



Student Handbook 2022-2023

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Online version: www.smcsc.edu/resources/student-support-services/Student-conflict-resolution/

Academic Calendar 2022-2023

2022-2023 FALL SEMESTER

Monday	August 1-5, 8-10	Commuter Check-In
Monday	August 8	Faculty return
Monday – Friday	August 8-12	Faculty Workshops
Friday	August 12	New Student Move-In & Welcome Weekend
Saturday	August 13	Upperclassmen Move-In & Welcome Weekend
Monday	August 15	First Day of Classes
		SMC Online – August Term Begins (EP1)
Wednesday	August 17	CONVOCATION (11:00 AM)
Monday	August 22	Last Day to Register or Drop/Add
Monday	September 5	Labor Day Holiday - College closed
Thursday	October 6	Mid-term grades due; “I” grades cleared
Monday – Friday	October 10-14	Student & Faculty Development Days (no academic classes)
Monday – Wednesday	October 10-12	Faculty Workshops
Monday	October 17	Last Day to Withdraw from Course with a “W”
Tuesday	October 18	Senior and Athlete Registration opens
Wednesday	October 19	Junior Registration opens
Thursday	October 20	Sophomore Registration opens
Monday	October 24	Freshman and New Student Registration opens
Tuesday	November 22	Last Day to Withdraw, FA, or Reinstate
Tuesday	November 22	Residence Halls close 5 PM
Wednesday	November 23	No classes held
Thursday – Friday	November 24-25	Thanksgiving Holidays
Sunday	November 27	Residence Halls open at 12 noon
Monday	November 28	Classes resume
Friday	December 2	Last Day of Classes
Monday – Thursday	December 5-8	Final Examinations
Friday	December 9	Residence Halls close 12 noon
Monday	December 12	Grades Due – 12:00 noon

NO WINTER TERM FOR 2022-2023

2022-2023 SPRING SEMESTER

Tuesday	January 3	College re-opens at 8:00 AM
Wednesday - Thursday	January 4-5	Commuter Check-In
Thursday	January 5	Faculty Workshop
Friday – Saturday	January 6-7	Residence Hall Key Pick-up Residence Halls Reopen
Saturday	January 7	New Student Orientation
Monday	January 9	First Day of Classes
Monday	January 16	MLK, Jr. Holiday; College Closed
Tuesday	January 17	Last Day to Register or Drop/Add
Thursday	March 2	Mid-term Grades Due; “I” Grades Cleared
Monday – Friday	March 6-10	Spring Break
Monday	March 13	Classes Resume
Monday	March 13	Last Day to Withdraw from Course with a “W”
Wednesday	March 15	Senior and Athlete Registration opens
Thursday	March 16	Junior Registration opens
Monday	March 20	Sophomore Registration opens
Wednesday	March 22	Freshman Registration opens
Monday	March 27	New Student Registration opens
Friday	April 7	Good Friday Holiday; College Closed
Thursday	April 20	Last Day to Withdraw, FA or Reinstate
Friday	April 28	Last Day of Classes

Monday - Thursday	May 1 – 4	Final Examinations
Friday	May 5	Residence Halls for non-graduating students 12 noon
Monday	May 8	Grades Due – 12:00 noon
Tuesday – Friday	May 9 – 12	Student and Faculty Development Days (no academic classes)
Friday	May 12	Sophomore and Senior Celebrations
Saturday	May 13	Commencement - 9:00 AM

Residence Halls close at 2 PM

SUMMER 2023

SESSION I (online only)

Wednesday	May 31	Deadline for Transient Application & Permission 5 pm
Thursday	June 1	Deadline to Register 5 pm
Thursday	June 1	Deadline to Clear Business Office 5 pm
Monday	June 5	First Day of Classes (all classes)
Monday	June 12	Last Day to Drop by 5 pm
Monday	June 19	Juneteenth Holiday; SMC Closed
Tuesday	June 20	Last Day to Withdraw with a “W” for Four Week Classes
Friday	June 30	Last Day of Classes for Four Week Classes
Monday	July 3	Grades Due 12:00 Noon for Four Week Classes
Tuesday	July 4	Independence Day Holiday; College Closed
Wednesday	July 5	Last Day to Withdraw with a “W” for Eight Week Classes
Friday	July 28	Last Day of Classes for Eight Week Classes
Monday	July 31	Grades Due 12:00 Noon for Eight Week Classes

Community Life Staff

Assistant Director of Community Life (Student Conduct)

Vacant

Bridges Community Assistants

B161 Joshua Golden
B241 Trinity Jefferson
B321 Ian Mahanes

Sparrow Community Assistants

S104 Olivia Jackson
S208 Keelan Tolleson
S311 Charles Muyimbwa

Area Coordinator of Community Life

Jerone Wilder

Kingman Community Assistants

K117 Shaheedah Ibraheem
K118 Noemi Jaimes
K217 Demajae Smith
K218 Alana Preston
K239 Chris Lucas

Judd Community Assistants

J107 Sa'mya McMahand
J209 Namani "Nay" Littlejohn

Parsons Community Assistants

P107 Kahlil Johnson
P207 Tamyra Davis

Area Coordinator of Community Life

Courtney Laughlin

Hammond Community Assistants

H111 Ikyra "Kyra" Hutcherson
H213 Sakyrio "Rio" Stewart
H313 Tyrelle Greene

Willard Community Assistants

W111 Jada Howze
W211 Raven McCaroll
W311 Jathan Parker
W324 Elijah "Eli" Hunter

Director of Community Life

Corey Bell
864-278-6276
BellC@smcsc.edu

Dean of Community Wellness

Dr. DeAndre Howard
864-699-4632
HowardD@smcsc.edu

Emergencies

**Fire or Medical
Emergency 911**

Campus Safety
864-587-4003

**College Nurse
Practitioner (Part-time)**
864-587-4224

Counseling Services
864-587-4356

Campus Operator
864-587-4000

Student Handbook

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.

Spartanburg Methodist College Mission Statement

Mission: Spartanburg Methodist College is a private residential institution offering associate and baccalaureate degrees within the United Methodist Connection. At SMC, lives are transformed in a values-oriented, student-centered atmosphere in the Christian tradition that encourages academic excellence, intellectual exploration, social awareness, and character development within the liberal arts tradition.

The academic program offers students the option of transferring to a four-year college or university for continued study or entering a career after graduation. The curriculum ranges from the basic liberal arts and transfer program to prepare for immediate entry into the job market through career track options and baccalaureate degree options. The College offers a wide variety of students the opportunity of higher education by providing a competent and dedicated faculty, distance learning options, financial assistance, work-study positions, and special support programs.

Vision: *Spartanburg Methodist College will be the college of choice for residential or commuting students who desire the advantages of a church-related education. We will offer motivated students a liberal arts education in preparation for the senior college experience and lifelong learning through relevant and challenging academic programs, campus leadership opportunities, and strong athletic programs. We will do this in an environment of community and care, where each student is respected as an individual with unique needs and is encouraged to achieve his or her fullest potential.*

To achieve our vision, we must

1. Continue our ethic of teaching, learning, and caring.
2. Recruit, retain, empower, and reward highly qualified faculty and staff.
3. Improve facilities for academic, athletic, and student life.
4. Grow the institutional endowment to enhance student access to improved student aid opportunities.

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 Resources

<u>Department</u>	<u>Employee</u>	<u>Office Location</u>	<u>Phone Numbers</u>
Career & Student Success	Megan Georgion	Burgess Student Center 243	864-587-4020
Alumni Affairs	Leah Pruitt		864-587-4225
Assessment/Research	Jason Womick	Library Basement	864-587-4117
Athletic Director	Megan Aiello	Barrett Learning Center	864-587-4008
Bookstore			864-587-4243
Campus Safety	Chris Carter	Kingman Basement	864-587-4003
Chaplain	Tim Drum	Chapel	864-587-4282
Information Technology	IT Service Desk	Library Basement	864-587-4357
Counseling Services	Ronnie McCarrell	Willard Hall, Suite 14	864-699-4649
Dining Services	Hilde Linder	Burgess Student Center, 1 st Floor	864-278-6291
Accessibility Services	Gina Parris	Walker 109	864-587-4272
Executive VP for Business Affairs	Eric McDonald	Buchheit 108	864-587-4200
Financial Aid/Work-study	Kyle Wade	Buchheit 112	864-587-4387
Internships	Megan Georgion	Burgess Student Center, 243	864-587-4020
Library	Lori Hetrick	Library 301	864-587-4208
Maintenance	Facilities Staff	Moore Gym Basement	864-587-4260
Mail Services	Debbie Poole	Burgess Student Center	864-587-4224
Nurse Practitioner	Ineke' Tolbert	Kingman Hall, 1 st floor	864-587-4224
Provost/Executive VP for Academic Affairs	Dr. Curt Laird	Ellis, 225	864-587-4256
Director of Community Life	Corey Bell	Burgess Student Center, 213	864-278-6276
Project Based Learning & Involvement	Temeka Brantley	Burgess Student Center, 242	864-587-4536
Entrepreneurial Leadership	TBD	Burgess Student Center, 223	864-587-4019
Student Records/Registrar	Jill Johnson	Buchheit, 104	864-587-4232
Title IX & Equal Opportunity	TBD	Burgess Student Center, 204	864-587-4129
Diversity, Equity & Inclusion	Allyson Brown	Burgess Student Center, 214	864-587-4381
Tutoring Services	Steven Jeter	Walker, 106	864-587-4273
VP for Institutional Advancement	Jennifer Dillenger	Ballard Center	864-278-6282
VP of Enrollment Management	Ben Maxwell	Buchheit	864-587-4251
VP of Marketing	Lisa Ware	Buchheit Administration	864-587-4295
VP for Student & Professional Development	Courtney Shelton	Burgess Student Center 244	864-278-6281

Campus Resources

Academic Advisement

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 any 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 both 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. Neither the college nor your advisor can share information about you with anyone else without your written permission. 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, connect you with internships, or help you shift to a new career path if needed.

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.

For questions regarding the Advising Center, contact Shannon Bishop at bishops@smcsc.edu or 864.278.6289.

CARES Team

Our mission as the CARES Team is to ensure student and campus safety by monitoring student behavior and providing early intervention support services. Our goal is to create a culture of reporting within our campus environment. We will use a centralized method of reporting and triage student cases by assessing the risk level. After determining the needed resources for the student, the CARES Team will perform the interventions necessary for each individual student. We will also coordinate follow-ups and assess long-term student success. Lastly, we will educate the College community regarding the impact that CARES Team is having on campus.

CARES Team Representatives:

- Accessibility Resources
- Athletics
- Campus Safety
- Career & Student Success
- Chaplain and Church Relations
- Community Life/Student Conduct

Counseling Services
Diversity, Equity and Inclusion
Enrollment Services
SMCX Wellness
Title IX

We will rely heavily on the campus community to report any questionable behavior. This information may also come from people who are not personally affiliated with the campus. We want staff to report low-level behavior so that CARES Team can get in on the ground level and try to divert the student from going down a destructive path. To submit a CARES Team form the submitter should complete a form which can be found on the student portal or MySMC for faculty and staff.

As we receive information about the student, a file will be created. At the next CARES Team meeting, we will determine the generalized level of risk using the NaBITA Threat Assessment Tool. At that time, we will determine the best course of action for that student. A CARES Team member will be assigned to the case and start the intervention process. Additionally, we will discuss the progress of previous students who are already receiving intervention support. The team will meet weekly or bi-weekly depending on the case load.

To encourage a culture of reporting particularly amongst faculty, we will provide feedback to the reporter without divulging any confidential information about the student, thus creating a feedback loop. We also want to encourage reporting with our students. Therefore, anonymous reporting is allowed. Students are allowed to send emails from an email address that is unknown to the College. If necessary, amnesty will be given to students who report concerns about another student. The student reporter will be given a pardon if the information being reported violates a college policy. We also expect to receive reports from staff and parents.

Once the intervention process has begun, the student will constantly remain on CARES Team's radar as long as the student is attending our institution even after the intervention process is "complete".

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 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 appropriate Student Code of Conduct and will be appropriately disciplined. In addition, computer privileges of individuals may be suspended for a period of time to be determined by the Provost and Student Development or the Executive Vice President for Business Affairs, depending on the type of infraction.

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

Campus Television Network

The College provides cable television service that includes 89 channels received through a contracted cable company. These channels carry popular entertainment, news, sports, music and educational programs, major networks and local channels. Several public use TV's are placed around the campus in the common areas. These TV's can be used by the students, faculty and staff but moving the TV's is not allowed. **YOUR TV MUST HAVE A DIGITAL QAM TUNER BUILT-IN TO RECEIVE SMC CHANNEL PROGRAMMING!**

Suggestions or requests for information about the campus television network should be addressed to the SMC Technology Department (Vassey IT Center, telephone number 864-587-4357 or support@smcsc.edu).

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 of 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.

The Ballard Center is temporarily closed for the Fall of 2020 due to renovations in the Burgess Student Center. The Student and Professional Development staff is located in the Ballard Center.

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:

- Vice President for Student & Professional Development
- Dean of Community Wellness

- Title IX & Equal Opportunity
- Community Life and Student Conduct
- Student Involvement
- SMC Dining
- Career & Student Success
- Professional Development

Meeting/General Purpose Rooms:

- Student Lounge/Game Room
- SMCX Conference Room
- Fireplace Room

Services:

- Campus Mail Services
- Cafeteria

Willard Hall

Willard Hall houses SMCX Wellness on campus. It is open daily to members of the College community. Housed within Willard Hall, Suite 14, are the following offices:

- Counseling Services
- SMCX 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.

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 and Twitter pages as well as through its newsletter that is emailed to students, faculty, and staff each month:
 - Sunday: 5:00 p.m. - 9:00 p.m.
 - Monday - Thursday: 8:00 a.m. - 9:00 p.m.
 - Friday: 8:00 a.m. - 2:00 p.m
 - Saturday: Closed
- **HAS RESOURCES-**Examples include thousands of printed books, recreational and educational DVDs, and magazines. 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 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 either their student ID or 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-**We have 30 iPads that students will use when they come for library instruction as part of a class. 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.

SMC Counseling Center

Free and confidential counseling services are provided to enrolled students. A licensed professional counselor is available to assist students with stress management, adjustment to college, relationship concerns, academic stress, anxiety and depression and many other concerns that students may have. If additional medical or psychological services are needed, referrals can be made to other professionals in the community.

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 his/her 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
- create a vision for how the student wants to lead his/her life
- 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 Ballard Center, in the back of Judd Hall.

Health Services

The **SMC Health Center** is located in the front of Kingman Hall. The telephone number is 864-587-4277. Mrs. Ineke' Tolbert, Nurse Practitioner, is on duty during fall and spring semesters during the times listed below. Visit our Health Center for evaluation, treatment and/or consultation with the Nurse Practitioner. Cost for the visit is covered by your student fees. Prescription medications and medical supplies must be purchased off-campus and students are responsible for payment. The Nurse Practitioner may refer students to local physicians/facilities but payment is the student's responsibility.

Office hours are as follows:

Monday, Wednesday, and Thursday | 12:00pm to 4:00pm

Services provided at the Health Center:

- o Assessment and evaluation of symptoms
- o Consultation/Education
- o Treatment of minor illness and injury

- o Referral for more serious illness or injury
- o Preventative Medicine

We strongly recommend students be covered by their own health insurance as an individual or as part of family coverage. Athletes are required to have comprehensive health insurance. The college provides coverage for all full-time students with an accident only insurance policy which provides secondary coverage in coordination with other applicable student insurance. Students may file accident insurance claims with the the Director of Health & Wellness in office 144, Suite 14 of Willard Hall.

When necessary, students are referred to their own primary care physician, Palmetto Proactive Healthcare located at 1703 John B. White Sr. Boulevard or Spartanburg Regional Immediate Care Westside located at 155 Peachwood Center Drive. No appointment is necessary at the two latter healthcare facilities. In emergent situations, Spartanburg Regional Emergency Center is located a few miles from campus. Students should notify the Director of Health Services or Campus Safety of any illness or injury requiring off-site medical attention.

Transportation to and from campus medical facilities is the student's responsibility. Students with no vehicle may find someone on campus to assist with transportation. The College will transport students in urgent situations. Emergency Medical Service will attend and transport those in emergent situations.

Spartanburg Methodist College requires all students to provide a Health History Form and Immunization Record with requirements met prior to attending classes or participation in campus events. These should be uploaded during the Admissions process on the student portal. In the event of an emergency, this information is vital for the student's best outcome. Records are confidential and available only to certain College officials and medical professionals as necessary. The records are secured at all times.

Required Immunizations:

- Hepatitis B (HBV/HepB)- 3 to 4 doses in vaccine series, completed when entering High School
- Measles (MMR/MMRV/MR) - 1 to 2 doses in vaccine series, completed when entering High School
- Mumps (MMR/MMRV/MR) - 1 -to2 doses in vaccine series, completed when entering High School
- Rubella (MMR/MMRV/MR) - 1 to 2 doses in vaccine series, completed when entering High School
- Polio (OPV/IPV) - 3 to 4 doses in vaccine series, completed when entering High School
- Tetanus - (Tdap) is given every 9 years, booster usually received in the Junior or Senior year of High School
- 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. *(Acceptable Versions Menactra & Menveo (MenACWY), MCV4/MPSV4. Unacceptable are versions are Bexero or Trumenba (MENG B) and HIB meningitis)*

Recommended Immunizations:

- 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 | CDC](#)

Chronic medical conditions are accommodated through Accessibility Services. 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. Campus Safety assists the nurse and refers students after business hours.

Bookstore

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 carries a wide variety of study supplies, personal items, and snacks.

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, dependent on what the professor has selected for a given course.

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 a class, the bookstore will automatically be notified and will deliver your new book. If you drop a class, just return your unneeded items to the Campus Store.

Campus store:
Victoria "Tori" Adams
Book Store Manager
864-587-4243
Monday-Thursday
Friday

8:00am-5:00pm
8:00pm-1:30pm

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, use the freshest of ingredients, all prepared for you by a talented culinary team.

All resident students are required to purchase a meal plan. The meal plan provides for unlimited meals per week. Students must use their school ID to receive meal services.

Resident students on the unlimited access meal plan will have 25 exchange meals that can be used at the Cellar for an entrée, two side items, and a 20oz. fountain beverage.

Resident students on the unlimited access meal plan will also enjoy \$125.00 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. Unspent balances at the end of the fall semester will roll over to the spring semester. At the end of the spring semester any unspent flex will be forfeited.

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 at a discounted price.

If you have special dietary requirements or any questions, please discuss your needs with the Director of Dining Services.

Hours of Operation

The Campus Dining Center

	Monday-Thursday	Friday	Saturday	Sunday
Hot Breakfast	7:30am - 9:30am	7:30am - 9:30am	X	X
Continental	9:30am-10:00am	9:30am-10:00am	X	X
Brunch	X	X	11:30-1:00pm	11:30-1:00pm
Lunch	10:30am-1:30pm	10:30am-1:30pm	X	X
Lite Lunch	1:30pm-4:30pm	1:30pm-4:30pm	X	X
Dinner	5:00pm-8:00pm	5:00-6:30pm	5:00pm-6:30pm	5:00pm-6:30pm

The Cellar Coffee and Café (Starbucks)

Monday - Thursday	Friday	Saturday	Sunday
7:00am - 11:00pm	7:00am-6:00pm	X	X
Exchange meal lunches will be available until 2pm, dinners from 4pm -6pm			

*Hours are subject to accommodate occasional special campus events

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
- Please dress appropriately, including shoes and a shirt, in order to be admitted to the Cellar.
- Students who exhibit disruptive behavior, are excessively noisy, throw food or otherwise disturb the dining experience will be referred to the Director of Student Conduct for disciplinary action.

Vending Machines

Vending machines are provided at various locations on campus for the convenience of students and guests. These include machines for snacks, drinks, washers and dryers. 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. All resident students are assigned a combination-accessed mailbox. Commuting students may request to be assigned a box if one is available. 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 deskinss@smcsc.edu or call at 864-587-4260.

Facilities/Maintenance

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

Maintenance Request Instructions:

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

For emergency repairs, please call:
Between 7:00 AM-4:00 PM
Central Help Desk—Scott Deskins
864-587-4260

After 5:00pm, contact
Campus Police
864-587-4003

For unresolved concerns contact:
Marty Woods
Vice President, Facilities Management
864-587-4044
woodsm@smcsc.edu

Ricky Hess
Maintenance Supervisor
864-278-3459
hessr@smcsc.edu

Chris Irving
Custodial Supervisor
864-415-9828
irvingc@smcsc.edu

Academic Policies

This section of the Student Handbook contains only brief references to academic policies. See the College catalog for complete coverage of academic matters.

Grievances

Detailed procedures for academic grievances are described in the SMC College Catalog. These procedures address concerns related to grades; treatment by faculty members; discrimination based on sex, race, creed, national origin, age or physical handicap; Title IX; allegations of cheating, plagiarism or inappropriate academic conduct. Other types of grievances are addressed later in this Online Student Handbook. See especially the sections on Student Government Association, Community Life, and Standards of Conduct.

Military Duty

The policy of Spartanburg Methodist College is to work with students called to active military duty on a case-by-case basis. If the student is able to complete the course work early, then the appropriate grades will be awarded. If the student is in good standing with the College and has a reasonable chance of completing that work upon returning to the College, the student will be awarded incomplete grades for the course work and given adequate time (but no longer than 12 months) to finish the work when the active duty is over. If it is not possible for the student to complete the course work within a reasonable time (to be defined solely by the College), then the College will permit the student to withdraw without penalty and will refund tuition and fees paid from the student's own resources. Students wishing to utilize this policy should contact the Office of Academic Affairs at 864-587-4256.

Student Holds Policy and Procedure

Holds are placed on student accounts when students have not completed paperwork or processes required by the college or have not paid a bill. A hold may prevent a student from registering for courses and/or requesting transcripts.

Placement of Holds

Holds may be placed on student accounts throughout the semester as needed. Individual offices will be allowed access to place holds on student accounts. Students will be notified through both their student portal and SMC email account when a hold has been established.

Removal of Holds

Once requirements have been satisfied, holds may be removed manually on individual student accounts. Only a member of the area for which a hold was placed will be able to remove the hold. (Example: Only Financial Aid members can remove Financial Aid holds, etc.) Additionally, an automated process will run on a nightly basis removing holds when a requirement has been satisfied.

Withdrawal from the College

The College Catalog provides detailed information on the process of withdrawal. This section of the Student Handbook provides only a summary of that information. There are two basic types of withdrawal:

Voluntary: A student will be allowed to withdraw from the College without academic penalty up to the date indicated on the College calendar. Students contemplating withdrawal are urged to discuss the matter with their academic advisors and/or the Registrar before making a final decision. Once the decision is made, the student must obtain a withdrawal form from the Registrar and complete the steps required. Failure to withdraw according to procedures will result in failing grades for all courses being taken at the time of withdrawal and may have financial implications. In cases of illness or other catastrophic circumstances after the Catalog date, the student may contact the Executive Provost and Provost and Vice President for Academic Affairs to request a "W." Written documentation must support appeals for "W" grades. Grades of "FA" earned prior to a medical withdrawal may not be reversed to grades of "W". Students who withdraw and wish to return in a later term must apply for readmission, and provide the College with a letter from a doctor to support readmission.

Directed: The College reserves the right to direct the withdrawal of students whose academic status or behavior is not in the best interests of the student or the College. In such a case, specific charges will not be necessary. Such an evaluation may take place at any time.

Assessment Activities

The College assesses student learning as a means to improve teaching and learning and to ensure institutional effectiveness in academic programs and courses. We have identified six general education Student Learning Outcomes (SLOs) that are critical to your success while at SMC and as you further your education. In every course you take, we have identified course outcomes as a way of making sure that you attain the competencies inherent in the course. During your stay at SMC, we will assess the outcomes of our teaching in a variety of ways. We will use the results of the assessments to improve the educational experience for you and students yet to come.

Over the course of two years, you will spend a number of hours participating in assessment activities, which may include tests, surveys, interviews, focus groups, portfolios, and the like. After you graduate from SMC, we will continue our assessment by seeking information from you about your SMC experience and the College or employment you enter.

In addition, the results of assessment enable us to maintain the Southern Association of Colleges and Schools Commission on College's accreditation standards. Maintaining the SACSCOC accreditation standards ensures the quality of the SMC experience.

Student Life and Campus Activities

THE SMC EXPERIENCE

Spartanburg Methodist College offers various Student and Professional Development programs that create an engaging culture of student success from enrollment to employment. Through the SMC Experience, students have the opportunity to develop a variety of skills and knowledge that support them in their academic, career, and community involvement journeys. Students who engage in campus life and leadership opportunities have a sense of belonging and support 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.

To create a safe and healthy campus community, SMC expects and encourages students to develop responsible self-direction and positive standards of conduct that promote personal freedom and foster respect for others' freedom and rights. Students who enroll at Spartanburg Methodist College are expected to understand and honor the specific regulations governing campus life and live by them as community members. The complete Student Conduct Code can be found in *The Student Handbook*.

The SMC Experience includes Career & Success, Community, Involvement, and Wellness 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 that 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 The Summit is a series of academic recovery days hosted each semester where students receive individual assistance and the opportunity to catch up on assignments. Advising is located in the Buchheit Administration Building.

First-Year Programs

GPS is SMC's orientation program required for all first-year students. GPS 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. GPS occurs throughout the summer for students starting SMC in the Fall, and in January for new Spring semester students.

SMC 101, the Freshman Year Experience course, is required of all freshmen. 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 24-hour 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 24/7 through an online tutoring service. 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 Student Center.

EXPERIENCE COMMUNITY

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. Experience Community includes Community (Residence) Life and Campus Safety.

Community Life

Spartanburg Methodist College takes pride in its residential program, which provides comfortable and convenient housing for all students. Payment for living on campus includes: utilities, cable TV connection, unlimited use of washers and dryers, computer port, basic furniture, and food service in the dining hall. 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 Spartanburg Methodist College are members of the college's community with rights and responsibilities. The College has expectations regarding the behavior of our 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 community expectations and student conduct. If a student fails to comply with stated community expectations and standards, learning, personal growth, and development are facilitated through a restorative conduct process. Community Life is located in The X, on the second floor of the Student Center.

Campus Safety

The Campus Safety Department at SMC is an official police department that aims to provide a safe campus community. Our Campus Police Officers are certified through the South Carolina Criminal Justice Academy and State and South Carolina State Constables through the South Carolina Law Enforcement Division (SLED) 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. The Campus Safety Department at Spartanburg Methodist College operates 24 hours a day, seven days a week. The telephone number is 864-587-4003.

Title IX & Equal Opportunity

The Office of Title IX & Equal Opportunity addresses complaints of discrimination based on sex in educational programs and activities that receive financial assistance. This office also addresses concerns centered around providing equal opportunity to all students, faculty, and staff members on campus. Training, to include Title IX training and bias incident training is also provided by this office. The Title IX & Equal Opportunity Office is located on the second floor of SMCX in Suite 23, Room 232. The telephone number is 864-587-4129.

Diversity, Equity, & Inclusion

The Office of Diversity, Equity, and Inclusion facilitates the 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 within the Spartanburg Methodist College Student Experience (SMCX), educating campus about diversity, equity, and inclusion (DEI) initiatives, 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. The Diversity, Equity and Inclusion Office is located on the second floor of SMCX in Suite 23, Room 231. The telephone number is 864-587-4381.

EXPERIENCE INVOLVEMENT

Experience Involvement aims 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. Pioneer Events, Student Government, Campus Recreation, and other 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, sport, adventure, and play. All SMC students can utilize the Moore Family Fitness Center and participate in Intramural Sports. All SMC students have free access to the Moore Family Fitness Center. The 4,000 square foot facility includes cardio equipment, weights, an aerobics room, and various workout classes. Intramural programs provide an opportunity for interested students to participate in a variety of team and individual sports seasons throughout the year.

X-Vibes

X-Vibes is a student-led activities board that plans a wide range of activities throughout the school year. Through a diverse range of activities, Pioneer Events fosters an inclusive and engaged campus community and aims to create vibrant weekend activities for SMC students.

Student Government Association

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 and 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 campus 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.

EXPERIENCE WELLNESS

Experience Wellness is dedicated to the physical, mental, and emotional health and well-being of our students. Experience Wellness provides free counseling, accessibility services, and a Health Center that offers basic medical services to support student success.

Counseling

Personal counseling is available for all SMC students to enhance their academic success. 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. To schedule an appointment email WilliamsD@smcsc.edu. Counseling Center Offices are located in Willard Hall, Suite 14.

Health Services

A Nurse staffs the Student Health Center part-time during the fall and spring semesters. For the most updated hours of operation, check the SMC Website. To set up an appointment, please email WellnessGroup@smcsc.edu with your name and phone number. An SMCX Wellness staff member will call you to review available appointment times and schedule an appointment for you. Students can visit the Health Center and consult with the nurse for no additional cost. 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. The Student Health Center is located in the front of Kingman Hall.

Psychiatric Services

Psychiatric Services are available on campus one day of the month from 10 am - 2 pm. Students can schedule an initial appointment through counseling services to have medication prescribed. Students are required to see an on-campus counselor at least two times a semester (unless more sessions are clinically indicated) to receive psychiatric services. *Controlled substances will not be available, so if you have been prescribed any controlled substances in the past, you will need to continue to get those from the original prescribing doctor.* Psychiatric Service Offices are located in Willard Hall, Suite 14.

Accessibility Resources

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

Posting Policy

All postings must be approved by SMCX Involvement. Anything posted that is not approved or placed in an area not designated on guidelines will be removed.

In an effort to effectively convey information of importance to the SMC community, and at the same time to 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 (besides using bulletin boards) must be attached to the surface by using blue painter's tape. Blue tape is supplied by SMCX Involvement. Visit Suite 22 of the Burgess Student Center for supply.
- Sidewalk chalk is for use on sidewalks only.
- Posters placed anywhere on campus must not contain obscene, suggestive, or offensive language or illustrations.
- Advertisements are not permitted that promote alcohol or any other product or service that is not compatible within the guidelines of SMC.
- 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.
- **Residence Halls:**
 - Only official signs and notices from the Community Life Office 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:**
 - Nothing is to be posted on glass doors or walls.
 - Nothing is to be posted on the stone wall.

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 the 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.

Intramural Sports

The intramural program affords an opportunity for all SMC students to participate voluntarily in competitive team and individual sports. A comprehensive program provides activities throughout the year. Examples of intramural activities include the following:

Dodgeball, Cornhole
Basketball, Spikeball, Capture the Flag
Fantasy Football, March Madness, eSports

Intramural information is available from SMCX Involvement and the Involvement & Recreation Coordinator. Students who choose to participate do so at their own risk.

Fitness Center

The Moore Family Fitness Center is a 4,000 square foot fitness center that opened in January 2019. The fitness center includes treadmills, a stair climber, ellipticals, and exercise bikes, as well as dumbbells, kettlebells, bench presses, a squat rack, deadlift platform, and various cable machines. The center also has an aerobics room where you can attend group fitness classes. The Involvement & Recreation 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.

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, wrestling, and tennis. Women's sports include basketball, cross country, volleyball, softball, soccer, tennis and golf. The College is a member of Region X of the National Junior College Athletic Association. 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 tournament competition held on campus.

Campus Ministry

As a college connected to the United Methodist Church, SMC places faith and worship at the center of all campus life. Our campus ministry is a dynamic and integral part of the SMC experience. The SMC community gathers for chapel services each Wednesday 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.

Campus Ministry Opportunities:

Worship: Chapel Services are held on Wednesdays at 11:00am 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. If you would like information about where you can serve, please see the Chaplain.

Denominational Groups: Students of all denominations are encouraged to participate in our campus ministries. In addition to Wesley Fellowship, students are invited to join with other College students in the Spartanburg community by participating in such organizations as the UKirk (formerly Presbyterian Student Association) and the Baptist Collegiate Ministry. The Chaplain can provide more information. Students are also invited to be a part of a non-denominational Christian organizations such as Fellowship of Christian Athletes (FCA) and Campus Crusade for Christ (CRU). The Chaplain can provide more information.

Community Life

SMC takes pride in its community life program, which provides comfortable, convenient and safe housing for students. Payment for room and board covers utilities, telephone connection, cable TV connection, 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.

Students aged 25 or older are not permitted to live in the residence halls unless approved to do so by the Director of Community Life or their designee.

When students first apply for admission, they are required to sign a covenant that explains the rights and responsibilities of being a student, including living in campus residence halls. The terms of the covenant apply throughout the student's enrollment at SMC. In addition, the complete rules and regulations governing student behavior are contained in the Student Handbook. All students are required to abide by these regulations.

While most students are required to live on campus, the College reserves the right to deny housing to certain students. The College may determine that its housing environment is not appropriate in situations where a student has certain physical, psychological, or other types of conditions or needs.

Part-time students and those married or 25 years of age or older are not normally assigned campus housing. 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 withdrawn and the student may be asked to leave campus within a reasonable period of time. The Dean of Community Wellness may grant exceptions to this policy.

Living on a College campus helps students develop friendships, study groups and other enriching life experiences. Great care is taken to ensure safety, security, cleanliness and comfort for all residents of the SMC community. The SMC staff is dedicated to helping students receive the best possible experience from their stay on campus.

The Honor Code describes the standards of behavior expected of each student. An explanation of the Honor Code is covered in the Student Handbook. Please read and become familiar with the Code, for it is the basis of our life together; it will help you here at SMC and in later years.

To enhance your living/learning experience, a variety of programs are planned by the housing staff throughout the year. Community Life programs are designed to complement the academic, athletic and extracurricular programs offered by other offices on campus. Involvement in these programs will help you achieve higher levels of intellectual and social growth, as well as a more healthful and satisfying life within the community.

Resident students are urged to get involved in activities and programs at SMC. The Student Government Association and other clubs and organizations need student input. Become active in the clubs and organizations that interest you.

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.

Additionally, SMC protects student privacy regarding residential room assignments. Unless indicated by a student via the Student Records Release Information Form located in Colleague Self-Service, housing records and assignments will only be discussed with the student from the date of assignment.

Roommate and Suitemate Bill of Rights

Spartanburg Methodist College is committed to providing a pleasant living-learning environment for its students. Please remember, residence hall living can sometimes require adjustments on everyone's part because so many people may share limited space. The residence hall policies and procedures reflect the values of the College and the need to respect the rights and freedoms of every occupant.

As a member of the Spartanburg Methodist College residential community, these are your rights and those of your neighbor:

- 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 sleep without disturbance from noise, guests of a roommate, suitemate or hall mate.
- The right to expect that a roommate/suitemate will respect 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 assume that there will be reasonable cooperation among residents of the community.
- 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 feel safe in the residence hall.

How to Live with a Roommate and 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.

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

Initial Room Check-In

1. Students must be cleared by the Business Office before they can secure a room key.
2. Students must sign a completed Room Condition Report.

Room Checkout

1. Attend the final hall meeting of the semester.
2. Make an appointment with a Community Assistant to complete the Room Condition Form comparing current conditions of the room to those at Check-In. A charge will be assessed for any and all damages found in the room. The room must be emptied of all personal belongings prior to checkout.
3. The room (and bathroom, if suite-style) must be cleaned. If it is not cleaned, the student will be charged a cleaning fee.
4. Make certain the room door is shut and locked when you leave.
5. Return your key to a Community Life staff member.
6. Any student failing to follow proper checkout procedures will forfeit the right to appeal assessed charges.

7. Personal items left for longer than 15 days after vacating the residence hall or after the halls officially close, will become the property of the College and will be discarded.
8. Refunds of these room/key deposits, when authorized, are not made until 30 days after checkout. Refunds are processed for students not returning to SMC.

Roommates/Room Assignments/Room Changes

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

Any student wishing to make a change in his or her room or roommate assignment must follow the procedures below:

1. 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.
 - 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.
 - Room/Roommate Change Form must be completed and is in the Student Portal.
 - The Director of Community Life will approve or deny all room/roommate change request.
 - If approved, the Community Life staff will coordinate getting the student checked out of their current space and moved to their new room.
2. If a student moves without permission, he or she will be charged with a disciplinary offense, and will most likely be required to return to the original room.

Collective Damage and Assessment

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 to 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.

Keys, Furnishings and Equipment

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 in your room may be re-arranged to suit your needs within reason. In certain situations, the maintenance staff will need to be involved, as in bunking certain beds. 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.

Prohibited items: No cooking equipment such as hot plates, toaster ovens, George Foreman-type grills, waffle makers, etc. No 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. **Students may be charged with a discipline offense for violation of any of these policies.**

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.

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 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.

This is an excellent system to help maintain security, but it works only if students use the system properly. Any student who knowingly allows an unauthorized person to enter a building is creating a potentially serious security risk and will be subject to disciplinary charges. Improper actions include opening a door from inside for an unauthorized person, allowing such a person to enter along with you, 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.

1. Do not prop open any exit doors. After about one minute, an alarm will sound until the door is secured.
2. Do not lend anyone an ID card
3. 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 AND PROCEDURES

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.

1. **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.
2. **Students are required to live on campus:** The College commits housing to students on the basis of the entire academic year with each semester's payment due at the beginning of that semester. The College supports the philosophy that living on campus is conducive to the success of the individual; therefore, Spartanburg Methodist College requires its full-time students to live on campus unless certain conditions are met. *For details see the policies beginning on page 33.*
3. **Entry to rooms for health, safety and maintenance purposes:** Each student is required to maintain a neat and sanitary room at all times. College staff members will enter rooms periodically to check health and safety conditions, to evaluate maintenance, damage and general room condition, or to make repairs or improvements. Battery operated smoke detectors will be tested monthly. Such inspections or work may be done without advance notice to residents and may take place whether the occupant(s) of the room are present or not. During such inspections or maintenance, no closets, drawers, refrigerators or other personal containers will be opened by staff members, unless it is required for the work being done, or if an unusual odor or other reason indicates a problem or violation may exist. If a staff member notices evidence of a violation of college rules while in a room, action may be taken to uncover and/or collect evidence and to address the situation under the discipline system. Students are required to properly dispose of one's personal trash in an outside dumpster.
4. **Entry to rooms or vehicles for policy enforcement or security purposes:** The College reserves the right to enter and/or search a student's room or vehicle (while on SMC property) when there is reason to believe an emergency exists, a college or residence hall violation has occurred or is occurring, a law or ordinance is being violated, the well-being of the occupant or other student(s) is at stake, or to contact a student for official purposes. Such entry or search may take place whether the occupant(s) of the room are present or not. In the case of suspected infractions of College regulations, an authorization to search may be issued by

a college official if circumstances permit; otherwise, if deemed necessary by a college staff member, a search may be conducted without a warrant or other formal authorization. During a 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 access to any locked area.

5. **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.
6. **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.
7. **No animals will be allowed in the residence halls.** This includes, but is not limited to, dogs, cats, birds, hamsters and reptiles. Fish may be kept in ten gallon or smaller aquariums.
8. **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.
9. **Playing golf, baseball and similar activities is not permitted in the residence halls.**
10. **The possession or use of firearms and fireworks on campus is prohibited.** This includes hunting rifles, target weapons, handguns, pellet guns, BB guns, hunting knives, bottle rockets, roman candles, paintball guns, etc.
11. **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. Any candles or incense found in the residence halls will be removed and the resident will be subject to disciplinary action.
12. **Possession/use of tobacco products are not permitted in or on campus property. Possession/use of tobacco products are also not permitted in or on any property that is being used for College activities and events (i.e. chartered vehicles, cars). This also includes electronic cigarettes.**
13. **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 Pioneer College Caterers or the Student Activities Office and the Resident Life Office).**
14. **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.
15. **All residence halls close at 5:00 p.m. on the last day of classes before breaks, holidays, and the end of each term; they will reopen at 3:00 p.m. the day before classes resume.** Students may not remain on campus between terms or during College holidays.
16. **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.
17. **Personal items left for longer than 15 days after vacating the residence hall or after the halls officially close, will become the property of the College and will be discarded.**

Conduct toward College and Community Life Staff

Students are expected to be always 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 Community Wellness.

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 student's 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 young 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.

A guest is defined as a person who is invited to visit the room or residence hall of a residential student regardless of gender. 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.

Visitation Hours
<i>Open Visitation for SMC Students will be 24-hour visitation</i>
<i>Non-SMC Students will have open visitation from: Sunday-Saturday 8am-8pm</i>
<i>*ALL Guests must be accompanied by a resident host at all times</i>
<i>Sign-In Visitation (Non-SMC Students):</i> Monday - Thursday, 8pm until Midnight Friday - Saturday, 8pm until 1am
<i>*Guests must be accompanied by a resident host</i> <i>*Non-SMC guest must be signed in by a resident host</i>

The rules for visitation are as follows:

1. Students must always escort their guests.
2. Visitors must call the person they wish to visit and must wait at the door or in the lobby to be escorted.

3. Any unescorted person may be asked to leave the residence hall immediately.
4. Students are to report any unescorted person(s) to the Community Life staff or Campus Police immediately.
5. After 7:59 pm daily, Non-SMC students must sign in at the Community Life Suite within the student center. They must provide identification and always keep their guest pass. No visitor under 17 years old is to be admitted, except for family members.
6. Guests are not allowed to roam the halls or visit rooms other than the one registered to visit.
7. Guest visiting the residence halls designated for the opposite sex must use the lobby restroom.
8. If a visitor violates a policy, they may be asked to leave. Hosts are held accountable for the behavior of their guests.
9. Baby-sitting in the residence halls is not allowed at any time.

The policies for overnight guests are as follows:

1. Overnight guests are permitted if the host/hostess work out satisfactory sleeping arrangements with their roommate or suitemates.
2. The host student must sign in all overnight guest via the guest pass.
3. Overnight guests may spend no more than two consecutive nights in the Residence Halls with any host. Subsequent visits must be separated by a period of at least 5 days.
4. Overnight guests under the age of 17 are not permitted. The Director of Community Life and Student Conduct may grant exceptions in unusual circumstances.
5. 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, the overnight guest may be trespassed from the Residence Halls.
6. 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 Community Wellness & Director of Community Life.

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 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.

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.

Note: The information on this page further explains and amplifies provisions of the Honor Code. Material in italics represents direct language from the Code.

Academic Behavior

A SMC student 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’ papers for plagiarism. This software is extremely 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 (see Conduct Policy beginning on page 18).

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.

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.

Uninvited or unwanted sexual comments, notes or gestures, as well as unwanted sexual advances constitute sexual harassment. Students are assured that the College will not tolerate such behavior. These types of violations should be reported to the supervisor of the area involved, or to the Dean of Community Wellness or Vice President for Student & Professional Development.

Policies on Alcohol and Other Drugs

Both Federal and South Carolina state laws prohibit the use, possession, sale or offering for sale of narcotics, amphetamines, barbiturates and hallucinogens (including marijuana). As a college supported by the United Methodist Church, Spartanburg Methodist College upholds these laws and will not interfere with the legal prosecution of any members of this community who violate them. The College cannot and will not protect a student against the penalties of the law nor provide a sanctuary free from such penalties. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings (including residence halls) and vehicles on the campus, without prior notice to anyone at the College. Also, all residence hall rooms and vehicles on the campus are subject to inspection or search by authorized officials of the College.

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

- 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.

- Other locations, during special events, with prior written approval from the Vice-President of Student & Professional Development designee

Public consumption of alcoholic beverages by students is prohibited. The following areas are considered public: any area of the residence halls outside one’s private room; outdoors, and campus buildings.

We are aware of the potential health and safety risks associated with the use of alcohol, and SMC takes our responsibility to protect our students very seriously. 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, 2008) Our goal is to help our students develop a healthy relationship with alcohol that will serve them throughout their life.

Further, Spartanburg Methodist College is fully 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 College has an active drug education and prevention program for students and staff, 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 Student & Professional Development Office 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 in the Counseling Services and in 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 include the College Counseling, the College Chaplain and the Community Life Staff for resident students. 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 continues or should the student be apprehended.

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 providing or facilitating transportation to medical facilities. The names of the intoxicated/impaired student(s) will be recorded and submitted to the Director of Community Life or the Dean of Community Wellness 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, i.e. timely completion of recommended alcohol education activities, assessment, and/or treatment as deemed appropriate by the Director of Community Life or the Dean of Community Wellness. 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 his or her decision to drink.

Although alcohol use does not carry the same legal consequences as illegal drugs, South Carolina law limits the purchase and consumption of alcoholic beverages to those 21 years of age or older. As a private church-related institution with virtually all students under the age of 21, SMC prohibits the use or possession of alcohol by students on campus, regardless of a student's age. Further, students are subject to disciplinary action if they exhibit behavior or blood alcohol content that indicates intoxication, whether consumption occurred on or off campus.

SMC's rules concerning alcohol include the following:

- No one may possess or consume alcohol of any type on campus or while on College-sponsored trips away from campus.
- SMC students under the age of 21 are subject to disciplinary charges for possession or consumption of alcohol even in off-campus locations; as such behavior is illegal in the state of South Carolina.
- Simply being in the presence of alcohol on or off campus can be considered a violation. 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.

Off-Campus Behavior and Violation of Civil Laws on Campus

Certain activities of SMC students - even if originating off-campus - may be grounds for the College to investigate and take disciplinary action. Such circumstances may include, but are not limited to, the following:

- a violation of the *SMC Honor Code*
- a violation of any law or ordinance that brings discredit on the student and/or the institution
- responsibility for injury or threat of injury to another person
- violation of SMC's alcohol and other drug policies

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

- Online profiles: Students should understand that material posted on "Facebook", "Twitter", "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.
- 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.

Responsibility and Authority for Enforcement of the SMC Honor Code

In general terms, the Dean of Community Wellness and his/her representatives shall have primary responsibility and authority to enforce and interpret policies relating to social behavior. The Provost and Executive Vice President for

Academic Affairs or others designated by him/her 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 incident concerns:	Report to:
Academics	Instructor of course, appropriate Division Chair or Provost
Current Students	Community Life Staff, Campus Safety or Dean of Community Wellness
Non-students	Campus Safety

Whenever possible, the person reporting an incident should complete an official SMC Incident Report Form. The form is available on the Student Development page of the SMC website.

Handling of Incident Reports

Academics: (Such as cheating or inappropriate behavior in a classroom; see College Catalog)

Before the Academic Judicial Board becomes involved, the faculty member and affected student(s) must first attempt to resolve any matter regarding academic dishonesty or other inappropriate behavior.

1. If a faculty member alleges the student to be guilty of a violation, the faculty member will discuss allegations with the student and may require extra work, assign a grade deemed appropriate, or will discuss allegations with the student and recommend to the Provost that the student be withdrawn from the course and assigned an appropriate grade. The faculty member must communicate this to the student in person and in writing. If the student accepts the faculty member’s actions, the decision and consequences will be communicated in writing by the faculty member to the Division Chair and the Provost, so that a notation can be made in the student’s file. No further action is necessary.
2. If the student disagrees with the faculty member’s decision and wishes to pursue the matter further, the student must submit a written statement explaining the circumstances to the Division Chair within 72 hours of being notified of the faculty member’s decision (excluding weekends and holidays).
3. The Division Chair will attempt to resolve the matter. This may include investigation of the incident and discussions with all parties involved. The Division Chair will communicate his/her decision to the student and the faculty member in person and in writing. If the student accepts the decision of the Division Chair, the decision and consequences will be communicated in writing by the Division Chair to the Provost, so that a notation can be made in the student’s file. No further action is necessary.
4. If the student disagrees with the Division Chair’s decision, the student must submit a written statement explaining the circumstances to the Provost. The Vice President will refer the matter to the Chair of the Academic Judicial Board, who in turn will set a date and time for a hearing by the Academic Judicial Board. The hearing will be scheduled, and all parties notified, as soon as practicable. *(See Academic Judicial Board on page 47 of this Handbook for further information.)*

Non-academic Matters: (See the SMC Code of Student Conduct)

Academic Judicial Board

Organization

The Board is elected by the faculty and consists of four faculty members who serve two-year terms and three students who serve one-year terms. The faculty members are initially selected by the Faculty Steering Committee during the Fall Faculty Workshop, and are approved by the full Faculty at its initial meeting of the academic year. The students are nominated by the Student Government Association in consultation with the Vice President for Student Development and Dean of Students during the first three weeks of the Fall Semester. Vice President for Student Development and Dean of Students then forwards the students’ names to the Faculty Steering Committee, which in turn submits the names to the full Faculty no later than its October meeting. Each year the Academic

Judicial Board will elect one of its faculty members to serve as chair. Three faculty members and two students will constitute a quorum.

Authority and Responsibilities

- The Academic Judicial Board has the authority to hear cases involving the following:
 - Allegations of cheating, plagiarism or other inappropriate academic conduct in violation of the SMC Honor Code.
 - Allegations of inappropriate behavior in an academic setting.
- The Academic Judicial Board determines responsibility in such cases and determines appropriate sanctions.

Procedures

Before the Academic Judicial Board becomes involved, the faculty member and affected student(s) must first attempt to resolve any matter regarding dishonesty or other inappropriate behavior.

1. If a faculty member alleges the student to be guilty of a violation, the faculty member will discuss allegations with the student and may require extra work, assign a grade deemed appropriate, or will discuss allegations with the student and recommend to the Provost and Executive Vice President for Academic Affairs (Provost and EVPAA) that the student be withdrawn from the course and assigned an appropriate grade. The faculty member must communicate this to the student in person and in writing. If the student accepts the faculty member's actions, the decision and consequences will be communicated in writing by the faculty member to the Division Chair and the Provost AND EVPAA, so that a notation can be made in the student's file. No further action is necessary.
2. If the student disagrees with the faculty member's decision and wishes to pursue the matter further, the student must submit a written statement explaining the circumstances to the instructor and the Division Chair within 72 hours of being notified of the faculty member's decision (excluding weekends and holidays). In the event that the instructor involved is also the division chairperson, the division chairperson should contact the Provost and EVPAA who will assign an alternative division chairperson to hear the appeal.
3. The Division Chair will attempt to resolve the matter. This may include investigation of the incident and discussions with all parties involved. The Division Chair will communicate his/her decision to the student and faculty member in person and in writing. If the student accepts the decision of the Division Chair, the decision and consequences will be communicated in writing by the Division Chair to the Provost AND EVPAA so that a notation can be made in the student's file. No further action is necessary.
4. If the student disagrees with the Division Chair's decision, the student must submit a written statement explaining the circumstances to the Provost and EVPAA. The Provost AND EVPAA will refer the matter to the Chair of the Academic Judicial Board, who in turn will set a date and time for a hearing by the Academic Judicial Board. The hearing will be scheduled, and all parties notified, as soon as practicable. If a request for a hearing is received within the last 10 days of a semester, the student will receive an "Incomplete" for the course in question and the matter will be dealt with during the next semester.
5. The Academic Judicial Board will hear any testimony it deems necessary. This will normally include the accused student, the faculty member, and any witnesses to the alleged incident. Parents, attorneys, or others not directly involved in the case, are not permitted to attend the hearing or address the Board. When the Board is satisfied that it has heard all relevant information, all parties except members of the Board will be excused so that the Board may begin deliberations. The Board will determine, by simple majority vote, if the student is responsible for a violation. If found responsible, the Board may consult the student's file to determine if any previous violations have occurred, and may take such into account in determining consequences (sanctions). The Academic Judicial Board will verbally notify the student of its decisions at the conclusion of the hearing.
6. The Chair of the Academic Judicial Board will notify the Provost and EVPAA in writing of the Board's decisions within 24 hours of concluding the hearing (excluding weekends and holidays).

7. The Provost will notify the student in writing of the Academic Judicial Board's decisions. There is no appeal for the student beyond this stage. If the student has further concerns, they may be communicated to the Provost AND EVPAA as information.
8. All records of the Grievance Process will be kept in the office of the PROVOST and EVPAA. The Provost and EVPAA will inform the faculty member submitting evidence of academic dishonesty of any previous violations on the part of that student.

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. (Points under the discipline system will expire one year from the date of the offense.) 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, parents of a dependent student will normally be advised when the student is placed on probation, suspended or dismissed from the College. Parents may also be informed when a student is responsible for any violation involving alcohol or illegal substances.

See Appendix B for further information on retention, security, confidentiality, and integrity of student records.

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 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 (see jurisdiction on page 2).

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 Community Wellness or his/her designee outside of the Code of conduct; specific charges will not be necessary. Please see Academic Program, Expectations, & Policies.

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.

The SMC Honor Code

The fundamental guide for conduct at Spartanburg Methodist College is the SMC Honor Code. The SMC Honor 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 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 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.

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.

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 Community Wellness or designee determines that off-campus conduct affects a substantial college interest. A substantial college interest is defined to include:

- 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

The Code of conduct may be applied to behavior conducted online, via email, or other electronic medium.

Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. 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.

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 Community Wellness, 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

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.

The college reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaints. Interim suspension is imposed until a hearing can be held, typically within two weeks. The interim suspension may be continued if a danger to the community is posed and the college may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the college will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will normally be no longer than two weeks from notice of incident unless a longer delay is requested in writing by the complaining victim to allow the criminal investigation to proceed before the college process.

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 the Vice President of Student Development. Normally the Vice President of Student Development is responsible for non-academic matters; the Provost is responsible for academic matters.

GENERAL PROCEDURES FOR CODE OF CONDUCT 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 Office of Community Wellness is committed to assisting students, whether a respondent or complainant of an alleged incident, in identifying resources which, based on personal needs, 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 Community Wellness or another member of the college faculty or staff as an advocate in proceeding with the complaint.

Witness 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.

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 him/her including charge(s), date, time, and place of his/her 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.
- 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 his/her 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.

Participants In the Student Conduct Process & Their Responsibilities

Depending on the nature and severity of the complaint, the Director of Community Life 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.

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. If a student is alleged of another violation, another member of the Student Conduct team will hear the case. For all students, a fourth violation and beyond is heard by the Dean of Community Wellness. The Dean of Community

Wellness or their designee reserves final authority for determining which Hearing Officer(s) adjudicates an incident.

The Dean of Community Wellness is the final point of appeal in non-academic matters. Additionally, the Dean of Community Wellness is the primary appeal for decisions that result in suspension or expulsion. He/she is the final point of appeal on all non-academic conduct matters.

Resolution Process for Student Code of Conduct Violations

Incident Report: In the majority of cases, an incident report is filed indicating an alleged violation of the Code of conduct. Alleged violations of the academic portion of the Code of Student Conduct are referred to the Provost or his/her designee. Alleged violations of non-academic matters of the Code of Student Conduct are referred to the Office of Community Life.

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 Community Wellness, Community Life, Campus Safety and/or others as appropriate.

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

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 are excluded. The support role is intended to comfort the complainant or respondent throughout the conduct hearing. A support person may communicate with the respondent privately, but he or she 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.

Presentation of Testimony and Evidence: During a hearing, the student may present any evidence or review any evidence against him/her. All evidence must be submitted to the Hearing Officer at least 24 hours prior to the scheduled hearing. Students may not have an attorney or persons who are not faculty, students, or staff members at the College present.

Determination of Responsibility: After all testimony and evidence has been presented, the Hearing Officer will determine responsibility for each charge. At SMC, the standard used to determine whether or not a student is responsible for a policy violation is "preponderance of evidence." This means that according to the hearing officer, the alleged actions more likely occurred than not. This is different than the criminal justice system where the standard of proof is "beyond a reasonable doubt".

Sanctioning: If a student is found responsible for one or more violations, the Hearing Officer will assign sanctions accordingly. Sanctions range from a written warning to expulsion.

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.

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 Community Wellness 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 constraints present an obstacle to completing the proceedings.

Failure to Appear for Hearing: Any accused student who fails to appear for his/her conduct hearing will have their meeting rescheduled. Any accused student who fails to appear a second time will forfeit his/her right to dispute the charges, and a hearing will be conducted in his/her 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

Any student found responsible for a violation of the Code of conduct will receive no less than a written warning. In this case, a written record of the hearing results will be placed in the student's disciplinary file.

All sanctions shall be completed by their respective due dates. 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.

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

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.

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.

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.

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

- The seriousness 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; and 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

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.

Administrative Withdrawal: Occasionally a student is disruptive to the community or educational process of the college. This may occur if the student is deemed to be a danger to himself/herself, 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 Community Wellness, or his/her designee, may impose an administrative withdrawal from the college. A student withdrawn under this procedure may not be re-enrolled in the college without approval of the Dean of Community Wellness, or his/her designee. Prior to approval for re-admittance, the Dean of Community Wellness, or designee, may outline certain requirements to be completed by the student.

Administrative withdrawal will become effective immediately and without prior notice when college officials or the Administrative Response Team feel that the continued presence of the student on campus will pose a threat to himself/herself, to others, or to the stability or continuance of normal college functions. Specific behaviors which may constitute grounds for administrative withdrawal may include, but are not limited to, suicide gestures or attempts; infliction of bodily harm; alcohol poisoning; drug overdose/abuse; refusal of medical transport; criminal charges; and concerns expressed by community members regarding extreme behavior.

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.

Community Service: 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. May or may not include disposal.

Educational Assignment: A writing and/or research assignment which discusses fact and theory about a topic related to the violation committed.

Expulsion: Permanent removal 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.

Involuntary Relocation: A required move from one's current residence hall room to a new location.

Monetary Fine: A financial sanction.

Notice of No Contact: Prohibition of direct or indirect physical, verbal, and/or written contact between students. Direct contact includes phone calls, letters, and/or intentionally going within sight of the listed person(s). Non-physical contact includes, but is not limited to, telephone calls, mail, e-mail, fax, text messages, social media, and

written notes. Indirect contact includes messages through a third person or via social media at the direction of the respondent. SMC reserves the right to rearrange academic schedules and / or housing assignments to prohibit / reduce contact. Failure to comply with this notice will result in judicial sanctioning and could result in suspension/expulsion from the college.

Parental Notification: A student's parents 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.

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.

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: Temporary removal from the college. 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.

Interim Suspension: In cases where a student is believed to pose an immediate threat to him / herself, to others, or to property on the campus, the Dean of Community Wellness or his/her designee may issue an interim suspension to that student. If a student is issued an interim suspension, he/she will be granted a hearing in accordance with the Code of conduct as soon as such a hearing can be reasonably and safely completed. Students who are placed on interim suspension must leave the campus immediately following that order and are not allowed to return without the written permission of Dean of Community Wellness.

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

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.

The appeal process is structured as followed:

- Student appeals of decisions, findings, and sanctions made by an Area Coordinator will be heard by the Associate 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 Community Wellness. The Dean of Community Wellness is the final point of appeal in non-academic matters

NON-ACADEMIC VIOLATION APPEAL STRUCTURE

After the Director of Community Life receives an appeal, he/she 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 will be heard by the Associate Director of Community Life.
- Student appeals of decisions, findings, and sanctions made by the Community Life staff will be heard by the Director of Community Life & Director of Community Life
- Student appeals of decisions, findings, and sanctions made by the Director of Community Life & Director of Community Life will be heard by the Dean of Community Wellness. The Dean of Community Wellness is the final point of appeal for non-academic conduct decisions that do not result in suspension or expulsion.
- All appeals of decisions that include suspension or expulsion will be heard by the Dean of Community Wellness or his/her designee.

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.

STUDENT 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.

- I. 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 & Rioting
 - 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 (including air, BB, paintball, facsimile weapons, 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. Students may not enter any building where there is a restriction of access. Additionally, students may not enter into or remain in vehicles, apartments, houses, fenced yards, roofs, and or other building areas including but not limited to areas posted with no trespassing signs.
 - 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.
- G. Tobacco Products
- i. Spartanburg Methodist College is a tobacco free campus for everyone including students, staff, faculty, and administration. Smoking or tobacco use in any area of campus is prohibited. This includes smoking, vaping, juuling, or chewing.
 - ii. Possession or use of any smoking paraphernalia including but not limited to wrapping papers, grinders, lighters, pipes, hookahs, or any item that has been altered to use as a smoking device.
- H. Animals
- i. Animals are prohibited on campus except fish living within a ten-gallon tank or smaller. If you are seeking an ESA or service animal, please contact the Director of Accessibility Resources. ESA's will have their own policies separate from this code of conduct.
- I. Wheeled Device
- i. Skateboards, roller blades, roller skates, hoover boards, and similar wheeled devices are prohibited on campus. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to college property caused by these activities. Non-motorized bicycles are permitted but must be stored in a bike rack on campus.
- J. Threats or Harm
- i. 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.
- K. 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.
- L. 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. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.

- M. Alcohol
 - i. Possession, consumption or providing of an alcoholic beverage on SMC property or while on College-sponsored trips, regardless of the student's age; or such violations at off-campus locations if under 21 years of age;
 - ii. Intoxication
 - iii. Possession of an alcoholic beverage container on campus, regardless of its contents (including empty containers)
 - iv. Being in the presence of such violations by others on campus.
 - v. Possession or use of any alcoholic paraphernalia including but not limited to beer funnels, beer bongs, drinking games and competitions, decorative containers, shot glasses, flasks, and kegs.
 - vi. 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.

- N. Public Exposure
 - i. Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
- O. Illegal Substance
 - i. Use, possession, sale, manufacturing or distribution of 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.
- P. Harassment
 - i. Any unwelcome conduct based on actual or perceived status including sex, gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual identity, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community.
- Q. Discrimination
 - i. Any act or failure to act that is based upon an individual's actual or perceived status (sex, gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual identity or sexual orientation) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.

- II. Violations Against the College
 - A. Violations of Law
 - i. 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. Election Tampering
 - i. Tampering with the election of any college-recognized student organization.
 - D. Trademark
 - i. Unauthorized use (including misuse) of college or organization names and images.
 - E. 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.
 - F. Abuse of Conduct Process
 - i. Abuse or interference with, College processes including conduct and academic integrity hearings including but not limited to
 - a. Falsification, distortion, or misrepresentation of information.

- b. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
 - c. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus proceeding.
 - d. Influencing, or attempting to influence, another person to commit an abuse of campus conduct system.
 - e. Failure to comply with the sanctions imposed by the campus conduct system.
 - f. Collusion with another to violate the code of student conduct
 - g. Complicity with or failure of any student/group to (appropriately) address known or obvious violations of the code of student conduct or law.
 - G. 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.
 - H. Posting
 - i. Posting fliers on campus properties that are not approved or in undesignated areas of the campus.
 - I. 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.
- III. Residence Hall Policies
 - A. Guest and Visitation
 - i. Failure to escort guests at all times. Hosts are always expected to meet their guests at the building entrance and escort their guests while in the building.
 - 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 his or her guest.
 - iv. Residents are responsible, and can be held accountable, for the behavior of their guests. 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.
 - v. Cohabitation is not permitted; only the residents assigned to the room or apartment may live in that room or apartment. Overnight guests may spend no more than two consecutive nights in the Residence Halls with any host. Subsequent visits must be separated by a period of at least 5 days.
 - vi. Failure to use designated entry door within a residence hall between the hours of 5:00pm & 8:00am
 - B. Quiet Hours
 - i. Failure to respect Quiet Hours. Quiet Hours are from the hours of 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.
 - 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.
 - C. Residence Hall Operations
 - i. College property, including all furniture, may not be removed from student rooms or from residential public areas.
 - ii. Students are responsible for the cleanliness of their own residence hall room or suite.
 - iii. Hall Sports, including but not limited to football, baseball, soccer, golf, etc., are not permitted within the halls.
 - iv. Candles and incense are not permitted in the residence halls. They are considered a fire hazard. Any candles or incense found in the residence halls will be removed.
 - v. The use or storage of charcoal or gas grills is not permitted in the residence halls or on campus grounds.
 - vi. 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.
 - viii. Disrespect of Community Life member or other College official.

- ix. Plug in String Lights and Plug in air fresheners are prohibited.
- x. Display of highway signs, markers, warning lights, business signs, etc.
- xi. Cooking equipment such as hot plates, toaster ovens, air fryers, George Foreman-type grills, waffle makers, etc. are prohibited.
- xiii. 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

IV. Title IX

A. Sexual Harassment

- i. Includes employee quid pro quo and unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to education programs or activity. This also includes

Sexual Assault: Either rape, fondling, incest, statutory rape, or any of the sexual offenses listed under South Carolina Criminal Code Sections 16-3 and 16-15 or by the FBI’s Uniform Crime Reporting System.

Domestic Violence: Violence committed by the respondent, who is:

- i. A current or former spouse or intimate partner of the complainant.
- ii. A person with whom the complainant shares a child in common.
- iii. Cohabiting with or has cohabitated with the victim as a spouse or intimate partner.
- iv. Similarly situated to a spouse of the complainant under South Carolina’s domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of South Carolina.

Dating Violence: Violence committed by the respondent:

- i. Who is or has been in a romantic or intimate relationship with the complainant; and
- ii. Where the existence of such a relationship shall be determined by considering the length of the relationship, the type of relationship, and the frequency of interactions between the complainant and respondent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

- ii. 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.

FIRST INCIDENT RECOMMENDED MINIMUM SANCTION(S) (Meet with AC)	SECOND INCIDENT RECOMMENDED MINIMUM SANCTION(S) (Meet with ADCL)	THIRD INCIDENT RECOMMENDED MINIMUM SANCTION(S) (Meet with AD/DCL)
Falsification: Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.		
Written Warning Confiscation (if document or ID)	Confiscation (if document or ID) Educational Assignment	\$50 Fine Confiscation (if document or ID) Disciplinary Probation
Unauthorized Access/Entry: 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; Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a College building.		

Written Warning	Educational Assignment	\$50 Fine Disciplinary Probation
Election Tampering: Tampering with the election of any college-recognized student organization		
Written Warning	\$25 fine Educational Assignment	\$50 Fine Disciplinary Probation
Theft: Intentional and unauthorized taking of College property or their personal property of another, including goods, services and other valuables; Knowingly taking or maintaining possession of stolen property.		
Written Warning Restitution or Confiscation	Disciplinary Probation Restitution or Confiscation Educational Assignment or Community Service	Suspension/Expulsion
Disruptive Behavior & Rioting. 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; 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.		
Written Warning	\$25 Fine Educational Assignment	\$50 Fine Disciplinary Probation
Trademark: Unauthorized use (including misuse) of college or organization names and images.		
Written Warning Restitution or Confiscation	Restitution or Confiscation Educational Assignment	\$50 Fine Disciplinary Probation
Damage, Destruction, & Vandalism: Intentional, reckless and/or unauthorized damage to or destruction of college property or the personal property of another.		
Written Warning Restitution	Restitution Community Service Educational Assignment	Restitution Community Service Disciplinary Probation
IT and Acceptable Use: Violating the college Computer Usage found in the General college Policies section of this handbook.		
Written Warning	Educational Assignment	\$50 Fine Disciplinary Probation
Gambling: Gambling as prohibited by the laws of the State of South Carolina. (Gambling may include raffles, lotteries, sports pools and online betting activities.)		
Written Warning	\$25 fine Educational Assignment	\$50 Fine Disciplinary Probation

Weapons: Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, 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.

Written Warning Confiscation	Disciplinary Probation Confiscation Educational Assignment or Community Service	Suspension/Expulsion
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Smoking: Smoking or tobacco use in any area of campus. See the Smoking/Tobacco Policy found in the General College Policies section of this handbook

Confiscation	Confiscation Educational Assignment	\$200 fine Disciplinary Probation
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Fire Safety: Violation of local, state, federal or campus fire policies including, but not limited to:

1. Intentionally or recklessly causing a fire which damages College or personal property or which causes injury; or
2. Failure to evacuate a college-controlled building during a fire alarm;
3. Improper use of College fire safety equipment; or
4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a local fine in addition to College sanctions.

\$50 fine Confiscation	\$100 fine Confiscation Educational Assignment or Community Service	Disciplinary Probation
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Animals: Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by law.

\$100 fine Confiscation/Restitution	\$250 fine Confiscation/Restitution Educational Assignment	Disciplinary Probation Confiscation/Restitution Suspension/Expulsion
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Wheeled devices: Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings, residence halls, or on tennis courts. Additionally, skateboards and other wheeled items may not be ridden on sidewalks, railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to college property caused by these activities.

Written Warning	Educational Assignment	\$50 Fine Disciplinary Probation
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Discrimination: Any act or failure to act that is based upon an individual's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.

Educational Assignment	<i>*Meet with AD/DCL</i> Educational Assignment Community Service Disciplinary Probation	Educational Assignment or Community Service Suspension/Expulsion
Harassment: Any unwelcome conduct based on actual or perceived status including sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community. For any sexual harassment, see the college's Title IX process in this handbook.		
Educational Assignment	<i>*Meet with AD/DCL</i> Educational Assignment Community Service Disciplinary Probation	Educational Assignment or Community Service Suspension/Expulsion
Abuse of Conduct Process: Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including but not limited to: 1) Falsification, distortion, or misrepresentation of information; 2) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation; 3) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system; 4) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus proceeding; 5) Failure to comply with the sanctions imposed by the campus conduct system; 6) Influencing, or attempting to influence, another person to commit an abuse of campus conduct system. 7) Collusion with another to violate the code of student conduct; 8) Complicity with or failure of any student/group to (appropriately) address known or obvious violations of the code of student conduct or law.		
Written Warning	\$25 Fine Educational Assignment	\$50 Fine Disciplinary Probation
Threats or Harm: 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.		
Educational Assignment	<i>*Meet with AD/DCL</i> \$25 Fine Educational Assignment Disciplinary Probation	Educational Assignment Suspension/Expulsion
Bullying/Cyberbullying: Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.		
Written Warning	\$25 Fine Educational Assignment	\$50 Fine Disciplinary Probation
Hazing: An act 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. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.		

Written Warning	\$25 Fine Educational Assignment	\$50 Fine Suspension/Expulsion Disciplinary Probation
Sexual Harassment: includes employee quid pro quo and unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to education programs or activity. This also includes Sexual Assault, Domestic Violence, Dating Violence and Stalking.		
See the college's Title IX process in this Handbook		
Public Exposure: Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.		
Written Warning Educational Assignment	\$25 Fine Educational Assignment or Community Service	\$50 Fine Disciplinary Probation
Alcohol: Alcohol violation: Possession, consumption or providing of an alcoholic beverage on SMC property or while on College-sponsored trips, regardless of the student's age; or such violations at off-campus locations if under 21 years of age; intoxication; possession of an alcoholic beverage container on campus, regardless of its contents; or being in the presence of such violations by others on campus.		
Alcohol Education Program Parental Notification Educational Assignment	On-campus Behavioral Alcohol Education Program Parental Notification Educational Assignment Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program Parental Notification Suspension/Expulsion
Drugs (Category A): Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the College's drug policy found in the General College Policies section of this handbook. This policy includes abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Category A violations include possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia; failure to appear for a College mandated drug test.		
Completion of a Drug Education Program Educational Assignment	Parental Notification Suspension/Expulsion	
Parental Notification Disciplinary Probation		
Drugs (Category B): Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the college's drug policy found in the General college Policies section of this handbook. This policy includes abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Category B violations include sale or distribution of controlled substances.		
Suspension/Expulsion		
Failure to Comply: 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.		

Written Warning	\$25 Fine Educational Assignment or Community Service	\$50 Fine Disciplinary Probation
Arrest: Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Residence Life within 72 hours of release.		
Written Warning	*Meet with AD/DCL Educational Assignment	Suspension/Expulsion
Violations of Law: Evidence of violation of local, state, or federal laws, when substantiated through the College conduct process.		
Written Warning	*Meet with AD/DCL Educational Assignment	Disciplinary Probation Suspension/Expulsion
Health and Safety: Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).		
Written Warning	Educational Assignment	\$50 Fine Disciplinary Probation
Posting: Posting fliers on campus properties that are not approved, in undesignated areas, or in any way out of compliance with the full Posting Policy found in the General College Policies section of this handbook.		
Written Warning	Educational Assignment Removal of Posting Privileges	\$50 Fine Removal of Posting Privileges Disciplinary Probation
Guests & Visitation: Failure to comply with the full Guests & Visitation policy		

Written Warning	Educational Assignment Loss of Guest Privileges	\$50 Fine Loss of Guest Privileges Disciplinary Probation
Other Policies: Violating other Published college policies or rules, including all Residence Hall policies.		
Written Warning	\$25 Fine Educational Assignment or Community Service	\$50 Fine Disciplinary Probation
Honor Code Violation: Any action or inaction that is not in accordance with the Code of conduct outlined in the student handbook		
Written Warning	\$25 Fine Educational Assignment or Community Service	\$50 Fine Disciplinary Probation

Title IX

Policy for Addressing Formal Complaints of Sexual Harassment

1. Introduction

What is the purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, Spartanburg Methodist College implemented the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, Spartanburg Methodist College must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. **Only** incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy

defined below.

Spartanburg Methodist College remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Students:

SMC has a Code of Conduct that defines certain behavior as a violation of campus policy for students:

Sexual Harassment includes employee quid pro quo and unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to education programs or activity. This also includes Sexual Assault, Domestic Violence, Dating Violence and Stalking.

<i>FIRST INCIDENT</i>	<i>SECOND INCIDENT</i>	<i>THIRD INCIDENT</i>
Educational Assignment Restitution Disciplinary Probation Interim Suspension Suspension	Restitution Disciplinary Probation Removal/Suspension from Campus Housing Suspension	Suspension/Expulsion

Faculty and Staff:

College employees who are found responsible for violating the sexual misconduct policy may face disciplinary action deemed appropriate by the College based on the severity of the offense including the following:

- Oral warning
- First written warning
- Subsequent written warnings
- Required counseling
- Suspension or termination
- Removal from campus and no trespass orders
- And other punishment that is deemed necessary in light of the behavior

Visitors and other third parties:

Third parties will be subject to corrective action deemed appropriate by the College based on the severity of the offense and may include oral warning, written warning, removal from the campus, issuance of no trespass orders and termination of any applicable contractual or other arrangements. To the extent that 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, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Student and Professional Development Standards of Conduct through a separate grievance proceeding.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a

precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

How does the Title IX Grievance Policy impact the handling of complaints?

Our reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

2. The Title IX Grievance Policy

General Rules of Application

Effective Date

The Title IX Grievance Policy became effective, August 14, 2020, and will only apply to sexual harassment alleged to have occurred on or after August 14, 2020. Incidents of sexual harassment alleged to have occurred prior to August 14, 2020 will be investigated and adjudicated according to the process in place at the time the incident allegedly occurred.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing SMC Code of Student Conduct.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;

4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under South Carolina's domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of South Carolina.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the SMC Code of Student Conduct.

Consent

For the purposes of this Title IX Grievance Policy, "consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. Past consent does not imply future consent. Silence or absence of resistance does not imply consent. Consent must be clearly demonstrated through mutually understandable words and/or actions. Consent can be withdrawn at any time. Consent to one form of sexual activity cannot be assumed to be consent to any other form of sexual activity. Relying on non-verbal communications can lead to misunderstandings. Past consent to a particular activity does not constitute consent to similar acts in the future. Whether consent has been given will be determined contemporaneously with the activities in question.

Consent cannot be given by someone who is:

- Very young or very old
- Mentally or physically incapacitated
- Under the influence of alcohol or drugs
- Asleep
- Unconscious

Education Program or Activity

For the purposes of this Title IX Grievance Policy, Spartanburg Methodist College's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that Spartanburg Methodist College has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Spartanburg Methodist College's programs and activities over which the Spartanburg Methodist College has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, “formal complaint” means a document - including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Spartanburg Methodist College’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

Consistent with Standards of Conduct references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean Spartanburg Methodist College offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. Spartanburg Methodist College will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point

before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

TBD, Director of Title IX & Equal Opportunity
Smctix@smcsc.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address listed for the Title IX Coordinator.

Confidential Reporting

The following officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

Title IX Coordinator or designee

TBD Title IX Coordinator
Director of Title IX
Smctix@smcsc.edu

_____, Deputy Title IX Coordinator

Confidential Resources

The following Officials may provide confidentiality

College Chaplain
864-587-4282
Chapel

Director of Counseling Services
864-587-4356
Willard Hall, Suite 14

Non-Investigatory Measures Available Under the Title IX Grievance Policy

Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from Spartanburg Methodist College regardless of whether they desire to file a complaint, which may include counseling, extensions

of deadline or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties (no contact orders), changes in work or housing locations, leaves of absence or increased security and monitoring of certain areas of the campus as appropriate. Supportive measures are non-disciplinary and non-punitive.

Emergency Removal

Spartanburg Methodist College retains the authority to remove a respondent from Spartanburg Methodist College's program or activity on an emergency basis, where Spartanburg Methodist College (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Spartanburg Methodist College determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave

Spartanburg Methodist College retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with the Spartanburg Methodist College's Policies and Procedures Manual.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator an electronic, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Spartanburg Methodist College, including as an employee. For complainants who do not meet these criteria, the College will utilize existing policy in the SMC Code of Student Conduct.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. Spartanburg Methodist College will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent. Information about this process is available on the website at: <https://www.smcsc.edu/resources/title-ix-statementsexual-violence/>.

Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator or, another appropriate official without a conflict of interest or bias, will determine if the Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Spartanburg Methodist College's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Spartanburg Methodist College will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations.

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator or, another appropriate official without a conflict of interest or bias, will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

Discretionary Dismissal

The Title IX Coordinator or another appropriate official without a conflict of interest or bias, may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by Spartanburg Methodist College; or,
- If specific circumstances prevent Spartanburg Methodist College from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.
- Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, Spartanburg Methodist College will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, Spartanburg Methodist College retains discretion to utilize the SMC Code of Conduct to determine if a violation of the Code of Conduct has occurred. If so,

Spartanburg Methodist College will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, but no more than five (5) business days after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or other appropriate official may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution's Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi).

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

Spartanburg Methodist College will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

Spartanburg Methodist College has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Spartanburg Methodist College.

Spartanburg Methodist College will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

Spartanburg Methodist College's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and Spartanburg Methodist College cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. Spartanburg Methodist College will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Spartanburg Methodist College.

Notice of Meetings and Interviews

Spartanburg Methodist College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties. For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator or designee shall have sole judgment to grant further pauses in the process.

Investigation

General Rules of Investigations

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Spartanburg Methodist College and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from Spartanburg Methodist College and does not indicate responsibility.

Spartanburg Methodist College cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. Spartanburg Methodist College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review [through an electronic format or a hard copy.] The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report.

Spartanburg Methodist College may provide the parties five (5) business days after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) business days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses may be disclosed to the parties.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.

The parties and their advisors agree not to photograph or otherwise copy the evidence.

Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

Investigative Report

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties at least ten (10) business days prior to the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory - i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Hearing

General Rules of Hearings

Spartanburg Methodist College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at Spartanburg Methodist College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Microsoft Teams. This technology will enable participants simultaneously to see and hear each other. At its discretion, Spartanburg Methodist College may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audiovisual recording or transcript. That recording or transcript will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

Continuances or Granting Extensions

Spartanburg Methodist College may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Spartanburg Methodist College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

As a general rule, no new evidence or witnesses may be submitted during the live hearing. If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Decision-maker will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Decision-maker answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
 - For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. See, OCR Blog (May 22, 2020), available at <https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html>
- Spartanburg Methodist College will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party’s participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).

The Decision-maker

- The hearing body will consist of a panel of three (3) decision-makers.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination and direct examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, Spartanburg Methodist College will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).

Witnesses

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- Decision-maker/Administrative Hearing Officer will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- Decision-maker will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after Decision-maker conducts its initial round of questioning; During the Parties' cross-examination, the decision-maker will have the authority to pause cross-examination at any time for the purposes of asking decision-maker's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision-maker. A Party's waiver of cross-examination does not eliminate the ability of the Decision-maker to use statements made by the Party.

Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including that challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the decision-maker will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the decision-maker may be deemed irrelevant if they have been asked and answered.

Review of Transcript/Recording

The recording/transcript of the hearing will be available for review by the parties within ten (10) business days, unless there are any extenuating circumstances. The recording/transcript of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

Spartanburg Methodist College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred; evidence is clear and convincing, highly and substantially likely, to a neutral decision maker.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that Spartanburg Methodist College allow parties to call "expert witnesses" for direct and cross examination. Spartanburg Methodist College does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Spartanburg Methodist College allow parties to call character witnesses to testify. If accurate: Spartanburg Methodist College does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that Spartanburg Methodist College admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision-maker may draw an adverse inference as to that party or witness' credibility.

The party or witness is subject to disciplinary proceedings if the conduct is deemed threatening and/or retaliatory.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the SMC Code of Student Conduct, if any, the respondent has or has not violated.

5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Spartanburg Methodist College within ten (10) business days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- Contention that the sanction is inappropriate to the severity of the violation.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will notify the other party in writing of the appeal within three business days, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than five (5) pages (including attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by a Deputy Title IX Coordinator or designee who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decisionmaker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

Retaliation

Spartanburg Methodist College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to the Spartanburg Methodist College's Grievance procedures for employees, listed in section K. in the Spartanburg Methodist College Policies and Procedures Manual.

Changes to the Title IX Policy

This policy is subject to frequent review. Any changes to the policy will go into effect immediately. The revised policy will be published on the SMC website at <https://www.smcsc.edu/resources/title-ix-statementsexual-violence/>.

Informal Resolution Policy

What is the purpose of this Policy?

On May 19, 2020, the U.S. Department of Education issued a Final Rule governing the Title IX grievance process, effective August 14, 2020. The Final Rule requires that all colleges and universities hold a live hearing before making any determination regarding responsibility for covered reports of Title IX sexual harassment, including sexual violence. This hearing must provide for live cross-examination by the parties' advisors.

However, under § 106.45(b)(9) of the Final Rule, colleges and universities may offer and facilitate informal resolution processes, as long as each party voluntarily agrees to the process through an informed, written consent. This option is a change from long-standing Departmental guidance discouraging the use of informal procedures to address sexual harassment and prohibiting the use of mediation to address sexual assault. In the Preamble to the Final Rule, the Department states that it views informal resolutions as a way to resolve sexual harassment allegations in a less adversarial manner than the investigation and adjudication procedures that comprise the § 106.45 grievance process.

No college or university is required to adopt an informal procedure for addressing Title IX-covered sexual assault, nor is there any obligation to create or put in place such a policy by the August 14, 2020 implementation date. Institutions should use caution in pursuing an informal resolution process to ensure that facilitators have significant training in the chosen methodology.

This Policy, in turn, provides guidance regarding the contents of a Title IX-compliant process and the types of informal resolution procedures you may consider adopting.

Elements of an Informal Resolution Process

Procedures for Entering and Exiting Informal Resolution Process

Parties who do not wish to proceed with an investigation and live hearing, and instead seek the Spartanburg Methodist College's assistance to resolve allegations of Title IX-covered misconduct, may elect to enter the informal resolution process. Generally speaking, these resolution options are less time intensive than an investigation and live hearing, while still affording students an opportunity to actively participate in a process led by the Spartanburg Methodist College for resolution of their complaints.

The Parties may elect to enter the Spartanburg Methodist College informal resolution process at any time after the filing of the Formal Complaint through an informed written consent. This informed written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

No Party may be required to participate in informal resolution, and the Spartanburg Methodist College may never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

The Parties may elect to leave the informal resolution process at any point until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process recommences. In participating in the informal resolution process, the Parties understand that the timeframes governing the formal process temporarily cease, and only recommence upon reentry into the formal process.

Determination to Approve Entry into Informal Resolution Process

Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator or other designated official may approve the decision to move the matter to the formal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the Title IX Coordinator or other designated official may weigh in considering the appropriateness of the informal resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the respondent is a repeat offender, and whether the Parties are participating in good faith. This determination is not subject to appeal.

Informal resolution is only permitted to address allegations of student-on-student sexual harassment and is never allowed as an option to resolve allegations that an employee sexually harassed a student. See, 85 Fed. Reg. 30026, 30054 (May 19, 2020).

At any time after the commencement of the informal resolution process, the Title IX Coordinator or other designated official may determine that the informal resolution process is not an appropriate

method for resolving the matter and may require that the matter be resolved through the formal process. This determination is not subject to appeal.

Role of the Facilitator

Informal resolution processes are managed by facilitators, who may not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific Parties in the matter. The Title IX Coordinator may serve as the facilitator, subject to these restrictions.

All facilitators must have training in the definition of sexual harassment under 34 C.F.R. § 106.30(a), the scope of the institution's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Confidentiality

In entering the informal resolution process, the Parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential. No evidence concerning the allegations obtained within the informal resolution process may be disseminated to any person, provided that any Party to the informal resolution process may generally discuss the allegations under investigation with a parent, friend, advisor, or other source of emotional support, or with an advocacy organization. As a condition of entering the informal resolution process, any evidence shared or received during the informal resolution process may not be used in any subsequent formal resolution process or institutional appeal.

Informal Resolution Options

Spartanburg Methodist College offers the following informal resolution procedure for addressing Formal Complaints of sexual harassment covered under this Policy:

Administrative Resolution

Should the Parties mutually determine to enter the informal resolution process, and the respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, the institution may administratively resolve the Formal Complaint.

Where the respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and a decision-maker(s) will convene to determine the respondent's sanction and other remedies, as appropriate and consistent with institutional policy. The Parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements, and the Parties may be accompanied by their Advisor, but questioning of Parties or witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described in the Title IX Grievance Policy.

Changes to the Title IX Policy

This policy is subject to frequent review. Any changes to the policy will go into effect immediately. The revised policy will be published on the SMC website at

<https://www.smcsc.edu/resources/title-ix-statementssexual-violence/> and reserves the right to close the matter when compliance is satisfactory

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 cooperate 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 from 8:00am to 8:00pm Mondays - Fridays and on Saturdays from 10:00am to 6:00pm for administrative matters (parking decals, student ID cards, general questions).

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, and four full-time campus police officer positions that are Class I law enforcement certified and commissioned as state constables. There is also one Class III Special Law Enforcement officer who handles some of the administrative duties. The 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. The college also employs security personnel through a local security company to supplement the campus police officers. In addition, the department may utilize work study students or interns to perform assigned duties as needed.

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 Residence Life Department, designated campus security authorities and the Spartanburg County Sheriff's Department. Documentation is kept on file in the office of the Director of Residence Life and Student Conduct and the Director of Campus Safety. If you have any questions about anything contained in this report, please contact the Spartanburg Methodist College Campus Safety Department at 864-587-4003. The statistics for the most recent three years are available. The 2021 Annual Crime Report and Fire Report will be released in October 2020. Until that report is released, a summary of the figures for the most recently available three years are as follows:

On-Campus Crime Statistics (Calendar Year)

Criminal Offenses – On Campus			
Criminal offense	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offense – Forcible</u>	0	0	0
d. <u>Rape</u>	2	1	3
e. <u>Fondling</u>	0	0	0

f. <u>Sex offense - Non-Forcible</u>	0	0	0
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	2	0	0
k. <u>Burglary</u>	2	4	1
l. <u>Motor vehicle theft</u>	0	2	0
m. <u>Arson</u>	0	0	0
n. <u>Domestic violence</u>	0	0	2
o. <u>Dating violence</u>	0	0	0
p. <u>Stalking</u>	1	0	0
Criminal Offenses – Residence Halls			
<u>Criminal offense</u>	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offense – Forcible</u>	0	0	0
d. <u>Rape</u>	2	1	3
e. <u>Fondling</u>	0	0	0
f. <u>Sex offense - Non-Forcible</u>	0	0	0
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	1	3	1
l. <u>Motor vehicle theft</u>	0	0	0
m. <u>Arson</u>	0	0	0
n. <u>Domestic violence</u>	0	0	2
o. <u>Dating violence</u>	0	0	0
p. <u>Stalking</u>	1	0	0
Arrests – On Campus			
<u>Crime</u>	2017	2018	2019
a. <u>Illegal weapons possession</u>	0	0	0
b. <u>Drug law Violations</u>	1	1	0
c. <u>Liquor law violations</u>	0	0	0
Disciplinary Action – On Campus			
<u>Crime</u>	2017	2018	2019
a. <u>Illegal weapons possession</u>	4	2	6
b. <u>Drug law Violations</u>	4	16	24
c. <u>Liquor law violations</u>	23	16	27

Office of Campus Safety

The Campus Safety Department at SMC is an official police department. Our Campus Police Officers are Class 1 Police Officers certified through the South Carolina Criminal Justice Academy and are commissioned as South Carolina State Constables through the South Carolina Law Enforcement Division (S.L.E.D.). Therefore, the officers have authority to make arrests, write traffic citations, and conduct investigations. If you have any questions while on campus, please stop by the Campus Safety Office located in the basement of Kingman Residence Hall. The Campus Safety Department at Spartanburg Methodist College operates 24 hours a day, 7 days a week. The telephone number is 864-587-4003.

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 cars and handles all calls for services including law enforcement, investigations, traffic enforcement and collision investigation, public assistance, and first aid.

The staff consists of a full-time Chief of Campus Safety, an Operations Lieutenant, four full-time Campus Police Officer positions and a Class III administrative officer. Campus Safety also employs private security, work study students, and interns as needed.

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.

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.

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.

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 Community Wellness is informed of the arrest of a student, a note may be sent to the student requiring him/her to meet with the designated staff person to discuss his/her status with the criminal courts and his/her status with the College.

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

1. 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 Community Wellness. Students may face dismissal from SMC for violation of fire safety rules.
2. Fire drills will be conducted a minimum of two times each year.
3. 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.
4. 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.
5. 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.

1. When the alarm sounds close any open windows in your rooms and exit the residence hall or campus building immediately.
2. 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.
3. Upon leaving the building, go to your assigned area and remain there until you are given permission to return to the building.

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.
 - 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 Community Wellness, or, in his or her 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. 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 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. If you trade vehicles, you should transfer the parking decal and notify Campus Safety or purchase a replacement 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 Police locate owners of vehicles, when necessary, as in cases of damage or to avoid towing when possible.

Parking

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.

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

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.

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).
- 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).
- 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.
- In front of dumpsters or fire hydrants.
- Lawns and other grassy areas.
- Any location not specifically marked for parking to include curbing.

Parking on Public Highways

Cars 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 Cars

Although the parking areas are patrolled by Campus Safety, complete security of property cannot be guaranteed. Therefore, do not leave cars unlocked and do not leave valuables inside the car. 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

Motorcycles must be registered and must be 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 are considered street transportation and for traffic violation purposes will be considered the same as a passenger car.

Bicycles

Bicycles need not be registered. However, they must not be stored in the public areas of campus buildings. For information regarding this, please consult Campus Safety.

Vehicle Operation

1. **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.**
2. 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.). Motor vehicle operators, as well as passengers in violation, may be charged with reckless activity as a discipline offense.
3. 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.

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. The appeal form may be downloaded from the SMC Website or picked up in the Campus Safety Office.

Parking violations will incur a \$25-\$50.00 fine, which should be paid at the Business Office within ten days. If not paid, the fine will be charged to the student's account.

Additional violations on the same ticket will incur an additional \$10 fine per violation.

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 individual's expense.

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

1. Students should report all crimes that occur on campus. Campus Safety can be reached at 587-4003. The emergency telephone number for fire or ambulance is 911.

2. Should a complainant wish to report a criminal occurrence to an office on campus other than the Campus Safety Office, he/she should report the occurrence to the Office of the Vice President for Student and Professional Development or the Dean of Community Wellness.
3. 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.
4. 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 he/she so desires.

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.

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, and elsewhere on campus. Weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate, or damage personal property, and includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paintball guns, pellet guns, stun guns, axes, saws, slingshots, nunchucks, 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

The Law-Abiding Citizens Self-Defense Act of 1996 provides the requirements for the State Law Enforcement Division to issue permits to allow certain individuals to carry concealed weapons. However, this act does not supersede the South Carolina State Code Section 16-23-420(A): It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property. The provisions of this subsection related to any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

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 Community Wellness may be contacted at 864-699-4632. Every effort will be made to contact the student at his/her 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 must have an ID card. 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. 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. 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:

1. Hold your card up in front of the proximity reader. (The proximity reader is the dark colored pad mounted under the keypad)
2. 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.
3. The door should unlock.
4. To exit at an access door, push the red knob near the door to unlock the door.

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

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

3. *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.)
4. *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.

5. Definitions:

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 his or her employment by or for the employer or who are directed to prepare the work within the scope of their educational experiences at the College.

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.

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
 - 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.
 - i. 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
- c. The purpose of this panel would be to settle any challenge that may arise concerning questions of the ownership of Intellectual Property.
- d. This has been identified as a College-wide Panel by the President.
- e. The Chair will convene the Panel as necessary and will vote only in case of a tie.
- f. The decision of the Panel will be by majority vote.
- g. The panel would be comprised of the following:
 - i. Director of the Learning Resources Center

- ii. Director of Human Resources
 - iii. Chairperson of the Academic Affairs Committee of the Board of Trustees
 - iv. Chairperson of the Faculty Academic Affairs and Curriculum Committee
 - v. Current recipient of the Huff Award
 - vi. The Provost and Executive Vice President for Academic Affairs
- h. The Provost and Executive Vice President for Academic Affairs shall serve as the Chairperson of the Panel.
9. Appeals:
- a. 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 attaches 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

A. Policy on Retention of Permanent Student Records

1. 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.
2. 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.
3. 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.
4. Routine disciplinary records are maintained in the Dean of Community Wellness’s 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.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. The College IT Department maintains the security of academic records by running backup recordings of the network, including academic records, every work day. The backup records are placed each day in the fireproof vault in the Sparrow Building.
8. 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.

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

1. All discipline records are maintained by the Student & Professional Development Office.
2. 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).
3. 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.

D. Admissions: Security, Confidentiality, and Integrity of Discipline Records

1. 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.
2. 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.
3. At the end of the work day, 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.
4. Access to the student's computer records are accessible only by employees with passwords that have been cleared to view student computer records.
5. 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.
6. 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.
7. The College IT Department maintains the security of student records by running backup recordings of the network, including academic records, every work day. The backup records are placed each day in the fireproof vault in the Sparrow Building.

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

1. 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.
2. 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.
3. At the conclusion of the work day, all financial aid files are secured in the filing cabinets. No student files and/or information are left in an individual's office.
4. Access to electronic student records is granted only to those employees with passwords and clearance to view such records.

5. 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.
6. 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.
7. 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.

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

1. 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.
2. Employees maintain confidential passwords and these passwords are updated periodically. Passwords should be at least six characters and contain alpha and numeric characters.
3. 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 given. In other words, employees only have access to modules relevant to their specific job function.
4. 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.
5. 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.

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.