-8222
3. **Health Services** - call (864) 388-8885 or after hours (864) 388-8222
4. **Counseling Center** - call (864) 388-8885 or after hours (864) 388-8222
5. **Anonymous Tip** - go online to: <https://lander.wufoo.com/forms/anonymous-tip>

## CAMPUS SECURITY AUTHORITIES

In addition to campus law enforcement, students and employees are encouraged to report criminal offenses to Campus Security Authorities (CSAs) on our campus. The individual reporting the crime to the CSA may remain anonymous. All Lander employees are considered to be CSAs with very limited exceptions. Any employee notified of a crime is responsible for contacting the Lander University Police Department at (864) 388-8222.

Information provided by the CSA will be used for statistical purposes in Lander's Annual Security Report. The CSA is responsible for providing statistical information on crimes reported to them for inclusion in Annual Security Report. Statistical information will also be requested from area police agencies.

Certain individuals who would normally be CSAs are exempt from disclosing information when acting within the scope of their license or certificate. While not required to disclose confidential information, these individuals are encouraged to report non-identifiable statistical data, when appropriate.

Such exceptions include the following:

1. **Pastoral counselors:** A person who is associated with a religious order or denomination and is recognized by that religious order as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
2. **Professional counselors:** A person whose official responsibility includes providing mental health counseling to members of the institutions community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Campus Security Authorities have a duty to report the following for federal statistical reporting purposes (Clery Act).

1. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.
2. VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
3. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with campus law enforcement for publication in the Annual Security Report and daily campus crime log.

## ANNUAL DISCLOSURE OF CRIME STATISTICS

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Lander is required to disclose "statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a Campus Security Authority.

The criminal offenses for which we are required to disclose statistics are as follows:

1. Criminal Homicide

2. Murder and Non-Negligent Manslaughter
3. Negligent Manslaughter
4. Sex Offenses (Forcible Rape, Sodomy, Sexual Assault with an Object, Fondling)
5. Non-Forcible Sex Offenses (Incest and Statutory Rape)
6. Robbery
7. Aggravated Assault
8. Burglary
9. Motor Vehicle Theft
10. Arson
11. Domestic Violence
12. Dating Violence
13. Stalking
14. Arrests for Liquor Law Violations
15. Drug Violations
16. Illegal Weapons Possession

**Additional Crime Categories:** Hate crimes may also include Larceny/Theft; Simple Assault; Intimidation; Vandalism/Destruction of Property; All other crimes involving bodily injury.

## JEANNE CLERY ACT

In addition to the above-mentioned crime categories, the Jeanne Clery Act further requires the University to report statistics regarding the occurrence of Hate Crimes on campus. The law requires the release of hate crime statistics by category of prejudice. If the commission of any of the above-referenced crimes, or any of the additional crime categories listed below, is motivated because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, it will be categorized as a hate crime and reported as such in the Annual Crime Statistics.

## CRIME STATISTICS

The Lander University Police Department maintains a close relationship with all police departments to ensure that crimes reported directly to these entities within the Clery geography are brought to the attention of our department. LUPD collects the crime statistics disclosed through a number of methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer records management system.

After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

All crime specific definitions, to include categories of prejudice, as well as crime statistics for the Lander campus, are referenced in the Annual Security Report, which may be accessed online at [www.lander.edu/lupd](http://www.lander.edu/lupd) (Daily Crime and Fire Log).

## FIRE SAFETY

Lander University falls under the jurisdiction of the South Carolina Office of State Fire Marshal.

### ANNUAL FIRE SAFETY REPORT

The Campus Fire Safety Right-to-Know Act requires universities with on-campus housing to compile fire data, report the data to the federal government, and publish an annual fire safety report. Prepared in cooperation with the Division of Student Affairs, this report is provided to the university community, prospective students, and prospective employees. A copy of this report is kept on file at Lander University Police Department. Statistics specific to the Lander campus may be accessed on Lander's website at [www.lander.edu/lupd](http://www.lander.edu/lupd) (Daily Crime and Fire Log).

### FIRE PROTECTION

Lander University receives fire protection from the City of Greenwood Fire Department. The City of Greenwood Fire Department is an ISO Class 1 department providing fire suppression, hazardous materials response, technical rescue, and EMS First Responder services to all areas within the city limits of Greenwood, South Carolina.

### FIRE AND LIFE SAFETY CODE ENFORCEMENT

Lander University falls under the jurisdiction of the South Carolina Office of State Fire Marshal. The Lander Safety and Regulatory Compliance Officer is responsible for providing routine inspections of all campus buildings, conducting fire drills, maintenance of fire protection equipment, and providing employee training. Routine fire and life-safety inspections are made of campus buildings independently, as well as in conjunction with inspectors from the State Fire Marshal's office and the City of Greenwood to ensure a safe learning and living environment for students.

### LIFE SAFETY SYSTEM MAINTENANCE AND INSPECTION

Lander University utilizes qualified third-party contractors to perform the required inspection, testing, and maintenance of all fire sprinklers, fire alarms, hood suppression systems, fire extinguishers, and fire doors on campus.

### FIRE SAFETY EDUCATION

Employees of the University, as well as all residence hall assistants, are provided fire safety training. The resident assistants provide information on safety equipment and evacuation procedures during hall meetings with students living in campus housing. In addition, the University provides all employees and students information on the University webpage regarding emergency procedures for a multitude of potential emergency situations. More information may be found online at [www.lander.edu/lupd](http://www.lander.edu/lupd) (Campus Programs).

### ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

Residence halls are equipped with intelligent fire alarm systems and other safety features.

**Bearcat Village Apartments:** Bearcat Village Apartments are equipped with an intelligent addressable fire alarm system, as well as hood suppression systems over the stoves in these apartments.

**Brookside:** Brookside is equipped with an intelligent addressable fire alarm system.

**Centennial Hall:** Centennial Hall is equipped with a full-coverage fire sprinkler and standpipe system, as well as an intelligent addressable fire alarm system. The building is also serviced by an emergency generator.

**ChIPLEY Hall:** ChIPLEY Hall is equipped with a full coverage fire sprinkler system as well as an intelligent addressable fire alarm system. The building is also equipped with emergency egress lighting.

**Lide Apartments:** Lide Apartments are equipped with a fire sprinkler system as well as an intelligent addressable fire alarm system. In addition, there is a hood suppression system in these apartments.

**McGee Court:** McGee Court is equipped with an intelligent, addressable fire alarm system and a kitchen hood suppression system.

**New Residence Hall:** The NRH is equipped with a fire sprinkler system as well as an intelligent addressable fire alarm system. The building also has carbon monoxide detection. A kitchen suppression system is located in the resident manager's suite. The building is also serviced by an emergency generator.

**Thomason:** Thomason is equipped with a fire alarm system.

**University Place:** University Place is equipped with an intelligent, addressable fire alarm system and a kitchen hood suppression system.

**Williamston:** Williamston is equipped with an intelligent addressable fire alarm system.

Portable fire extinguishers are located in all residence halls. Apartments with kitchens have a fire extinguisher located inside of each room. The Housing and Residence Life Department should be notified immediately if there is a problem with any type of fire safety equipment. To learn more about safety in the residence halls, go online to [www.lander.edu/housing](http://www.lander.edu/housing) (Health, Safety and Accessibility).

On Campus Residential Facilities	Fire Alarm Monitoring by LUPD	Automatic Sprinkler System	Standpipe System	Fire Pump	Fire Alarm initiating	Battery Operated Single Station Smoke Detection	CO Detection	Portable Fire Extinguishers	Kitchen Suppression	Number of fire drills each year
ChIPLEY Hall	x	x			x		x	x		2
Centennial Hall	x	x	x	x	x			x		2
Thomason	x					x		x		2
New Residence Hall	x	x			x		x	x	x	2
Lide Apartments	x	x			x			x	x	2
Williamston	x				x		x	x		2
University Place	x					x	x	x	x	2

On Campus Residential Facilities	Fire Alarm Monitoring by LUPD	Automatic Sprinkler System	Standpipe System	Fire Pump	Fire Alarm initiating	Battery Operated Single Station Smoke Detection	CO Detection	Portable Fire Extinguishers	Kitchen Suppression	Number of fire drills each year
McGee Court	x					x		x	x	2
Bearcat Village	x				x			x		2
Brookside	x				x					

## FIRE SAFETY POLICIES FOR RESIDENTIAL FACILITIES

### Cooking/Food Preparation

The ability to cook and prepare food in most residence halls is limited. Food preparation in residence halls without a kitchen is limited to what can be prepared with a microwave or a toaster oven. Residents in an apartment with a kitchen (Lide Apts., University Place and Bearcat Village) may use normal cooking appliances such as George Foreman Grills™, blenders, Panini presses, slow cookers, air fryers (with non-exposed heating elements) and toasters. Students living in all residence halls are allowed to have coffee makers, Keurig™ and other similar appliances. All appliances must be plugged directly into a receptacle; the use of extension cords in residence halls is strictly prohibited. The use of hot plates, toaster ovens or other similar cooking appliances with exposed heating elements are prohibited. Violation of these policies will result in a fine being placed on the student's account. Charcoal or propane grills are prohibited in all University housing areas. Students are responsible for cleaning of their stove top and oven, as applicable, to avoid unsafe accumulation of grease.

### Controlled Cooking Plan for Bearcat Village, Lide Apartments, McGee Court and University Place.

The controlled cooking plan is enacted to prevent a fire in the kitchen area and is required by the International Fire Code.

1. Surface frying on the range in the kitchen is prohibited. This includes any type of frying using cooking oils or using meats such as bacon or hamburger in which the food produces grease.
2. Range areas may be used for warming; however, no cooking activity which produces grease-laden vapors is allowed.
3. Violation of this plan will result in an automatic fine of \$250 plus payment of any damages (smoke, water, fire, etc.) that may occur due to violation of this policy.

### Electrical Appliances

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets, and extension cords in residence hall rooms:

1. Any electrical appliance with an exposed heating element is prohibited.
2. Household extension cords are not permitted.



3. Surge protector/outlet strips with built-in breakers are to be used when the number of outlets needed is greater than the number of outlets in the student's room.
4. Personal air conditioners are not permitted.
5. Refrigerators are allowed in residence hall rooms - provided they do not exceed 1.2 amps.
6. Other appliances such as radios, lamps (no halogen lamps), computers, TVs, electric razors, hair dryers, hair curlers, fans and clocks are permitted - provided the total electrical requirements do not exceed the capability of the system.
7. All electrical equipment and cords must be kept in safe operating condition.
8. Irons may be used only with ironing boards.
9. Microwaves are limited to 1.0 cubic feet maximum capacity, 700-watt maximum power.

### **Electrical Equipment**

No student shall alter or repair electrical equipment or fixtures which belong to the University. Defects in University electrical equipment should be reported to the resident assistant.

### **Firearms/Explosives/Flammable Fluids**

The possession or use of firearms, explosives, fireworks, propelled missiles, flammable fluids, dangerous chemical mixtures, or the heating of cleaning products in a manner not consistent with the products intended purpose, is prohibited. Students possessing or using any of these items face suspension, fines, or expulsion from the University.

### **Fire Safety/Alarms/Drills/Smoke Detectors**

The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, EXIT signs, posted fire safety information, and the alarm system are all prohibited. Due to fire regulations, beds are not permitted in the loft areas of Brookside Suites. Residents violating this policy will be subject to disciplinary action. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from university housing, and/or separation from the University.

### **Fire Drills**

Fire drills are conducted at the beginning of each semester in the residence halls. Lander University Police Department, Physical Plant staff and Housing personnel will supervise the evacuation of the residence halls and report any noncompliance by residents. Anytime the fire alarm is sounded, students are to leave buildings immediately and congregate in the designated location, listed below, until University officials advise that it is safe to return. Failure to leave buildings any time a fire alarm sounds may result in a fine of \$100 and/or other disciplinary action. Elevators are not to be used - in case of an actual fire or during a fire drill. Please consult the following to determine the location to which you will evacuate in the event that a fire alarm sounds.

**Bearcat Village:** All residents will evacuate and gather in the large parking lot directly in front of buildings "G" and "H", being sure to gather at the furthest distance away from the buildings.

**Brookside:** All residents will evacuate and gather in the dumpster area. Residents will not gather in the road around Brookside and Thomason.

**Centennial Hall:** All residents will evacuate through the nearest exit. Residents should gather at the backside of Centennial Hall on the far side of the parking lot adjacent to the Facilities Operations building, located on West Henrietta Street. Residents that exit through the front lobby doors should not remain in that area. Residents should continue around the building to the far side of the parking lot adjacent to the Facilities Operations building. There are to be no students in the parking lot that surrounds Centennial Hall.

**Chiple Hall:** All residents will evacuate and gather in the grassy area near the Science/Math Building. Residents will not gather in the circle in front of Chiple Hall. Any residents in the laundry area when the alarm sounds will exit through the emergency doors at the back of Chiple Hall and gather in the grassy area near the Science/Math Building. Do not use the elevator after the alarm has sounded.

**Lide Apartments:** All residents will evacuate and gather in the parking lot adjacent to Wilson Street, across from the Horne Arena and Lide buildings 3 and 4. Residents will not gather in the Lide parking areas, nor in the road.

**McGhee Court:** All residents will evacuate and gather in the grassy area directly across McGhee Avenue opposite the entrance to McGhee Court, being sure to keep clear of McGhee Avenue to ensure that emergency vehicles have complete clearance into the apartments.

**New Residence Hall:** All residents will evacuate and gather in the green area in front of the building away from all sidewalks and walkways. Specific exit and evacuation instructions can be found on the back of each bedroom door within the building.

**Thomason Cottages:** All residents will evacuate and gather in the grassy area on the hill across from building "E", between the fence and the parking area. Residents will not gather in the road adjacent to Thomason.

**University Place:** All residents will evacuate and gather on the sidewalk of Wilson St., directly in front of the building which houses the Office of Human Resources.

**Williamston:** All residents will evacuate and gather in the grassy area across from buildings 1-3. Residents will not gather in the parking lot.

Any questions concerning this information should be directed to the Lander University Police Department at (864) 388-8222.

## STUDENT RECORDS

### CONFIDENTIALITY

Information contained in the permanent educational record of each Lander University student follows the professional guidelines set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in the Academic Record and Transcript Guide. Lander University complies with the Family Educational Rights and Privacy Act of 1974, which is designed to protect the privacy of student education records maintained by the university. Any student who is or has been in attendance at Lander University has FERPA rights. The rights parents exercise with respect to their children's education records transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Lander University may discuss information about a student's educational records with parents if the student does one of the following:

1. Completes the Student Information Release Form in the Registrar's Office.
2. Completes the FERPA Student Information Release in MyLander, under student highlights.

The following student rights are covered by the Act and afforded to all eligible students at the University:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's informational records.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the university to comply with the provisions of the Act.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

The act further provides that certain information designated as directory information may be released by the University about the student unless the student has informed the university that such information should not be released.

Lander University designates the following items as directory Information: the student's name, address, telephone number, electronic mail address, date and place of birth, classification, major and minor field of study, athletic participation, participation in Lander organizational memberships, weight and height of athletes, dates of attendance, honors conferred, degrees conferred, awards and scholarships received, admission status (date of acceptance), enrollment status (full/part-time), and the most recent previous educational agency or institution attended by the student.

Students have the right to request that directory information not be released to outside parties. To request non-disclosure, students must complete the Student Privacy Request Form in the Registrar's Office. Requests to withhold directory information will remain in effect until the student completes another Student Privacy Request Form in the Registrar's Office to reverse the decision. According to the provisions of the Family Educational Rights and Privacy Act of 1974 and with the exception of directory information, student records, files, documents, and other materials which contain information directly related to a student and are maintained by Lander should be accessed for internal use only on a legitimate, educational NEED TO KNOW basis. Data, which is part of the student's record, but which is not considered directory information may not be disclosed to a third party without the written consent of the student. The Act further provides that directory information may not be released if the student has informed the institution, via Student Privacy Request Form, that such information should not be released. The regulations governing the release of student information apply to that which is contained in the hard (paper) copy as well as that which is available using online computer files. Any questions pertaining to the release of student information should be directed to the Registrar's Office. Additional information on Lander's student information security and privacy procedure may be accessed online at [www.lander.edu/registrar](http://www.lander.edu/registrar).

To ensure all records are up-to-date, if a student marries or changes his/her name while enrolled, he/she is required to notify the Office of the Registrar.

## ***BEARCAT CREED***

Embracing Civility, Community and Citizenship

As a member of the Lander University community, I pledge to uphold the following ideals.

I will strive to maintain the standards of academic integrity and personal character.

I will exemplify respect for all persons and discourage prejudice.

I will value diverse opinions and encourage collaboration.

I will be mindful of how words and actions can impact others.

I will express genuine concern for individuals through acts of kindness and compassion.

These values are the basis of good citizenship and will serve as the foundation of my college experience and beyond.



320 STANLEY AVENUE • GREENWOOD, S.C. 29649

**LANDER UNIVERSITY**