



2024-2025

Student Handbook

Achievement. Integrity. Service.

Since 1911

Spartanburg Methodist College has prepared this Handbook for the convenience of its students, faculty, and staff. This document does not represent a contract between the College and its students. The College reserves the right to alter the contents of this publication as circumstances dictate. This document will be updated when changes are necessary, and such changes will be reflected in the online version. Every reasonable effort will be made to notify students of such changes. The Student Development Office will maintain a file of changes.

Updated 7.12.2024

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Mission & Vision

MISSION

Our mission is to equip our students with the knowledge, skills, virtues, and mindset needed to thrive personally, create positive change in their communities, and lead purposeful lives. Through a transformative liberal arts education, practical career skills, and holistic support, we empower students to confidently pursue the future they've imagined for themselves.

VISION

We will deliver an exceptional education that fuses the empowerment of the liberal arts with crucial career skills. Our innovative approach will pave the way for students to harness boundless possibilities and conquer any obstacles that come their way, both now and in the future. With a resolute commitment to their success, we will stand shoulder-to-shoulder with our graduates, providing unwavering support, steadfast encouragement, and an inexhaustible well of wisdom to propel them to achieve their aspirations.

GUIDING PRINCIPLES

We value the following principles in pursuit of our vision:

- + Achievement in all areas of endeavor – academic, athletic, leadership, and social.
- + Integrity in all our dealings – with students, families, one another, and all other constituents.
- + Service for the greater good – remaining true to our history and heritage, the College reaches out to students, families, alumni and the community to enrich lives.

Campus Contacts

DEPARTMENT	CONTACT	OFFICE	PHONE
Career & Student Success	Dr. Megan Georgion	Burgess Student Center	864-587-4020
Dean of Students	Allen Lollis	Burgess Student Center	864-699-4632
Alumni Affairs	Leah Pruitt	Ballard Center	864-587-4225
Athletic Director	Megan Aiello	Barrett Learning Center	864-587-4008
Bookstore	Tori Adams	Ellis Hall	864-587-4243
Campus Safety (available 24/7/365)		Kingman Hall Basement	864-587-4003
Chaplain	Tim Drum	Chapel	864-587-4282
Information Technology	IT Service Desk	Library Basement	864-587-4357
Health, Wellness, & Counseling	Dr. Mindy Bliss	Willard Hall, Suite 14	864-590-6595
Dining Services	Chris Irving	Dining Hall	864-415-9828
Accessibility Services	Gina Parris	Walker First Floor	864-587-4272
Chief Financial Officer	Michael Crocker	Buchheit Administration	864-587-4259
Financial Aid/Work-study	Kyle Wade	Buchheit Administration	864-587-4387
Internships/Career Help	Rachel Hill	Burgess Student Center	864-278-5823
Library	Susan Myers	Burgess Library	864-587-4208
Maintenance	Facilities Staff	Moore Gym Basement	864-587-4260
Mail Services	Scott Deskins	Burgess Student Center	864-587-4260
Provost/Executive VP for Academic Affairs	Dr. Curt Laird	Ellis Hall	864-587-4256
Community Life	Corey Bell	Burgess Student Center	864-278-6276
Student Involvement	Reed Jostes	Burgess Student Center	864-587-4537
Student Records/Registrar	Jill Johnson	Buchheit Administration	864-587-4232
Title IX & Equal Opportunity	Kevin Rhodes	Burgess Student Center	864-699-4642
Advising & Orientation	Victorian Anthony	Buchheit Administration	864-587-4101
VP for Institutional Advancement	Jennifer Dillenger	Ballard Center	864-278-6282
VP of Enrollment Management	Ben Maxwell	Buchheit Administration	864-587-4251
VP of Marketing	Lisa Ware	Burgess Student Center	864-587-4295
VP for Student & Professional Development	Dr. Courtney Shelton	Burgess Student Center	864-278-6281

Campus Resources

ACADEMIC AFFAIRS

Full information regarding academic affairs and academic policies can be found in the College Catalog available online (<https://www.smcsc.edu/resources/academic-resources/academic-catalog/>).

Questions regarding academic policies should be referred to the Registrar:

Jill Johnson, Registrar

Email: johnsoj@smcsc.edu / Phone: (864) 587-4232

Academic Calendar

The current academic calendar is available online (<https://www.smcsc.edu/wp-content/uploads/ACADEMIC-CALENDAR-2024-2025-1.pdf>) and in the academic catalog.

Academic Suspension*

Students on Academic Suspension are not allowed to participate in College sponsored activities for the period for which the student is on suspension. Visits to campus should be limited to official business during office hours.

**Academic suspension differs from disciplinary suspension, see the section on student conduct for more information on disciplinary suspension.*

ADVISING

The Advising Center at Spartanburg Methodist College is designed to give students the information and skills necessary to select their academic degree, create a pathway to completion of that degree, and support them in planning for the future. Professional advisors support students in making academic choices that lead to degree completion, exploring career options, and overcoming obstacles to success.

Your advisor is a skilled professional who will help you explore opportunities and develop plans to take advantage of those opportunities. Your advisor is a person you can trust to help you find your way, cope with the demands of college, and “look down the road” as you make important decisions about your future.

You should expect your advisor to care about you and your success. Your advisor will become a trusted supporter and career guide. Advisors can also coach you through the important life decisions each of us faces at times.

You can rely on your advisor to respect your confidentiality. You are welcome to talk with your advisor about your experiences, concerns, successes, and plans for achieving your dreams.

Important advising meetings include:

- + *Schedule review:* Meet with your advisor to ensure your class schedule is a good fit for your needs and that you are on track for graduation.
- + *Career guidance:* Your advisor will work with you one-on-one to explore different career options and connect you with the Career Center when necessary.
- + *Student success:* Your advisor can help you work on time management and study skills and refer you to on- and off-campus resources as needed.

To contact Advising, email success@smcsc.edu.

STUDENT SUPPORT TEAMS

To support community and student wellbeing, SMC has two primary teams designed to offer unique supports to students in need: the Care Team and the Behavioral Intervention Team (BIT). Our goal is to create a culture of reporting within our campus environment; we use a centralized method of reporting and triage student cases by assessing the risk level. To make a report for either team, members of the community can access reporting forms on mySMC or can directly contact Campus Safety or any member of the SMCX team.

We rely heavily on the campus community to report any questionable or concerning behavior. This information may come from parents, staff, faculty, friends, and also from people not personally affiliated with SMC. To further encourage reporting, anonymous reporting is allowed. As appropriate, amnesty may be considered for students who report concerns about another student. We want reporting of low-level behavior so that appropriate personnel can get in on the ground level and try to divert the student from going down a destructive path.

Care Team

The Care Team exists to support student wellbeing and success by monitoring student, addressing low-level concerns early, and providing general care for student needs that may interfere with academic progress. After determining the needed resources for the student, the Care Team will perform the interventions necessary for each individual student. Concerns generally brought to the Care Team include: difficulty adjusting to college life, grief, mental health concerns, financial/material needs, extended illness, academic challenges, attendance concerns, and general life/school issues.

Care Team Members:

The following administrators, or their designees, serve on the CARE Team:

- | | |
|---|---------------------------------------|
| + Assistant Dean of Students for Community Wellness, <i>Chair</i> | + Dean of Career & Student Success |
| + Administrative Assistant for Academic Affairs | + Director of Accessibility Resources |
| + Athletic Director | + Director of Advising & Persistence |
| + Chaplain | + Director of Student Success |
| + Chief of Campus Safety | + Director of Community Life |
| + Dean of Students | + Director of Counseling Services |
| | + Director of Financial Aid |

Behavioral Intervention Team (BIT)

Spartanburg Methodist College's Behavioral Intervention Team (BIT) is responsible for identifying, assessing, and responding to students in distress, and for providing threat assessment and intervention in acute student crises, all to support the health, safety, and success of the campus community.

BIT Members

The following administrators, or their designees, serve on the BIT:

- | | |
|--|---|
| + Dean of Students, <i>Chair</i> | + Dean of Career & Student Success |
| + Care Team Chair (Assistant Dean of Students) | + Director of Title IX & Equal Opportunity |
| + Chief of Campus Safety | + Vice President for Student & Professional Development |
| + Director of Counseling Services | |
| + Director of Community Life | |

In addition, members of the Care Team and other college personnel may be invited to meetings when it is determined that they have information relevant to intervention in a particular situation (i.e. the Athletic Director may be invited when the student of concern is a student-athlete).

CAMPUS TECHNOLOGY

Spartanburg Methodist College provides its students, faculty, and staff with appropriate access to a range of technological tools to facilitate the learning process. The College provides each user with a Username and Password to enable access to Office.com for Microsoft Products as well as other SMC campus educational programs. As an institution of higher learning, SMC offers these services for educational support.

Information about the use of computer resources is distributed during Orientation and at other times during the academic year. The College forbids illegal downloading of copyrighted material, and the downloading of sexually explicit materials from the internet and subsequent transmissions of such materials. Users who violate this policy are subject to the provisions of the Student Code of Conduct. In addition, computer privileges of individuals may be suspended for a period of time to be determined by the Provost, SMC Experience or the Executive Vice President for Business Affairs, depending on the type of infraction.

Campus Wi-Fi

Free Wi-Fi is provided throughout the campus but is protected via a password. This password will be made available to you and will be changed at least once a semester. Ethernet connections are installed in all residence hall rooms. The College's network provides you with free Internet, SMC email, and other benefits.

In order to connect your personal computer to the College network, you will need the following:

- + Recommended: A PC running the latest Windows or Mac Operating System. If you need help with choosing a computer, you can contact our IT Dept for assistance. Chromebooks also work well but may have limitations depending on course needs.
- + One Cat5e Ethernet cable.
- + All residence halls are equipped with wireless connectivity as well as a wired connection. In fact, wireless capability is available in most locations on campus.
- + Updated antivirus software.
- + We highly recommend a surge protector with A/C and data line protection – not just a power strip.

Connecting to Pioneer-Net Network

To access the student Wi-Fi network, simply view the available wireless network connections and select the Pioneer-Net network. The password for this network will be provided to you via your orientation documents and sent to your SMC email address. Students may get assistance for this process by calling the SMC IT Service Desk at 864-587-HELP or 864-587-4357, by emailing support@smcsc.edu or by clicking the link on the home page of the student portal.

Note: The SMC Information Technology department only provides technical support for college-owned machines. The SMC information technology department is not responsible for student-owned personal computers. We may be able to offer advice when time permits, but your machine is your responsibility. We only provide a working data connection. **Student-installed wireless routers and/or gateways are not authorized for use on the SMC network.**

Email

An SMC email account will be provided to each student for use during their enrollment to the institution. Correspondence from faculty and staff to students often will be disseminated through this medium. Students should check their school email account daily for current information. Public computers are available in the Marie Burgess Library.

Students should report technology related problems to the Information Technology Department by emailing support@smcsc.edu or by calling the Service Desk at 864-587-HELP or 864-587-4357.

Microsoft Office

All SMC students receive 5 free downloads of the full Microsoft Office Suite. Information on downloading this resource will be made available in your orientation materials.

THE BALLARD CENTER

The Ballard Center is located in the back of Judd Hall, with exterior entrances and is accessed with a SMC Student ID card. All students have access to the Ballard Center, and it is open 24 hours a day. The Ballard Center is a multipurpose space for students to study, hang out, or reserve for a group meeting or event. All the tables and chairs can be moved to reconfigure the room as needed. All the walls are dry erase walls ideal for studying or group work. The Ballard Center is equipped with sound, projection, and cable as well as a refrigerator, microwave, and ice machine for students to access.

BURGESS STUDENT CENTER

The Rembert Bennett Burgess Student Center is the hub of activity on campus. It is open daily to members of the College community. Housed within the Student Center are the following offices, general purpose areas and services:

Offices:

- + SMCX Leadership
- + Community Life
- + Student Involvement
- + Title IX & Equal Opportunity
- + Career Services
- + SMC Dining
- + SMC Marketing

General Purpose Rooms:

- + Student Lounge/Game Room
- + Flex Room (kitchenette)
- + SMCX Conference Room
- + Fireplace Room

Student Resources:

- + Campus Mail Services
- + Cafeteria

WILLARD HALL (WELLNESS CENTER)

Willard Hall houses primarily first-year students in addition to some offices of SMCX Wellness. The SMCX Community Wellness suite is open during regular business hours to members of the College community. The Wellness suite houses the offices for Counseling Services and Wellness Programs as well as the Relaxation Room and Plant Library. More information regarding the Wellness Center and associated resources can be found in the section on SMCX Community and Community Wellness.

MARIE BLAIR BURGESS LIBRARY

The Marie Blair Burgess Library exists to support the mission, vision, strategic plan and learning outcomes of Spartanburg Methodist College. Our staff, collection, resources and services exist to support academic excellence, intellectual exploration, social awareness, and character development of the SMC community. To that end, the library endeavors to educate students in knowing how to recognize their information need, and then locate, evaluate, and use information they encounter both effectively and ethically.

The Burgess Library...

...is open late. The library hours are as follows, with the exception of summer, exam, and holiday hours which vary and will be posted in advance on the library's Facebook, Instagram and web pages as well as through its newsletter that is emailed to students, faculty, and staff each month:

Sunday: 4:00 p.m. - 9:00 p.m.

Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 3:00 p.m.
Saturday: Closed

...has resources. Examples include thousands of printed books, recreational and educational DVDs, and a small young adult collection. The library provides access to high quality electronic resources through its website. Available from on or off-campus, resources include magazines, newspapers, journals, eBooks and more. Information about off-campus access can be found on the library's website (<https://libguides.smcsc.edu/burgess>) or by calling 864-587-4208. The library is also a member of PASCAL, South Carolina's academic library consortium, which provides shared access to print and electronic collections among all the state's institutions of higher education.

...is accessible from off campus. Students can access any of the library's electronic resources (eBooks, databases) from on and off campus using their SMC email username and password.

...has great places to study. We have a variety of study spaces, including group and quiet individual study areas.

...has technology. Computers and printing are available for student use, as well as wireless access that allows students to use laptops, tablets, phones, etc. The library also utilizes an EZSee keyboard for individuals who are visually challenged and offers a digital magnifier for those who need to enlarge book print.

...has friendly people. Our library staff is always willing to help direct students on how to begin their research for class assignments. We have a librarian here nearly every hour the library is open.

...is a place students are welcome. Food is allowed in the Pioneer Study Suite and covered beverages are permitted throughout the library. You will rarely get "shushed" in the library as long as you are being respectful of your fellow students!

...goes beyond Google. You will use your college library more than your high school library. Google does not have all of the information you need to do well on college assignments.

CAREER AND PROFESSIONAL DEVELOPMENT

Career and Professional Development at SMC prepares students for success in college and their careers after college. Career and Professional Development provides resources, guidance, and experiences to help students identify, explore, and prepare for their career options. Career and Professional Development has benefits for every person who works or who plans to work, regardless of their job or future career path. At SMC, students have the opportunity to learn the skills, attitudes, and behaviors that will help them succeed in life and in the world of work, whether they plan to run a business, work in education, non-profit, healthcare, or for a global corporation. These same skills, attitudes, and behaviors will not only help students get those future jobs but will also help them succeed academically and as a leader while in college.

Through Career and Professional Development at SMC, students will:

- + get applicable, real-world experiences that will help them choose the right major and career path
- + learn skills like communication, teamwork, and problem-solving that will lead to higher paying jobs
- + discover how to set themselves apart from their competition for jobs, scholarships, and internships
- + develop career resources like a resume, interview prep, and networking skills
- + identify their major and career plans through assessment and experience

Career and Professional Development is located in the Burgess Student Center.

BOOKSTORE

Tori Adams, Bookstore Manager

(864) 587-4243

The SMC Campus Store is operated by Barnes and Noble College. At the Campus Store, you will find an assortment of clothing and gifts, and it carries a wide variety of study supplies.

The Campus Store also provides the textbooks you need for each of your classes. All students receive their required textbooks for every course through The Pioneer Textbook program. Students are opted-in to receive all of their textbooks, including consumable items like access codes and workbooks. Your books may be provided as physical books or digital books, depending on what the professor has selected for a given course. An email will be sent to your school email 30 days before the start of classes, prompting you to place your textbook order.

Most physical textbooks, including looseleaf textbooks, are to be **returned to the bookstore** in sellable condition by the last day of exams and can be returned any time before the due date. A reminder email will be sent to students with the due date and which textbooks must be returned. Failure to return them by the due date will result in the student being charged a replacement fee and a late fee for each book, which can be reversed once they are turned in.

Charges for anything other than textbooks may not be placed on student accounts. Any rental textbooks you receive can be written or highlighted in. We want you to treat the book like it's your own. Do be courteous, however, and remember that someone will be using that book after you, so don't go overboard and ruin the experience for the next renter. Rental books will be due back at the end of each course. If you add/change a class, another email will be sent to order your new materials if there is any needed. If you drop a class, simply return your unneeded items to the Campus Store.

Bookstore Hours

Monday-Thursday 8:00 am-5:00 pm Friday 8:00 am-12:00 pm

DINING SERVICES

At SMC we operate our own dining service. Campus dining will be a big part of your college experience and we want it to be the best possible. We offer a varied and delicious menu, using the freshest of ingredients, all prepared for you by a talented culinary team. *If you have special dietary requirements or any questions, please discuss your needs with the Director of Dining Services.*

Students who exhibit disruptive behavior, are excessively noisy, or otherwise disturb the dining experience will be referred to SMCX Community for disciplinary action.

Resident Meal Plan

All resident students are required to purchase a meal plan. The meal plan provides for “all you can eat” style buffet three times per day (twice per day on non-academic days). Students must use their school ID to receive meal services and can choose either dine-in or take-out.

Students on the unlimited access meal plan will also enjoy \$200 in Flex Bucks that is available for use on their ID card with the meal plan each semester. These flex dollars can be spent at the Cellar or in the main dining room to purchase meals for friends and family. At the end of each semester any unspent Flex Bucks will be forfeited.

Commuter Meal Plan

Commuter students also have the option of purchasing meal plans with flex. See the Dining Services Office for more details and to purchase Flex Bucks.

Hours of Operation

**Dining hours are subject to change to accommodate occasional special campus events*

The Campus Dining Center

	Monday-Thursday	Friday	Saturday	Sunday
Hot Breakfast	7:30am - 9:30am	7:30am - 9:30am	X	X
Brunch	X	X	11:00-1:00pm	11:00-1:00pm
Lunch	10:30am-2:30pm	10:30am-2:30pm	X	X
Dinner	4:30pm-8:00pm	4:30-6:30pm	4:30pm-6:30pm	4:30pm-6:30pm

The Cellar Coffee and Café (Starbucks)

Monday – Thursday	Friday	Saturday	Sunday
7:00am – 10:00pm	7:00am-6:00pm	X	X

The Cellar offers a full selection of Starbucks branded hot and cold beverages as well as bottled drinks. Sandwiches, salad, personal pan pizza, snacks, baked treats, and candy are also available for purchase. Students must use their ID card to pay with Flex Bucks. Cash and credit/debit cards are also accepted.

Appropriate dress, including shoes and a shirt, is required in order to be admitted to the Cellar.

VENDING MACHINES

Vending machines for snacks and drinks are provided at various locations on campus for the convenience of students and guests. Of course, all vending machines are subject to occasional malfunctions. Report malfunctions to the Business Office during normal business hours, where they may obtain a refund for any money lost in the machine. Malfunctions at other times should be reported to a member of the Community Life Staff or Campus Safety. Deliberate damage to a vending machine will result in discipline charges, and the student(s) responsible will also be charged for any necessary repairs.

CAMPUS MAIL SERVICES

Our mail service is not an agent of the U.S. Postal System, but we do provide limited unofficial postal services for the convenience of students, faculty and staff. Student mail services are available only to residential students with an active housing assignment, these students are assigned a combination-accessed mailbox. Campus mail services can only accept deliveries for current students and employees.

The Campus Mailroom receives mail daily from the main Spartanburg Post Office. Small packages from commercial delivery services such as FedEx, UPS, and DHL can also be delivered to students through the Campus Mailroom. Outgoing mail (stamped envelopes only) can be placed in a slot at the Mailroom, but packages must be sent from a U.S. Post Office or commercial service. Postage stamps and stamped envelopes may be purchased here as well during the posted hours. Campus Mailroom hours are posted at the beginning of each semester. Contact the Facilities Office for special needs.

Mail Room Window: Monday-Friday, 9am-4pm

*If there is no one at the mail room window, please email our Director of Mail services at mailcenter@smcsc.edu or call 864-587-4260.

FACILITIES/MAINTENANCE/CUSTODIAL

Maintenance Requests

All **non-emergency** maintenance requests should be sent to facilities@smcsc.edu to create a work order.

- + Include the Building/Room Number/Location of the issue
- + Include your name and contact information
- + Describe the issue

Emergency Repairs

Between 8:00 AM–5:00 PM, contact the Central Help Desk at 864-587-4260. After 5:00pm, contact Campus Safety at 864-587-4003.

For unresolved concerns contact:

Marty Woods, Vice President for Facilities
864-587-4044 / woodsm@smcsc.edu

Campus Life & Student Success

THE SMC EXPERIENCE (SMCX)

Spartanburg Methodist College offers various Student and Professional Development programs that create an engaging culture of student success from enrollment to employment. The SMC Experience includes Experience Career & Success, Experience Community (including Community Life, Community Involvement, and Community Wellness), and SMCX Marketing.

Through the SMC Experience students can develop skills and knowledge to support their academic, career, and community involvement journeys. Students who engage in campus life and leadership opportunities develop a sense of belonging and build a support network on campus and in the classroom to achieve their academic, personal, and career goals. As a central value, The SMC Experience infuses equity, diversity, and inclusion throughout all programs.

EXPERIENCE CAREER & SUCCESS

Experience Career and Success prepare students for success in college and their careers after college.

Advising & Student Success

To support students in this process, SMC students have one advisor who supports them in all areas of success from enrollment to employment. This includes scheduling classes, academic success and recovery, deciding on a major, and intro career planning. Advisors work with students to plan and achieve their goals at SMC and beyond.

Experience Success offers workshops and programs to help students both inside and outside of the classroom on topics including time management and study skills. Advisors work with students individually and in groups to pair them with available resources to ensure their success at SMC. Experience Success also offers programming each semester through which students receive individual assistance. Advising is located in the Buchheit Administration Building.

First-Year Programs

Experience Orientation is SMC's orientation program required for all first-year students. Experience Orientation is a one-day event that aids students in becoming acquainted with campus resources and will help students start their college experience on the right path to success. Students meet fellow incoming students, get to know the campus, and meet with various faculty and staff around campus who will be vital to a smooth first semester at SMC. Experience Orientation occurs throughout the summer for students starting SMC in the Fall, and in January for new Spring semester students.

SMC 101 is required for all first-year. The course is designed to help students make the transition from high school to college. During SMC 101, students will study the fundamentals of academic success, goal setting, and introductory career exploration. For more information about First-Year Programs, contact your advisor.

Tutoring Services

Tutoring Services, located on the first floor of the Walker Building, provides individualized assistance to students who wish to improve academic standing, study skills, or learning efficiency. Both peer tutoring and online tutoring services are available.

Peer Tutoring

Qualified students are available to organize research papers, review for tests, complete projects, improve math and writing skills, and meet the academic challenges of college-level work. In addition, Tutoring Services provides study groups for various subjects to assist students with preparing for upcoming exams.

Online Tutoring

Professional tutors are available through an online tutoring service outside of Tutorial Center hours. Please see the Tutoring Services webpage for information.

Career & Internships

Experience Career provides coaching, internship opportunities, and job search support to help students identify, explore, and prepare for their career options. Experience Career offers programs and services to all students regardless of their job or career path. While introductory career and major exploration happens with advisors, Experience Career offers resume and interview preparation, internship and job search preparation.

Experience Career hosts a series of events each semester including opportunities to connect with employers and grad schools, workshops, and panel presentations for a variety of career interests. Experience Career is located in The X, on the second floor of the Burgess Student Center.

COMMUNITY LIFE

A healthy and robust community is vital to supporting student success. We aim to foster a safe, healthy, and supportive campus community for residential and commuting students. Community Life includes housing, student conduct, Title IX & Equal Opportunity, and Campus Safety.

Community Life (Housing & Conduct)

Spartanburg Methodist College takes pride in its residential program, which provides comfortable and convenient housing for all students. Students should expect to have a roommate. Even though conditions may temporarily leave a student without a roommate, the College reserves the right to place students as necessary to manage the residence halls effectively. Trained staff members supervise Residence Halls and work closely with students to provide a positive living-learning experience. Students must live on campus unless they meet approved exemption criteria as listed in *The Student Handbook*. The students at SMC are members of the college's community with rights and responsibilities. The College has expectations regarding the behavior of students as members of the community. These expectations reach beyond the classroom setting into aspects of daily life decisions. All students are responsible for conducting themselves per the Standards of Conduct and the SMC Honor Code. Community Life educates students about expectations and student conduct. If a student fails to comply with stated community standards, learning, personal growth, and development are facilitated through the student conduct process. Community Life is located in The X, on the second floor of the Student Center.

Campus Safety

Campus Safety can be reached 24/7/365 at 864-587-4003.

The Campus Safety Department at SMC is an official police department that aims to provide a safe campus community. Our Campus Safety Officers are certified as police officers through the South Carolina Criminal Justice Academy and as South Carolina State Constables through the South Carolina Law Enforcement Division (SLED). Our Campus Safety Officers are also comprised of two SLED Certified Campus Security Officers. Campus Safety Officers are able to make an arrest, write traffic citations, and conduct investigations off campus, if necessary. Students can register a personal automobile with the College. Parking is available in designated areas for registered automobiles. A complete list of parking and automobile policies is located in *The Student Handbook*. The College assumes no liability for vehicle

damage by providing parking spaces on the campus. The Campus Safety Office is located in the basement of Kingman Residence Hall.

Title IX & Equal Opportunity

The Office of Title IX & Equal Opportunity addresses complaints of discrimination based on protected classes of persons in educational programs and activities that receive financial assistance. This office also addresses concerns regarding equal opportunity to all students, faculty, and staff members on campus. Training and prevention programming, to include Title IX and bias, is also provided by this office. The Title IX & Equal Opportunity Office is located on the second floor of the Burgess Student Center in Suite 24. The telephone number is 864-699-4642.

COMMUNITY INVOLVEMENT

Student Involvement

Experience Involvement aims to enrich the lives of SMC students through the implementation of activities to build a sense of community and belonging, conducive to student success. Involvement strives to create a fun and vibrant campus community by hosting a wide variety of activities for all students. Involvement activities encourage students to foster community, identity, and leadership skills. The office of involvement, Student Government Association (SGA), XVibes, Campus Recreation, and student clubs and organizations work together to provide an engaging student life experience for the SMC Community. Experience Involvement Offices are located in The X on the second floor of the Student Center.

Campus Recreation

Campus Recreation offers experiences that enrich students' lives through fitness, adventure, and play. Currently enrolled students can utilize the Moore Family Fitness Center, Moore Basketball Gym, and participate in Intramural Sports.

Intramural Sports

The intramural program affords an opportunity for all SMC students to voluntarily participate in competitive team and individual sports. Intramural information is available from the Involvement Coordinator. Students who choose to participate do so at their own risk. Annual intramural offerings vary based on student interest and other factors. Examples of intramural activities that may be offered, depending on interest and availability, include:

- | | | |
|--------------|--------------------|--------------|
| + Dodgeball | + Spikeball | + Volleyball |
| + Cornhole | + Capture the Flag | + eSports |
| + Basketball | + Fantasy Football | |

Fitness Center

All currently enrolled SMC students have access to the Moore Family Fitness Center and the Moore Basketball Gym when the facilities are open. The Fitness Center is a 4,000 square foot fitness center that includes treadmills, a stair climber, ellipticals, and exercise bikes, as well as dumbbells, kettlebells, bench presses, a squat rack, deadlift platform, various cable machines, and an aerobic room. The Involvement Coordinator oversees the Fitness Center with work study student employees and has regular hours of operation throughout the academic year. All students must present their SMC ID to access the building and to check in at the front desk. The Basketball Gym is an historic campus building containing a single basketball court with stadium seating.

XVibes

XVibes is a student-led activities board that plans a wide range of activities throughout the school year. Through a diverse range of activities, XVibes fosters an inclusive, vibrant, and engaging campus community for SMC students.

Student Government Association (SGA)

The Spartanburg Methodist College Student Government Association guarantees student representation within the College community. The SGA is open to all students and includes representatives from the residential and commuting populations. Some members of SGA serve on College and Faculty Committees. One primary function of the SGA is to provide an avenue for student involvement in issues that impact their campus community. SMC students have an opportunity through SGA to express concerns to the administration and to participate in planning community service opportunities and educational programs.

Clubs & Organizations

Clubs and organizations serve to promote student involvement and leadership development outside the classroom setting. Spartanburg Methodist College students are encouraged to participate in clubs and organizations that offer cultural, intellectual, and social growth opportunities. SMC strives to provide various options for student participation and involvement in campus life and the college community.

COMMUNITY WELLNESS

SMCX Community Wellness is dedicated to the holistic health and well-being of our students. We provide free counseling, accessibility services, and assistance with accessing medical services to support student success.

Counseling

Personal counseling is available for all SMC students to enhance their academic success. We offer short-term, goal-focused counseling to currently enrolled students. Individual appointments can be made to discuss stress, depression, relationships, and college life adjustments. These services are confidential and offered at no cost to students. Referrals are made to other professionals in the community if additional medical or psychological help is necessary. Counseling appointments may be scheduled by contacting the office by email (wellnessgroup@smcsc.edu). In addition, teletherapy services are available through AcademicLiveCare.

AcademicLiveCare

Students have access to free, unlimited telehealth appointments through a partnership with AcademicLiveCare (ALC). ALC offers virtual telehealth appointments for on-demand urgent care, and scheduled appointments for psychiatry, therapy, and nutrition counseling – all at no cost for on-ground SMC students.

Psychiatric Services

Free tele-psychiatric services are available through AcademicLiveCare.

Medical Emergencies

Emergency situations are managed by the local 911 Medical Emergency System. These situations include but are not limited to allergic reactions, breathing difficulties, heart attacks, loss of consciousness, certain physical injuries, seizures, and strokes. Anyone experiencing a medical emergency on-campus should dial 911.

Accessibility Resources

Accessibility Resources provides students with disabilities with appropriate accommodations to ensure equal access to college courses and activities. Students who wish to receive accommodation(s) must

provide documentation of their disabilities and meet with a staff member of Accessibility Resources to arrange accommodations. Accessibility Resources is located on the first floor of the Walker Building. Additional information and policies relating to Accessibility Resources can be found here: <https://www.smccsc.edu/the-experience/experience-wellness/#accessibility-resources>

Chronic Medical Conditions

Students requiring accommodations due to chronic medical conditions should consult with the office of Accessibility Resources.

Wellness Programs

The Campus Health & Wellness office maintains regular weekly office hours and is on campus for student enrollment days and other events. The office promotes and maintains the health of students, faculty and staff by providing educational programming and wellness initiatives. Basic first aid supplies are generally available to students for self-treatment of minor issues. The office utilizes regional providers with the referral for more serious illness or injury and preventative medicine.

Immunization Records

All students must provide the College with a Health History Form and Immunization Record with requirements met. While health insurance is not required, student coverage is highly recommended. Student athletes are required to have comprehensive medical insurance. Students are generally responsible for their own transportation and expenses for any off-campus medical care. They may receive arranged transportation for urgent situations or Emergency Medical Service for emergent situations.

Required Immunizations:

- + Measles, Mumps, Rubella (MMR/MMRV/MR) - 1 to 2 doses in vaccine series
- + Polio (OPV/IPV) - 3 to 4 doses in vaccine series, completed when entering High School
- + Tetanus – (Tdap) is given every 9 years
- + *Meningitis conjugate vaccine - 2 to 3 doses in vaccine series with the last dose in the past four years. Usually received when a student turns 16 years old.
 - o Acceptable versions are Menactra & Menveo (MenACWY), MCV4/MPSV4.
 - o Unacceptable versions include Bexero or Trumenba (MENG B) and HIB meningitis.
 - o *Required for residential students under the age of 21.

Recommended Immunizations:

- + Polio (OPV/IPV) - 3 to 4 doses in vaccine series, completed when entering High School
- + Hepatitis B (HBV/HepB)- 3 to 4 doses in vaccine series, completed when entering High School
- + COVID-19 Vaccination- Pfizer BioNTech 2 doses given 21 days apart, Moderna 2 doses given 28 days apart or Johnson & Johnson Janssen 1 dose
- + Seasonal Flu Vaccination- (IIV, RIV4 or LAIV4) yearly at the beginning of the annual flu season in late September or October
- + Meningitis B – (Bexero or Trumenba (MENG B) for individuals who have an increased risk, dose is usually given around the age of 16. Speak with family Physician to determine if this vaccination is needed.
- + Hepatitis A – (HepA) 2 to 3 doses, completed when entering high school
- + Human Papillomavirus (HPV) 2 dose series, 6 to 12 months apart, recommended at age 11 or 12.
- + Varicella- (VAR) 1 dose completed before entry into Elementary School

For more information about vaccinations check the CDC out at this link: [Birth-18 Years Immunization Schedule](#)

Student Insurance

We strongly recommend that students be covered by their health insurance, either as individuals or as part of family coverage. Athletes are required to have comprehensive health insurance. All full-time students are

covered by an accident policy that provides secondary coverage in coordination with other applicable insurance coverage the student and/or family has in force.

SPECIAL POLICIES

Poster Policy

All posters (and any wall postings) must be approved by SMCX Involvement. Anything posted that is not approved or placed in an area not designated in guidelines will be removed.

To effectively convey information of importance to the SMC community, and keep the campus free from litter, the following guidelines have been established for use of sidewalk chalk and posting of notices, flyers, banners, and similar materials on campus (hereinafter referred to as posters):

- + All printed materials posted on campus must be attached to the surface by using blue painter's tape, unless utilizing a bulletin board. Blue tape is available for all from SMCX Involvement.
- + Sidewalk chalk is for use on sidewalks only.
- + Posters placed anywhere on campus may not contain obscene, suggestive, or offensive language or illustrations.
- + Advertisements promoting any event, product, or service that is not compatible within the guidelines of SMC are not permitted.
- + Posters should clearly identify the sponsoring organization or individual.
- + Sponsoring organizations or individuals should remove posters no later than three days after the advertised event or deadline has passed. Non-dated materials should be removed or replaced whenever they become damaged or worn.
- + Posters can be placed on bulletin boards (with thumb tacks, push-pins, or staples).
- + Posters may not be placed on entryway building doors (other than individual residence hall rooms), trees, lampposts or fences.
- + Posters are strictly prohibited from being placed over any door window.

Residence Hall Postings

Only official signs and notices from the Community Life Office or Campus Safety may be placed on front doors or windows. Nothing is to be posted on painted walls.

If you would like information posted in the Residence Halls, please contact a Student Development Staff member or Community Life staff member for assistance in placing postings in RA boxes.

Mission Chapel Postings

Posting is not permitted on the glass doors or walls of the Chapel. Posting is not permitted on the stone exterior.

Reserving Facilities

Certain facilities on campus must be reserved in advance when used for meetings and similar purposes. Facilities can be reserved via Resource Booking on MySMC.

Reserving Tables for Displays in the Student Center

On-campus groups/offices/individuals: Campus clubs, organizations, offices, and individuals who wish to reserve a table in the Student Center for the purpose of advertising a service or event must use the Resource Booking on MySMC.

Colleges/Military/Non-Profit Organizations

Representatives from military services, or non-profit organizations who wish to reserve a table in the Student Center for the purpose of advertising a service or event must obtain prior approval from the SMC Experience at least one week in advance. One table and one chair will be provided. Please provide the

Student Development Office with the date and time during which your group wishes to reserve a table. Access is limited to one visit every 30 days. Reservations are made on a first-come, first-served basis.

Companies/Businesses

Companies or businesses wanting to advertise their services to SMC students are allowed to do so by requesting through the SMC Experience. Interested parties should contact SMCX Involvement or Dean of Careers and Success. Reservation requests will be processed on a case-by-case basis and must be approved by the SMC Experience.

Administrative Withdrawal

Occasionally it may be necessary for the College to require separation from a student when their presence becomes disruptive to the community. If a student is deemed to be a danger to themselves, other college community members, college property, and/or there is a reasonable doubt whether or not the student can benefit from the educational programs at the college. In such cases, the Dean of Students, or their designee, in consultation with the Behavioral Intervention Team (BIT) may impose an administrative withdrawal from the college. Administrative withdrawal will become effective immediately and without prior notice when college officials have reason to believe that the continued presence of the student on campus will pose a threat to themselves, to others, or to the stability or continuance of normal college functions.

Administrative Withdrawal is an administrative process; it is not a conduct or disciplinary process. This policy is not intended to be punitive and does not take the place of disciplinary actions in response to violations of SMC's student handbook, policies, or directives, nor does it preclude the removal or dismissal of students from the College or college-related programs as a result of violations of other policies or protocols. This policy does not limit the college's ability to place enrollment holds on students for reasons beyond the scope of this policy, and nothing in this policy relieves a student of any financial obligations to the college that were in place at the time the Administrative Withdrawal was imposed.

Nothing in this policy limits the power of the college to take administrative action to ensure the safety of the SMC community. In exceptional circumstances, where the health or well-being of any person(s) may be seriously affected, or where physical safety is seriously threatened, or where the ability of the college to carry out its essential operations is seriously threatened or impaired, the Dean of Students or their designee may summarily suspend, dismiss or bar any person from the college or college-related programs. In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate college authorities.

In situations involving an imminent or ongoing threat of harm to the student or any other member of the college community, the Dean of Students (or their designee), and/or the Behavioral Intervention Team (BIT), in the exercise of reasonable judgement, may require a student to be immediately prohibited from entering Spartanburg Methodist College's campus or facilities used for college programs or activities while and individualized assessment and review, are taking place. Such students will receive written notice as promptly as possible.

Requests for Reasonable Accommodations

Spartanburg Methodist College is committed to providing equal access to all participants in college processes, including students with disabilities. Students with disabilities should contact the Office of Accessibility Resources to request accommodations. Information about Accessibility Resources can be found on the Office's webpage: <https://www.smcsc.edu/the-experience/experience-wellness/>.

Appealing Administrative Withdrawal

Students placed on Administrative Withdrawal may appeal the decision within one week of receiving the decision. The appeal must be submitted in writing to the Dean of Students or their designee and must

specify the particular basis for the appeal. General dissatisfaction with the decision is not grounds for appeal. The appellate body may consider:

- + Were the proper facts and criteria brought to bear on the decision?
- + Is there any new information not previously available to the student that would substantially impact the outcome of the decision-making process?
- + Were there procedural irregularities that materially affected the outcome of the matter to the detriment of the appellant?
- + Given the proper facts, criteria, and procedures, was the decision a reasonable one?

After reviewing the issue fully, the appellate body will issue a written decision affirming, modifying, or reversing the decision to place the student on administrative withdrawal. The decision from the appellate body is final and no other appeals or grievance procedures are available.

Requests for Re-Enrollment

A student withdrawn under this procedure may not be re-enrolled in the college without the approval of the Dean of Students, or their designee. Prior to approval for re-admittance, the Dean of Students (or designee), and/or the BIT may outline certain requirements to be completed by the student.

A student must make a written request to the BIT to return to the College. Generally, a student will not be allowed to return until one full term has elapsed or until the leave period in the administrative withdrawal notification has elapsed and all conditions or requirements are met.

Emergency Contact Policies

Students are required to provide the College with information for both an Emergency Contact(s) and are asked to provide a Missing Person Contact(s) as detailed below.

Emergency Contact(s)

The emergency contact for a student is the person the College will typically contact first in case of an emergency. The emergency contact should be someone outside of the College community. Students should review and update their emergency contact information each semester and as needed.

Missing Persons Contact(s)

Federal law requires that students residing in on-campus housing must be afforded the opportunity to designate one or more individual strictly for missing persons purposes. Student contact information will only be accessible to authorized campus officials. Should a student be determined as missing, the College will notify, within 24 hours, the missing person's designated contact. If a student does not designate a contact specifically for missing persons or is under the age of 18 and is not emancipated, the parent/legal guardian shall be contacted.

Health Related Re-Entry

SMC students who seek to resume study after an emergency, crisis, hospitalization, medical leave of absence, withdrawal, or other incident due to mental health and/or medical reasons must follow the process outlined in this policy before resuming classes or returning to campus facilities (including housing). Once the college confirms the student is eligible to return, the student will be sent instructions on how to proceed.

GOALS OF THE PROCESS

The re-entry process is designed to:

- + Ensure that students are ready to return to campus and classes after an emergency, crisis, hospitalization, leave of absence, or withdrawal;
- + Ensure coordination among offices and sources of student support associated with re-entry and student success;

- + Give students and their support systems a clear set of expectations and requirements;
- + Ensure that SMC is effectively prepared to support students as they return to their academic pursuits, campus housing, and/or other activities and programs of the College.

PROCESS

To assess a student's readiness to return after a hospitalization, crisis, emergency, medical withdrawal, or other incident related to mental health or medical reasons the student must provide:

1. The completed Physician or Certified Counselor Assessment & Recommendations form. This form must be completed by the healthcare provider (licensed Clinical Mental Health Professional, Psychiatrist, Physician or other healthcare provider) who has been treating the student.
 - a. To assist in securing this form from your provider, the College can make available a letter to your provider explaining why the form is necessary and what information is needed.
2. The completed Student Reenrollment Information Update & Consent for Communication form. This form ensures that the College has correct and current contact information for the student and provides a release for the College to discuss matters related to your situation with appropriate individuals.
3. The completed forms and any other information provided by the student will be reviewed and the student will be notified as to whether their reenrollment or return will be approved.

CONFIDENTIALITY

The confidentiality of the material submitted is important to us, but it may be necessary for key administrators to be aware of certain aspects of the information. Such administrators normally include, but are not limited to, the Provost, Dean of Students, Dean for Career & Student Success, the Assistant Dean for Health & Wellness, Director of Counseling Services, Director of Community Life, Chief of Campus Safety, Director of Accessibility Resources, advisors, and others who may be relevant to support the student in their success.

TIMELINESS

For students **returning from a short-term absence**, the required forms should be submitted as soon as possible – and must be submitted, reviewed, and approved before a student can return to coursework, housing, or school-related activities.

For students **returning after a medical withdrawal**, the forms should be submitted at least six weeks prior to their desired reenrollment.

CAMPUS CONTACTS

Questions regarding the return process and/or accommodations should be directed to:

- + Dr. Mindy Bliss, EdD, Assistant Dean and Director for Health & Wellness (blissm@smcsc.edu)
- + Gina Parris, M.Ed., Director of Accessibility Resources (parrisg@smcsc.edu)

Students who have concerns about their ability to effectively complete this process should contact one of the persons listed above.

RELIGIOUS & SPIRITUAL LIFE

As a college connected to the United Methodist Church, SMC places faith and worship at the center of campus life. Religious life is a dynamic and integral part of the SMC experience. The SMC community gathers for chapel services each Wednesday at 11 am and at other special times for worship throughout the year. Mission Chapel, located at the center of campus, is a symbol of the strong connection between the Church and the College, pointing faculty, staff and students to a deeper relationship with God.

Religious Life Opportunities

Worship

Chapel Services are held on Wednesdays at 11 am in Mission Chapel and offer a time for all members of the SMC community to gather for worship and fellowship. Students are encouraged to take an active part in worship by reading scripture, speaking, and offering musical talents.

Bible Studies are held at various times throughout the week. Stop by the Chaplain's office in the Chapel for more information.

Serving Christ/Serving Others

Because of Christ's call to serve the poor, the broken, and the outcast, students, faculty and staff are encouraged to reach out in the Spartanburg community to those in need. Students are welcome to connect with service opportunities through Kappa Sigma Alpha, our co-educational service fraternity. If you would like information about where you can serve, please see the Chaplain.

Faith Development Organizations

SMC is home to students from a wide variety of spiritual and religious traditions. Students of all traditions are encouraged to participate in our campus ministries. In order to best serve each student, SMC Religious Life partners with Faith Development Organizations. These FDOs are religious organizations that sponsor religious activities on campus such as Bible Studies, Counseling meetings, and service opportunities. All FDOs covenant to support our students as they grow in faith in a supportive environment.

In addition to programs offered by the Chaplain's office, students are invited to join with other College students in the Spartanburg community by participating in such organizations as the Baptist Campus Ministry (BCM). The Chaplain can provide more information. Students are also invited to be a part of non-denominational Christian organizations such as Fellowship of Christian Athletes (FCA) and Campus Crusade for Christ (CRU). The Chaplain can provide more information.

SMC also offers student-led religious development opportunities each year. For more information, please check with the Chaplain and keep an eye out for flyers around campus.

Diversity, Equity, & Inclusion

Diversity, Equity, and Inclusion are foundational principles for SMC. To that end, the Chaplain facilitates collaboration with departments across campus to create an environment that is welcoming of all aspects of campus members' personal identities (including race, ethnicity, nationality, gender, sexuality, disability status, socioeconomic level, age, and extended dimensions of diversity). The DEI goals also center around developing initiatives which promote student engagement and success, educating campus, fostering an environment that allows all students to develop a strong sense of belonging and inclusion, and creating programming that prepares students to lead in our diverse society.

ATHLETICS

Spartanburg Methodist College provides a strong program of intercollegiate athletics for men and women. Men's sports include basketball, baseball, cross country, golf, soccer, and track and field. Women's sports include basketball, beach volleyball, cross country, golf, soccer, softball, track and field, and volleyball. The College is a member of the National Association of Intercollegiate Athletics and the Continental Athletic Conference. Admission to all regular season events is free to SMC students, faculty, and staff when they present their College ID. An admission fee may be charged for a tournament competition held on campus.

Community Life Policies & Procedures

SMC takes pride in its community life program, which aims to provide comfortable, convenient and safe housing for students. Payment for room and board covers utilities, unlimited use of washers and dryers, network connectivity, basic furniture, and food services in one of the two dining options. Students should expect to have a roommate, and in some cases up to four students may be assigned to one room. Private rooms are rarely available (except for a limited number in Hammond Hall). The College places students as necessary to effectively manage the residence halls. This includes assigning roommates and changing room assignments as needed. An additional charge may be levied in rare cases when a student maintains private room status in a double room for an entire semester. Residence halls are supervised by trained staff members who work closely with students to provide a positive living-learning experience. The Community Life, Campus Safety, Custodial and Maintenance staffs are here to assist you in making your college experience all that it can be. Please report any housing problems to your Community Assistant or another housing staff member as soon as possible.

HOUSING GUIDELINES

On-Campus Residency Requirement

Living on a college campus helps students develop independence and maturity and offers enriching life experiences. Therefore, SMC policy stipulates that all full-time, on-ground unmarried, students who are between the ages of 17 and 21 on the first day of classes are required to live in campus housing for the fall and spring semesters. Exceptions are granted for students who are married and/or who live at a permanent address with a legal guardian in Spartanburg County.

Returning students who desire a residency waiver must submit a request for exemption to the Director of Community Life by April 1 for the following academic year.

New students must submit a request for exemption by July 1. If a student deposits to SMC after this date, they must live on campus. Transfer students who otherwise are required to live on campus must do so unless they meet both conditions listed below:

1. A transfer student will be approved to live off campus if they are 2 years removed from their high school graduation.
2. A transfer student will be approved if they can provide documentation and justification of living off campus at a previous institution for at least one full academic year.

In order to maintain a positive learning and social environment, the College reserves the right to deny housing to any individual who is determined to be a risk to the comfort and wellbeing of other residents.

Housing Eligibility

To be eligible to reside in campus housing, the student must be enrolled in on-ground, full-time academic course work at the start of the semester (minimum of 12 semester hours). Exceptions must be approved by the Director of Community Life. If a student's credit load drops to 11 hours or less during the course of a semester (either because of withdrawals or FA's), that student's housing assignment may be cancelled, and the student may be asked to leave campus within a reasonable period of time. The Director of Community Life may grant exceptions to this policy.

Part-time students and those married or 25 years of age or older are not normally assigned campus housing unless an exception is granted by the Director of Community Life or their designee.

Residential Policy for Minor Students

SMC is an adult educational environment, and our students are typically 18 or older when they begin their coursework. We treat all of our students as mature individuals and expect them to have the necessary skills to study and live independently alongside people of all ages and from a variety of backgrounds.

Typically, students must be 17 or older by their move-in date in order to live in on-campus housing. Students who are under 17 and who desire to live on campus may submit an appeal to the Director of Community Life to be considered for an exemption to this policy. The appeal must be signed by the student and at least one parent/legal guardian. Additional paperwork or permissions may be required for students under the age of 18 to fully participate in college events, services, and programs.

LIVING WITH OTHERS

Spartanburg Methodist College is committed to providing a pleasant living-learning environment for its students. Living in a community often requires compromise and patience. The residence hall policies and procedures reflect the values of the College and the need to respect the rights of every occupant.

As a member of the Spartanburg Methodist College residential community, students should be able to expect to have the following rights respect, and have an obligation to respect these same rights for their peers:

- + The right to read and study free from undue interference in one's room (unreasonable noise and other distractions inhibit the exercise of this right).
- + The right to a safe and secure living environment.
- + The right to sleep without disturbance from noise, guests of a roommate, suitemate or hall mate.
- + The right to expect respect for one's personal belongings.
- + The right to live in a clean environment.
- + The right to free access to one's room and facilities without pressure from a roommate/suitemate.
- + The right to personal privacy.
- + The right to occasionally host guests with the understanding that guests are to respect the rules and regulations of the College.
- + The right to address grievances. Residence hall staff members are available for mediating conflicts.
- + The right to be free from intimidation, physical, and/or emotional harm and racial or sexual harassment.
- + The right to expect that all members of the community abide by, and work together to enforce, other policies and uphold other expectations while protecting each other's rights.
- + The right to retain one's own values and standards, as long as the values and standards of others and the institution are also respected.
- + The right to a smoke free environment in all residence halls, including in one's own room

Preparing for a Roommate and/or Suitemate

You will likely have a roommate and/or suitemate in your living space, possibly for the first time. Regardless of whether you have known your roommate/suitemate for years or you have just met them, you need to talk about a few things early on. Listed below are some topics you may want to discuss.

- + Visitors
- + Housekeeping
- + Personal likes and dislikes (sleep needed, movies, music, etc.)
- + Study habits (times, noise, grades)
- + Personal habits (exercise, decorating the room, how you relax, how you feel about lending personal items)
- + Personal reactions (anger, pressure, depression, pet peeves)

CHECK-IN & CHECK-OUT

Initial Room Check-In

Instructions for check-in are provided through email prior to the start of each semester. Generally, students must be cleared by the Business Office, Financial Aid, and other campus services before moving in.

Room Condition Reports

At or around the time of move-in students will be required to complete and sign a room condition report. All residents moving into a residence hall will be given a Room Condition Report, which must be completed in detail, listing the furnishings, and describing the condition of the room and its contents. It is important that each resident completes this form, as it is used to determine normal wear and tear or assign responsibility for damage and assess appropriate fees. Community Life staff will inspect each room when residents move out. Damage to or theft of furnishings will be charged to the residents of that room. Residents who do not complete a Room Condition Report may not appeal damage charges.

Room Checkout

Specific checkout instructions are communicated to resident students through email prior to the end of the semester. Generally, proper check-out requires students to:

- + Attend the final hall meeting of the semester. Specific check-out instructions will be provided in these meetings and/or through email.
- + The room (and bathroom, if suite-style) must be emptied and cleaned. If it is not cleaned, the student will be charged a cleaning fee.
- + Make certain the room door is shut and locked when you leave.
- + Return your key to a Community Life staff member.

Any student failing to follow proper checkout procedures will forfeit the right to appeal assessed charges.

ROOMMATES/ROOM ASSIGNMENTS/ROOM CHANGES

The College reserves the right to require students to have roommates. Roommate requests are honored whenever practicable.

Normally, students are not allowed to change rooms during the first two weeks of a semester. Procedures are announced that allow students to apply for room changes after this initial period. Changes that are approved by the Community Life staff are then allowed. Any student wishing to make a change in their room or roommate assignment must follow the procedures below:

1. Students should make every effort to resolve problems prior to initiating the room change process. Sometimes very few options are available. Discussion should take place with current and potential roommates, the Community Assistant, and the Assistant Director.
2. Room/Roommate change request must be submitted to Community Life.
3. The Director of Community Life will approve or deny all room/roommate change request.
4. If approved, the Community Life staff will coordinate getting the student checked out of their current space and moved to their new room.

If a student moves without permission, they may be charged with a disciplinary offense and an administrative fine and will most likely be required to return to the original room.

COMMUNITY DAMAGE

Damages to public areas in a residence hall that are judged not to be the result of normal wear and tear may result in an assessment of all students living on a specific floor if the student responsible for the damage cannot be identified. Public areas include bathrooms, lobbies, stairwells, laundry rooms, etc. Each student is responsible for exercising reasonable care in the use of facilities, and for reporting damages and maintenance requests to the Community Life Staff. Additionally, damages made to shared residential spaces may be assessed to any/all residents with access to the space if the responsible party is not identified.

KEYS

Lost room keys should be reported immediately to the Community Life Office. The lock will be changed, and new keys issued to all occupants of the room and/or suite; the student will be charged \$25 before replacement in order to maintain the key deposit. Lock changes are necessary to ensure the safety of all students in the room/suite and their property. SMC uses specially designed keys that cannot be duplicated by normal sources. Duplication of a residence hall key by anyone other than College maintenance personnel is prohibited.

When students are accidentally locked out of their rooms: When a student is locked out of their room, they should call the CA (Community Assistants) Duty phone for their residence hall area to get assistance with being let back into their space. Students will need to provide identification to be let into their space.

FURNITURE & EQUIPMENT

Furniture in your room may be re-arranged to suit your needs within reason. In certain situations, the maintenance staff will need to be involved. No furniture can be removed from a room without permission. Beds may not be placed on concrete blocks or raised by any means other than College-installed equipment.

Permitted equipment includes computers and related hardware, sound systems, TV's, refrigerators (4.3 cubic foot maximum), coffee makers, and microwave ovens. Extension cords are permitted only if used with a surge protector and must be 14 gauge or higher. Small personal items such as end tables, stools, lamps, rugs, etc. are allowed.

Personal Belongings

The College is not responsible for students' personal property. Students should take reasonable precautions such as locking their rooms when away even for brief periods. Report lost keys immediately. High value items should be marked or engraved and should not be kept in open view. Avoid keeping especially valuable property, such as heirloom jewelry, in rooms. Report any theft to Campus Safety as soon as possible. Some homeowner's insurance policies will cover students' property in college rooms; special insurance policies can also be purchased to cover personal items.

Students are permitted to bring soft furnishings, such as couches or beanbags, into their space. College furniture MAY NOT be removed to accommodate these items. Students who choose to bring their own furnishings into their residence hall accept all responsibility for any complications (infestations, etc.) that may arise from the items' presence.

Prohibited items

The following items are not permitted in residence halls. Items may be confiscated without return and students may be charged with a discipline offense for violation of any of these policies.

- + Cooking equipment such as hot plates, toaster ovens, George Foreman-type grills, waffle makers, etc.
- + Heating devices such as space heaters, electric blankets, electric mattress pad warmers, etc.

- + Halogen lamps, lava lamps, string lights and liquid plug-in air fresheners.
- + Firearms and other weapons: this includes replicas, hunting rifles, target weapons, handguns, pellet guns, BB guns, gel blaster guns, swords, hunting knives, knives with a blade longer than two inches, bottle rockets, roman candles, paintball guns, etc.
- + Firearm parts, firearm accessories, and firearm ammunition.
- + Fireworks and any other explosive or incendiary items.
- + Candles and incense are not permitted in the residence halls. They are considered a fire hazard and may produce an odor disturbing to other residents.
- + Tobacco and smoking/vaping products (including electronic cigarettes and vapes). Possession/use of tobacco and smoking/vaping products are not permitted in or on campus property. Possession/use of tobacco and smoking/vaping products are also not permitted in or on any property that is being used for College activities and events (i.e., chartered vehicles, cars).

ACCESS TO RESIDENCE HALLS

The residence halls remain locked at all times except during the “move-in and move-out” periods of each semester. Bridges, Hammond, Judd, Kingman, Parsons and Sparrow Halls are controlled by a computerized card access system. Access is gained by the use of student ID cards, which are electronically coded for each particular student. Willard Hall is secured by a key code system. Each suite door is equipped with a keypad which requires a five-digit code to gain entry. Willard residents are issued the code to their assigned suite when they move into their room. The outside doors in the residence halls with an access system have an anti-prop alarm device. If a door is held open for more than approximately 60 seconds, an alarm will sound until the door is closed and secure.

The security systems work only if students use the system properly. Any student who knowingly allows an unauthorized person to enter a building creates a potentially serious security risk and will be subject to disciplinary charges and sanctions. Improper actions include opening a door from inside for an unauthorized person, allowing such a person to enter along with you, propping a door open, and sharing access cards and codes.

If you observe a suspicious person attempting to gain access, contact Campus Safety as soon as possible.

Regulations Concerning Use of Card Access System

- + All residence halls will remain locked 24 hours a day.
- + Do not prop open any exit doors. After about one minute, an alarm will sound until the door is secured.
- + Do not lend anyone an ID card.
- + Do not allow an unauthorized person into the residence halls. If a stranger does gain access when a door is opened, contact Campus Safety or Community Life staff.

RESIDENCE HALL POLICIES

These policies are not to be considered all-inclusive. Additional rules and regulations are printed throughout this Handbook, and others may be posted at appropriate locations. Policies are subject to change; changes will be posted as appropriate and necessary.

SMC is a private College, and as such reserves the right to manage its programs and facilities and to make policies and decisions deemed to be in its best interests. SMC requires certain conditions from those who choose to be a part of this community. Students are expected to abide by the policies and procedures of the College and to respect the rights and property of their fellow students. A student may be suspended from the residence halls at any time the College may determine such action is necessary.

1. Nothing is to be nailed or taped to the walls or doors. If message boards are used, we recommend that they be attached with removable adhesive to the wall beside the room door. Students will be charged for any necessary repairs.
2. No animals will be allowed in the residence halls, except Service Animals and approved Emotional Support Animals. This includes, but is not limited to, dogs, cats, birds, hamsters and reptiles. Fish may be kept in ten gallon or smaller aquariums.
3. Residents are expected to respect the study and sleep time of other students. Specifically, this means that talking and playing of radios and stereos must be kept low enough not to be heard outside your room from 10:00 p.m. each evening until 10:00 a.m. the next morning. During these hours, noise must be kept to a minimum to allow students to study and sleep. Sound equipment may be played only with the door closed and the volume may not be heard in the hall or outside the window. The perimeter of each residence hall is a designated “quiet zone” so loud congregating will not be permitted from 10 pm until 10 am the next morning. “Courtesy Hours” are in effect 24 hours a day. During these times, reasonable noise levels should be maintained. Loud music or other disturbances are not allowed. During exams, “Quiet Hours” will be in effect 24 hours a day until the halls officially close. Students who abuse the use of stereo equipment will lose the privilege of keeping them on campus.
4. Playing golf, baseball and similar activities is not permitted in the residence halls.
5. The use or storage of charcoal or gas grills is not permitted in the residence halls or on campus grounds (except for official functions carried out by Dining Services or other college offices).
6. Water may not be squirted or dispersed in or on any campus property. This includes water guns, hoses, balloons, buckets or any other device. Students who choose to engage in such activity may be charged with both vandalism and conduct unbecoming a SMC student. If any person files a complaint about being doused with water, the responsible party may be charged with assault.
7. Hall closing dates and times are published at the start of each academic year; additional hall closing information will be provided through email prior to hall closing.
8. Meetings called by Community Life staff members are considered mandatory and all residents must attend. Failure to attend may result in disciplinary action. Residents will be given ample notice prior to a meeting and a Community Life staff member must be notified in the event of a conflict. Scheduling conflicts will be handled on an individual basis.

Conduct toward College and Community Life Staff

Students are expected to always be respectful of community life staff members and other College officials. Abusive language or intimidating behavior will not be tolerated. Students may be removed from the residence halls for inappropriate conduct.

Students who feel a Community Life staff member has treated them inappropriately should report such cases to the Director of Community Life or to the Dean of Students.

Administrative Room Entry & Searches

Health & Safety Inspections

College staff members will enter rooms once a month to check health and safety conditions, to evaluate maintenance, general room condition, or to confirm no repairs or improvements need to be made. Such inspections may take place whether the occupant(s) of the room are present or not. During such inspections, no closets, drawers, refrigerators, or other personal containers will be opened by staff members, unless it is required based on a health and safety concern (such as an unusual odor or other reason indicates a problem or violation may exist). If a staff member notices evidence of a violation of college policy while in a room, action may be taken to uncover and/or collect evidence and to address the situation under the conduct system. If a violation is found within the space, Community Life staff will

collect or dispose of the violation. Occupants of the room will receive a Health and Safety notice with follow-up information.

Room Searches & Emergency Entry

The College reserves the right to enter and/or search a student's room or vehicle (while on SMC property) for any of the following reasons:

- 1) When there is reason to believe an emergency exists
- 2) When there is reason to believe the well-being of the occupant or other student(s) is at stake
- 3) When there is reason to believe a violation of law and/or college policies is in progress or has occurred
- 4) To contact a student for official purposes
- 5) To conduct routine health and safety inspections (see above) or to address facilities, maintenance, and/or custodial needs

When any of the above conditions are met, a college official may enter the residential space. If the college official believes that an invasive search is appropriate for the circumstance, they may request approval from one of the following officials:

- + Dean of Students
- + Chief of Campus Safety
- + Director of Community Life
- + Administrator On-Call (*for after-hours emergencies only*)

Once approval has been given, a college official may conduct a search of the residential space, car, or other property. Such entry or search may take place whether the occupant(s) of the room are present or not, with or without formal notice. Searches should be conducted by at least two staff members. During an invasive search, staff members or Campus Safety Officers may open closets, drawers, refrigerators, coolers, footlockers, or any other container in a room or vehicle, or require that the student provide immediate and unfettered access to any locked area or vehicle on SMC property.

Evidence of a violation discovered during a search may be used in college judicial proceedings, even if the evidence is not related to the purpose of the original search. If violations of local, state or federal laws are suspected, possible civil or criminal charges may be initiated through Campus Safety or other law enforcement.

Energy Conservation

- + Turn off all lights and appliances when leaving your room. If you expect to be away from your room for an extended period of time, unplug all appliances.
- + Run water in the showers and sinks only as long as necessary. When water is not in use, be sure that it is completely turned off. Please report plumbing problems to a Community Life Staff Member.
- + Keep windows closed when the heat or air conditioning is on in your residence hall.
- + Avoid extreme settings on thermostats.

Elevators

The elevators in Ellis, Bridges and Sparrow Halls are to be used in accordance with posted regulations. They are provided for the convenience of students, faculty staff and campus visitors for necessary transportation between floors. Posted weight limits must be observed, and any tampering with controls, vandalism, or improper use may be considered a discipline violation. An elevator is not to be used in case of fire.

Responsibility for Losses, Damages or Personal Injury

The College assumes no responsibility for loss or damages to a resident's personal property. Students should consider the purchase of insurance or the extension of parents' homeowners' insurance to cover

such losses. In addition, the College assumes no responsibility for claims arising from injury to the student's person while an occupant of a residence hall. The College is unable to provide storage areas for students' belongings. Belongings left by students upon leaving the College will be discarded or donated to a local charity.

Room Decorations

Residents are encouraged to decorate their rooms. However, pornographic materials, drug-related paraphernalia and alcoholic beverage containers and signs are not considered acceptable decorations. Students may not display highway signs, markers, warning lights, business signs, etc. in their rooms. Additionally, string lights and liquid plug-in air fresheners are prohibited. If such items are found, they will be confiscated.

Visitation and Guests

Spartanburg Methodist College recognizes that its students are adults and entrusts to them a Visitation Policy that places responsibility and accountability in their care. The Visitation Policy is designed to provide for social and academic growth, as well as privacy and safety for individuals.

Residents and guests must follow the building's designated Visitation/Guest Policy when in a building. Residents must have permission from their roommates/suitemates before registering an overnight guest (see overnight guest policy below). Residents may further restrict the visitation rights of their specific room by the completion of a community agreement to which all roommates agree.

The rules for visitation are as follows:

- + Students must always escort their guests. Hosts are not to leave their guests alone while on campus.
- + Visitors must call the person they wish to visit and must wait at the door or in the lobby to be escorted.
- + Any unescorted person may be asked to leave the residence hall and/or Campus immediately.
- + Students are to report any unescorted person(s) to the Community Life staff or Campus Police immediately.
- + After 7:59 pm daily, non-SMC students must sign-in at the Community Life Suite with the Community Assistant on call for the area. They must provide identification and keep their guest pass with them at all times. No visitor under 17 years old is to be admitted, unless exceptions are granted by the Office of Community Life.
- + Guest that are not overnight guest will need to vacate the space by the visitation time
- + Guests are not allowed to roam the halls or visit rooms other than the one registered to visit.
- + Guest visiting the residence halls designated for the opposite sex must use a public restroom.
- + If a visitor violates a policy, they may be asked to leave. Depending on the severity of a violation, a visitor may be placed on trespass notice by Campus Safety and will not be permitted to return.
- + Hosts are held accountable for the behavior of their guests.
- + Baby-sitting in the residence halls is not allowed at any time.

The policies for overnight guests are as follows:

- + Overnight guests are permitted if the host works out satisfactory sleeping arrangements with their roommate or suitemates.
- + The host student must sign-in all overnight guest via the guest pass.
- + Overnight guests may spend no more than two consecutive nights in the Residence Halls with any host. Subsequent overnight visits must be separated by a period of at least 5 days.
- + Overnight guests under the age of 18 are not permitted. The Director of Community Life may grant exceptions in unusual circumstances.

- + The student host is responsible for all on-campus behavior of an overnight guest and may face discipline charges for violations by a guest. In the case of student conduct violations or unauthorized overnight stays, the overnight guest may be trespassed from the Residence Halls or the campus.
- + If the overnight guest policy is found to be violated on a continual basis by students, it can be terminated at any time by the Dean of Students or their designee.

Open Visitation

SMC students have 24-hour open visitation (meaning a currently enrolled SMC student may visit campus at any time during the academic term).

Non-SMC students will have open visitation from 8 am until 8 pm. ALL Guests must be accompanied by a resident host at all times

Sign-In Visitation (for Non-SMC Students)

During Sign-in Visitation any non-SMC student visitor must be signed in by their hosting resident and must be accompanied by their hosting resident at all times.

- + Sign-in Visitation for Non-SMC guests are as follows:
 - o Sunday – Thursday, 8pm until Midnight
 - o Friday – Saturday, 8pm until 1am
- + At the time of visitation sign in (8:00pm every night), A student who has a Non-SMC guest MUST call the CA duty phone to let them know you want to sign in a guest.
- + The CA will report to your space to get information from the Non-SMC student. The guest must provide identification to the staff member in order to be signed in.
- + The CA will give a receipt of signing in the Non-SMC student. The Non-SMC student must have this receipt with them at all times. Failure to provide this receipt will result in being asked to leave the building.
- + The CA will also confirm the Non-SMC student has a parking permit if applicable. If not, the Non-SMC student will need to report to Campus Safety to retrieve a parking permit. The CA will follow up with the Non-SMC guest at the time of ending visitation to make sure they have vacate the building. If they want to stay overnight, they must be signed in again with an updated receipt.

Standards of Conduct

The fundamental guide for conduct at Spartanburg Methodist College is the SMC Honor Code. The Code emphasizes our heritage as a United Methodist institution of higher education and describes five basic expectations. Additional standards, rules and regulations of the College are based on the fundamentals set forth in the SMC Honor Code. By electing to become a member of the SMC community, every student agrees to abide by the Honor Code. In a traditional ceremony at the beginning of each academic year, students, faculty and staff members are expected to sign a copy of this important document.

THE SMC HONOR CODE

Spartanburg Methodist College, as an institution of higher education related to the United Methodist Church, strives to maintain an atmosphere of living and learning based on faith and responsibility in a Christian community. The SMC Honor Code governs life on the campus and within the College community. It is a vital element of the College's role as a respected institution of higher education. By electing to become a member of the SMC community, every student agrees to abide by the SMC Honor Code. In a traditional ceremony at the beginning of each academic year, students, faculty and staff members are expected to sign a copy of this important document.

The College has basic expectations regarding social and academic behavior for faculty, staff, and students. These expectations are founded on a firm understanding of the following:

- + The importance of truthfulness
- + Academic and personal integrity
- + Intellectual honesty
- + Respect for the educational process
- + Respect for the individual

Members of the SMC community will not engage in and will discourage others from cheating, plagiarizing, lying or any inappropriate behavior in the academic setting; and will not engage in, and will discourage others from, any inappropriate social conduct that violates College policy and the laws that govern all citizens of the state and nation.

Academic Behavior

SMC students will not engage in, and will discourage others from, cheating, plagiarizing, lying or any inappropriate behavior in the academic setting. The College will not tolerate any form of falsification of records, cheating, plagiarism or other attempts to gain unfair academic advantage or reward. Plagiarism, for purposes of this policy, is a particular kind of theft where one writer steals the ideas or even the actual words of another writer without giving credit where it is due; this "theft" may or may not involve "intent." Plagiarism raises questions of academic integrity and might bring liability under copyright laws.

Students are advised that the College now uses special Internet software to check students' assignments for plagiarism. This software is sophisticated and will detect and document virtually any plagiarized material. Faculty members may give additional guidance in their classes concerning these issues and will enforce these standards.

Behavior involving lack of honesty may result in loss of credit for a particular submission or course and could result in suspension from the College. Providing false information (lying) to a faculty member, College official, or judicial board can result in additional penalties.

The College expects students to exercise respectful behavior in any academic environment. Students should refrain from talking or distracting others and should give care to issues such as personal dress.

Some College programs, convocations and other events are forms of Christian worship. Students should understand that behavior and participation appropriate to the importance of these events is expected. However, the College respects non-Christian religions and will provide alternatives for students of other faiths to receive credit for these events, provided a specific request is made.

Academic Judicial Board

The Academic Judicial Board has the authority to hear cases involving allegations of cheating, plagiarism, or other inappropriate academic conduct in violation of the SMC Honor Code AND allegations of inappropriate behavior in an academic setting. Policies and processes relating to the Academic Judicial Board can be found in the Academic Catalog.

Discipline Records

The Director of Community Life will maintain a file of discipline records for all students. These records will be maintained for a period of seven years. For cases of suspension or expulsion, the records may be retained indefinitely. Transcripts and/or tape recordings of hearings will be preserved only until any available appeal process is completed.

The discipline record of a student will be released only in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended and other federal or state laws. Under these provisions, legal guardians of a dependent student will normally be advised when the student is placed on probation, suspended, or dismissed from the College. Legal guardians may also be informed when a student is responsible for any violation involving alcohol or illegal substances.

Responsibility and Authority for the SMC Honor Code

In general terms, the Dean of Students and their representatives shall have primary responsibility and authority to enforce and interpret policies relating to social behavior. The Provost & Executive Vice President for Academic Affairs and their designees shall have primary responsibility and authority to enforce and interpret policies relating to academic behavior.

Reporting of Incidents

Any member of the College community (student, faculty or staff) is expected to report incidents that could be violations of the Code. Reports of incidents should be made as follows:

If the incident concerns...	Report to...
Academics	Instructor of course, Division Chair, or Provost
Current Students	Community Life Staff, Campus Safety, or Dean of Students
Non-Students	Campus Safety

SOCIAL BEHAVIOR

Attending SMC is a privilege, not a right. Attending SMC brings with it the opportunity to be a part of a special and unique campus opportunity. Social behavior policies are designed to ensure that all students strive for an optimal living and learning environment. This includes both rights and responsibilities. Spartanburg Methodist College, as a social community, has expectations concerning our life together on campus. All members of the College community should respect the rights, privacy and dignity of other persons, showing courtesy and respect in relationships. Care should be taken in habits of speech so that no one is hurt or offended by use of profanity, racial slurs, or other comments which may be interpreted as conduct unbecoming of a SMC student. An SMC student will not engage in and will discourage others from any inappropriate social conduct that violates College policy and the laws that govern all citizens of the state and nation.

Sexual harassment and other forms of discrimination and/or harassment are not tolerated. These types of violations should be reported to the Director of Title IX & Equal Opportunity or other college official immediately.

POLICIES ON ALCOHOL AND OTHER DRUGS

As a college supported by the United Methodist Church, Spartanburg Methodist College upholds applicable laws relating to the use, possession, sale, or distribution of alcohol and other drugs. Because of this, the underage possession of alcohol and the possession and/or distribution of illegal substances are not permitted at SMC. SMC will not interfere with the legal prosecution of any members of this community who violate local, state, or federal laws/ordinances. The College cannot and will not protect a student against the penalties of the law nor provide a sanctuary free from such penalties.

Spartanburg Methodist College is in compliance with the “Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, which requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees” (Federal Register, April 24, 1990, pp. 17384-17398).

The SMC alcohol policy features a robust educational component paired with assistance for students who develop an issue of dependence or addiction. For our students who choose to legally drink alcohol, we will encourage them to practice “judicious use with deliberate and intentional restraint” (Book of Discipline, 2016). Our goal is to help these students develop a healthy relationship with alcohol that will serve them throughout their life. The College has an active drug education and prevention program for students and employees, and our standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on or off campus, or as part of any of its activities. Offenders are subject to disciplinary action up to and including dismissal from the College, and/or prosecution under the law. The SMC Experience designs, promotes and carries out a year-round program of alcohol and drug education that includes posters, exhibits, brochures, speakers and television presentations on the risks of alcohol and drug use and abuse. Information is available from SMCX Wellness.

Students and staff may receive confidential, and non-punitive, counseling for personal or family problems related to drug and alcohol use and abuse. Resources for students include the College Counseling staff, the College Chaplain and any member of the SMCX Community team. Referral to the Forrester Center on a confidential basis is available. It should be understood, however, that counseling does not shield a student from discipline by legal or College authorities should drug or alcohol use continue or should the student be apprehended.

Guidelines for the Use of Alcohol

- + Possession and/or consumption of alcohol by individuals under the age of 21 is prohibited.
- + Providing access to alcohol to persons under the age of 21 is forbidden.
- + SMC students under the age of 21 are subject to disciplinary charges for possession or consumption of alcohol.
- + Students who are under the age of 21 may not be in the presence of alcohol, except at campus events or in public campus spaces designated as “wet.” For example, if several students are in a residence hall room where only one bottle of beer is visible, all of those present may be subject to disciplinary action.
- + Decisions about the likelihood of intoxication will usually be based on the student’s appearance and/or behavior, without scientific verification. Campus Safety or Community Life staff members may,

however, choose to measure a student's blood alcohol content using an objective device and the results may be used as evidence in disciplinary proceedings.

- + Empty alcoholic beverage containers, or signs or posters promoting alcohol may not be displayed in residence hall rooms or any other location on campus.
- + No notices may be posted or distributed on campus by students or outside persons that promote the consumption of alcoholic beverages.

Individuals must act in accordance with state and local laws and college policies to possess or consume alcoholic beverages on college property or at college-sponsored events. Alcoholic beverage may be consumed only in the following locations, as approved by the Vice President of Student & Professional Development (or designee):

- 1) Designated residence hall rooms/suites where all of the assigned occupants are 21 years of age or older. In the event a student enters the room/suite that is under the age of 21, the room/suite automatically becomes a dry room/suite. Residents of the room/suite are required to put away any alcoholic beverages. If any underage student is discovered in a "wet" room/suite with alcohol visibly present, the student, and the residents of the room/suite will be held accountable.
- 2) Other locations, during special events, with prior written approval from the Vice President of Student & Professional Development or their designee.

Public consumption of alcoholic beverages by students is prohibited, unless a public area/event has been designated as "wet". The following areas are considered public: any area of the residence halls outside one's private room or suite (including hallways, public restrooms, and stairwells); outdoors, and campus buildings.

Medical Amnesty Protocol (MAP)

The health and safety of students at Spartanburg Methodist College are a primary concern to the entire SMC community. The Medical Amnesty Protocol (MAP) promotes education and treatment for students who receive medical attention for an alcohol- or drug-related emergency to reduce the likelihood of future occurrences. Students are expected to contact Campus Safety or Community Life when they believe assistance for an intoxicated/impaired student is needed (Good Samaritan Policy). The SMC staff will assist intoxicated/impaired individuals by arranging for transportation to medical facilities through local emergency services. The names of the intoxicated/impaired student(s) will be recorded and submitted to the Director of Community Life and the Dean of Students to enable follow-up to ensure the student(s) well-being. The student seeking the treatment and the student receiving the medical treatment in an alcohol- or drug-related emergency would be granted amnesty from punitive College sanctions. Other non-punitive consequences, such as education or treatment, may be applied to the student receiving the treatment. This policy does not preclude disciplinary action regarding other violations of College standards such as visitation, damage to property, causing/threatening physical harm, etc. Further, this policy does not grant amnesty for criminal, civil, or legal consequences of federal, state, or local law.

In order for this policy to apply, the intoxicated/impaired student(s) must agree to a health response, e.g., timely completion of recommended alcohol education activities, assessment, and/or treatment as deemed appropriate by the relevant College officials. Serious or repeated incidents will prompt a higher degree of concern and action. Failure to complete the recommended follow-up will normally result in a disciplinary response and could prompt the imposition of a medical withdrawal. There is no maximum number of Good Samaritan calls that can be placed.

If an intoxicated/impaired student is confronted by a College official, medical assistance will still be provided (if needed); however, the student would not necessarily be excused from disciplinary action and the consequences of their decision to drink.

Health Risks of Alcohol & Other Drugs

Health & Safety Risks of Alcohol

Alcoholic beverages, in the form of beer, wine, wine coolers or distilled spirits, require no digestion; they are absorbed directly into the bloodstream from the digestive tract. Within approximately three minutes after drinking, alcohol may be found in the brain and all other tissues, organs and body fluids. Even low dosages of alcohol can significantly impair the judgment and coordination required to drive a car safely or perform other tasks in a safe manner. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses of alcohol may cause respiratory depression and death. If combined with other central nervous system depressants, such as some seizure medications, antihistamines and sleeping pills, lower doses of alcohol will produce the effects just described.

Long-term drinking of moderate to large quantities of alcohol can have significant effects on the body. The following are some of the serious physical consequences: heart disease and failure; liver disease, including hepatitis and cirrhosis; gastrointestinal disorders; cancer of the lungs, pancreas, esophagus, stomach and mouth; high blood pressure; and malnutrition. Heavier users may also experience periods of amnesia, called blackouts. During these periods, the person functions, but later cannot remember what he or she has done during this time. Repeated use of alcohol and other drugs can lead to chemical dependency. When dependency has occurred, sudden withdrawal is likely to produce a variety of symptoms, including irritability, anxiety, insomnia, tremors, hallucinations, convulsions, etc. Severe alcohol withdrawal can be fatal.

Health & Safety Risks of Other Drugs

Marijuana - The concentration of THC in marijuana varies greatly, ranging from 1% to 9%. THC is a fat soluble substance and can remain in the lungs, liver, reproductive organs and brain tissue for up to 3 weeks. Smoking or ingesting marijuana can relax a person and elevate his/her mood. This can be followed by drowsiness and sedation. Other effects include heightened sensory awareness, euphoria, altered perceptions and feeling hungry ("the munchies"). High concentrations of THC may produce a more hallucinogenic response. The effects of marijuana may vary based on: expectations of the user; social setting; prior experience of the user; genetic vulnerability of the user (marijuana use may aggravate underlying mental health issues); method of use (inhaled or ingested). Discomforts associated with smoking marijuana include dry mouth, dry eyes, increased heart rate, and visible signs of intoxication such as bloodshot eyes and puffy eyelids. Other problems include impaired memory and ability to learn; difficulty thinking and problem solving; anxiety attacks or feelings of paranoia; impaired muscle coordination and judgment; increased susceptibility to infections; dangerous impairment of driving skills. Combining marijuana and other drugs, including alcohol and prescription drugs, can cause unwanted reactions and/or increase the impact of both substances. Marijuana has addictive properties and about 10-14% of users will become dependent. Tolerance to marijuana develops rapidly. Physical and psychological withdrawal symptoms from marijuana include irritability, restlessness, insomnia, nausea and intense dreams. Warning signs of dependence are: more frequent use; needing more and more to get the same effect; spending time thinking about using marijuana; spending more money than you have on it; missing class or failing to finish assignments because of marijuana; making new friends who do it and neglecting old friends who don't; finding it's hard to be happy without it.

Synthetic Marijuana, Bath Salts, K2, Spice, Lazy Cakes, Herbal Incense - These are various psychoactive herbal and chemical products that mimic the effects of marijuana or other drugs. Since these products are largely created by individual sellers, it's anyone's guess what ingredients are the mix. That's why side effects, including heart palpitations, high blood pressure, hallucinations, seizures and breathing problems, are difficult to predict. The toxicity of active ingredients--not to mention the unknown ingredients in these products--is not well studied. In addition to the variable composition, these synthetic compounds

are expensive, harsh on your lungs to smoke, may interact with other prescription or over the counter drugs in unpredictable and dangerous ways, do not mix well with alcohol, and often produce a very short "high" lasting no more than 30 minutes.

Hallucinogens - This category includes phencyclidine (PCP or "angel dust"), ecstasy and other amphetamine variants which have mind-altering effects. Perception and cognition are impaired and muscular coordination decreases. Speech is blocked and incoherent. Chronic users of PCP may have memory problems and speech difficulties lasting 6 months to a year after prolonged daily use. Depression, anxiety, and violent behavior also occur. High psychological dependence on the drug may result in taking large doses of PCP. Large doses produce convulsions, comas, and heart and lung failure. Lysergic acid diethylamine (L.S.D. or "acid"), mescaline and psilocybin (mushrooms) cause illusions, hallucinations and altered perception of time and space. Physical effects include dilated pupils, elevated body temperature, increased heart rate and blood pressure, decreased appetite, insomnia and tremors. Psychological reactions include panic, confusion, paranoia, anxiety and loss of control. Flashbacks, or delayed effects, can occur even after use has ceased.

Cocaine - Cocaine prompts the release of dopamine, a neurotransmitter responsible for pleasure and movement, and inhibits the reabsorption of it, over stimulating the brain. Users report feelings of euphoria, hyper-stimulation, confidence, and alertness. Cocaine's pleasurable effects begin to wear off quickly leading to withdrawal symptoms including irritability, anxiety, restlessness, physical pain, insomnia, depression, paranoia, or aggression. Cocaine is extremely addictive and is considered one of the most powerful reinforcing drugs. Cocaine raises blood pressure, heart rate, and respiration increasing the risk of respiratory arrest, stroke, seizures, heart attacks, and death.

Stimulants - Amphetamines and other stimulants include ecstasy and "meth," as well as prescription drugs such as Adderall and Ritalin. The physical effects produced are elevated heart and respiratory rates, increased blood pressure, insomnia, and loss of appetite. Sweating, headaches, blurred vision, dizziness, and anxiety may also result from use. High dosage can cause rapid or irregular heartbeat, tremors, loss of motor skills and even physical collapse. Long-term use of higher doses can produce amphetamine psychosis which includes hallucinations, delusions and paranoia. Prescription stimulant drugs, dubbed "academic steroids," are used by some college students in an attempt to enhance their academic performance. These drugs are often prescribed to treat ADD/ADHD, and should be used only as prescribed and with ongoing medical supervision. It is against federal law to use these medications without an authorized prescription from a physician. Students who share or sell their prescription drugs are abusing a medical privilege, breaking the law, and face severe penalties if caught.

Depressants - Barbiturates and benzodiazepines are two of the most commonly prescribed groups of depressant drugs. Barbiturates include Phenobarbital, Seconal and Amytal; benzodiazepines include Ativan, Dalmane, Librium, Xanax, Valium, Halcion and Restoril. These drugs are used for medical purposes to relieve anxiety and to induce sleep. Physical and psychological dependence can occur if the drugs are used for longer periods of time or at higher doses than prescribed. Benzodiazepine use can cause slurred speech, disorientation, and lack of coordination. If taken with alcohol, use can lead to coma and possible death.

Narcotics - Narcotics include heroin, methadone, morphine, codeine, OxyContin, Vicodin, Fentanyl and opium. Dextromethorphan in cough syrup is closely related. After an initial feeling of euphoria, narcotic use causes drowsiness, nausea, and vomiting. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma and possible death. Physical and psychological dependence is high, and withdrawal symptoms include watery eyes, runny nose, loss of appetite, irritability, tremors, panic, abdominal cramps and diarrhea, nausea, chills, and sweating. Use of contaminated syringes/needles to inject drugs may result in serious blood borne infections such as HIV-AIDS and hepatitis. This family of

drugs is the most frequent cause of drug-associated death from suppression of the life supporting functions of the brain, heart and lungs.

Health & Safety Risks of Tobacco Use

Tobacco use has been proven not only to be addictive, but to have serious, well-documented health consequences. While many people, particularly students, look to smoking as a way of reducing stress, it should be remembered that there is no comparison between the stress of facing emphysema or lung cancer and the stress of preparing for midterms. There is a high rate of addiction among users.

SMC Code of Student Conduct

INTRODUCTION

Spartanburg Methodist College (hereafter referred to as the College) is committed to the health, safety and well-being of students by providing an educational, just, and consistent student conduct process. The Student Code of Conduct promotes and protects the mission of Community Wellness and the college by holding students accountable for their actions, educating students on the Code of conduct and empowering students to positively develop within the college community. The college conduct system protects the college community and does not replace nor replicate the legal system.

Students at the college are provided with a copy of The Student Code of Conduct annually in the form of a link to the Student Handbook on the college website. Students are responsible for reading and abiding by the provisions of the Code of Conduct.

The conduct proceedings of the college are administrative in nature and are distinguished from public law enforcement both in terms of procedures and sanctions. If alleged acts are violations of both college policies and public law, the college is not precluded from taking disciplinary action independent of action by public authorities.

The college reserves the right to direct the withdrawal of students from the residence halls who are already on academic or disciplinary probation and/or whose attitude or behavior is not in accord with the ideals and standards of the College. Such cases will be handled by the Dean of Students or their designee outside of the Code of Conduct; specific charges will not be necessary. Please see the College Catalog for more information.

The process and procedures described below will be applied to all students whose behavior is alleged to be in violation of the Code of conduct or college policies.

JURISDICTION

The Code of Conduct applies to the conduct of all students, including online students and all college-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student is enrolled at the college.

The college retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to enroll in classes, re-enroll, obtain official transcripts, and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility.

The Code of Conduct applies to behaviors that take place on campus, at College-sponsored events and may also apply off-campus when the Dean of Students or designee determines that off-campus conduct affects a substantial college interest. A substantial college interest is defined to include, but is not limited to:

- + Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- + Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- + Any situation that is detrimental to the educational mission and/or interests of the college

In addition to the off-campus situations described above, the College may address other types of student behavior:

- + **Online profiles:** The Code of conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should understand that material posted on Facebook, Twitter (“X”), Snap Chat, Instagram and similar public online sources may be viewed by virtually anyone, including College officials, potential employers, and people with harmful intentions. Care should be taken to avoid posting inappropriate material or information that reveals too many personal details. The College reserves the right to bring disciplinary action against students for photos or other content that violates the SMC Standards of Conduct. The College does not regularly search for this information but may act if and when such information is brought to the attention of College officials. However, most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:
 - A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”
 - Speech posted online about the college or its community members that causes a significant on-campus disruption.
- + **Hazing:** Hazing is intentionally or recklessly engaging in acts that have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any team or group, whether formal or informal. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, road trips, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements. Students involved in any hazing activities are subject to disciplinary action.

Disciplinary action may be taken against an SMC student whether or not the student is charged with, or convicted of, civil or other offenses for off-campus behavior. The College reserves the right to evaluate student behavior concerning continued enrollment at SMC, living on campus or in granting the privilege of returning for subsequent semesters. If a violation of civil law occurs on campus, the College may institute its own proceedings against the offender separate and distinct from any civil proceedings.

The Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campus and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the college may seek resolution of violations of the Code of conduct committed against them by members of the College community.

There is no time limit on reporting violations of the Code of conduct; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information to make determinations regarding alleged violations. Though anonymous complainants are permitted, doing so may limit the college’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students, Campus Safety, or the Office of Community Life. A responding student facing an alleged violation of the Code of Conduct is not permitted to withdraw from the college until all allegations are resolved.

College email is the College’s primary means of communication with students. Students are responsible for all communication delivered to their college email address.

Violations of the Law

Spartanburg Methodist College abides by all federal, state and local laws and will not interfere with any legal prosecution of any members of this community who violate them. Alleged violations of federal, state and local laws may be investigated and addressed under the Code of Conduct. When an offense occurs

over which the College has jurisdiction, the college conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Students accused of crimes may request to take a leave from the College until the criminal charges are resolved. In such situations, the College's procedures for a voluntary leave of absence are subject to the following conditions:

- + The responding student must comply with all campus investigation efforts that will not prejudice their defense in the criminal trial; and
- + The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- + The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

If a currently enrolled student is charged with a crime that would also be a violation of college regulations, the student may be administratively withdrawn until the case has been resolved by the court system.

Authority & Interpretation

Responsibility to enforce and interpret the Code of Conduct and college policies is vested in the President of the College through their designees. Normally the Dean of Students is responsible for non-academic matters; the Provost is responsible for academic matters.

INTERIM MEASURES

The College has a duty to maintain order and the well-being of the community. Some circumstances may, therefore, require interim measures to ensure the safety, health, or welfare of an individual and/or the community.

Summary Action

Summary Action may be imposed by the Dean of Students or their designee when there is reason to believe, based on available information, that a student or organization represents an immediate threat to the safety, health, or well-being of self, other persons, property, or the College, or is otherwise has created a significant disruption to the campus. Interim measures may be implemented when the nature and/or immediacy of a threat or violation makes normal conduct processes impractical. Interim measures may include:

- + Temporary suspension of a student's enrollment or attendance, and/or denial of the student's access to College facilities or property. A student may be summarily suspended for a specified period of time, or the suspension may be scheduled contingent upon certain events or conditions.
- + Temporary disciplinary probation or limitation of a student's eligibility to enjoy certain privileges or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This summary action may prohibit a student's presence on College property or certain facilities or impose conditions which must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.
- + Temporary suspension or limitation of a student organization's eligibility to enjoy certain privileges, participation in or attendance at certain events (or certain kinds of events), access to College facilities or property, or College recognition.

Following the imposition of summary action, the standard conduct process shall be conducted as expeditiously as possible. Unless the circumstances render the implementation of standard disciplinary procedures impractical or unreasonably difficult, these procedures shall be initiated within ten College

business days from the effective date of the summary action. Any student who is summarily suspended and returns to the campus or College property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to take an exam, to consult with the Dean of Students or designee, or to participate in disciplinary procedures) must be requested and obtained in writing or by telephone prior to any conduct contrary to the suspension or conditions and may be granted by the Dean of Students or designee.

Appealing Summary Action

When a student is subject to summary action, they shall be provided with a copy of this policy and notice explaining the reason for, and duration of the action, along with any conditions that may apply. A student notified of such action shall, upon request, be given an opportunity to meet with the Dean of Students or designee within five business days of the date of the request. This meeting shall be held to consider only the following issues related to the summary action:

- + The reliability of information alleging the student's misconduct
- + Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health, or welfare of persons or property.

NOTE: It is not the purpose of the meeting to hear information concerning responsibility of pending or possible charges against the student.

No Contact Order

College administrators are empowered to issue a No Contact Order (NCO), prohibiting contact between parties when there exists reasonable concern that harm may result from such contact. Contact includes direct and indirect contact, through a third-party, and/or through technology or social media. It may be imposed for a specified period of time, or permanently. NCOs will not be issued for general interpersonal conflicts that do not raise concerns for the individual health and safety of at least one of the parties. NCOs are generally mutual, non-punitive, and non-disciplinary measures.

NCOs may be issued by the following administrators or their designees:

- + Dean of Students
- + Director of Title IX & Equal Opportunity
- + Director of Community Life
- + Vice President for Student & Professional Development
- + *After-hours and emergency situations:* the Chief of Campus Safety or the on-call administrator may issue temporary NCOs, which shall be confirmed, modified, or rescinded by one of the designated administrators once all relevant information is reviewed.

When an NCO is issued, both parties will receive written notice of the order and a summary of prohibited conduct. Violation of an NCO may result in immediate sanctions, which may include suspension and/or other summary actions, and referral to the student conduct system.

Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the College. A student pursuing the modification of an NCO must submit a written request to the issuing administrator or Dean of Student. NCOs may be modified or rescinded so long as proper notice is provided to involved parties.

GENERAL PROCEDURES FOR CODE VIOLATIONS

Reporting Complaints or Suspected Violations

The Code of Student Conduct does not replace or relieve any requirement of civil or criminal law. This means that complainants may bring complaints to the appropriate College official and file criminal or civil complaints. Complainants are encouraged to report violations of law to proper authorities on or off campus.

Spartanburg Methodist College is committed to the safety and well-being of all its community members. The college strives to create an environment that is free of acts of violence, sexual misconduct, harassment, and infringement of rights of privacy and property. The SMCX Community is committed to assisting students, whether a respondent or complainant of an alleged incident, in identifying resources which will further support them throughout the student conduct process.

A complainant of an alleged incident does not have to be a member of the college community. If an alleged incident occurs off campus, even if the person involved is not a member of the college community, they may have the right to file a complaint with the Office of Community Life and/or Campus Safety. This is possible when the behavior is considered to have a substantial College interest, or in other words, the respondent is likely to endanger others, repeat the behavior, or interfere with the educational process and operation of the College.

Any member of the college community who has a complaint against a SMC student or believes that another student has violated the Code of conduct or college policies should bring the complaint to the attention of the Office of Community Life and/or Campus Safety.

Any member of the SMC student body who has a complaint against a faculty or staff member at the college may bring that complaint to the Administrative Officer who oversees that person's work at the College. If a student wishes to bring a complaint against a faculty or staff member, the student may request the assistance of the Dean of Students or another member of the college faculty or staff as an advocate in proceeding with the complaint.

Witness of Violations

Students who witness serious violations of the Code of Conduct that are potentially harmful to the safety and well-being of other students or are a violation of local, state, or federal law may be charged with a violation or violations if they fail to remove themselves from such situations and/or report the incident to proper authorities. All students are expected to faithfully report and fully assist in any investigation of any unlawful or Code of Conduct violation to any College official or Campus Safety officer.

Student's Rights & Responsibilities Per the Code of Student Conduct

Both respondents (students responding to charges of Code of Conduct violations) and complainants (students or the College issuing complaints regarding violations of the Code of Student Conduct) have the following rights throughout the student conduct process:

- + The right to be treated with dignity and respect.
- + The right to receive nondiscriminatory treatment without regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, political affiliation, or any other category protected by applicable state or federal law.
- + The right to have case information kept private by Hearing Officers.
- + The right to written notice of the charges against them including charge(s), date, time, and place of their hearing.
- + The right to have all case information kept private by the College. The names of complainants will not be released to any other party without the written consent of the complainant. The names of

respondents will only be released as permitted by the Family Educational Rights and Privacy Act of 1974.

- + The right to have a support person from within SMC faculty/staff/student community to be present during the hearing process. Parents/guardians and attorneys are excluded from serving as support persons.
- + Complainants will be informed immediately of the outcome of the hearing and rationale for the outcome as permitted by federal and state laws, including but not limited to the Student Right-to-Know, Campus Security Act of 1990 and FERPA.
- + The responsibility to know their rights and the policies and procedures of the College.
- + The responsibility to respect the rights of every other student.
- + The responsibility to support the right of SMC to establish institutional standards designed to achieve its purpose and goals.

Hearing Officers

Depending on the nature and severity of the complaint, the Director of Community Life or their designee will assign a hearing officer to determine responsibility. Any of the following hearing officers may impose sanctions that range from a written warning to separation from the college.

The Student Conduct Hearing Officer is responsible for investigating allegations of misconduct; interviewing witnesses, victims, and the alleged; determining if a student (or students) is (are) responsible or not responsible; and issuing appropriate sanctions against responsible parties. For students, Area Coordinators (ACs) hear most first violations. The Dean of Students or their designee reserves final authority for determining which Hearing Officer(s) adjudicates an incident.

Final Appeals

The Dean of Students is the final point of appeal in non-academic matters. Additionally, the Dean of Students is the primary appeal for decisions that result in suspension or expulsion. In cases in which the Dean of Students exercised original jurisdiction or is unavailable, the Vice President for Student & Professional Development or their designee may serve in this role.

Resolution Process for Student Code of Conduct Violations

In normal circumstances, the College will follow the prescribed process outlined below. The College reserves the right to, at the discretion of the Dean of Students or their designee, amend the process as necessary to preserve order, provide timely resolution, and operate within circumstantial constraints.

1. **Incident Report:** In the majority of cases, an incident report is filed indicating an alleged violation of the Code of Conduct.
2. **Investigation:** Once the report is filed, it is reviewed by the Hearing Officer to determine if further investigation is necessary. The responsibility for the investigative work necessary to substantiate a charge begins with the person reporting the alleged violation(s) and is continued in cooperation with the Dean of Students, Community Life, Campus Safety and/or others as appropriate.
3. **Notification:** Once it is determined that a violation of the Code of Conduct has likely occurred, a Notice of Charge letter will be sent to a student's SMC email. Charge letters will include the following:
 - The Hearing Officer assigned to the hearing
 - A description of the charges
 - A hearing time, date, and location or deadline by which a hearing must be scheduled
4. **Presentation of Testimony and Evidence:** During a hearing, the student may present any evidence or review any evidence against them. All evidence must be submitted to the Hearing Officer at least 24 hours prior to the scheduled hearing.

5. **Determination of Responsibility:** After all testimony and evidence has been presented, the Hearing Officer will determine responsibility for each charge. At SMC, ***the standard for determining responsibility “preponderance of evidence.”*** This means that according to the hearing officer, the hearing officer must determine whether the respondent is more likely than not responsible for the alleged violation. This is different than the criminal justice system where the standard of proof is “beyond a reasonable doubt”.
6. **Sanctioning:** If a student is found responsible for one or more violations, the Hearing Officer will assign sanctions accordingly.
7. **Notification of Outcome:** The respondent will receive a Notice of Hearing Outcome letter at their SMC email address within 5 class days of the completion of the hearing. The outcome letter will include the finding, any subsequent sanctions and instructions on the appeal process.

Hearing Considerations & Policies

Acknowledgement of Responsibility

At any time in the resolution process, a student may choose to accept responsibility for any or all of the alleged violations. In accepting responsibility for a violation, the student agrees to accept the sanctions issued by the hearing officer. The resolution process will end immediately when a student acknowledges responsibility for a violation and no hearing will be held. Students who acknowledge responsibility may not pursue an appeal related to the violation in question.

Witnesses

The Hearing Officer may request that any witnesses provide testimony during a conduct hearing. A witness is any individual who has personal knowledge of the case being resolved (i.e., student, roommate, teammate, Community Assistant, police officer, etc.). Character witnesses are not permitted. A support person may not serve as a witness. Both complainants and respondents have the right to provide the Administrative Hearing Officer with a list of witnesses that they propose appear during the hearing and a brief description of each proposed witness’s connection to and/or knowledge of the issues in dispute no later than 24 hours prior to the hearing. During the hearing, the Hearing Officer will have the opportunity to question all witnesses who appear. A complainant may also assume the role of witness during a hearing.

Support Person

Students have the right to have a support person from within SMC’s faculty/staff/student community be present during the hearing process. Parents/guardians and attorneys may not serve in this role. The support person role is intended to comfort the complainant or respondent throughout the conduct hearing. A support person may communicate with the respondent privately, but they may not address the Hearing Officer, question witnesses, or have any other speaking role. It is not assumed that the support person either believes or disbelieves the respondent’s perspective on the incident. A support person must maintain confidentiality regarding any and all communications related to the case.

Access to Hearing Proceedings

All hearings are normally closed to persons other than those specified as follows:

- + Hearing Officer(s);
- + The complainant and respondent; and
- + One support person invited by the complainant and respondent.

The Hearing Officer shall decide whether witnesses or others may be present at times other than when testifying. Under extenuating circumstances, the Hearing Officer may choose to allow other persons to be present for the evidentiary portions of the hearing (i.e., translators, grief counselors, law enforcement, etc.).

Abbreviated Procedures

The provisions described above are available under most circumstances. However, the Dean of Students, or their designee, may authorize variances if normal procedures present a threat to the college environment. Abbreviated procedures may be used during the first and last weeks of the semester and during summer terms, or during any time when time limitations or other circumstances present an obstacle to completing the prescribed proceedings.

Failure to Appear for Hearing

Any student who fails to appear for their conduct hearing will have their meeting rescheduled. Any accused student who fails to appear a second time will forfeit their right to dispute the charges, and a hearing will be conducted in their absence. Responsibility will be decided based on the information available to the Hearing Officer.

Withdrawal Prior to Hearing

Any accused student who withdraws from the college or transfers to another institution after the time of the alleged violation and before the time of the hearing must appear for a hearing prior to being re-admitted to the College.

SANCTIONS

The student conduct system is focused on community safety. It is educational in nature, corrective, and designed to foster the holistic development of students. Therefore, students found responsible for a violation of the Code are subject to one or more of the sanctions listed in this section. Sanctions should be proportional to the violation and should be levied in order to achieve the goals of safety, education, correction, and development. All sanctions are expected to be completed within 30 days unless otherwise noted by the sanctioning official.

Students who fail to complete sanctions by their due dates will have a hold placed on their account and may be placed on disciplinary probation and will receive new due dates. Students who fail to complete sanctions while on disciplinary probation will be suspended from the college.

Consideration will be given to the following when determining the appropriate sanction(s):

- + The seriousness severity of the violation
- + Precedence from the past and/or similar cases
- + Whether or not the respondent was cooperative and honest
- + The specific circumstances surrounding the violation
- + Whether or not the student has a prior conduct record(s), especially for similar offenses or for a pattern of behaviors inconsistent with the Honor Code

Sanctioning Values

The outcome of a student conduct hearing typically encompasses sanctioning that is:

1. Educational

- + Content knowledge - the sanction is designed to help the student to increase knowledge of content regarding a specific topic or special issue.
- + Self-reflective - the sanction is designed to help the student to increase self-awareness of their behavior, meaning the appropriateness or inappropriateness.
- + Impact on personal well-being - the sanction is designed to help the student to increase their self-awareness of the potential physical or psychological impact of their behavior.
- + Impact on personal future - the sanction is designed to help the student to increase their self-awareness of the potential impact their behavior may have on relationships with others, academic major or course of study, or future career.

2. Restorative - the sanction is designed to help the student to increase their understanding of how their behavior impacted or potentially could have impacted others. In addition, the sanction may be designed to help the student to increase understanding of community and/or societal standards, the reasons for them, and how their actions may adversely affect their successful interaction within the community and/or society. The sanction is also intended to reestablish balance and order to the affected community.

3. Consequential - the sanction is designed as a strong deterrent to prevent subsequent violations of the Code of conduct or other college standards. In some cases, the sanction may be designed to separate a student from the institution.

Potential Sanctions

The possible sanctions listed below will be used by a hearing officer as a guideline for determining the consequences for an offense and will vary according to the severity of the behavior/action. This list should not be considered inclusive of all possible sanctions but is simply a sample of sanctions that may apply in a given case.

- + **Academic Sanction:** The assignment of a grade on a test, assignment, or course as a result of academic misconduct.
- + **Community Restitution:** An assignment that provides unpaid service to a group or organization either on or off campus.
- + **Confiscation:** Prohibited items removed from one's possession by college personnel or law enforcement agencies. Confiscated items will not be returned in most cases.
- + **Educational Assignment:** A writing and/or research assignment which discusses fact and theory about a topic related to the violation committed.
- + **Expulsion*:** Permanent separation from the College. This sanction is designed for serious violations or repeat offenses which jeopardize the College community to the degree that a student's permanent separation from the college is necessary. This sanction includes a ban from all college property. Students who are expelled will be unenrolled from their classes and are permanently ineligible to reenroll in any SMC courses or other programs. Expelled students may not return to campus for any reason without the written permission of the Dean of Students or their designee.
- + **Residential Reassignment:** A required move from one's current residence hall room to a new location.
- + **Monetary Fine:** A financial sanction.
- + **Notification of Legal Guardian:** A student's legal guardian may be notified as a result of certain judicial actions.
- + **Disciplinary Probation:** Designed for serious or repeat violations. The next violation, regardless of the type of offense, may result in residential suspension, suspension from the College, or expulsion. The duration of probation is determined by the party issuing the sanctions.
- + **Conditional Probation:** The student may be required to meet certain conditions to maintain enrollment or certain privileges. Examples of this include required attendance to certain meetings (with advisors or other resources), compulsory referrals to counseling, or regular check-ins with community life staff.
- + **Removal/Suspension from Campus Housing:** Designed for serious violations or repeat offenses. It is the loss of residential status and the privileges that accompany living in the residence halls, including a ban from the residence halls. The duration of the removal from the residence halls is determined by the party issuing the sanction.
- + **Referral:** Referral to on-campus or off-campus resources for services (such as assessment, treatment, education, etc.). Financial costs for any referrals incurring charges are the responsibility of the student.
- + **Removal of Privileges:** Students may be restricted from representing the college or attending campus events. The duration of the removal of privileges is determined by the party issuing the sanction.
- + **Restitution:** Payment for damages, cleanup, or replacement necessary as a result of the violation.

+ **Suspension*:** Non-permanent separation from the College. Students who are suspended will be unenrolled from their classes and will be ineligible to reenroll in any courses or other SMC programs until the expiration of their sanction. This sanction is designed for serious violations or repeat offenses. This includes a ban from all college property. The duration of the suspension is determined by the party issuing the sanction.

+ **Written Warning:** A formal reprimand that one's behavior is in violation of college standards.

**When a student has been sanctioned with expulsion or suspension and has appealed this decision, the student may participate only in academic activities, provided this is not a violation of any summary action imposed. They cannot take part in clubs, musical groups, athletics teams and other student events during this time period. When a student is suspended or expelled, they must leave the campus within 24 hours after the final determination of the judicial process, unless otherwise determined by the conduct administrator. A suspended/expelled student is not allowed to return to campus without the written permission of the Dean of Students or their designee.*

APPEAL OF DISCIPLINARY FINDINGS & SANCTIONS

A student who is found responsible for a violation of college policy may appeal the decision in writing within 48 hours of being notified of the written hearing results. All appeals should be sent to the Director of Community Life and will only be accepted if based on one or more of the following:

- + **New Evidence:** The student may claim that new evidence is available. The party or parties hearing the appeal must determine whether the new evidence is pertinent to the outcome of the case, whether it was reasonably available to the student at the time of the initial hearing, and whether the evidence might have led to a different outcome in the hearing.
- + **Improper Procedures:** The student may claim that improper procedures were used in the hearing, that such improprieties were not approved beforehand by the student, and that they affected the fundamental fairness of the hearing.
- + **Bias:** The student may claim that the hearing officer or panel was biased, showed malice toward the student, or displayed conflicts of interests
- + **Arbitrary Sanction:** The student may claim that the sanction imposed was too severe to fit the circumstances for the case.

Non-Academic Violation Appeal Structure

After the Director of Community Life receives an appeal, they will direct the appeal to the appropriate hearing officer or hear the appeal himself/herself. Appeals are assigned as follows:

- + Student appeals of decisions, findings, and sanctions made by an Area Coordinator may be heard by the Assistant Director of Community Life or the Director of Community Life.
- + Student appeals of decisions, findings, and sanctions made by the Community Life staff may be heard by the Director of Community Life.
- + Student appeals of decisions, findings, and sanctions made by the Director of Community Life will be heard by the Dean of Students.
- + All appeals of decisions that include suspension or expulsion will be heard by the Dean of Students or their designee. The Dean of Students, or their designee, is the final point of appeal for non-academic conduct decisions.

NOTE: If the designated appeals officer is not available, the Dean of Students or Vice President for Student & Professional Development may designate an administrator to hear the appeal.

Disciplinary Records

Disciplinary records will remain on file and active until graduation or withdrawal. At that time, any written warnings will be expunged; any sanctions more severe than a written warning will remain in the conduct file

for 7 years after graduation or withdrawal. Any sanctions involving suspension, expulsion or dismissal will be kept on file permanently.

CODE OF CONDUCT VIOLATIONS

The college considers the behavior described below as inappropriate for the college community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate or graduate. The college encourages community members to report to college officials all incidents that involved the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to sanctioning.

SMC looks at a student's conduct record in its totality. This is because more than one incident demonstrates an inability or unwillingness to uphold our community's expectations. Because of this, the table below should be read as overall number of incidents, not the number of incidents per type of violation. For example, if a student violates the Fire Safety policy in September and the Failure to Comply policy in October, the Failure to Comply violation will be heard as a second incident.

1) **Health and Safety Violations**

- a) Theft
 - i) Intentional and unauthorized taking of College property or the personal property of another, including goods, services and other valuables;
 - ii) Knowingly taking or maintaining possession of stolen property.
- b) Disruptive Behavior
 - i) Substantial disruption of college operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-college activities which occur on campus;
 - ii) Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- c) Fire Safety
 - i) Intentionally or recklessly causing a fire which damages College or personal property, or which causes injury.
 - ii) Failure to evacuate a college-controlled building during a fire alarm.
 - iii) Improper use of College fire safety equipment.
 - iv) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property or at a College sponsored event.
- d) Damage, Destruction, & Vandalism
 - i) Intentional, reckless and/or unauthorized damage to or destruction of college property or the personal property of another.
- e) Weapons
 - i) Possession, use, or distribution of explosives (including fireworks, ammunition, bombs, and devices that use flammable liquid enclosed in such a way that such devices can be ignited)
 - ii) Possession, use or distribution of guns or any parts of a gun (including air, BB, paintball, facsimile weapons, gel blaster, pellet guns or anything that discharges a projectile)
 - iii) Possession, use, or distribution of other weapons or dangerous objects such as arrows, axes, machetes, swords, nun chucks, throwing stars, brass knuckles, any incapacitating agent (pepper spray/tasers) or knives with a blade of longer than 2 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.
- f) Unauthorized Access/Entry
 - i) Unauthorized access to any College building (i.e., keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any college building or failing to timely report a lost

- College identification card or key. This includes duplication or transferring possession of identification cards or keys of any kind.
- ii) Entry into any space or building without appropriate access or authorization.
 - iii) Providing access to any person that has not been given access to a particular space including buildings, rooms, bathrooms, common areas, lobbies, etc. This action includes propping doors, letting others inside of buildings without identification, lending keys and or identification cards.
 - iv) Loss of student ID and not immediately notifying Campus Safety.
- g) Smoking & Tobacco Products
- i) Possession of smoking and/or tobacco products.
 - ii) Possession or use of any smoking paraphernalia including but not limited to wrapping papers, grinders, lighters, pipes, hookahs, vaping devices, or any item that has been altered to use as a smoking device.
- h) Animals
- i) Possession of an unauthorized animal in residence halls, except fish in tanks of 10 gallons or less.
- i) Wheeled Device
- i) Use of skateboards, roller blades, roller skates, hover boards and similar wheeled devices on college property, without appropriate permission (such as for a sanctioned college event). This includes riding on railings, curbs, benches or any fixtures that may be damaged by these activities. *In addition to conduct sanctions, individuals may be liable for damage to college property caused by prohibited activities.* Threats or Harm
 - ii) Intentionally or recklessly causing or threatening physical harm or endangering the health or safety of any person. Can include written or verbal conduct, implied threats, or acts that cause a reasonable fear of harm.
- j) Bullying/Cyberbullying
- i) Conduct, not of a sexual nature, including any gesture, written, verbal or physical act, or any electronic communication (includes text messages and postings on web-sites or social media), that places a person in reasonable fear of harm to their person or damage to their property, infringes upon rights of personal privacy, has the effect of substantially interfering with a reasonable person's academic performance or ability to participate in opportunities or benefits provided by the College, or has the effect of substantially interfering with the orderly operation of the College.
- k) Hazing
- i) An intentional or recklessly engaging act(s) that endangers the mental or physical safety or health of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership into a group or organization. Participation or cooperation by the person's being hazed does not excuse the violation.
 - ii) Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.
- l) Alcohol
- i) Possession and/or consumption of alcohol by individuals under the age of 21 or by a person of any age when the consumption of alcohol is not permitted
 - ii) Providing alcohol to persons under the age of 21; or, encouraging the possession/consumption of alcohol by persons under the age of 21.
 - iii) Intoxication
 - iv) Possession of an alcoholic beverage container on campus, regardless of its contents (including empty containers) by persons under the age of 21 or in an area where alcohol is not permitted.
 - v) Being in the presence of such violations by others on campus.

- vi) Possession or use of any alcoholic paraphernalia by persons under the age of 21 (i.e. shot glasses, flasks, or decorative containers); or the possession/use of devices encouraging the rapid consumption of alcohol including but not limited to beer funnels, beer bong, drinking games and competitions
- vii) Designated residence hall rooms/suites where all of the assigned occupants are 21 years of age or older. In the event a student enters the room/suite that is under the age of 21, the room/suite automatically becomes a dry room/suite. Residents of the room/suite are required to put away any alcoholic beverages. If any underage student is discovered in a “wet” room/suite with alcohol visibly present, the student, and the residents of the room/suite will be held accountable.
- m) Public Exposure
 - i) Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.
- n) Illegal Substance
 - i) Use, possession, sale, manufacturing, distribution, or intention to distribute illegal substances and other controlled substances or drug paraphernalia except as expressly permitted by law.
 - ii) Illegally obtained prescription drugs
 - iii) Failure to appear for a College mandated drug test.
- o) Failing to Report
 - i) Knowing or having the reasonable ability to know of any action that presents or presented a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.
- p) Vehicle Operations
 - i) Reckless driving of, or reckless activities with, a vehicle on campus.
 - ii) Disregarding Campus Safety officer’s or college official’s traffic control directions.
 - iii) Excessive or severe parking/traffic citations

2) Violations Against the College

- a) Violations of Law (SMC holds the right to address any conduct occurring on or off campus that may be construed as alleged or potential violations of local, state or federal law.)
- b) Falsification
 - i) Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- c) Trademark
 - i) Unauthorized use (including misuse) of college or organization names and images.
- d) IT and Acceptable Use
 - i) Students may not manipulate, tamper with, or duplicate any college computer hardware, firmware, software programs, associated documents, or other network devices.
 - ii) Violation of Information Technology policies.
- e) Abuse of Conduct Process
 - i) Abuse of, or interference with, College processes including conduct and academic integrity hearings including but not limited to
 - ii) Falsification, distortion, or misrepresentation of information.
 - iii) Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system.
 - iv) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus proceeding.
 - v) Influencing, or attempting to influence, another person to commit an abuse of campus conduct system.
 - vi) Failure to comply with the sanctions imposed by the campus conduct system.

- vii) Collusion with another to violate the code of student conduct.
- viii) Complicity with or failure of any student/group to (appropriately) address known or obvious violations of the code of student conduct or law.
- f) Failure to Comply
 - i) Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- g) Posting
 - i) Posting fliers on campus properties that are not approved or in undesignated areas of the campus.
- h) Injurious Conduct
 - i) Any conduct not specifically stated herein which adversely affects the educational processes of the College or the rights of the members of the College community or others is prohibited.

3) Residence Hall Policies

- a) Guest and Visitation
 - i) Failure to escort guests at all times.
 - ii) Failure to sign in a guest (Non-SMC student) before 8pm each day.
 - iii) Providing entrance to a building to someone who is not their guest.
 - iv) Residents are responsible, and will be held accountable, for the behavior of their guests.
 - v) Residents of a room may be held responsible for guest behavior and actions that take place inside their room or in the common area of the residence hall, regardless if the residents are present.
 - vi) Violation of overnight guest policies.
- b) Propping open exterior residence hall doors.
- c) Quiet Hours
 - i) Failure to respect Quiet Hours. Quiet Hours are from the hours of 10:00 pm each evening until 10:00 am the next morning. During these hours, noise must be kept to a minimum to allow students to study and sleep. Sound equipment may be played only with the door closed and the volume may not be heard in the hall or outside the window.
 - ii) Courtesy Hours are in affect 24 hours a day. During these times, reasonable noise levels should be maintained. Loud music or other disturbances are not allowed. During exams, "Quiet Hours" will be in effect 24 hours a day until the halls officially close.
- d) Residence Hall Fire Safety
 - i) Possession or use of any item, object, device, or appliance that increases the risk of fire in the residence halls. Prohibited items include: candles, incense, string lights, plug-in air fresheners, hot plates, toaster ovens, air fryers, grills (including George Foreman-type grills), waffle makers, heating devices (including space heaters, electric blankets, mattress warmers), halogen lamps, lava lamps, etc.
- e) Residence Hall Operations
 - i) Unauthorized removal of college furniture.
 - ii) Failure to maintain the cleanliness of residence hall (including individual and public areas).
 - iii) Participating in hall sports (sporting/athletic activity inside the residence hall).
 - iv) Use or storage of charcoal or gas grills in the residence halls or on campus grounds.
 - v) Failure to attend a mandatory Community Life meeting (*meetings called by Community Life staff members are considered mandatory and all residents must attend. Residents will be given notice 72 hours prior to a meeting and a Community Life staff member must be notified in the event of a conflict. Scheduling conflicts will be handled on an individual basis.*)
 - vi) Disrespect of Community Life member or other College official.
 - vii) Plug in String Lights and Plug in air fresheners are prohibited.

- viii) Display of highway signs, markers, warning lights, business signs, etc.
- ix) Cooking equipment such as hot plates, toaster ovens, air fryers, George Foreman-type grills, waffle makers, etc. are prohibited.
- x) Heating devices such as space heaters, electric blankets, electric mattress pad warmers, etc. Halogen lamps, lava lamps, string lights and liquid plug-in are prohibited

4) **Discrimination & Harassment**

All students have the right to work and study in an environment free from all forms of adverse discrimination. This includes any form of sexual harassment or sexual misconduct. These terms are specifically defined in policy 5.12. SMC does not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. Incidents of discrimination, or sexual/gender-based misconduct will be handled by the SMC’s policies on discrimination and harassment. To the extent that the alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, SMC retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the SMC Code of Conduct.

RECOMMENDED SANCTION MATRIX

The sanctions outlined in this matrix may be altered as warranted by the circumstances of the violation. This document may be used by a hearing officer as a guideline for determining outcomes and will vary according to the severity of the violation, other previous violations, and other contextual factors. This matrix should not be considered inclusive of all possible sanctions but is simply a sample of sanctions that may apply in a given case.

	1st offense	2nd offense	3rd offense
Unauthorized access/entry <i>*violations that put others at risk may result in more significant sanctions</i>	Written warning Loss of privileges/access	Educational assignment Loss of privileges/access	\$50 fine Disciplinary probation
Theft	Written warning Restitution/confiscation Educational assignment Community service	\$25 fine Disciplinary probation Loss of access Restitution/confiscation Community service	Suspension/expulsion
Disruptive behavior	Written warning Educational assignment	\$50 fine Disciplinary probation	Suspension/expulsion
Damage & Vandalism	Written warning Restitution Educational assignment	Restitution + \$25 fine Community service Disciplinary probation	Suspension/expulsion
IT & Acceptable Use	Written warning Educational assignment	Disciplinary probation	Suspension/expulsion
Gambling	Written warning	\$25 fine Educational assignment	\$50 fine Disciplinary probation
Weapons	Confiscation Educational assignment Disciplinary probation	Suspension/expulsion	
Smoking	Confiscation Written warning	Confiscation Educational assignment	\$50 fine Disciplinary probation

Fire Safety	\$50 fine Written warning	\$100 fine Educational assignment	Disciplinary probation
Animals/Pets	\$100 fine + restitution Written warning Mandated removal	\$250 fine + restitution Educational assignment Disciplinary probation	Restitution Suspension/expulsion
Wheeled Devices	Written warning	Educational assignment	\$50 fine Disciplinary probation
Discrimination and/or Harassment	Educational assignment	Community service Disciplinary probation	Suspension/expulsion
Abuse of Conduct Process	Written warning	\$25 Fine Educational Assignment	\$50 Fine Disciplinary Probation
Threats or Harm	Written warning Disciplinary probation	Suspension/Expulsion	
Bullying/Cyberbullying	Written warning Educational assignment	Community service Disciplinary probation	Suspension/expulsion
Alcohol	Educational assignment Notification of guardian(s)	On-campus behavioral referral Educational assignment Notification of guardian(s)	Disciplinary probation Suspension
Drugs: marijuana use or possession	Educational assignment Fine or community service Notification of guardian(s)	\$25 fine Community service On-campus behavioral referral Notification of guardian(s) Disciplinary probation	Off-campus behavioral referral + expenses Notification of guardian(s) Disciplinary probation Suspension/expulsion
Drugs: possession of paraphernalia	Educational assignment Fine or community service	\$25 fine Community service Disciplinary probation	Disciplinary probation Suspension/expulsion
Drugs: use or possession of other drugs and controlled substances	\$25 fine Community service On-campus behavioral referral Notification of guardian(s) Disciplinary probation	Suspension/expulsion	
Drugs: sale and/or distribution	Suspension/expulsion		
Failure to comply	Written warning	\$25 fine Educational assignment	\$50 fine Community service Disciplinary probation
Violations of Law	<i>Dependent on violation Sanctions range from written warning to expulsion</i>		
Health and Safety	Written warning	Educational assignment	\$50 fine Disciplinary probation
Guests & visitation	Written warning Educational assignment	Loss of guest privileges Community service	Residential suspension Disciplinary probation

Title IX & Equal Opportunity

The full policy on sexual and gender-based misconduct, as well as policies relating to other forms of discrimination and harassment can be found here: www.smcsc.edu/resources/title-ix-statement-sexual-violence/

SMC adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. SMC does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a recipient of federal financial assistance for education activities, SMC is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by SMC Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

SMC also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any SMC faculty member, employee, or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the SMC community on the basis of sex is in violation of this policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by contacting the Director of Title IX and Equal Opp./ Title IX Coordinator.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit the link above or contact the Title IX Coordinator.

For sex-based allegations:

Kevin Rhodes
Director of Title IX and Equal Opportunity/ Title IX Coordinator
Burgess Student Center, Room 241
1750 Powell Mill Road
Spartanburg, SC 29301
(864) 699-4642
smctix@smcsc.edu or rhodesk@smcsc.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, and/or another appropriate federal or state agency.

Assistant Secretary for Civil Rights
Office for Civil Rights, National Headquarters
U.S. Department of Education
Lyndon Baines Johnson Dept. of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Within any Resolution Process related to this Policy, SMC provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

Title IX Statement:

SMC does not discriminate in its employment practices or in its educational programs or activities on the basis of sex. SMC also prohibits retaliation against any person opposing discrimination or participating in any internal or external discrimination investigation or complaint process. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the Policy or for more information, please contact the Title IX Coordinator at smctix@smcsc.edu, (864) 699-4642, or address any complaints to the Assistant Secretary of Education within the U.S. Department of Education Office for Civil Rights (OCR).

Campus Safety

The Office of Campus Safety supports student learning by providing a campus environment that discourages crime and promotes safety through effective law enforcement and positive relations with the community. The department seeks to promote cooperation and conflict resolution by establishing a positive social atmosphere where effective learning can take place. The professionals in the Campus Safety Office collaborate with many other individuals and organizations on and around campus to accomplish their mission.

The campus is patrolled around the clock 24 hours a day / 7 days a week by at least one member of the Campus Safety Office. The Office of Campus Safety is open for administrative matters from 8:00am to 5:00pm Mondays - Fridays and on Saturdays from 10:00am to 5:00pm (parking decals, student ID cards, general questions). If you have any questions while on campus, please stop by the Campus Safety Office located in the basement of Kingman Residence Hall.

The Office of Campus Safety at Spartanburg Methodist College is classified as an official police agency. The department includes a Chief of Campus Safety, an Operations Lieutenant, an Investigative Sergeant, and full-time campus police officer positions that are Class I or Class 3 law enforcement certified and commissioned as state constables, as well as several SLED-certified security personnel. The Class I and Class 3 officers have authority to make arrests, write traffic citations, and conduct investigations on or off campus when necessary. The officers receive continuous training to maintain their certification. In addition, the department may utilize work study students or interns to perform assigned duties as needed.

Statistical Reporting

SMC prepares, publishes, and distributes the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* ("Clery Act"), and *Violence Against Women Reauthorization Act of 2013* ("VAWA") amendments. This annual security report is provided to all current students and employees via electronic mail, and to any applicant for enrollment or employment upon request. Copies are also available in the Campus Safety Office. We are required to compile statistics for incidents of domestic violence, dating violence, stalking, sexual assaults, arrests, discipline, and fire statistics; this information is reported to the Spartanburg Methodist College Campus Safety Department, the Community Life office, designated campus security authorities and the Spartanburg County Sheriff's Department. The statistics for the most recent three years are available here: <https://www.smcsc.edu/the-experience/experience-community/#campus-safety>

Campus Location

Spartanburg Methodist College is located just outside the city limits of Spartanburg and is provided emergency services by the county of Spartanburg. Emergency services provided are Fire - Una Volunteer Fire Department, located one block from campus; Law enforcement – Spartanburg Methodist College Campus Safety and Spartanburg County Sheriff's Office zone patrol; Ambulance: Spartanburg County Emergency Medical Services.

Jurisdiction & Reporting of Incidents

The College community should report to SMC Campus Safety (864-587-4003) all incidents or crimes that occur on campus. Crimes that occurred off campus may be reported to local law enforcement by calling 911 (9-911 from campus extensions). The Campus Safety Department's police jurisdiction includes the campus and all roadways contiguous to the College's property. SMC's Campus Safety Department regularly patrols within its jurisdiction in marked police vehicles and handles all calls for services including law enforcement, investigations, traffic enforcement and collision investigation, public assistance, and first aid.

A Safe Campus is Everyone's Responsibility

The best way to help maintain your own safety on campus is by using common sense and exercising safety precautions such as: walking in groups, reporting suspicious activities, not leaving personal items (books, coats, or backpacks) in plain view and unattended, and keeping room and vehicle doors locked. If you see something suspicious, contact Campus Safety immediately.

Crime Prevention Starts with You

Each year many college students become victims of crime. SMC Campus Safety strives to always protect students and their property. However, utilizing several commonsense prevention techniques will greatly improve our ability to help protect you and the campus. SMC Campus Safety encourages you to engrave a number that you can easily remember on your valuables. Engraving greatly increases the chance of recovering property, should it be stolen.

You can reduce the risk of crime by observing these Do's and Don'ts:

- + Do keep your room locked (never leave your room unlocked even for a moment)!
- + Do lock and secure your vehicle.
- + Do record serial numbers of valuables.
- + Do keep money and valuables out of sight.
- + Do register your bicycle with Campus Safety.
- + Do lock your bicycle.
- + Do engrave a name, symbol or code on several parts of your bicycle.
- + Do keep emergency numbers in a handy place.
- + Do report suspicious persons/activities to Campus Safety.
- + Don't leave your keys in your vehicle.
- + Don't walk alone at night.
- + Don't keep large sums of money, jewelry or valuable items in your room.
- + Don't prop open doors.
- + Don't lend out your room key to others.
- + Don't leave your books/book bag anywhere other than your room.

Emergency Mass Notification System

Spartanburg Methodist College maintains a subscription to a third-party voice and email messaging service (E2 Campus) that enables the notification system to email messages for emergency alerts to students, faculty, and staff of the College automatically. You may also opt in your cell phone or other email addresses.

Fire Safety

- + Fire safety is a primary concern in the residence halls. For safety reasons, all students will exit College buildings when a fire alarm sounds. Tampering with fire safety equipment is a serious violation of SMC rules. Any violation of this policy will be referred to the Dean of Students. Students may face dismissal from SMC for violation of fire safety rules.
- + Fire drills will be conducted a minimum of two times each year.
- + Fire and safety regulations make it necessary to limit the use of electrical appliances in the residence halls. Because of sanitation and fire safety concerns, no cooking is allowed in residence hall rooms. Small refrigerators (up to 4.3 cubic feet) and microwave ovens will be allowed in rooms. Appliances such as hot plates, toaster ovens, George Foreman-type grills, space heaters, etc. are not allowed. Further, possession or use of candles or incense is not allowed.

- + For fire safety reasons, students are not permitted to “rewire” their rooms in any manner. All electrical extension cords must be a minimum of 14 gauge and must be used with a surge protector. An excess of extension cords in rooms is not allowed. Multiple electrical socket connections are not permitted.
- + Safety regulations prohibit the use of lofts in residence hall rooms, or additional furniture not provided by the College unless approved by the Community Life Staff.

Evacuation When Alarm Is Sounded

Evacuation of College buildings is mandatory when a fire alarm sounds.

- + When the alarm sounds close any open windows in your rooms and exit the residence hall or campus building immediately.
- + If your room door is closed, do not open it until you feel the surface. If there is heat or thick smoke present, remain in your room and wait for assistance. Open the windows if breathing becomes difficult. Signal the Fire Department, Campus Safety Staff, or Community Life Staff by hanging a, preferably white, towel from the window and by telephoning Campus Safety at 864-587-4003 to indicate your condition and location. If you cannot reach Campus Safety, call 911, and report your condition. Do not break the windows as this may help spread smoke into your room. Your room door will protect you if it remains closed. If there is no heat present, open the door slowly, leave the room, close the door on your way out and escaping through the nearest exit. Always avoid smoke. If necessary, change from one stairwell to another to avoid passing through the smoke.
- + Upon leaving the building, go to your assigned area and remain there until you are given permission to return to the building.
- + Any student who fails to evacuate a building when a fire alarm sounds will face disciplinary action.

Missing Person Policies and Procedures

Definition: A student may be officially classified as “missing” when efforts described below indicate that the whereabouts of the student have been unknown for 24 hours or more.

Registering contact information: All resident students will be required to register confidential contact information to be used for emergency purposes, including a situation in which the student is determined to be missing. The Community Life Office will gather emergency contact information from students via the Community Life Housing Agreement which must be completed electronically by all residential students prior to move-in. The completed forms will be stored electronically. For commuting students, the College will use the contact information provided as part of the admissions process.

Reporting missing persons: Anyone who believes that a student may be missing should contact Campus Safety.

Steps to be taken within the first 24 hours

The Campus Safety Officer who receives such a report will take the following actions:

1. Attempt to locate the missing student by telephone, email, and/or personal visit to the student’s assigned residence hall room if applicable and will attempt to locate the student’s vehicle if it is registered on campus.
 - a. If the student is located by this process, Campus Safety will notify the person who was originally concerned that the student has been located.
 - b. If the student is not located by this process, Campus Safety will take the following additional steps.
2. For a missing resident student during regular business hours, notify the Director of Community Life, who in turn will notify the missing student’s Area Coordinator. The appropriate members of the Community Life staff will then attempt to locate the missing student by such actions as contacting

any known friends of the student, contacting faculty members for classes in which the missing student is registered, and any other such contacts that might be available.

- a. During non-office hours, notify the missing student's Area Coordinator if the AC is not available, then notify the on-duty AC or the Administrator on Call. The Community Life or Community Wellness staff member will then utilize the steps described above.
3. For a missing commuter student, Campus Safety will attempt to locate the student by such actions as contacting any known friends of the student, contacting faculty members for classes in which the missing student is registered, and any other such contacts that might be available.
4. If the missing student is located as the result of any of the above actions, Campus Safety will notify the person who was originally concerned that the student has been located.
5. If the missing student is not located as a result of any of the above actions, Campus Safety will create an Incident Report form that includes the information provided by the person who believes the student is missing.

Steps to be taken if the student is still missing 24 hours after the initial report

1. Campus Safety will notify the Dean of Students, or, in their absence, the Director of Community Life.
2. The Dean, Director, or Chief of Campus Safety will attempt to notify the person listed on the student's Personal Information Card or Registrar's records.
3. If the missing student is under 18 years of age and not an emancipated individual, the Dean, Director of Community Life or Chief will contact the student's custodial parent or legal guardian.
4. If the missing student is not under 18 or is emancipated, and did not register a contact person, then Campus Safety will conduct further investigation as appropriate and may enlist the assistance of other law enforcement agencies.

Registration and Operation of Motor Vehicles on Campus

The use of a motor vehicle on campus is a privilege available to all students and employees. The College reserves the right to suspend such privileges if it believes such action is justified. Parking and traffic regulations and restrictions are necessary for the safety and convenience of each person in the College community. Campus authorities may search vehicles and their contents if there is a reason to believe that a search would result in evidence of a violation of college rules. Owners/operators must provide access to a vehicle when required by proper authority. Traffic and parking regulations are enforced 24 hours a day, unless otherwise stated. The following instructions contain basic procedures for the guidance of all persons who operate a motor vehicle on the SMC campus.

Vehicle Registration

All motor vehicles, including motorcycles, used on campus must be registered with Campus Safety. All students are automatically charged a \$30 registration fee at the beginning of each academic year, so payment is not necessary when registering your first vehicle. You should register your vehicle within the first two weeks of your first semester. You will be issued a parking decal as proof of registration. By accepting a parking decal, any student or employee acknowledges and agrees to abide by all traffic and parking rules and regulations for the College. The student or employee also agrees to be financially responsible for any citations issued to the registered vehicle.

Any changes to a vehicle's registration (such as a new license plate) needs to be shared with Campus Safety as soon as possible. Registration can be a benefit to students by helping Campus Safety locate owners of vehicles, when necessary, as in cases of damage or to avoid towing when possible. If you change vehicles, you must notify Campus Safety and purchase a replacement decal at a cost of \$30. You are responsible for maintaining the parking decal in a readable condition. Lost or mutilated parking decals can be replaced at a cost of \$30. Registration can be a benefit to students by helping Campus Safety locate owners/operators of vehicles, when necessary, as in cases of damage or to avoid towing when possible.

Students are prohibited from having two or more decals registered to one vehicle. Vehicles which are not properly registered may result in the loss of privileges to use a motor vehicle on campus for the academic year. All decals are to be positioned on the outside of the rear windshield on the lower lefthand corner (driver side) of the registered vehicle, or the rear bumper (driver side) if no rear windshield is available on the vehicle.

Parking

The definition of “park” for SMC is the standing of a vehicle, regardless of the amount of time and whether occupied or not.

SMC provides parking spaces for resident students, commuting students, and visitors but does not assign any individual parking spaces for students or employees. At times, students may have to walk several hundred yards from a parking space to a building and students should take this into account (especially commuting students) and allow plenty of time to get to class upon arrival on campus. All parking spaces are available on a first-come, first-serve basis.

Traffic citations will be issued when Campus Safety determines it necessary. It is at the Campus Safety officer’s discretion if a warning or a citation will be issued. If a vehicle parks in violation of the rules and regulations and does not receive a citation it does not constitute that the rules and regulations are no longer in effect.

Parking exceptions *may* be made for athletic events and special events prearranged by the College for college business. Campus Safety reserves the right to have any student, employee, or visitor relocate their vehicle for any reason. Failure to comply with such requests can result in a citation and/or tow at the owner’s/operator’s expense.

Vehicles blocking traffic on campus or those in violation of campus traffic regulations may be towed from campus at the operator/owner’s expense.

Parking/driving on grass or any sidewalk, except for authorized personnel, is strictly prohibited.

Motor vehicles, boats, and trailers may not be stored on campus property. Vehicles parked on campus property without the College’s permission or abandoned vehicles parked on campus property for longer than 72 hours will be towed at the owner’s/operator’s expense.

If your vehicle breaks down and is parked in violation of the rules and regulations, immediately notify Campus Safety. Reasonable efforts should be made to move the vehicle from its position so that it is no longer in violation of the rules and regulations, which may include having the vehicle towed at the owner’s/operator’s expense.

Temporary parking passes may be issued through Campus Safety and are available to visitors, vendors, students, faculty, and staff. Students, faculty, and staff driving a vehicle different to what is already registered with Campus Safety must have a temporary parking pass. Temporary parking passes must be hung from the rearview mirror in such a manner that the pass is clearly visible and unobstructed. If the vehicle is utilizing a sun shade or does not have a rearview mirror, the temporary parking pass must be displayed on the front driver side dashboard face up and clearly visible and unobstructed.

Students with a new vehicle that does not have a state issued license plate will need to obtain a temporary parking pass. When a state license plate is issued to the new vehicle, the vehicle’s registration will need to be brought to the Campus Safety Office so a parking decal can be issued.

Temporary parking passes are available 24/7 through Campus Safety and are free of charge.

Guest temporary parking may be issued through Campus Safety. Guests will be required to provide their name, phone number, vehicle license plate, and vehicle make and model information in order to obtain a temporary parking pass. If you are unable to locate a Community Life Member, please stop by the Campus

Safety office. Vehicles not registered with Campus Safety or not having a temporary parking pass are subject to being ticketed and/or towed at the owner's/operator's expense.

Guest temporary parking passes are available 24/7 through Community Life and are free of charge.

Vendor Parking Passes will be available through Facilities, IT, Campus Safety, Community Life, and the Front Desk. The passes will be required to be hung from the rearview mirror or placed on the front dash board of any vendor owned vehicle.

Designated Parking Areas

Resident students should park in the parking lots associated with their residence hall assignment. Additional parking is available in the Student Center lot, rear Library parking lot, Montgomery Science Building lot, and the gravel lot across the street from the old gym. Students may not, however, park in spaces marked for faculty, staff, or visitors in these lots.

All spaces in the interior of the campus, including those in front of Kingman Hall, are reserved for faculty/staff parking or handicap parking.

Commuter students may park in any parking lot in a space that is not designated for faculty, staff or visitors.

Restricted Parking Areas

Students may park only in marked spaces that are not restricted. Violators will receive parking citations and the vehicle may be towed or immobilized at the operator's/owner's expense. The following areas are considered restricted parking:

- + Handicap parking spaces (to be utilized by handicapped individuals only).
- + Campus Safety parking spaces.
- + The curb in front of Hammond Hall and the College's entrance sign.
- + The fire lane in front of Willard Hall (allowed for brief periods on move-in/move out days only).
- + Any curb or space painted red (Fire Lane) or yellow (faculty and staff parking, no parking areas).
- + Faculty/staff parking areas throughout the interior of the campus.
- + The visitor's circle in front of Buchheit Building and the visitor's circle in front of Ellis Hall.
- + The parking lot adjacent to the Buchheit Administration Building.
- + In front of any dumpsters or fire hydrants.
- + Lawns and other grassy areas.
- + Any sidewalk.
- + Any location not specifically marked for parking to include curbing.

The absence of a "No Parking" sign or a yellow/red painted curb does not indicate parking is automatically permitted. Vendor vehicles, with prior authorization from a college official and with a Vendor Parking Pass, may temporarily park in "No Parking"/ yellow painted curb areas.

Campus Safety will at times close off certain parking areas or individual parking spaces. These temporary restricted areas will be marked with orange traffic cones or traffic barriers. No person is authorized to move these traffic cones/barriers, including to park in a blocked parking space or drive through an area already blocked off. Moving any traffic cone/barrier will result in a citation, immobilization, and/or tow at the owner's expense.

Parking on Public Highways

Vehicles parked on the state highway adjacent to campus are subject to be ticketed by the Highway Patrol. The College has no control over state action in this area, so please do not park on state property adjacent to College property.

Security of Parked Vehicles

Although the parking areas are patrolled by Campus Safety, complete security of property cannot be guaranteed. Therefore, do not leave vehicles unlocked and do not leave valuables inside the vehicle. Ornate wheels and wheel covers and expensive stereo systems are prime targets for thieves. The College assumes no responsibility for loss or damage to automobiles or contents of automobiles while parked on College property.

Motorcycles and Mopeds

Motorcycles and mopeds must be registered and must be legally parked in marked spaces as for all other vehicles. Campus Safety may approve additional areas for motorcycles, so check with the Campus Safety Office if you operate a motorcycle on campus. Motorcycles and mopeds are considered street transportation and for traffic violation purposes will be considered the same as a passenger vehicle. Motorcycles and mopeds are not to be driven on or parked on any sidewalks.

Other Motor Vehicles

The use of a motor vehicle other than a car, SUV, truck, motorcycle, moped, or bus (including but not limited to ATVs, UTVs, tractors, golf carts, etc.) on campus property without the College's permission is prohibited. Any approved alternative motor vehicle must abide by the same traffic and parking rules and regulations. This does not include motor vehicles owned by the College conducting college business.

Bicycles

Bicycles need not be registered. However, they must not be stored in the public areas of campus buildings. It is advised that you also obtain a bicycle lock to secure it in place whenever you are away from your bicycle. The College assumes no responsibility for loss or damage to a bicycle or its contents while on College property. For information regarding this, please consult Campus Safety.

Vehicle Operation

SMC has a campus-wide speed limit of **15 MPH**. Students operating a motor vehicle at speeds in excess of **15 MPH** may be ticketed for speeding or charged with reckless driving as a discipline offense. Drivers are expected to operate a vehicle in an appropriate manner commensurate to the weather and road conditions and to obey all state traffic signs and traffic laws.

No person should ride outside the passenger compartment of a motor vehicle on campus (i.e., in the back of pickup trucks, on fenders, hoods, etc.). Drivers, as well as passengers in violation, may be charged with reckless activity as a discipline offense.

Drivers shall obey all lawful instructions of any Campus Safety officer and/or any official traffic sign (unless otherwise directed by an officer). Drivers are required to stop their vehicle upon request or signal by any Campus Safety Officer. Students who fail to stop when signaled may be ticketed or may be charged with failure to comply with instructions of a college official as a discipline offense.

- + Campus Safety understands that vehicular collisions may occur on campus property. Any driver who collides with another vehicle on campus is expected to remain on scene and to contact Campus Safety immediately. Campus Safety shall attempt to assist and identify all parties involved so that insurance information can be properly exchanged, if requested. However, if a driver does collide with another vehicle on campus property and flees the scene, the fleeing driver may also be criminally charged.
- + Because Spartanburg Methodist College is private property, Campus Safety does not issue any South Carolina Traffic Collision Reports. A self-reported traffic collision report form may be provided to the involved parties to complete and submit on their own accord to the South Carolina Department of Motor Vehicles.

Violations and Fines

Vehicle operators and/or vehicle registrants will be held accountable for any violation of college traffic control regulations. Failure to pay fines will result in the fine being placed on the student's College account and transcripts are not being released until the fine is paid.

Appeals of parking tickets must be made within ten days of receiving the violation. Appeals made be made to show that the citation was issued 1) in error or 2) without just cause. Appeals will not be considered after 10 days from when the citation was issued. A written letter of appeal must be submitted to the Chief of Campus Safety, who will handle the appeal process. If the Chief of Campus Safety issued the citation or the violator wishes to appeal the Chief's decision, they may appeal to the Dean of Students. If any appeal is filed within the 10 days from when the citation was issued, the Chief of Campus Safety or Dean of Students will review the citation and issue a ruling within 5 days. The Chief of Campus Safety or Dean of Students may rule 1) in favor of the appeal and erase the violation and return the amount of the fine if it was already paid or 2) reject the appeal and uphold the citation. If the appeal is rejected and the violation still has not been paid, the student or employee will have 3 days to pay the fine. All decisions made by the Dean of Students are final.

- + Parking violations will incur a \$25-\$50.00 fine per violation, which should be paid at the Business Office within ten days. If not paid, the fine will be charged to the student's account.
- + Vehicle violations and incidents of a person receiving five or more citations in a single semester will be handled as a discipline violation.
- + Driving on or parking on a lawn will result in a \$50 fine.
- + Any vehicle parked on college property without the College's permission is subject to being towed at the owner's/operator's expense. If a tow service has been contacted to impound a vehicle, the owner/operator will still have to pay the tow fee regardless if the owner/operator arrives on scene prior to the towing company arriving/loading the vehicle. The owner/operator is responsible for any costs related to the tow and storage and for any damages incurred from the tow. The College has no control over the tow company's actions and is not responsible for any of the risks involved with the tow company's activities.
- + The College reserves the right to revoke any driving or parking privileges on campus property for any student, employee, or visitor, regardless if any fines have already been paid.

Occasionally Campus Safety will deem it necessary to utilize a vehicle immobilizer ("boot") on vehicles in violation of parking rules and to ensure compliance, particularly with habitual offenders. A habitual offender is defined as a vehicle owner/operator having 3 or more violations within an academic semester. Vehicles may be immobilized for having 3 or more unpaid parking citations, having 3 or more parking violations of a repeated nature during an academic year, or when it is prudent to identify the owner/operator of the violating vehicle for a criminal investigation. The installation of a wheel immobilizer will incur an additional \$50 fine.

A vehicle immobilizer will only be removed from a vehicle when all fines are paid in full or has been approved for removal by the Chief of Campus Safety. Vehicle immobilizers will be installed on the front driver side wheel (unless it is unpractical due to the positioning of the front driver side wheel, then the rear driver side wheel will be immobilized). A notice of vehicle immobilization will be attached to the driver side window at the time of installation. Any attempt to remove the vehicle immobilizer, damage the vehicle immobilizer (including to driving the vehicle with the boot still attached), or removing the wheel which has the boot attached will incur an additional \$500 fine for the vehicle's owner/operator and possible criminal charges. If a vehicle is left immobilized for longer than 10 days, the vehicle will then be towed at the owner's/operator's expense.

All vehicles towed by the College are handled by TCB Automotive and Towing located at 517 Textile Road Spartanburg, SC (.45 miles from Campus). Their phone number is 864-582-7600.

Access to Campus Facilities

SMC is a private College that is accessible to the public. During normal working hours, most College buildings are open and people come and go with relative freedom. This means that occasionally people

may be on campus with no legitimate purpose. Some campus buildings including women's residence halls, gyms, and some athletic facilities have signs posted on doors limiting access to the facility.

These signs are posted to notify visitors that they do not have open access to these areas, and they are asked, by use of written signs, not to enter these areas. When individuals enter these areas and Campus Safety or other College employees locate them, they are asked to leave. Students and employees are encouraged to exercise shared responsibility and common-sense precautions in their daily activities. Such precautions include walking in groups; not leaving personal property unsecured or unattended; keeping room doors locked; engraving valuable property with identification; and reporting suspicious persons or activity to Campus Safety.

Students are permitted to have keys to their residence hall rooms ONLY (and card access to residence hall outside doors if applicable). Students may not possess keys to any other campus facilities. Students found in possession of unauthorized keys will be reported to the Vice President for Student Development and Dean of Students, and proper disciplinary action will follow.

Reporting of Crime

- + Students should report all crimes that occur on campus. Campus Safety can be reached at 864-587-4003. The emergency telephone number for fire or ambulance is 911.
- + Should a complainant wish to report a criminal occurrence to an office on campus other than the Campus Safety Office, they should report the occurrence to the Office of the Vice President for Student and Professional Development or the Dean of Students.
- + Campus Safety will respond to on-campus requests for assistance. If local law enforcement or other emergency service is needed and notification has not already been made, Campus Safety will assist as needed. SMC Campus Safety is equipped with radio/telephones that provide immediate access to an officer at any time. Because our focus is on providing service to the SMC campus, however, only in rare circumstances can we respond to requests for assistance at off-campus locations.
- + Crimes such as murder, rape (sexual assault), robbery, aggravated assault, burglary, motor vehicle theft, and domestic violence, dating violence, stalking or hate crimes should be reported immediately. To preserve evidence for proof of a criminal sexual offense it is of utmost importance that the victim NOT douche or take a bath; change or rearrange clothing; apply medication; or disturb anything in the place where the offense occurred. The complainant always retains the right to notify local law enforcement directly if they so desire.

Arrests and Crimes

Arrests and crimes reported to SMC Campus Safety or to the Spartanburg County Sheriff's Department become a part of the Uniform Crime Reports that are submitted to the FBI. SMC Campus Safety will maintain a file on crimes that are committed on SMC property. The College will consider files on incidents that are reported to the Sheriff's Department by the campus community as "police" files. The Office of Campus Safety compiles and issues an annual report on crime statistics for the College. "Timely warnings" may be issued if a reported crime constitutes an ongoing serious threat to the campus community.

Arrest Policy

Spartanburg Methodist College students are expected to abide by both College regulations and local, state, and federal laws. While College regulations are not meant to duplicate general laws, there are some ways in which the lawful interest of the College community coincides with the broader public interests of general laws.

Therefore, students who commit offenses against local, state, or federal laws are subject to College disciplinary action when their conduct violates College standards. After a review of the available information about the case, a decision will be made as to whether College disciplinary charges will be brought against the student. If disciplinary charges are brought against a student as the result of an arrest

or conviction, appropriate disciplinary procedures, as outlined in the Student Code of Conduct will be followed.

When a student is arrested (on or off campus), the College may bring disciplinary charges; if the student's behavior is also a violation of a College regulation, or if the behavior is judged to be contrary to the pursuit of the recognized mission of the College. When the Dean of Students is informed of the arrest of a student, a note may be sent to the student requiring the student to meet with a designated staff person to discuss their status with the criminal courts and their status with the College.

Weapons, Firearms, and Explosive Materials

The possession and/or use of firearms, weapons, and other propelling devices, as well as explosives such as fireworks, ammunition, or chemicals, which are explosive in nature, are prohibited on campus. Unauthorized use, possession, or storage of any weapon on campus constitutes a violation of College policy. All weapons are strictly prohibited in students' rooms, classrooms, academic and/administrative buildings, parking lots, and elsewhere on campus. Weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate, or damage personal property, and includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, gel blaster guns, potato guns, paintball guns, pellet guns, stun guns, axes, swords, saws, slingshots, nun chucks, and knives with blades longer than 2 inches, martial art devices and bows. The use of fireworks is also expressly prohibited.

Spartanburg Methodist College reserves the right to confiscate anything it deems hazardous or dangerous.

Concealed Weapons

Unless authorization has been granted by the Chief of Campus Safety, no person (even with a concealed weapons permit) is allowed to bring any weapon onto Spartanburg Methodist College property. The Spartanburg Methodist College campus is private property. Signs stating "No Weapons Allowed" are placed at each vehicular entrance to the campus as well as on all main entrances to each building. Criminal charges may be filed against any person found in violation of bringing a weapon onto campus property. This includes any weapons found inside any attended or locked motor vehicle on campus property.

Campus Safety Education Program

Students are informed about safety and security matters during their orientation and throughout the academic year. Information is provided through programs, handouts, posters and crime prevention videos shown on the College TV network. SMC provides its students with information that should lead to the prevention and reporting of crime on campus as well as encouraging students and employees to be responsible for their own security and the security of others. In addition, the Office of Student Development and other departments on campus provide information and programs related to safety and security for all students.

Contacting Students in Case of Emergency

If there is a need to relay an emergency message to a student, Campus Safety may be contacted at 864-587-4003, the College switchboard operator may be contacted at 864-587-4000, or the Dean of Students may be contacted at 864-699-4632. Every effort will be made to contact the student at their classroom or residence hall room. If the student cannot be contacted immediately, the Community Wellness Staff will be notified of the situation and will continue to attempt to reach the student.

SMC Identification Card

Every SMC student (except online students) must have an ID card and must have it in their possession while on campus. Students are required to immediately present their student ID to any SMC faculty or staff

member upon request or provide another form of identification if they do not have their student ID while on campus. Students who fail to identify themselves to a faculty or staff member will face disciplinary actions.

The SMC ID card can be used to access many of the services offered on campus. The card is to be used only by the person to whom it was originally issued. Lending a card to someone else or using someone else's card is prohibited and violators are subject to disciplinary action. ID cards are the property of Spartanburg Methodist College and may be confiscated by a College official at any time deemed necessary. Uses of the card include the following:

Campus Dining

Spartanburg Methodist College and Pioneer College Caterers require students who live on campus to be on the meal plan. The SMC ID card is required for use of the cafeteria meal plan.

Events and Campus Activities

The SMC card will allow students admission to most campus events such as plays, concerts, and dances free of charge, or at a student discount.

Residence Hall Access Control and other Buildings

The College utilizes computerized access control for the Ballard Center, Old Gym, Kingman, Judd, Parsons, Sparrow, Hammond, and Bridges Halls. Access to Willard is controlled by a manual keypad (the sharing of a keypad passcode with unauthorized individuals will result in disciplinary actions). Entry to residence halls is allowed only to authorized people at authorized times. Community Assistants, Area Coordinators, and other Staff who have been granted all access on their ID cards are only allowed to use the granted access for official business or to grant themselves access to their residence halls as applicable. With computerized access control, each authorized person receives with the SMC ID card. Each card is programmable and allows or denies access. If a card is lost or stolen, or if a key code is no longer secure, the card can be replaced quickly and easily. An additional benefit of access control is report capability. The system can provide reports on all card activity, including what cards are used, and whether access was granted or denied, and why.

Replacing ID Card

A lost or stolen ID card should be reported to the Campus Safety Office as soon as possible, as a lost card could pose a security risk. Students who lose their ID card and fail to report it to Campus Safety may face disciplinary actions. Temporary arrangements can be made to allow a student to use the Dining Hall until an ID card is replaced. To obtain a replacement ID, the student must pay \$10.00 to the SMC Business Office, and then bring the receipt to the Campus Safety Office. At that time, the lost or stolen card will be deactivated, and a new card issued to the student.

Instructions for Using the ID card for Residence Hall Access and Other Buildings:

- + Hold your card up in front of the proximity reader. (The proximity reader is the dark colored pad mounted under the keypad)
- + The system will read your card as you hold it in front of the proximity reader and sound a beep when your card has been read.
- + The door should unlock.
- + To exit at an access door, a door may have a proximity motion sensor on the interior side of the door or a push bar. Approach the door and/or push the push bar to unlock the door.

Trespass Policy

Spartanburg Methodist College is a private, independent, undergraduate college and its facilities, buildings, properties, and grounds (hereafter "campus") are private property. Visitors are encouraged to enjoy the campus; however, access to the campus and all off-site locations is permitted only with Spartanburg Methodist College's consent, which may be withdrawn at any time for any reason. Campus Safety reserves the right to investigate any

activity to include persons or vehicles on campus property at any time. (This includes incidents or activities which may fall outside of the prohibited hours of 10 PM and 6 AM)

Persons Not Authorized in Non-Public Areas of College Buildings

The areas of college academic, research, public service, and administrative buildings used for classrooms, laboratories, faculty and staff offices, and the areas of college student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building areas will be deemed to be trespassing on college property and may be cited and subject to prosecution for criminal trespass.

Use of Athletic Facilities

The areas of college athletic contests, including buildings, fields, stands, practice areas and parking lots, are open to the public only during scheduled athletic contests, advertised meets, matches, games, and/or other activities when spectators are expressly invited to attend. Otherwise, use of these facilities is restricted to the students, faculty and staff of the college, their guests, and for visitors who have received prior written permission. Individuals using these facilities without permission will be deemed to be trespassing on college property and may be cited and subject to prosecution for criminal trespass.

Persons on College Property between the Hours of 10:00 p.m. and 6:00 a.m.

Persons who are not students, faculty, staff, tenants, licensees, invitees, agents or contractors of the college, or their employees, *visitors* or *guests* (as defined by college policies), shall not be permitted on college property between the hours of 10:00 p.m. and 6:00 a.m. Visitors and guests are expected to conduct themselves in a proper, non-disruptive and lawful manner while on college property, and failure to do so may result in imposition of personal restrictions relating to their presence on college property. Specifically, the right of a visitor or guest to be present on college property will be restricted when the visitor or guest has harmed or has threatened to harm a member of the student body, faculty or staff, is in violation of college policies or local, state, and/or federal laws. The right of a visitor or guest to be on college property will also be restricted when the visitor or guest has damaged or poses a risk of damage or loss to college property or to the property of others located on college property.

Persons in College Buildings after Closing to the Public

Some college buildings are open to the public at designated times. Persons who are not authorized by the college to be in a college building after the time of closing to the public will be deemed to be trespassing on college property and may be cited and subject to prosecution for criminal trespass.

Prohibition of College Property Use

Spartanburg Methodist College has an interest in controlling and maintaining college property to safeguard the health and safety of individuals and to ensure that college property is utilized for its designed purposes in support of the college's educational mission and business operations. By this policy, the college prohibits the use of college property for purposes unrelated to the regular programs and activities of the college.

Ban and Bar Policy

Spartanburg Methodist College personnel may issue written notices to any person who has been contacted or observed on college property while engaged in any unlawful or unauthorized activity, banning and barring such person from college property, except as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on college property, and the offending party may be cited and subject to criminal prosecution. The term "unlawful or unauthorized activity" shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of South Carolina or of the United States, or (ii) any policy, rule or regulation of Spartanburg Methodist College.

Appendices

APPENDIX A: INTELLECTUAL PROPERTY RIGHTS POLICY

1. General Statement

- a. The purpose of a teaching and learning community is to create and distribute information for the benefit of all, to teach skills, transfer culture and broaden Intellectual, aesthetic, and ethical capacities of its members.
- b. The purpose of the Spartanburg Methodist College Intellectual Property Rights Policy is to establish ownership rights and responsibilities with respect to Intellectual Property created and developed by faculty or other College employees during their employment at the College or students during their program of study.
- c. Faculty, other College employees, and students may demonstrate creativity in these areas by publishing in traditional as well as technology-based media and by other creative activities that result in the production of many kinds of Intellectual Property.

2. Goals

The goals of this policy are to support the College's central mission with regard to Intellectual Property rights:

- + *Protect rights*: To balance the rights of the author of the Intellectual Property and the rights of the College. (Author may be faculty, other employees, students or the College itself.)
- + *Streamline Process*: Develop a policy that is easy to understand and implement and that is not burdensome to the author of the Intellectual Property of the College.

3. Definitions:

- a. Author(s): The creator(s) or originator(s) of the Intellectual Property of the employer of the employee that created or originated during the scope of their employment by or for the employer or who are directed to prepare the work within the scope of their educational experiences at the College.
- b. Development and Production Costs: College resources expended for the development and production of Intellectual Property include, but are not limited to, faculty release time, temporary staff, wages, supplies, materials, special equipment, travel and electronic resources.
- c. Intellectual Property: Creative or Scholarly work protectable by patent, copyright, trademark, and trade secret laws. Such property includes but is not limited to:
 - work created through traditional or technology-based media
 - inventions
 - trademarks
 - software programs - Programs that are a part of a "new and useful process" may be eligible for patent protection, while programs embodying minimally original expression may be eligible for copyright protection.
 - telecourses, both content, and presentation
 - documents intended for publication
 - online courses, both content, and presentation
 - lab manuals
- d. College Resources: Specific use of College funds, personnel, facilities, services, equipment, and the like in the creation and/or development of Intellectual Property. Such resources include but are not limited to:
 - College funds such as grants, stipends, additional compensation, and/or release time
 - College equipment such as audiovisual, all computer resources, computer-related tools, equipment and software, and laboratories

- College name, reputation, goodwill, and/or logo
- College personnel, such as librarians, graphic artists, videographers, instructional and media designers, photographers, administrative staff, and/or information technology professionals.

6. Ownership of Intellectual Property

The author of Intellectual Property is its owner unless:

- a. The author was directed by the College to create the Intellectual Property during the scope of employment and/or for the benefit of the College. In this event, the College shall own the property.
 - Authors of material prepared for the use of the author to teach particular courses or for students enrolled in particular courses, not directed by the College to be created or developed with College resources, shall be owned by the author. Such materials include a syllabus, lecture notes, class handouts, multimedia presentations and the like.
- b. a written agreement exists between the author and the College whereby the College is established as the owner or co-owner of the Intellectual Property; or
- c. Intellectual Property created and/or developed prior to this policy shall be owned in accordance with applicable law.

7. Use of Intellectual Property

- a. If the author of Intellectual Property who owns the Intellectual Property pursuant to this policy is allowed by written agreement with the College to use the College's name and/or logo, the author shall be required to secure written Authorization to use any third party copyrighted works within the author's work. The author shall also save and hold harmless the College from any claim arising from the use of the Intellectual Property
- b. To ensure educational continuity, the author of the Intellectual Property who owns the Intellectual Property pursuant to this policy may, upon leaving the employ of the College, grant the College a license to use and modify the property for teaching purposes.
- c. If the College owns Intellectual Property created by the author, the College may, upon request of the author leaving the College, grant the author a license to use and modify the property for teaching purposes.
- d. The owner of Intellectual Property pursuant to this policy shall have the sole right to use the Intellectual Property and receive revenues from the use of Intellectual Property unless otherwise provided in a written agreement between the two parties (i.e., the owner and the College).

8. Revision of Intellectual Property

- a. Revision of Intellectual Property created by employees of the College and/or students or created by former students during their enrollment at the College may be requested by the College or the author. If revisions are requested by the author, the College shall have sole authority to determine whether the requested revisions justify the expenditure of the College funds. If the revisions are requested by the College, the authors shall complete the revisions. If the author fails to do so, the College shall be entitled to have the revisions completed by others with written notification that the revisions were not completed by the original author.
- b. Intellectual Property Review Panel: The purpose of this panel would be to settle any challenge that may arise concerning questions of the ownership of Intellectual Property.
 - This has been identified as a College-wide Panel by the President.
 - The Chair will convene the Panel as necessary and will vote only in case of a tie.
 - The decision of the Panel will be by majority vote.
 - The panel would be comprised of the following:
 - Director of the Learning Resources Center
 - Director of Human Resources
 - Chairperson of the Academic Affairs Committee of the Board of Trustees
 - Chairperson of the Faculty Academic Affairs and Curriculum Committee

- Current recipient of the Huff Award
- The Provost and Executive Vice President for Academic Affairs
- The Provost and Executive Vice President for Academic Affairs shall serve as the Chairperson of the Panel.

9. Appeals:

Appeals regarding the fairness of the process of determining the ownership of Intellectual Property may be made by either party to the President of the College. The decision of the President will be binding on all parties.

10. Patents and Copyright

- a. The duration of a patent is 20 years from the date of the filing of the patent. Actual patent protection begins when the patent actually issues from the Patent and Trademark Office.
- b. The duration of a copyright (for works created and published after 01-01-78) is the life of the author plus 100 years. Copyright protections under the Copyright Act attach as soon as a work is “fixed in a tangible medium of expression,” i.e., put on paper.

APPENDIX B: POLICIES ON RETENTION, SECURITY, CONFIDENTIALITY, AND INTEGRITY OF STUDENT RECORDS

Policy on Retention of Permanent Student Records

- a. A student’s academic transcript is the only permanent record of a student after a period of five years from the entrance of a student.
- b. The Admissions file contains information such as the student’s application for admission, high school and/or College transcripts, etc. These files are maintained in the Registrar’s Office for a period of five years from the term of entry. After five years the student’s Admission files are destroyed.
- c. The advisement file of each student is maintained by the student’s advisor in their office. These files are destroyed three years after the last semester attended.
- d. Routine disciplinary records are maintained in the Dean of Students’ Office for a period of five years from the term of entry and are then destroyed. Records of students who have been suspended or dismissed for disciplinary reasons (beginning in 2005) are kept as permanent records in both paper and electronic form.

Registrar’s Office: Security, Confidentiality, and Integrity of Academic Records

- a. All academic records are maintained by the Registrar’s Office. The original admissions file is maintained for a period of five years from the term first enrolled in locked file cabinets. Only employees with legitimate academic interest are allowed access to the files. After five years the admissions file is destroyed. The permanent academic record then becomes the academic transcript.
- b. All grades are collected by the Registrar and are entered in the database by the Administrative Assistant to the Registrar. Both employees have secure access to the database by a password protected login. There is a network password that has to be changed every 75 days and a separate password for the Registrar’s Office database. Only the Registrar and Administrative Assistant have access to the Registrar’s Office database. The hard copies of the grade sheets are stored in the College vault for a period of five years, after which they are destroyed.
- c. Access to a student’s own academic transcript is available only when the student signs a release form. Only employees with a legitimate academic interest are allowed access to a student’s transcript, such as the student’s academic advisor.

- d. Students have access to their final grades, term schedule, student account, and financial aid awards via the Internet by using a secure student portal. The students are issued a confidential username and password that they are encouraged to change after their first login.
- e. The College treats academic matters confidentially. A student must sign a FERPA form (grade and record release form) in order for an employee to discuss academic matters with a parent, guardian or designated individual.
- f. In an effort to maintain the student's confidentiality of their identity, the College does not print the entire social security number or date of birth on the transcript. Further, the College software does not use the social security number as the primary identification number. The system assigns a student ID number used for all purposes. The assigned student ID number is the only number that prints on standard reports.
- g. The College IT Department maintains the security of academic records by running backup recordings of the network, including academic records, every workday. The backup records are placed each day in the fireproof vault in the Sparrow Building.
- h. The Registrar's Office maintains recorded images of all academic records for safety. All records from 1911 to 1995 have been recorded on microfilm. Since 1995 the data has been recorded on CD. Copies of all the images are stored in the fireproof vault in the Sparrow Building and off campus in a safe-deposit box at Nations Bank Branch Banking and Trust Co., Spartanburg, S.C. The hard copy records from 1911 to 1983 are stored in the fireproof vault in the Buchheit Administration Building and off campus in a safe-deposit box at Branch Banking and Trust Co.

Student Development: Security, Confidentiality, and Integrity of Discipline Records

- a. All discipline records are maintained by the Student & Professional Development Office.
- b. An electronic copy of all discipline files is created and maintained by the Director of Community Life. Only employees with legitimate disciplinary interest are allowed access to the files. Files for students who are no longer enrolled are stored on an electronic file and maintained by the Student & Professional Development Office. Those files are currently stored for an indefinite period. After seven years files are subject to being destroyed, except for records of students who have been suspended or dismissed for disciplinary reasons (beginning in 2005). These are kept as permanent records in both paper and electronic form (see below).
- c. Access to a student's own discipline record is available only when the student signs a release form. Normally, such forms are those received from institutions to which the student applies for a transfer. Copies of these forms, after completion by an SMC official, are kept in a separate online file folder for that purpose, and the forms are destroyed after seven years.

Admissions: Security, Confidentiality, and Integrity of Discipline Records

- a. No student's personal information can be sold or given to a third party or shared with anyone without legitimate academic interest or clearance to view the student's private information.
- b. All admissions files and records are to be maintained in the Admissions Office of the College. The files must be kept in lockable file cabinets and the access door to the office must be locked as well when the office is closed. Only employees with legitimate academic interest are allowed access to the files.
- c. At the end of the workday, Admissions Counselors and other staff members put all student files back in the appropriate locking file cabinet. Student files are not left out on anyone's desk overnight.
- d. Access to the student's computer records is accessible only by employees with passwords that have been cleared to view student computer records.
- e. Once all academic credentials have been received and the student is accepted and pays a reservation deposit, the files will be transferred to the College Registrar's Office at the time of the student's Academic Orientation. The computer access is also transferred at this time. The

Registrar's Office at this point becomes the sole office with further access to change information in the student's computer records.

- f. Records of students who did not matriculate as enrolled students will be maintained for one calendar year from the first day of classes of the term for which they applied. After this one-year period, the admissions file will be destroyed.
- g. The College IT Department maintains the security of student records by running backup recordings of the network, including academic records, every workday. The backup records are placed each day in the fireproof vault in the Sparrow Building.

Financial Aid: Security, Confidentiality, and Integrity of Discipline Records

- a. No student information can be sold or given to a third party or shared with anyone without a legitimate business purpose. Legitimate purposes include, but are not limited to, the release of information to the College Business Office, Admissions Office, United States Department of Education, etc. No information will be disseminated for solicitation purposes.
- b. All financial aid files and information are maintained in the Financial Aid Office at the College. The files are kept in secured filing cabinets and the office is locked when the office is closed. Only those employees with legitimate purposes may access the financial aid files and information.
- c. At the conclusion of the workday, all financial aid files are secured in the filing cabinets. No student files and/or information are left in an individual's office.
- d. Access to electronic student records is granted only to those employees with passwords and clearance to view such records.
- e. Financial aid records from the previous academic year are stored in the Financial Aid Office in the secured filing cabinets as well. Long-term storage (minimum of three years) of financial aid information is maintained in the locked basement storage room of the Moore Gymnasium. The Director of Facilities maintains the key for this facility.
- f. The Information Technology Department facilitates the security of financial aid records by performing backup recordings of the network, including CAMS. Those electronic records are then placed in the fireproof vault in the Sparrow Building.
- g. When discussing financial aid matters with parents, students or employees, SMC Financial Aid Staff are mindful of the surroundings and make every effort to maintain the confidential nature of these matters.

Business Office and Information Technology: Security, Confidentiality, and Integrity of Discipline Records

- a. No student or employee information can be sold or given to a third party without a legitimate business purpose. Legitimate business purposes include supplying requested information to governmental authorities (student lists of grants, financial aid, employee tax information, etc.). Examples of non-legitimate purposes include providing names, addresses, etc. to third parties for solicitation purposes.
- b. Employees maintain confidential passwords and these passwords are updated periodically. Passwords should be at least six characters and contain alpha and numeric characters.
- c. College Vice Presidents are responsible for assigning relevant access to employees within the CAMS system. The vice president will notify the CAMS administrator that access may be granted for certain modules and for certain users. Blanket access is not provided. In other words, employees only have access to modules relevant to their specific job function.
- d. The Human Resources Director is responsible for notifying the information technology department when an employee leaves employment with the College. The information technology department suspends access as soon as the employee leaves employment.
- e. Paper records containing confidential student or employee information including social security numbers, pay rates, addresses, phone numbers, dependents, withholdings, income, etc. are shredded when use is completed. Non-electronic storage of this information is in either the vault or

locked filing cabinets. Long-term storage of confidential information is in the locked basement storage room of the Moore Gymnasium. The Director of Facilities maintains the key for this facility.

- f. When verbally discussing financial matters with students, parents or employees, SMC business office personnel are mindful of the surroundings and make every effort to maintain the confidential integrity of the conversation. Private offices are available in the business office and may be used during times when confidential information may be compromised.