The World Needs Visionaries...
**CLAFLIN UNIVERSITY CODE OF ETHICS**

Claflin University’s mission to offer quality undergraduate programs, select graduate programs, and viable continuing education opportunities relies up on the skills, abilities, expertise, commitments, integrity, and collective common sense of all employees. This Code of Ethics embodies rules regarding our individual and University responsibilities to our students, faculty, staff, administrators, and University stakeholders and supporters.

We are cognizant of the importance of our work in being fiscally responsible which affects the quality of academic programs and the overall quality of life for the faculty, administrators, staff, and students of the University.

We are personally committed to the highest professional and ethical conduct in furthering the mission of Claflin University and supporting relationships between our institution and supporters.

We hold paramount the trust, confidence, and integrity of each member of the Claflin University Family.

We uphold and express through practice, equity, and fairness in all aspects of our work in providing high quality academic programs, student services, and outreach.

We are committed to consistently providing the highest quality of programs and services that are innovative and responsive to students and other University customer’s needs and requirements.

We uphold the highest standards of honesty, integrity, truthfulness, and trustworthiness and shall maintain the highest standards of professionalism in the performance of our duties.

We shall act in good faith, responsibly, with due care, competence, objectivity, and diligence.

We shall treat fellow employees in a fair and even-handed manner and foster a culture rich in diversity that is based on trust, mutual respect, teamwork, and integrity. We shall treat all people with civility avoiding harassment and discrimination.

We shall treat all customers fairly, honestly, and objectively. We shall treat clients, colleagues, and competitors with respect regardless of factors such as race, sex, religion, gender, disability, age, natural origin, or any other legally protected characteristic.

Staff who deal with issues and matters of personal or sensitive nature shall be committed to maintaining the highest degree of integrity by not disclosing such information to disinterested parties except when authorized or otherwise legally obligated to disclose.

We shall acquire and maintain the professional competence and skills important and relevant to delivering our programs and services to our students, faculty, staff, administrations, and other stakeholders.

In the communities of which we are members, we all act ethically and as responsible and responsive corporate citizens and comply with all applicable policies, statutes, regulations, and laws.

We shall be accountable to adhering to this code. **Source: President - August 13, 2004**

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**CLAFLIN UNIVERSITY ALMA MATER**

When the sun of Carolina
Mounts the eastern sky
Proudly stands our Alma Mater,
On the hilltop high.

*Chorus*

When the evening twilight deepens
And the shadows fall,
Linger long the golden sunbeams,
O’er the western wall.

*Chorus*

When the shades of night shall gather,
Dark the heart may be,
Still the rays of youth and love,
Shall linger long o’er thee.

*Chorus*

**CHORUS**

Orange, Maroon, float for aye
Claflin fair o’er thee.
May we all be leal and loyal
to thy memory.

*Words: Etta Butler Rowe, 1896 - 1903  
Revised by Dr. Isaiah McGee, 2014  
Melody: Annie Lisle  
Harmonized by: Fredericka R. Young*
**Advisors**

Men of Valor Emphasizing Respect and Severs (MOVERS): Mr. Drexel Ball.............. 535-5263  
ECHO (Echoing the Voice of Christ): (TBD)  
Sociology Club: Dr. Allison McLetchie ................................................................. 535-5528  
En Veux Modeling Troop: Monae Bispham/Tynisha Jones ............... 535-5550/535-5463  
Pi Lambda Theta: Mrs. Marcia Wright ................................................................. 535-5396  
Helping Everyone Avoid Loneliness (H.E.A.L.): (TBD)  
We Are Queens: (TBD)  
Ernest E. Just Science Organization: Dr. Randall Harris ......................... 535-5390  
Psychology Club: (TBD)  
Clafin Spoken Arts (formally the Debate Team): Dr. Sharon Gile..................... 535-5318  
Abevy: Ms. Nankwanga Cherry ........................................................................... 535-5405  
Sports Management Club: Mr. Nathan Chaplin .................................................. 535-5363  
P.L.U.S. Positive: Mrs. Ebony Douglas ................................................................. 535-5351  
Politics With Us: Mr. Derrick Quarles ................................................................. 535-5311  
Triumph Over Tragedy: Ms. Michelle Provost ..................................................... 535-5278  
The Art Club: (Ms. Tabitha Ott) ............................................................................ 535-5337  
National Association for Collegiate Music Educators: Dr. Laura Keith ............... 535-5298  
Young Christian Network (YCN): Ms. Krystal Elliott ......................................... 535-5308  
Clafin University Wind Ensemble: Dr. Margaret Young-Weitzel ...................... 535-5416
THE CLAFLIN UNIVERSITY CREED

As a community of visionary scholars at Claflin University, we dedicate ourselves to mode the institution’s Guiding Principles and to achieve excellence through: integrity, scholarship, community, creativity, excellence, civility, service, and leadership.

INTEGRITY...I will practice and defend academic and personal honesty.

SCHOLARSHIP...I will cherish and honor learning as a fundamental purpose and use rigorous, responsible, and critical inquiry to understand existing knowledge, acquire and share new knowledge, and apply what has been learned.

COMMUNITY...I will promote an open and supportive campus and community environment by respecting the rights and contributions of others.

CREATIVITY...I will share and use my talents to enrich the human experience.

EXCELLENCE...I will strive toward the highest standards of performance in any endeavor undertaken.

CIVILITY...I will respect the rights of others and be mindful of the impact of my words and actions by being kind, courteous, and avoiding overt rudeness.

SERVICE...I will work with others to improve the communities in which I now live and will touch in the future.

Leadership...I will be responsible for my conduct, the results of my actions, placing respect above popularity, and honor above all else.

I, ________________________________________, pledge to uphold the values that guide my conduct, performance, and decisions set forth in the Claflin University Creed.

Claflin University 2018-2019 Organizations

Advisors

Tour Guide Association: Mrs. Paula Payton .................................................. 535-5579
Black Executive Exchange Program (BEEP): (TBD) .................................. 535-5466
Claflin University Gospel Choir: Ms. Juretta Dash ..................................... 535-5228
Concert Choir: Dr. Isaiah McGee ................................................................. 535-5234
Cheerleaders: Ms. Leslie Simpson ............................................................... 535-5504
Gamma Phi Delta Christian Fraternity: (TBD) ........................................... 535-5504
Claflin University Young Democrats: Mr. Derrick Quarles ....................... 535-5311
American Marketing Association: Dr. Gregory Turner/Dr. Emily Crawford ... 535-5321/535-5399
National Association of Black Accountants: Dr. Tara Saracina .................... 535-5207
Phi Alpha Delta Law Fraternity International: Dr. Gaynell Gavin ............... 535-5716
Alpha Mu Gamma Honor Society: Dr. Belinda Wheeler ........................... 535-5717
Iota Phi Theta: Mr. Akeem Boneparte ......................................................... 535-5504
Claffin Men 100: Mr. Titus Perry ............................................................... 535-5315
National Society of Black Engineers: Dr. Cheryl Swanier ....................... 535-5672
National Society of Leadership and Success: (TBD) ................................ 535-5207
Green Generation: (TBD) ................................................................. 535-5207
Public Health Alliance: Dr. Gloria McCutcheon ........................................ 535-5459
Claflin University Jazz Ensemble: (TBD) ......................................................
Sisters of Service: Ms. Felicia Reed .............................................................. 535-5895
Pi Kappa Lambda: Dr. Laura Keith ............................................................. 535-5320
Alpha Epsilon Rho: Dr. Donna Gough ....................................................... 535-5769
Claffin University Women's Group (M.I.S.S.): Mrs. Sadie Jarvis .................. 535-5285
Delta Mu Delta: Ms. Samantha Perry ......................................................... 535-5611
CU PULSE Dance Company: Mr. Cedric Rembert ..................................... 535-5235
Pre-Allied Health: Dr. Verlie Tisdale ......................................................... 535-5433
Mass Community Society: Mr. Joshua Mims ............................................ 535-5389
Sigma Nu Tau Entrepreneurship Honor Society: Dr. Robin David ............ 535-5685
Society for the Advancement of Management (TBD) .................................
Criminal Justice Society: Dr. Caroletta Ivey .............................................. 535-5898
Panther Dolls: Ms. QueWanda Middleton ................................................ 535-5612
Student Athlete Advisory Committee (SAAC): Ms. Matisse Lee ............... 535-5210
Cultivating Kings Mentoring Program: Dr. Anthony Broughton ............... 535-5742
DMV Panthers Club: Mr. Antonio McFarland ........................................... 535-5552
Dear Students:

As Claflin launches a year-long sesquicentennial celebration, it is an honor to have each of you as a member of the University family. You are collectively the future generation of globally engaged visionary leaders. Make no mistake, you are the reason Claflin is a leading institution of higher education that respects its traditions and steadfastly remains committed to provide opportunities for student success. Claflin is nationally recognized for surpassing essential aspects of campus life, including academic interests, intellectual curiosity, spiritual growth and social needs. The University is also dedicated to ensuring that your matriculation will be rich and rewarding.

Toward that end, a Student Handbook has been prepared for you. It is an invaluable publication that provides policies and procedures to guide a successful experience at Claflin University. They are consistent with an institution that prides itself on a commitment to preserve and sustain its reputation as a student-centered campus and one that celebrates academic excellence and prepares students for visionary leadership and selfless service in a global and technological society.

Our dedicated and devoted faculty and staff are available to help you through your Claflin journey. You are encouraged to take advantage of all support programs as your success is the University’s primary purpose.

I extend best wishes for a successful academic year in pursuing excellence and affirming visionary leadership.

Sincerely,

Henry N. Tisdale
President
Greetings,

I am Kayla Hodges, a junior Biology major, Chemistry minor at Claflin University from Columbia, South Carolina. I have the distinct honor in welcoming you to our illustrious campus. As your Student Government Association President, I have been charged with serving the student body for the 2018-2019 academic year and I would like to formally congratulate you for choosing Claflin as your home for the next four years. As one of the best decisions you could have made, Claflin University is an institution that will support you as you matriculate academically, develop mentally, and mature spiritually; moreover, it was not that long ago that I stood exactly where you are today. I am fully aware and empathize with anxieties associated with embarking upon this new chapter of your life; however, your nervousness will subside and be replaced with excitement as the Claflin family embraces you.

Claflin University offers a multitude of opportunities and support services for your development such as New Student Orientation, highly dedicated and qualified faculty and staff, and administrators who continue to lead our University. Students are encouraged to get involved which bolsters their Claflin experience. As a member of the Panther family, you are a name and a face who will be cared for as much as you allow yourself to be – simply put, you are not alone.

As you adjust to this new environment, the members of the Student Government Association are here to assist in making your undergraduate experience memorable and with all aspects of the Claflin community.

I would like to leave you with a few tips that I found useful and a source of empowerment. First, do not lose sight of why you are here. Your priority is your education. In other words, you are a student and an ambassador of the University. Second, remember who you are and who you are becoming. Take pride in yourself and keep your morals and values in mind when encountering various situations. Finally, make time for fun! Although your studies are priority, the campus offers several student programs and extracurricular activities you should engage in and take advantage of.

Welcome and congratulations on becoming a Claflinite!

Yours truly,

Kayla S. Hodges
Kayla S. Hodges, President
Student Government Association
Claflin University

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**Official Information**

**TRESPASS**
A. No person shall enter upon the lands of premises owned or occupied by another for any other than a legitimate cause.
B. No person shall fail or refuse to leave lands or premises owned, or occupied by another, after being requested to do so.
C. No person shall enter in or upon private or public property for the purpose and design or creating or inciting a disturbance, or when any entry might be calculated to create or incite a disturbance.

**WEARING MASKS AND THE LIKE**
No person over 16 years old shall appear or enter upon any lane, walk, alley, street, road, public way, or highway of this State or upon the public property of the State or of any municipality or county in this State while wearing a mask or other device which conceals his/her identity. Nor shall any such person, while wearing a mask or device which conceals his/her identity, participate in any meeting or demonstration upon the private property of another unless he/she shall first have obtained the written permission of the owner and the occupant of such property.

**VIOLATIONS OF LAW AND UNIVERSITY REGULATIONS**
Students may be accountable for both criminal and civil authorities as well as to the University for acts that constitute violations of law and the Student Code of Conduct. Disciplinary action at the University normally will proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

**WITHDRAWAL FROM UNIVERSITY**
In the interest of the welfare of both the student and the institution, Claflin requires each student who withdraws from the University to have an exit interview at the Office of Enrollment Management and the Office of Financial Aid. In extenuating circumstances, such interviews may be conducted by telephone.

**LOST AND FOUND**
Articles lost or found should be reported or taken to the Office of the Vice President for Student Development and Services located in Calhoun-Downs-Laymen Hall. Upon proper identification, such items will be returned to the owner or the police front booth.
Section 63-19-2440. It is unlawful for any person under the age of 21 to purchase, or knowingly have in his possession, any beer, ale, wine, or any other similar malt or fermented beverage. Possession is prima facie evidence that it was knowingly possessed.

*Hazing Unlawful; Definitions. (16-3-510)

“It is unlawful for any person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to any person for the purpose of initiation or admission into or affiliation with a chartered or nonchartered student, fraternal, or sororal organization. Fraternity, sorority, or other organization for purposes of this section means those chartered or nonchartered fraternities, sororities, or other organizations operating in connection with a school, college, or University. This section does not include customary athletic events or similar contests or competitions, or military training whether state, federal, or educational.”

*Unlawful to Assist in or Fail to Report Hazing. (16-3-520)

It is unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by 16-3-510 or to fail to report promptly any information within his/her knowledge of acts made unlawful by 16-3-510 to the Chief Executive Officer of the appropriate school, college, or University.

*Penalties. (16-3-530)

Any person who violates the provisions of 16-3-510 or 16-3-520 is guilty of a misdemeanor and, upon conviction, must be fined not to exceed one hundred dollars or by imprisonment for term not to exceed twelve months, or both.

*Consent Not a Defense. (16-3-540)

The implied or expressed consent of a person to acts which violate 16-3-510 does not constitute a defense to violations of 16-3-510 or 16-3-520.

Riding on a Vehicle Portion Not Designed for Passengers.

No person shall ride on any vehicle portion thereof not designated or intended for use of passengers. This provision shall not apply to an employee engaged in the necessary discharge of duty or to persons riding within truck bodies in space intended for merchandise.

Automobiles: Sleeping In.

It shall be unlawful for any person to sleep in any automobile or other motor vehicle on the campus between the hours of 9:00 p.m. and sunrise.

Carrying of Weapons Prohibited.

It shall be unlawful for any person on the campus to carry either concealed or not, any pistol, dirk, slingshot, metal knuckles, razors, or other deadly weapons used for infliction of injury to person or property.

Breach of Peace; Disorderly Conduct; Drunkenness in Public.

It shall be unlawful for any person to commit any breach of the peace, conduct him/herself in a disorderly manner, be publicly drunk or under the influence of intoxicating beverages, be loud and boisterous, or conduct him/herself in such a manner as to disturb the peace and quiet of the public.

The South Carolina conference of the Methodist Episcopal Church was organized under the “Mission Rule” which committed the church to the Christianization of Negroes in America. It was the policy of the church to encourage colored pastors for colored people and to authorize bishops to reorganize Colored Mission Conferences. In 1866, Bishop Osman C. Baker reorganized Colored Mission Conferences and organized the South Carolina Conference at Charleston. In the same year, Baker Theological Institute, so named to honor Bishop Baker, was founded for the purpose of giving religious instruction and disciplines to the ministers who would serve the conference.

It soon became apparent to the church and conference leaders that both the cause of the church and that of the union could be more adequately advanced if an institution of higher learning could be established for the training of Negro laymen as well as ministers. Lee Claflin, a prominent layman of the New England Conference, and son of the Honorable William Claflin, governor of Massachusetts, offered means for the purpose of establishment of the Baker Theological Institute. Dr. Alonzo Webster, an instructor at the Institute, selected as a site for the school the property of the Orangeburg Female College at Orangeburg, South Carolina.

In October 1869, the school was formally opened with Dr. Webster as its president. In the next year Baker Theological Institute was incorporated into the new school. In honor of Lee Claflin, its philanthropic sponsor, the school was named Claflin University.

The charter, which was granted to the University on December 1869, mirrors the Christian and democratic spirit of the time. Section 4 of the charter mentions the effectual promotion of virtues, piety, and learning and also the training in languages, liberal and useful arts and sciences.

Section 5 states: No instructor in said University shall ever be required by the Trustees to have any particular complexion or to profess any particular religious opinions as a test of office, and no students shall be refused admission to or denied any privileges, honors, or degrees of said University on account of race, complexion, or religious opinions which he may entertain. Provided, nevertheless, that this section, in reference only to religious opinion, shall not apply to the Theological department of said University.

Such a liberal spirit which shines brighter with the passage of time has always been treasured by the Institution.

In 1872 the South Carolina Agricultural and Mechanical College was established and located in Orangeburg by an Act of Legislature. It was operated in connection with Claflin University. In the same year, the Rev. Edward Cooke succeeded President Webster and headed the Institution until 1884.
A fire destroyed two main buildings on the campus in 1876, but the Rev. M. L. Dunton, Special Financial Agent of the Institution, soon solicited enough money to erect new buildings for the school. Dr. Dunton was elected vice president in 1884 and became president upon President’s Cooke’s retirement in 1884.

During the thirty-eight years of vigorous leadership furnished by President Dunton, who served from 1884 to 1922, Claflin University underwent a period of readjustment and reorganization, occasioned by the separation of State A. and M. College from Claflin University by an Act of the General Assembly of South Carolina in 1896. Upon the resignation of Dr. Dunton in 1922, Dr. J. B. Randolph, a prominent educator who served as Dean of Wiley College, Principal of Haven Institution, and President of Samuel-Houston College, was elected to the presidency and served the Institution until his retirement in 1945.

Dr. J. J. Seabrook, a well-known religious leader and administrator, was president from 1945-1955. Rapid progress was made in the University under his leadership. The curriculum was broadened. The faculty increased. New buildings, such as Bowen Library, Laymen’s Science Hall, Pearson Music Studio, Davage Heating Plant, and Seabrook Gymnasium were added, and a new athletic field was provided.

In September, 1955, when President Seabrook resigned to accept the presidency of Houston-Tillotson College in Austin, Texas, an Administrative Committee consisting of Mr. H. D. Smith (Chairman), Dr. Leonard L. Haynes, Jr., Dr. J. Milton Shuler (Secretary), Mr. Robert Smart, and Mr. P. Palmer Worthy carried on the work of the Institution. On March 14, 1956, the Reverend H.V. Manning, pastor of John Wesley Methodist Church, Charleston, South Carolina Conference, was elected to the presidency and assumed office on June 1, 1956.

During the presidency of H.V. Manning eight buildings were erected, namely Mary E. Dunton Hall, C. L. Asbury Hall, Fred P. Corson Hall (women’s residential halls), and The High-Rise residential hall for men. The H.V. Manning Library was completed during the summer of 1967, a Fine Arts Center was completed in 1968, and the new President’s House (The New Dunwalton) was completed in 1971. The James S. Thomas Science Center was completed the first semester of the 1973-74 academic years, and the Jonas T. Kennedy Health and Physical Education Center was completed in 1980. The University received full membership in the Southern Association of Colleges and Schools and the United Negro College Fund, Inc. Enrollment was the highest that it had ever been in the history of the Institution. The instructional staff was increased, with more of the faculty holding doctorates.

In July 1984, Dr. Oscar Allen Rogers, Jr., assumed the position of Claflin’s seventh president. A native of Natchez, Mississippi, Dr. Rogers was a minister, an educator, and an administrator. Dr. Rogers stabilized the University’s financial foundation, paying off indebtedness on several buildings and built the Grace T. Kennedy classroom building.

Dr. Henry N. Tisdale was elected to serve as the eighth president of Claflin University, effective June 1, 1994.

Official Information

C. Placement Records
Personnel and placement records, including the student’s initial application to the University, will not be made available to other than University personnel without the consent of the student.

D. University Health Service Records
Medical records are privileged and confidential. Information based on these records may not be made available to anyone without the consent of the student.

E. Office of Financial Aid Records
Records in this office are confidential and will not be released to anyone other than authorized University personnel except at the request of the student.

A. RECORDS

- Records shall be created for all reported cases of student misconduct.
- Disciplinary records are considered academic records and are protected by the Family Educational Rights and Privacy Act (FERPA). Records may be released to university officials on a need-to-know basis only.
- All disciplinary records are the property of Claflin University and are maintained in the Office of the Vice President for Student Development and Services. The University reserves the right to maintain these records for any time depending on the severity of the infraction. Major offenders involving criminal charges or suspensions and expulsions shall be maintained indefinitely.
- A tape recording shall be made of every judicial board hearing. The tape recording shall be the property of the University. Neither the complainant nor the accused shall be allowed to make a separate recording of any type. Under no circumstances will a copy of the recording be released except in the case wherein the records are subpoenaed by a court order.

SOUTH CAROLINA CODE OF LAWS

Drinking Prohibited
It shall be unlawful for any person within the campus to:

- Publicly engage in the drinking of alcoholic liquor, beer, ale, wine, or any other similar malt or fermented beverage.
- Engage in the drinking of alcoholic liquors, beer, ale, wine, or any other similar malt or fermented beverage upon any premises upon which an athletic contest is being conducted.

Section 1. The 1976 SC Code is amended by adding: “Section 61-4-110. It shall be unlawful for any person to have in his/her possession any beer or wine in an open container in a motor vehicle of any kind while located upon the public highways or highway rights of ways of this state.

This section shall not be construed to prohibit transporting beer or wine in a closed container, and this section does not apply to a vehicle parked in legal parking places during functions such as sporting events where law enforcement officers are on duty to perform traffic control duties. A person who violates the provision of this section is guilty
Official Information

3. A student may view the contents of his academic and personnel record at any time.
2. A student may view his disciplinary record, together with the administrative officer concerned.
3. If a student feels that information in his record is either inadequate or inaccurate, he may request that appropriate correction be made.

F. Requests from University Personnel

University Personnel may request information contained in permanent academic, disciplinary, personnel, and student records when this information is required in discharge of their official duties.

G. Department Records

Academic and other student records maintained by departments and academic advisors will be subject to the same treatment as specified in Section III below.

II. Types of Student Records

A. Permanent academic records
B. Disciplinary records
C. Personnel and placement records
D. Health service records
E. Student aid records
F. Departmental records.

III. Maintenance and Use of Records

A. Permanent Academic Records

This record is compiled and maintained in the Office of the Registrar. It contains a complete record of academic course work and related official action. Copies of this record (transcripts) may be sent by students to whomever they choose. Transcripts will be issued only on the request of the student, except when they are requested by officers or departments of the University for use in these offices or departments. Academic probation and suspension are noted on the permanent record. The record will be a clear statement in that it contains no disciplinary information except that which affects a student’s eligibility to return to the University. Disciplinary suspensions will be noted on this record. Any transcript issued during a period of suspension will carry notation of this act.

B. Disciplinary Records

1. This record will be maintained in the official folder of the student kept in the Office of the Registrar. It will contain all entries of disciplinary action which suspend or dismiss the student or restrict, limit, or condition the student’s eligibility to return or reregister at the University. It will also bear a record of probation or other disciplinary action taken against the student.
2. A copy of this record will also be maintained in the Office of the Vice President for Student Development and Services.
3. Data from disciplinary files will be available to other educational institutions to which the student has applied for transfer, and/or authorized University personnel or authorized government officials, when required in the course of their duties. It will be made available to other persons only with the consent of the student.

Claflin University Vision

Claflin University will be recognized as a leading 21st Century institution of higher education that develops a diverse and inclusive community of globally engaged visionary leaders.

Mission Statement

Claflin University is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black University founded in 1869, Claflin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate, and continuing education programs. Claflin is dedicated to providing a student-centered, liberal arts education grounded in cutting-edge research, experiential learning, state-of-the-art technology, community service, and life-long personal and professional fulfillment.

Claflin is a diverse and inclusive community of students, faculty, staff, and administrators who work to cultivate practical wisdom, judgment, knowledge, skills, and character needed for globally engaged citizenship and effective leadership.

Claflin’s Guiding Principles

At the center of everything we do is a system of values informing and guiding all policies and programs. These values, expressed through our decisions and actions, are defined by five over-arching guiding principles:

- **Commitment to Excellence:** We will strive for excellence through creativity, innovation, and efficiency that allow for optimization of resources.

- **Commitment to Valuing People:** We will value people by providing a safe, wholesome, and healthy environment that fosters mutual respect, diversity, and inclusion.

- **Commitment to Being Student Centered:** We will focus on all aspects of student life including student-centered education by embedding skills and praxis that foster life-long learning and independent problem solving and also translate their needs and expectations into actions that embody exceptional service.

- **Commitment to Exemplary Educational Programs:** We will provide exemplary educational programs and an effective learning community by ensuring that they represent the highest standards of academic excellence and by continuous quality improvement.

- **Commitment to Fiscal Accountability:** We will commit to financial accountability by promoting and fostering a culture of compliance, integrity, and fiscal responsibility throughout the University.
**The Philosophy**

Claflin University was founded to provide education primarily for a people who were seriously in need of intellectual training and spiritual support. Her founders were humanitarians—courageous men with vision. These qualities are interwoven in the philosophy of Claflin.

From her earliest days, Claflin has been committed to certain principles. The Charter declares not only the academic purpose but also the Christian responsibility of the University. The University is committed to academic enlightenment for the purpose of social justice. Service and commitment to the development of humanity are core values that guide the work of the institution.

The nucleus of this philosophy is the empowerment of students as future leaders and the development of their intellectual, social, and spiritual potential.

**Facts About Orangeburg...**

Orangeburg is located near the geographical center of South Carolina. The nearest large city is the capitol in Columbia, 42 miles away. Transportation is provided on a regular schedule by one bus line and other travel agencies. Orangeburg’s best-known attraction is the municipally owned and maintained Edisto Gardens. The 55-acre site, located adjacent to the North Edisto River, is open all year, free of charge. It is a show place of azaleas, camellias, and roses. Included in the gardens are: modern picnic facilities, tennis courts, pavilion, and playground.

Orangeburg is also the hub of six heavily traveled US Highways: Interstates 26 and 95, US 601, 301, 178, and 21 as well as SC Highways 70, 39, 6, 4, and 3.

Orangeburg has the following educational facilities in addition to Claflin University: nine elementary schools, two middle schools, one senior high school, two other colleges, one technical college, and one vocational training center. Orangeburg has one local newspaper, The Times and Democrat, which is published daily.
The Student Outreach Academic Retention Program (SOAR) at Claflin University provides preparatory programs, outreach for students in need of special assistance, and support services that aid in retention and academic success. The goal of the SOAR Center is to help students maximize their sense of well-being, their academic, personal, and social growth as well as formally address career planning concerns.

The TRIO Programs are designed to provide opportunities to students through academic enrichment activities and support assistance. These programs are Student Support Services, an academic support, study skills, and counseling program for select Claflin students and two outreach programs: Upward Bound and Upward Bound Mathematics and Science. These programs provide pre-collegiate enrichment and academic assistance for middle and high school students.

The Family and Educational Rights and Privacy Act of 1974 as Amended (FERPA) is a federal law that gives students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day Claflin University (“Claflin”) receives a request for access.

A student should submit a written request to the Office of Enrollment Management that identifies the record(s) the student wishes to inspect. An official from the Office of Enrollment Management will make arrangements for access and notify the student of the time and place where the record(s) can be inspected.

2. The right to request the amendment of the student’s education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student’s rights under FERPA.

A student who wishes to request that Claflin amend a record should write the Claflin official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Claflin decides not to amend the record as requested, it will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Claflin discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

Claflin will disclose information from a student’s education records only with the written consent of the student, except: To school officials with legitimate educational interest (a school official is a person employed by Claflin in an administrative, supervisory, academic or research, or support staff position); a person or company with whom Claflin has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

FERPA further permits the disclosure of education records without consent subject to certain requirements, including as follows:

- To officials of another school in which a student seeks or intends to enroll or is already enrolled;
STANDARD INFORMATION

- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local educational authorities; organizations conducting studies for or on behalf of Claflin; and accrediting organizations;
- In connection with a student’s application for, and receipt of financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- To parents of dependent students as defined by the Internal Revenue Code;
- To appropriate parties in a health or safety emergency;
- To the alleged victim of a crime of violence or non-forcible sex offense (the disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense);
  - Claflin may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of Claflin’s alcohol and drug policy (University Policy No. 200.22: Alcohol and Drug Free Workplace), or any federal, state, or local law; or
  - Claflin may disclose information it has designated as “directory information” that would not generally be considered harmful or an invasion of privacy. A student has the right to refuse to permit the designation of any or all of the above categories as directory information by providing written notice to the Office of Enrollment Management by the last day to register for the enrollment period concerned as published in the Claflin University Academic Calendar. Upon receipt of such a request, Claflin restricts the designation of the requesting student’s directory information within two working days or as soon as is reasonably practical thereafter.

Claflin designates the following information from a student’s education record as “directory information”:

- Student’s name, address, telephone listing, electronic mail address, photograph, and date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended.

Official Information

CLAFLIN UNIVERSITY ASSEMBLY PROGRAM GUIDE
1. All registered students are expected to attend weekly assembly programs.
2. Freshman and sophomore students are required to attend all assembly programs.
3. Attendances for junior and senior students are optional except for Matriculation Day (Spring & Fall), Founder’s Day, and Honors and Awards Day programs.
4. Excuses for absences from assembly are to be submitted in writing before the next assembly.
5. Male students are to remove their hats when entering all buildings. *An exception will be made if head coverings are worn for religious reasons. See Dress Code.
6. Students are required to remain in place during the invocation, benediction, and the singing of the Alma Mater and/or The National Black Anthem.
7. No food or beverage is permitted.

REV. ALONZO WEBSTER WRIGHT LYCEUM PROGRAM
The University provides for the “out of class” intellectual and cultural development of its students by sponsoring The Lyceum Series. Lectures, drama productions, and concerts comprise the year’s program. Vocational and religious activities are also offered. The Lyceum program will bring to the University and Community well known and professionally established musicians and leaders in the Humanities and trailblazers in the Sciences.

MILITARY SCIENCE ARMY RESERVE OFFICER TRAINING CORPS (ROTC)
The Department of Military Science is an academic subdivision of the College of Business and Applied Professional Sciences and conducts all Army Reserve Officers Training Corps (ROTC) activities. The Department offers instruction not only in military skills, but also practical working knowledge in human relations, management, responsibility, physical fitness, problem solving, and leadership. All contracted cadets are paid a subsistence allowance of $25, $300, and $350 per month for freshmen (ROTC level 1) through seniors (ROTC level IV) respectively and approximately $750 for attending the Leadership Development and Assessment Course.

OBJECTIVES
Students who satisfactorily complete the Senior Division Army Reserve Officers’ Training Corps Program may be commissioned as a Second Lieutenants and serve in the active, reserve, or National Guard component of the United States Army.

PROGRAM OFFERINGS
All students are encouraged to pursue, as electives, Basic Course ROTC studies for a period of two years. These courses may be taken in lieu of physical education. This is a prerequisite for enrollment in the advanced course unless the student is participating in the Advanced Placement Program of the Two-Year Commissioning Program. The advanced course is a two-year program which includes attendance at Advanced Camp is a six-week summer training camp at Fort Bragg, North Carolina.
Sophomores and juniors currently matriculating at Claflin University are also invited and encouraged to apply to the Honors College. Students who have a cumulative earned college GPA of 3.5 or higher, and have demonstrated outstanding leadership qualities or talents while attending Claflin, are invited to apply through the Honors College Office in January of each academic year. The Honors College Advisory Board will make recommendations, and students awarded admission will be notified during the month of March.

Levels of Scholarships

The Claflin University Presidential Scholarship. The Presidential Scholarship is awarded exclusively by the President of the University, and is highly selective and competitive. This prestigious scholarship is awarded to outstanding high school seniors who are committed to academic excellence and who plan to pursue graduate or professional studies after graduating from the University. Awards are made on the basis of outstanding academic achievement, leadership potential, and character. To be considered for this award, candidates must score at least 1200 or higher on the SAT/ACT.

Heavy emphasis is placed on students who stand head and shoulders above other applicants, who are active in service and leadership roles, and are well respected in their schools and communities. An interview with the president may also be necessary. This scholarship includes the costs of tuition, room and board, textbooks, and a small monthly sustenance allowance.

The Honors College Scholarship. Each year, the University offers a number of four-year Honors College scholarships ranging in value from $5,000 to the full cost of tuition and room and board. These scholarships are awarded to select incoming freshmen on the basis of demonstrated academic achievements, merit, and leadership abilities. A student must also obtain an SAT score of 1100 or higher (or an equivalent ACT score). An interview with the Honors Director may also be necessary. This scholarship is both selective and competitive. These University scholarships do not duplicate other financial aid.

Academic courses are offered a variety of disciplines in order to give honors students opportunities to fulfill many General Education requirements and earn honors credit at the same time. These courses may come from the natural sciences, humanities, social sciences and the arts.

The Honors Center, located in the Leadership Development Building, offers a computer laboratory, an honors lounge, and a reserved area for studying, holding seminars, and informal meetings. All honors students, males and females, reside in special honors residential halls.

In order to remain in the Honors College, a student must maintain an overall grade point average of 3.25 or higher (3.4 Presidential Scholars), follow the approved honors curriculum, participate in weekly honors leadership seminars and honors week activities, and exhibit exemplary moral and ethical conduct.

ASSEMBLY PROGRAM

Assembling together the Claflin University family for education and fellowship has always been an important part of University tradition. The purpose of assembly is to bring together students, faculty, staff, and the community each week to witness a program that is supportive of excellence in teaching and learning. By presenting scholarly guest speakers, informative events, and student group presentations, assembly programs enhance the intellectual, cultural, social, and spiritual experiences for all members of the Claflin University family. Attending assembly is a requirement for completing a bachelor’s degree at Claflin University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Claflin to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

STUDENTS

The attitude of students toward each other should be one of goodwill and cooperation. Every student should be met on an equal footing, with an attitude of readiness to encourage, congratulate, or seek proper advice.

Freshman students are urged to consider carefully the patterns of conduct found on the campus and should give serious thought as to which patterns will best serve their interests and welfare, and will bring about an enrichment of their experiences.

STATEMENT OF STUDENT RIGHTS AND FREEDOMS

- Claflin University endorses the principles of academic freedom to teach, freedom to learn, freedom to think, freedom to speak, freedom to write, and freedom to publish. The Institution also endorses our citizenship freedoms, including freedom of peaceful assembly to petition for redress of grievances.

- The University recognizes the desirability of constructive change. It invites criticism from students, faculty, and other concerned persons and welcomes the opportunity to work within the University framework with the Student Government Association and other lawfully constituted bodies to make necessary revisions in programs and procedures of the University.

- Academic freedom is not academic license. Therefore, in the interest of ensuring the education teachers are here to give and which students are here to receive, Claflin University will not tolerate threats or intimidation, the use of physical force, violence, or physical obstruction which infringes upon the freedom of others and denies the opportunity for teachers to teach and for students to learn. The Institution maintains that the rights and freedoms of students do not include the rights to hamper and restrain the movement of others, to interfere with University operations, including the conduct of classes and the performance of office work, to obstruct movement into, through, and out of school buildings, to disrupt school operations, to seize and occupy school buildings, or to injure persons or damage or destroy property. The rights of those who want to learn and attend classes will be protected.
STANDARD INFORMATION

- Claflin University affirms that the University supports the basic principle that free inquiry and free expressions are fundamental and indispensable rights which should be enjoyed by all members of the academic community. Therefore, students who use threats and intimidation, physical force, and/or physical obstruction in an attempt to force their wills upon others will be held fully responsible, and discipline for such action by the University disciplinary process will be prompt and sufficient to the cause.

- Claflin University (chartered Claflin University) is organized along lines of authority and responsibility clearly defined in its charter and bylaws; it strives to maintain regularly established channels for communication among its various sectors and constituencies, and is operated on the principle that mutual respect shall govern all relationships among its trustees, administrators, teachers, students, and alumni.

STUDENT RIGHTS AND RESPONSIBILITY

The Student’s right to be present on campus carries with it the responsibility of neither interfering with nor obstructing the rights of others to use the University’s facilities for normal activities and functions.

Each student has the right to assume that he/she will not be deprived of life, liberty, or property without due process. Although each student has rights guaranteed by the U. S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student’s responsibility to adhere to the conduct and standards prescribed by the University, the Board of Trustees for the University, as well as those established by local, state, and federal law.

Each student is entitled to the essential rights common to all institutions of post-secondary education which are held to include the following:

Speech and Expression. Students shall be free to discuss questions of interest and to express opinions. Public expression of students reflects the views of those making the statement and not necessarily the University community. The University retains the right to provide for the safety of students, faculty, and staff, to protect property, and to ensure the continuity of the educational process in maintaining order. Authorization for any speech or demonstration will require identification of the individual and agreement to abide by University regulations.

Assembly and Demonstration. Students shall be free to organize and associate to promote their common interests. Assembly and demonstration, just as speech and expression within the institution in public places, are permitted subject to reasonable time, place, and manner restrictions for the maintenance of order, safety, and security and is applicable to local, state, and federal laws. Approval from the President or Vice President for Student Development and Services is required for a designated area for demonstrations.

Publication and Distribution. Students shall be free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, and the like, subject to time, place, and manner restrictions identified by the President or Vice President for Student Development and Services.

Official Information

- Faculty/Staff Meetings
- Christian Talent Show
- Meditation/Devotions for Hicks Lecture
- Pastoral Counseling
- Faculty/Staff Study Series Seminar
- Campus Ministry
- Wesley Foundation (United Methodist)
- The Oxford Club
- Catholic Student Association
- Religious Emphasis Week
- Presbyterian Student Association (PSA)
- Thanksgiving Service with Baskets for the Community

THE ALICE CARSON TISDALE HONORS COLLEGE

A college within a college, The Alice Carson Tisdale Honors College offers a stimulating, rigorous learning environment for high-achieving continuing students and for first-year students who come to Claflin clearly prepared for success in their college-level work.

The Honors College experience provides a program that includes rigorous and coherent learning experiences, intense academic advising, leadership development, cultural enrichment activities, community service activities, and other activities designed to enhance and develop students’ academic and leadership potential.

Faculty members who teach honors courses encourage increased student participation, require more original writing, and demand a greater amount of reflective thinking.

Admission to the Honors College

An incoming freshman who has already been granted admission to Claflin University can apply to the Honors College during his/her senior year of high school. Since his/her transcript and SAT/ACT scores are already on file in the University’s Office of Admissions, the student will be requested to provide letters of recommendations, a current vita, and other documentation attesting to the student’s strengths. This information should be mailed to the Honors College Director, Mrs. Alice Carson Tisdale, Claflin University, 400 Magnolia Street, Orangeburg, SC 29115.

The Honors College Selection Committee will select students for the Honors College based on the following criteria:

A. High school grade point average of 3.00 or better
B. SAT or ACT scores
C. High school rank
D. Level of high school course work
E. Letters of recommendations- academic and character
F. Leadership qualities and participation in school and community services
G. Giftedness and unique talents
H. World Education Services evaluation (or other approved services), where applicable
The card must be shown or rendered to appropriate University officials, including Campus Police officers and resident assistants, upon request. It must be surrendered when the student withdraws or is suspended or dismissed from the University or upon the request of University authorities.

**Official Information**

**RESIDENTIAL LIFE/STUDENT HOUSING**

The Department of Residential Life (Student Housing) is committed to providing residence hall facilities that meet the changing needs of students and support their academic achievement and personal growth. The Department of Residential Life is also the student’s connection to the following residential services: room assignments, room changes, maintenance and repairs, safety and security provisions, and all contract information. The Department realizes that residents spend most of their time away from the classroom. Therefore, the Department will coordinate and sponsor programs that contribute to residential students’ academic, social, personal, spiritual, physical, cultural, and emotional development.

Residence hall rules and regulations and the judicial process are designed to make the residential experience a positive one. Residents have the right to expect an atmosphere that is conducive to study, rest, and life in a safe, clean environment. Safety and security of residents are important issues to the Department of Residential Life. Claflin University is generally a safe campus; however, each resident should be aware of, and abide by, security regulations published by the Residential Life in conjunction with Campus Public Safety, to protect themselves and others. The following is general information on policies and procedures that govern Residential Life.

**Residential Hall visitation hours are 4:00 p.m. - 2:00 a.m.**

**RELIGIOUS LIFE**

The Religious Life Program at Claflin University involves the organization and implementation of educational opportunities for students who seek an education within a Christian and spiritual environment. Since Claflin University is a church-supported institution, Religious Life endeavors to promote and foster among the student body desirable attitudes toward religion, Christianity, and spiritual development, with specific emphasis placed upon power hour, servant leadership, and special worship services. Throughout the year, many special activities and programs are planned for students, faculty/staff, and community. These programs include the following:

- Holy Communion
- Memorial Services
- Meet Me at the Flag Pole (National Student Day of Prayer)
- Assembly Programs
- Power Hour
- Care Bible Study
- Sunday School
- Meditation/Devotions for
- Religious Movies

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**STANDARD INFORMATION**

**Expression through Media.** Students shall be free to express opinions through student media as long as they are governed by and adhere to the canons of professional journalism and applicable regulations of the U. S. Constitution and the Federal Communication Commission. Similar rights are afforded oral statements of views on student-run radio and television stations.

Media contact for the University is the Director of Media and Public Relations. Students are prohibited from speaking on behalf of or for Claflin University with any media organization or publication, or from inviting the media to any University-owned or operated property, facility, or event without the expressed permission of the University Office of Media Relations.

**Discrimination.** Students have the right to be free from all forms of discrimination on the basis of race, religion, sex, family, marital, or parental status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from pregnancy related conditions, political affiliation, national origin, physical or mental disability, age, veteran status, or any other legally protected characteristic. The University will not condone any practices or policies that discriminate against anyone.

**Privacy.** Students have the right to be secure in their possessions against invasions of privacy and unreasonable search and seizure. However, the University reserves the right to enter occupied residence halls with a warrant or under other special circumstances. Conditions for entry by University authorities/officials into occupied rooms in residence halls are divided into three categories: maintenance, emergency, and health and safety standards. (See Residential Life Bulletin).

**Confidentiality.** Students have the right to confidentiality of official records, transcripts, personnel records, and disciplinary records.
GENERAL GRIEVANCE PROCEDURE

Whenever a student has a complaint or grievance against an instructor, the first attempt should be to settle the matter through a conference with the involved instructor. If the matter cannot be adjusted amicably through a student-instructor conference, the student should present the grievance to the Department Chair.

The Department Chair will attempt to mediate the complaint between the student and the instructor. A written report shall be maintained of all conferences conducted and the decision reached on the merit of each complaint. The report shall contain the student’s statement of the complaint and the date(s) action was taken.

If the student or the instructor is dissatisfied with the action taken by the Department Chair, the matter may be appealed to the Dean of the School in which the instructor is employed. In such case, a written report of previous conferences will be presented to the Dean by the Department Chair.

Further appeals may thereafter be directed to the Provost. In each case, a written report of previous conferences must be provided by the administrator who conducted such hearings.

Student complaints will usually embrace matters such as those set out below. However, matters not appearing on this list may be considered if violations of students’ rights allegedly are involved:

1. Capricious enforcement or disregard of University rules;
2. Discrimination (race, gender, disability, etc.);
3. Incorrect grade;
4. Improper classroom management; and

All allegations involving sexual harassment and/or sexual misconduct are governed by University Policy No. 200.29: Policy on Sexual Misconduct and Harassment.

All the steps in these Student Grievance Procedures must be taken without undue delay.

Updated May 1, 2018 - Office of the Provost

STANDARD INFORMATION

1. Have at least a 3.0 cumulative grade point average
2. Must compete in Mister Claflin Showcase in April during the week of general elections
3. No Judicial record
4. Sterling attributes of character

Eligibility Requirements for Miss Claflin University

1. Candidates for Miss Claflin University will participate in a forum and a pageant where the scores of the judges at the end of these events will be assigned a weight of 70% and the popular vote of the students will be assigned a weight of 30% in determining the winner.
2. The requirements for Miss Claflin University are aligned with the Miss South Carolina Scholarship Organization and Miss America, and also include the following:
   A. Student enrolled full-time
   B. Minimum 3.0 cumulative and 3.0 semester GPA at time of pageant and maintained throughout reign
   C. Junior status at the time of election (at least 60 credit hours)
   D. Senior status during time of reign (at least 90 credit hours)
   E. No judicial record
   F. Sterling attributes of character
3. Candidates for Miss Claflin University will participate in a pageant in which good posture, poise, talent, charisma, and speaking ability will be observed through the following competitions:
   A. Projection questions
   B. Formal wear
   C. Talent and
   D. Private Interview
   E. A 3-4 minutes oratory on her chosen platform
4. The pageant for Miss Claflin University will be held in the spring semester during the week of the SGA general election.
5. Miss Claflin University must sponsor at least two service activities each semester, totaling four for the entire year, as well as planned activities that support her platform and other duties as outlined in the Miss Claflin contract.

IDENTIFICATION CARDS

Upon registration each new student is given an identification (ID) card which he/she is required to carry with him/her at all times. This card is not transferable and any student who uses another student’s ID card or allows another person to use his/her ID card is subject to disciplinary action. The first card is FREE; if misplaced, a new card will cost $50. Arrangements for replacement ID cards are made through the Office of Student Life. The card will be revalidated each semester.

The ID card will admit the student to all Claflin University athletic events, and, with few exceptions, all programs designated as a part of the Lyceum series, campus movies, the library, the dining hall, the gymnasium, assigned residence hall, computer labs, and special activities.
The criteria for this elite position is outlined as follows:

- Full-time student
- Rising senior with a minimum of ninety (90) semester hours
STANDARD INFORMATION

DEFINITION OF VIOLATIONS

Academic Dishonesty – This includes any other act (not specifically covered in previous provision(s)) that compromises the integrity of a student or intrudes on, violates, or disturbs the academic environment of the University Community. Examples include attempting or agreeing to commit, or assisting or facilitating the commission of, any scholastic dishonesty, failing to appear or testify without good cause when requested by the Council for the Code of Honor, failing to keep information about cases confidential, supplying false information to the Council for the Code of Honor, and accusing a student of a violation of this Code in bad faith.

Cheating – This act implies an intent to deceive. It includes all actions, devices, and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student’s exam and using a cheat sheet or crib notes in an exam.

Collusion – This is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information in labs that are to be done individually.

Plagiarism – Plagiarism is representing the words or ideas of someone else as one’s own. Examples include, but are not limited to, failing to properly cite direct quotes and failing to give credit for someone else’s ideas.

PROCEDURES FOR REPORTING VIOLATIONS

Any member of the Claflin family (student, faculty, staff, or administration) who suspects a Code of Honor violation should report the alleged offense directly to the Provost who will authorize an investigation.

STUDENT RIGHTS AND DUE PROCESS

In accordance with University procedures, the enforcement of academic integrity rests with each individual school. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights.

- Prompt (in most cases within 2 days absent extenuating circumstances) and confidential investigation of all charges of academic dishonesty, to be conducted, in so far as possible, in a manner that prevents public disclosure of the student’s identity.
- A written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated must be provided to the student.
- Reasonable time, not to exceed two weeks, may be requested to prepare a written response to the charge.
- A hearing or meeting will be held at which the student involved may be heard and the accuracy of the charge determined.
- Review of any adverse determination may be appealed to the Provost. No sanctions will be imposed until all appeals made by the students have been exhausted.

Student Organizations & Activities

- The advisor reviews the group’s operations for consistency with the University’s regulations and policies.
- The advisor assists the organization with the proper management of the group’s funds and the filing of the End of the Year Report.
- The advisor actively participates in leadership training when offered by the University.
- Characteristics of a good advisor:
  1. plans with the group;
  2. helps group find solutions to problems;
  3. knows University and national policy where it applies;
  4. encourages group members to regularly consult with him/her;
  5. prompt and reliable;
  6. familiar with parliamentary procedure for conducting a business meeting;
  7. firm but fair;
  8. loyal to the group;
  9. able to develop leadership responsibility in the officers and makes sure they are informed of what is expected of them.

6. Fund Raising Policy

Community fund raising is the major responsibility of the University’s Division of Institutional Advancement. The mission of this division is to maintain contact with the University’s alumni, raise funds to support University programs, and provide maximum visibility of the University in the various media. It is critical that all fund raising activities be coordinated by this division in order to reduce the risk of duplication.

Therefore, all fund raising activities are conducted at the University in the greater Office of the Vice President for Institutional Advancement.

7. Solicitation by Student Organizations

All student organizations that are recognized by the University are hereby required to follow the following policy on solicitation. If the organization fails to follow this policy, that organization will be subject to the loss of its charter at Claflin University.

A. All solicitations (fund raising) must be approved by the Office of Student Life.
B. The Office of Student Life shall issue a form of identification to the students that are authorized to solicit.
C. An announcement must be sent to the local newspaper prior to the solicitation of funds stating the name of the organization, the purpose, the dates when solicitation will begin and end, and the names of the persons to contact for further information. This is to be coordinated through the Office of Public Relations.

8. Publicity of Events

It is the official policy of Claflin University regarding student organizations making use of television, radio, and newspaper announcements that such announcements be reviewed and approved by the Office of Student Life. Subsequently, subject announcements will clear through the Office of Public Relations before any contact is made with any of the public media.
The following activities may be sponsored in the Jonas T. Kennedy Center, Tullis Arena, by the Student Government Association:

A. The Coronation of Miss Claflin University
B. The Homecoming Concert
C. The Spring Concert

All student organizations must submit their proposed activities for the upcoming academic year (as part of their End of the Year Report) to the Office of Student Activities on or before May 1.

Organizations should establish regular meeting times and places to minimize scheduling conflicts.

3. Student Trips
A. All student travel must be cleared by the faculty or staff advisor responsible for the trip.
B. Travel forms may be obtained from the Office of the Vice President for Student Development and Services.
C. All classes and organizations are expected to schedule trips and outings on weekends.
D. Request for approval of a trip must be submitted to the Vice President for Student Development and Services at least one week prior to the trip. The request must include a roster of who will be going on the trip, the destination, mode of travel, time and purpose of the trip, signature of faculty or staff member that will accompany group, and other pertinent information.
E. A faculty or staff member must accompany students on all trips.

4. Posting Guidelines
A. All notices to be posted must be stamped by either the Office of Student Activities or the Office of the Vice President for Student Development and Services.
B. Persons or groups responsible for the postings of notices are also responsible for removing such notices immediately following the event or within a day after the event.
C. All notices must be in correct English.
D. Handbills, pamphlets, newspapers, and other writings are treated in the same manner as notices and therefore must receive administrative approval prior to posting or distributing on campus.
E. Postings will be removed if regulations are not followed.

5. Role of Organization Advisor
Normally, only Claflin University faculty and staff, on recommendation by the organization and approved by the administration, may serve as advisors to student groups. However, in some instances, community members may be recommended as advisors. The organization advisor has the following responsibilities:

- The advisor or his/her designee must be present in order for an organization meeting to be a bona fide meeting.
- The advisor should insure that the organization’s activities, programs, and other forms of entertainment are in good taste and reflect favorably upon the University.
- The advisor should assist in scheduling all activities on the student activity calendar.
- The advisor must secure approval (by securing the proper signatures on the travel form) prior to taking a group off campus.

### SANCTIONS
All proven cases of academic dishonesty shall be penalized as appropriate under the circumstances. The imposition of any sanction will include a statement of reasons supporting its severity. Recommendation of sanctions for cases of proven dishonesty will be forwarded by the Council for the Code of Honor to the Provost. All proven cases of academic dishonesty will result in a grade of “XF” which shall remain on the student’s transcript for a minimum of two years. After two years, the student may petition the Provost to have the “X” removed; however, the “F” will remain. Other sanctions may include but are not limited to:

- A defined period of probation or suspension with or without the attachment of conditions;
- The withdrawal of University funding;
- Expulsion from the University;
- Failing grade on the work relating to the dishonest act.

The forging or alteration of official documents shall be treated as academic dishonesty and the student shall be considered for suspension/forging.

After any case has been heard and appealed, it may not be heard again unless significant new evidence has been produced by either side, or the Provost or the Student Code of Conduct Judicial Board in her/its discretion determines that a new hearing is appropriate in light of the new evidence. Cases in which penalty number one (probation/suspension) is handed down may not be appealed. Only students shall have the right to appeal.

### STATEMENT OF POLICY CONCERNING ALCOHOL AND DRUGS
One of the basic functions of the Board of Trustees is to institute policies for Claflin University. The following statement was approved by the Board October 15, 1970.

The possession, sale, transfer, or use by a Claflin University student of any narcotic, intoxicating, or hallucinogenic drug, made illegal by the laws of the United States, or any political subdivision thereof, is contrary to the policy of Claflin University and antagonistic to its rules and regulations.

- Where a Claflin student is convicted by a criminal court of the breach of such laws aforementioned, committed in a place located other than on the campus of Claflin University, the University reserves the right to permanently terminate the registration of such student through appropriate disciplinary proceedings instituted against him/her.
- Where the violation of said laws shall take place on the campus of Claflin University, the University reserves the right to institute disciplinary proceedings against the student and to produce his/her permanent dismissal from the student body. In such case, the right of the University to institute each disciplinary proceeding shall exist irrespective of whether criminal proceedings are commenced by the state against such accused person. The student, however, shall be entitled to a notice of said hearing which states the time and place of same, further advising said student of his/her right to appear in person or by or with a representative of his/her choosing.
**Philosophical Statement on Alcohol at Claflin University**

Claflin University is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and other drugs. The University will comply with all federal, state, and local laws and policies on the use and abuse of alcohol and other drugs. The legal drinking age in the state of South Carolina is 21. As an institution of higher education, Claflin University values the concepts of informed decision-making, promotion of healthy behaviors, prevention of disease, and treatment and rehabilitation of dysfunction.

**Standards of Conduct**

The illicit or unauthorized manufacture, use, possession, distribution, or dispensation of alcohol or illegal drugs on University property or as part of any University activity is prohibited.

**Disciplinary Sanctions**

The University will impose disciplinary sanctions on students who violate the above standards of conduct. The severity of the imposed sanctions will be appropriate to the violation. Among the disciplinary sanctions that may be imposed are the following: admonition, censure, probation, restriction of privileges, eviction from University housing, suspension, expulsion, and referral for prosecution.

**Non-Discrimination Notice**

It is the policy of Claflin University that each student, employee, and visitor be allowed to participate in University programs, activities, and employment in an environment free of discrimination and harassment. Claflin University strictly prohibits actual or perceived discrimination or harassment in any form based on an individual's legally protected traits or characteristics, including, but not limited to, sex, age, race, religion, national or ethnic origin, gender, gender identity and/or expression, sexual orientation, marital or parental status, pregnancy, false pregnancy, termination of pregnancy, recovery from pregnancy related conditions, veteran status, alienage or citizenship, or disability, and does not tolerate such discrimination or harassment of its faculty, administrators, staff, students, or visitors.

Claflin University does not discriminate in the administration of its admissions policies, scholarship and loan programs, educational policies, athletic programs, and other University programs and activities on the basis of an individual’s actual or perceived race, sex, age, religion, national or ethnic origin, gender, gender identity and/or expression, sexual orientation, marital or parental status, pregnancy, false pregnancy, termination of pregnancy, recovery from pregnancy related conditions, veteran status, alienage or citizenship, disability, or any other legally protected characteristic.

Title IX of the Education Act of 1972 is a federal law which prohibits sex discrimination, including sexual harassment and sexual misconduct. The University President has designated the following official as the University’s Title IX Coordinator, assigned to address any and all inquiries regarding the application of this Non-Discrimination Notice and related policies:
Continuing education students need to make inquiry to the individual organization for membership eligibility criteria.

**Other Guidelines Affecting Greek-Letter Organizations**

1. Hazing of students in any form (mental or physical) is a violation of the rules and regulations of Claflin University and also of the State of South Carolina. Students who violate the no hazing policy will be subject to severe disciplinary action.

   Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, or ridicule. Such activities or situations include paddling in any form; branding; creation of excessive fatigue or physical or psychological shocks; quests, treasure hunts; scavenger hunts, road trips, or any such activities; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games or activities. Hazing is participation in any act which is degrading or injurious, or in which another is held against his/her will, or which endangers the mental or physical health or safety of another.

2. An advisor must be present at all meetings and activities of the organizations.

3. Each advisor to a Greek-letter organization must be affiliated with a Greek-letter organization and must be approved by the Vice President for Student Development and Services.

4. All Greek activities must be held on campus unless the sponsoring group has received prior approval from the Vice President for Student Development and Services to sponsor the activity off campus.

**SPECIAL NOTE**

Fraternity and/or sorority affiliated groups are no longer permitted. All chapters must discontinue any sponsorship of affiliated groups including, but not limited to, Little Sisters, Sweethearts, Brothers, Pearls, Angels, Flames, or the like. Mascots of any kind and organized pre-pledge groups are also prohibited.

**DISCIPLINARY ACTION (ALL STUDENT ORGANIZATIONS)**

Any student organizations found guilty of violating policies governing student organizations are subject to:

A. Censure;
B. Restitution;
C. Definite or indefinite suspension;
D. Termination of organization.

**GUIDELINES COVERING STUDENT ACTIVITIES AND ORGANIZATIONS**

All student organizations are responsible directly to the University through the Office of Student Life. Each organization is required to have at least one faculty or staff advisor. The advisor and/or advisors are approved by the Vice President for Student Development and Services.

1. **Registering Student Organizations**

   All student organizations which plan to be active on the campus will submit a report to the Office of Student Life prior to being recognized as a bona fide organization. The report must include the following information:

   - **Title IX: Prohibition Against Sexual Misconduct and Harassment**

As further explained in University Policy No. 200.29: Policy on Sexual Misconduct and Harassment (available at [www.claflin.edu/titleix](http://www.claflin.edu/titleix)), it is the policy of Claflin University to provide a work and educational environment free from sexual harassment and sexual misconduct, including non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, bullying, intimate partner violence, sexually based intimidation, stalking, sexual assault, and rape.

**CATEGORIES OF MISCONDUCT**

**Sexual Assault:** Sexual assault can include, but is not limited to, the following:

- Non-consensual and deliberate sexual touching.
- Non-consensual penetration through the use of force (such as physical force or a weapon) or coercion.
- Non-consensual penetration because of incapacitation and inability to give consent due to use of drug(s), including the use of alcohol. The drug may or may not have been administered by the accused person and could be consumed by the complainant of his/her own volition.

**Sexual Exploitation:** Sexual Exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes that does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; engaging in voyeurism; knowingly transmitting a Sexually Transmitted Infection (STI) or Human Immunodeficiency Virus (HIV) to another person; exposing one’s genitals in non-consensual circumstances; or sexually-based stalking and/or bullying.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other behavior of a sexual nature where

- Submission to such conduct is made either explicitly or implicitly a condition of employment or education.
Submission to or rejection of such conduct by an individual is used as the basis for academically or employment decisions.

Such conduct has the purpose or effect of substantially interfering with academic and professional performance or of creating an intimidating, hostile, or demeaning employment or educational environment.

Acquaintance Rape: Acquaintance rape is the most prevalent form of rape on college campuses. Over 90% of campus rapes are committed by dates, friends, acquaintances, or friends of friends. Regardless of the relationship, if a person uses coercion or force to accomplish a sexual act, it is rape. The same criminal laws and penalties apply in cases of acquaintance rape as in cases of stranger rape. Many victims mistakenly believe they are to blame because they agreed to meet their assailant at a party, accept a ride, stop for a casual conversation, or allow the assailant into their residence. It is important to remember that regardless of the relationship, the rapist, not the victim, is responsible.

Dating Violence: Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: Domestic Violence is a felony or misdemeanor crime of violence committed (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; (5) 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 the jurisdiction in which the crime of violence occurred.

Stalking: Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Bullying and Cyber-Bullying: Bullying is typically portrayed as aggressive behavior or intentional harm that is carried out repeatedly and over time and occurs within an interpersonal relationship characterized by an imbalance of power. Olweus (1999). It often includes comments about race, color, national origin, sex, sexual orientation, and disability. It often involves an imbalance of power, aggression, and a negative repeated behavior.

Cyber-Bullying: The University prohibits bullying in any form, including the use of electronic communication to bully an individual. “Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, social media, and other electronic text messages, as well as any invasion of privacy, such as the unauthorized electronic surveillance or videotaping of an individual without consent.

American Chemistry Society  Pre-Med Club  American Marketing
Association Pre-Law Club  Artist League  SIE
League of BEEP Associates  GRE Club  Cheerleaders Club
The Panther Club  Young Democrats  Tour Guide Association
Friends of Earth  Track Phi Track  UMAAD
Yearbook  Mass Communication Club
Pre-Engineering Club  Student Government Association
Phi Beta Lambda Business Fraternity  Wesley Foundation United Methodist
Sigma Tau Delta English Fraternity  National Society of Black Engineers

The Fraternities:
Alpha Phi Alpha (Delta Alpha Chapter)  Kappa Alpha Psi (Gamma Nu Chapter)
Phi Beta Sigma (Omicron Chapter)  Omega Psi Phi (Lambda Sigma Chapter)
Iota Phi Theta

The Sororities:
Alpha Kappa Alpha (Gamma Nu Chapter)  Delta Sigma Theta (Gamma Chi Chapter)
Zeta Phi Beta (Mu Chapter)  Sigma Gamma Rho (Theta Chapter)

The Pan-Hellenic Council
The Pan-Hellenic Council regulates Greek life at Claflin University. Student government of sororities and fraternities rests primarily with the Pan-Hellenic Council, an organization composed of two representatives and one advisor from each Greek organization. It serves the purpose of establishing and maintaining unity among all Greeks on the campus and guiding and directing their function.

Membership in Sororities or Fraternities
A student must meet the University requirements to be eligible to participate in membership intake:
A. Be registered as a full-time student at Claflin University at the time he/she is being considered for membership intake;
B. Have a minimum cumulative GPA of 2.80 and a minimum semester GPA of 2.80;
C. Have earned a minimum of 36 credit hours;
D. The Office of Business Affairs or satisfactory arrangement for payment of all bills;
E. Not be on academic and/or disciplinary probation; and
F. Maintain the required GPA of 2.80 or better to be an active member of their organization.

A transfer student must have completed one semester at Claflin University, attain sophomore status, and have a cumulative grade point average of at least 2.80.

Claflin University’s membership selection/intake process takes place during a six to eight week period during the spring semester.
Student Organizations & Activities

under the supervision of the hall’s resident manager.

Religious Organizations
Oxford Club  Sigma Phi Lambda- Christian Sorority  Student Christian Association

Music Groups
Gospel Choir  Concert Choir  Jazz Ensemble  Music Department Organization

Publication Group
Les Memoirs (The University Yearbook)
The Editor shall be elected from the outgoing Les Memoirs staff and shall be a senior. The Director of Public Relations shall be a member. Other members on the staff shall be voted upon by the members of the staff.

Social Organizations
Panther Dolls Dance Team  Claflin University Theater Ensemble
International Student Organization  Non-Traditional Student Organization

Developmental Organizations
Claflin University Ambassadors  National Pre-Alumni Council of the University Fund
Upon registration at the University, each student will automatically become a member of the Claflin University Chapter of the National Pre-Alumni Council. The purposes of this organization are:
1. To create and maintain in the Pre-Alumni of member colleges an abiding sense of personal commitment to an individual responsibility for the life and growth of the University;
2. To affirm the Council goals by encouraging a fraternal spirit among the pre-alumni of the member college, and to keep them aware of, dedicated to a life of service and value;
3. To give maximum assistance in raising funds during annual campaigns;
4. To stimulate awareness among University students the need for becoming an active member in their respective alumni associations.

Civic Organizations
The National Association for the Advancement of Colored People (NAACP)

The Claflin University Chapter works cooperatively with the local branch, state and national associations.

Intramurals
The intramural programs at Claflin University are designed to offer each individual (not participating in intercollegiate athletes) the opportunity to participate in a variety of activities that will contribute to wholesome personality development, stimulate a interest in recreational athletic activities, and create a spirit of good sportsmanship through healthy and fun competition. The following intramural sports are offered: flag football, volleyball, tennis, soccer, and basketball.

Intramural dates and team registration information are available in the Office of Student Activities located in the Campus Center, Lower Level.

STANDARD INFORMATION

Title IX: Prohibition Against Sexual Misconduct and Harassment (CONTINUED)

Consent
Consent involves a freely given mutual agreement about sexual activity, with a shared understanding of the act to which all parties are consenting. Consent is invalid under the following circumstances:
- When it is obtained through the use of fraud or coercion—whether physical force, threats, or intimidation.
- When it involves
  A. Minors under the age of consent, as defined by South Carolina state law.
  B. Persons whose mental disabilities prohibit sound judgment about actions and their consequences.
  C. Persons physically or mentally incapacitated as a result of alcohol or other drug consumption, whether voluntary or involuntary.
  D. When it is assumed merely because of a previous and/or a current sexual relationship, a person’s attire, and/or money spent on a date.
  E. Consent cannot be inferred from silence or lack of resistance alone.

Consent may be withdrawn at any time.

Retaliation
The University Prohibits retaliation against a person reporting harassment or sexual misconduct or against a person assisting in any way in the investigation and resolution of a complaint.

CLAFLIN UNIVERSITY AMERICANS WITH DISABILITIES ACT POLICY

Rights and Responsibilities of Students with Disabilities
Students with disabilities at the University have the right to:
A. Access courses, programs, services, activities, and facilities offered through the University.
B. Work, learn, and receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
C. Confidentiality of all information about their disability except as disclosures are required or permitted by law.

Students with disabilities at the University have the responsibility to:
A. Meet qualifications and maintain the essential University standard for courses, programs, services, and activities.
B. Self identify as an individual with a disability and seek information, counsel, and assistance when necessary.
C. Demonstrate and/or document (from an appropriate licensed professional) the disability.
D. Follow procedures for obtaining reasonable accommodations.
E. Request specific accommodations in a timely fashion, and ensure that the professor/instructor is aware of needed accommodations prior to each instance (e.g., each exam).
STANDARD INFORMATION

F. Understand the intent of the law...the law was meant to give equal access, not an unfair advantage. Therefore, students are obligated to meet essential program requirements and are not entitled to accommodations that will eliminate, modify, or fundamentally alter the requirements of the course regardless of disability classification/status. Students must satisfy essential academic requirements and standards of the institution.

Grievances

Students with disabilities are responsible for contacting the Office of Student Disability Services if reasonable accommodations are not implemented in an effective or timely manner. Our office works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of their disability may file a grievance with the Americans with Disabilities Act Coordinator in the Office of Counseling, Corson Hall, Suite 106, Office 111, or (803) 535-5285.

Formal Grievance Procedure

1. A formal grievance is a complaint in writing from the student to the Americans with Disabilities Act Coordinator. The written complaint should be filed within two weeks of the event to which it refers and should include the following as appropriate:
   A. Complete a complaint form
   B. Statement of allegation
   C. Description of the alleged facts
   D. Summary of steps he/she already has taken in attempt to resolve the problem
   E. Name(s) of the person(s) thought to be responsible for the alleged events
   F. Other facts considered to be pertinent to the case
   G. Signature of the person initiating the complaint

2. The investigation includes, but need not be limited to:
   • Meeting(s) with the person aggrieved and the person(s) or representatives of the department.
   • Consultation with others deemed necessary to provide a thorough investigation.

3. The grievance procedure is designed for any student who does not agree with the academic accommodations offered by Disability Services or when an instructor refuses to allow the accommodations.

4. The Americans with Disabilities Act/Section 504 Coordinator considers the facts of the case and presents a report to the Vice President for Student Development and Services. The report includes findings of facts and recommendations. [Every precaution is taken to ensure the confidentiality of information obtained.] The Vice President makes every effort to conclude the investigation promptly and render an appropriate decision.

Confidentiality and Release of Information

The Office of Student Disability Services is committed to ensuring all information regarding a student remains confidential as required by law. For more information, see Claffin’s FERPA Policy. This information may include grades, biographical history, disability or medical

Student Organizations & Activities

Alpha Kappa Mu National Honor society has as its main objective the promotion of scholarly endeavors. Members are limited to junior and senior students whose cumulative grade-point average is at least 3.0 on a 4.0 grading scale.

Delta Mu Delta: Dr. Harpal Grewal, Advisor
Iota Omicron Chapter of Delta Mu Delta was established at Claflin University on March 6, 2000. Delta Mu Delta is a national honor society in business administration. The purpose is to promote higher scholars training for business and to recognize and reward scholastic attainment in business subjects. Student members are selected from the top twenty percent of their total class in cumulative grades.

Pi Gamma Mu: Mrs. Patricia J. Koger, Advisor
Founded in 1924, Pi Gamma Mu is the leading honor society which encourages excellence in the sciences. Juniors, seniors, and graduate students become eligible to join when they meet the following criteria membership: upper 35% of the class, a grade point average of “B” or better, and 20 semester hours in science courses. Faculty and administrators may also accept the privileges and responsibilities of members of the collegiate chapter.

Pi Lambda Theta
Pi Lambda Theta is an international honor society and professional association in education that has excellence and fosters leadership skills and intellectual values. Membership is open to students and professors interested in the education profession.

Chi Alpha Sigma National College Athlete Honor Society
Founded May 17, 1996, Chi Alpha Sigma National college Athlete Honor Society is a student athlete honor society for the recognition of high academic achievers and sport letter winners at the collegiate level. This organization recognizes students who are of good moral character and receive a varsity letter in their sport while maintaining a 3.4 or higher cumulative GPA by their junior or senior year and have been in residence at the institution for one year. Claflin University inducted the first class on April 21, 2015.

Sigma Tau Delta International English Honor Society: Alpha Iota Zeta Chapter
To become a member of Sigma Tau Delta International English Honor Society, Alpha Iota Zeta Chapter, a student must be majoring or minoring (or the equivalent) in the English discipline; have a minimum of two college courses in English languages or literature beyond the usual requirements in freshman English; have a “B” or equivalent average in English; rank in the highest 35% of his/her classes in general scholarship; have completed at least three semesters or five quarters of college course work; and be currently enrolled as a graduate or undergraduate student.

Pi Gamma Mu: Mrs. Patricia J. Koger, Advisor
Founded in 1924, Pi Gamma Mu is the leading honor society which encourages excellence in the sciences. Juniors, seniors, and graduate students become eligible to join when they meet the following criteria membership: upper 35% of the class, a grade point average of “B” or better, and 20 semester hours in science courses. Faculty and administrators may also accept the privileges and responsibilities of members of the collegiate chapter.

Theta Alpha Kappa National Honor Society
Founded in 1976 at Manhattan College in Riverdale New York, and Theta Alpha Kappa is the only national honor society serving the needs of those involved in the study of religion and/or theology at both the baccalaureate and post-baccalaureate levels of higher education. Honoring excellence in these academic fields is its primary purpose, and it currently hosts over 140 local chapters throughout the United States at institutions that are large, small, public, or private.

Residence Hall Organizations

Residence Hall Councils
Student government of the residence halls rests with the Residence Hall Council of each hall,
Pay Close Attention to............The Helpful Info!

CLAFLIN UNIVERSITY HEALTH SERVICES
Claffin University maintains a high regard for the general health and well being of all of its students. This department is supported from the general funds and students’ fees.

The emphasis of the University’s health program is preventive medicine. Students are urged to visit the health care center before any serious symptoms of illness develop. This is for the student’s safety as well as the safety of fellow students. All questions concerning students’ mental, emotional, or physical matters are for our consideration.

The health services staff can provide students with an efficient, ethical, and confidential medical service on the highest professional level. Health services are available to all students enrolled at Claffin University, whether they are fulltime, part-time, or off-campus students. Students pay a health care fee, which is included in tuition, and covers the cost of an accident and health insurance policy. The insurance at the University is secondary to the students’ own personal insurance, which is their primary source. Should a student become ill or have an accident, he or she is to file a claim with his or her own insurance company first. Then, for whatever amount is not paid, the University’s claim can be filed for the balance up to the limit of our insurance. The Health Services staff can be reached at (803) 535-5328 - Fax:(803) 535-5418.

Weekends: All illnesses and accidents are referred to The Regional Medical Center Emergency Room.

Excuses: All excuses are given to students who receive treatments or referrals whose condition warrants their missing classes. Students are urged to call prior to missing their classes and must be seen within 24 hours at the health center.

Student Organizations & Activities

CLASS ORGANIZATIONS
The freshman class organizes in the fall of each year under the supervision and direction of the SGA representatives who are appointed before the arrival of the class. Other classes elect officers during the latter part of the semester proceeding their term of office. Class organization does not disintegrate at the time the class graduates from Claffin, but maintains the identity as a closely-knit body as long as there are living members of the class. Each class has faculty advisors.

Any student representing the University as part of an organization or activity must have a minimum 2.0 grade point average (GPA).

Academic Clubs
Several academic departments and divisions of the University sponsor clubs. These clubs are sources of important extracurricular experiences. They provide wholesome outlets for creative expression, academic enrichment, and leadership development. They include:
- Claffin Literature, Art and Film Society
- Daisy E. Pearson Organization
- Ernest E. Just Biology Club
- Phi Beta Lambda Association
- Students in Free Enterprise
- Performing Arts for Effective Civic Education (PAECE)

National Honor Societies
Alpha Kappa Mu National Honor Society: Mrs. Marilyn G. Gibbs, Advisor
Founded in 1937 and admitted to the Association of College Honor Societies in 1952, the

STANDARD INFORMATION
information, medical records, and case notes. No one has immediate access to student files in our office except authorized staff. Any information regarding a disability gained from medical or psychological evaluations shall be considered confidential and shall be shared with others within the institution on a need-to-know basis only.

Disability related information is to be treated as medical information. For example, University faculty and staff do not have a right or a need to access diagnostic or other information regarding a student’s disability related needs. A student may sign a written consent form giving the Counseling/ADA office permission to discuss the disability with faculty and staff, parents, coaches, and/or advisors who require further information. Information will not be released without consent unless it is required by federal or state law.

ANTI-RETALIATION
No individual who makes or advises the University of an intent to make a good faith report of suspected discrimination or other conduct in violation of University Policy No. 200.29: Policy on Sexual Misconduct and Harassment, Claffin University Americans with Disabilities Act Policy, or University Policy No. 200.18: Harassment, to the University, or who participates in an investigation, hearing, or inquiry by the University involving a complaint or report of violation of University policy and/or the law, shall be subject to retaliation from any member of the University faculty, staff, or student body. Any individual who believes that he or she may have been subject to prohibited retaliation should immediately notify Ms. Shirley Biggs, Senior Director of Human Resources/Title IX Coordinator at (803) 535-5268 or confidential@claflin.edu. Upon receiving a report of retaliation, the University will investigate and take appropriate action to resolve the matter.

PROFESSIONAL/CONTINUING STUDIES/GRADUATE PROGRAMS
The Professional and Continuing Studies Program is a nontraditional program serving adults who would like to complete their bachelor’s degree in Organizational Management or Criminal Justice. This program offers evening classes for adult learners that are employed full-time during the day or unable to attend classes generally offered during the day.

This program enables adult learners to develop interpersonal skills; written and oral communication skills; problem solving and decision making skills; understanding of research and techniques and applications; self-knowledge and self-image growth; and self-reliance and leadership skills.

The University offers three graduate programs. The students who attend these programs are adult learners that are employed full-time during the day and are attending evening classes.
CLAFLIN UNIVERSITY

INTRODUCTION
The Code of Conduct expected of students of Clafin University sets out the exemplary behavior expected of a student both as an individual and as an ambassador of the University. The Code applies to each student who is enrolled, whether on campus or off, during sessions or in between semesters. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. This Code is not written with the specificity of a criminal statute. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

A student who willfully violates the Student Code of Conduct may expect consequences in relation to the circumstances of the act.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior off University premises indicates that they pose a substantial danger to others. Persons are encouraged to promptly report violations of the Student Code of Conduct to a University Official.

Other more severe sanctions may be imposed where deemed appropriate and necessary by the University. Moreover, prior offenses are cumulative and may submit the student to the penalty for a second, third, or other offense. The student does not begin each semester, term, or school year with a "clean" record.

STUDENT CODE OF CONDUCT VIOLATIONS AND SANCTIONS

I. Academic Dishonesty or Misrepresentation
   A. Any act of academic dishonesty, including cheating, plagiarism, fabrication, or facilitating academic dishonesty.
   B. Intentionally providing false information to the University.
   C. Fraudulently obtaining or using an ID card, meal card, validation sticker, or other University document; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive.

   Sanctions for Section I Violations
   Up to and including disciplinary suspension or expulsion from Clafin University.

II. Sexual Conduct
As further explained in University Policy No. 200.29: Policy on Sexual Misconduct and Harassment (available at www.claflin.edu/titleix), it is the policy of Clafin University to provide a work and educational environment free from sexual harassment and sexual misconduct, including non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, harassment, bullying, intimate partner violence, sexually based intimidation, stalking, sexual assault, and rape. Ms. Shirley Biggs has been designated as the University’s Title IX Coordinator. Her office is located in the Office of Human Resources, 1st floor of Tingley Hall. She can be reached by phone at (803) 535-5368 and via email at confidential@claflin.edu.

Student Pregnancy Policy
For more information, see University Policy No. 400.06: Title IX Policy on Pregnancy.

Pay Close Attention to..............The Helpful Info!

G. Meal tickets may not be used by anyone other than those to whom they are issued. Students who use another person’s meal card or who allow others to use their meal cards will be charged with violation of the Student Code of Conduct.

H. Proper attire, including shirts and shoes, must be worn in the cafeteria and for all dining events. Men are to remove hats and caps (an exception will be made if head coverings are worn for religious reasons. See Dress Code).

I. Students who are sick and cannot leave their rooms to have meals in the cafeteria should notify the Nurse, their Resident Manager, or Resident Assistant to make arrangements for meals.

J. Only valid meal cards will be accepted in the cafeteria.

K. The dress code is in effect for all formal dining events in the cafeteria and elsewhere on campus.

L. Students must not move tables and chairs.

M. Students should place all utensils used for meals at the Drop Tray Area. Do not put them in the trash.

Food Service Hours

<table>
<thead>
<tr>
<th>Meal</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Monday - Friday</td>
<td>7:00 A.M. - 9:00 A.M.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Monday - Friday</td>
<td>11:00 A.M. - 1:30 P.M.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Monday - Friday</td>
<td>5:00 P.M. - 7:30 P.M.</td>
</tr>
<tr>
<td>Brunch</td>
<td>Saturday</td>
<td>10:00 A.M. - 1:00 P.M.</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>10:00 A.M. - 1:00 P.M.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Saturday &amp; Sunday</td>
<td>5:00 P.M. - 7:00 P.M.</td>
</tr>
</tbody>
</table>

Food Service will post holiday hours of operation

STUDENT HEALTH CENTER
The Health Center is located down on Goff Avenue and provides the following services:

A. Student health services to all students.

B. One nurse in residence and two physicians on duty.

C. Clinic with the University physician is held Monday through Friday. The physician can be reached at any time during the day.

Health Center Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, Thursday, and Friday</td>
<td>8:00 A.M. - 5:00 P.M.</td>
</tr>
<tr>
<td>Monday and Wednesday</td>
<td>8:00 A.M. - 6:30 P.M.</td>
</tr>
</tbody>
</table>

The Clinic Hours:

The University physician is available to see and treat students on Tuesdays, 5:00 p.m. - 7:00 p.m. and Wednesdays, 2:00 p.m. - 4:00 p.m. *After hours, contact resident managers and/or campus police.

Physical Examination
All students are required to have a physical examination before entering Clafin. The health form is kept in the student’s health folder to enable the University physician to give necessary health advice or prescribe medical attention.
How to Apply for Financial Aid

1. Claflin University Financial Aid Forms: To be considered for financial aid, you must first apply and be accepted for admission. If you are an entering freshman or transfer student, complete the Claflin University Financial Aid Forms when you apply for admission. Return the form to the Office of Student Financial Aid.

2. Free Application for Federal Student Aid (FAFSA): All applicants who wish to be considered for federal and state financial aid must fill out a Free Application for Federal Student Aid. You may apply online at www.fafsa.ed.gov. You and your parents must apply for a pin number at www.pin.ed.gov to sign the application online. The application will not be processed without the appropriate signatures. Completing the FAFSA will determine your financial aid eligibility. Be sure to have Claflin’s school code on the FAFSA so that we may receive your information.

3. South Carolina Tuition Grant Application. Application for a South Carolina Tuition Grant is made by completing the Free Application for Federal Student Aid before June 30. By submitting the FAFSA to the central processing and listing Claflin University as first choice in the college choice section, the South Carolina Tuition Grants Commission will be able to electronically receive your application from the central processing. If you meet the other requirements, you will automatically be considered for a South Carolina Tuition Grant.

Students from out-of-state should seek assistance from their state grant agencies. Renewal of financial aid is not automatic. Applicants must re-apply each year. Apply for financial aid as soon as possible after January 1. For students who receive loans, scholarships, grants, etc., that exceeds estimated financial need, aid will be adjusted. A student may refuse part or all of the aid offered. In such case, it becomes the responsibility of the student and his/her parents to provide the balance of aid not accepted.

FOOD SERVICE

All residential students are eligible to eat in the University dining hall. Admission to the dining hall will be by presentation of ID cards. Commuter students should be prepared to pay as they enter. The dietitian plans a nutritionally well-balanced menu, and students are encouraged to eat in the dining hall.

The following regulations are to be followed:
A. Students are prohibited from playing radios/tape players in the dining hall.
B. Smoking is not permitted in the dining hall. Line cutting will not be tolerated.
C. If any difficulty should arise at the counter, the individual should see one of the persons in charge rather than hold up service.
D. Students losing their ID cards must pick up a temporary three-day meal pass from the Office of the Vice President for Student Development and Services with presentation of picture ID. The cost for a replacement meal card is $50.
E. Food, dishes, silverware, or other equipment may not be taken from the cafeteria without permission of the dining hall manager. Violators will be charged with theft.
F. Visitors (persons who do not hold meal cards) must pay for their meals unless payment is made by their hosts.

STUDENT CODE OF CONDUCT

Available Services

Students who become pregnant may contact the Student Health Center if they wish to discuss plans for prenatal care, arrangements for labor and delivery, or transportation to the hospital. At the student’s request, the Student Health Center will work with the student to find appropriate on or off campus support, including confidential counseling, for the pregnant student.

Accommodations

Pursuant to Title IX guidance, Claflin will excuse a student’s absences because of pregnancy, childbirth, or pregnancy related conditions for as long as the student’s doctor deems the absences medically necessary. In accordance with the Class Attendance guidelines set forth in the Student Handbook, excuses based on pregnancy, like excuses based on other medical conditions, shall require a statement by a physician or the Student Health Center nurse.

When a student returns to school from a pregnancy related absence, she will be allowed to return to the same academic and extracurricular status as before her leave began. Upon the student’s request, Claflin may offer the student reasonable alternatives to making up missed work, such as re-taking a semester, taking part in an online course (if available) or allowing the student additional time in a program to continue at the same pace and finish at a later date. The pregnant student must be given the opportunity to receive the participation or attendance credit if applicable for that class.

In addition to participating in all academic activities, pregnant students may participate in extracurricular activities such as school clubs, class activities, sports, and other school sponsored organizations, at their discretion. Adjustments to the regular student program that are reasonable and responsive to the student’s pregnancy status shall be made upon the student’s request (i.e., providing larger desk or allowing frequent trips to the water fountain or restroom).

Resident Life Pregnancy Policy

Pregnant students may reside on campus during their pregnancy. Claflin’s facilities are limited to single student housing and are unable to accommodate children in residence. If a student wishes to find suitable housing off campus, she should contact the Coordinator of Residential Life Services, located in the Campus Center (telephone number (803) 535-5651). Students may contact the Student Health Center to discuss plans for pre-natal care, arrangements for labor and delivery, and transportation to the hospital if they wish to do so.

Anti-Discrimination Policy

Claflin prohibits discrimination and harassment on the basis of sex. Students who believe they have been discriminated against or harassed because of their parental status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions may file a complaint with the Title IX Coordinator.

III. Threats and Violence

A. Assault - threatening bodily harm to include verbal threats or threatening actions.
B. Assault with a weapon.
IV. Abusive Language, Verbal Abuse, Harassment, or Bullying

A. The public use of profanity and abusive language is prohibited. Disciplinary action for violation includes suspension for one year.

B. Harassment and Bullying

The University prohibits harassment, bullying, hazing, sexual harassment, or any other victimization, of individual(s), based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. For more information, see University Policy No. 400.03: Bullying Policy and Form and University Policy No. 200.18: Harassment.

This policy is in effect while students or employees are on property within the jurisdiction of the University; while in University-owned or University-operated vehicles; while attending or engaged in University-sponsored activities; and while away from University grounds if the misconduct directly affects the good order, efficient management, and welfare of the University or University’s image.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school guest is found to be in violation of this policy, the guest shall be subject to appropriate measures up to, and including, exclusion from University grounds. “Guest” means an individual who has access to the campus but is not an employee or student of the University.

A school guest found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The University will promptly and reasonably investigate allegations of bullying or harassment. The Vice President for Student Development and Services or designee will be responsible for handling all complaints by students alleging bullying or harassment that do not involve harassment or bullying on the basis of gender (gender based harassment and bullying shall be handled pursuant to University Policy No. 200.29: Sexual Misconduct and Harassment). The Senior Director of Human Resources or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Note: Forms and procedures for reporting Bullying/Harassment complaints are available in the Office of the Vice President for Student Development and Services for students and the Office of Human Resources for employees.
Pay Close Attention to ............ The Helpful Info!

**DRESS CODE**

**Policy Statement**
It is the policy of Claflin University to ensure that students dress in a manner which portrays a positive image.

**Statement of Purpose**
This policy establishes guidelines for student dress at Claflin University.

**Applicability**
This policy is applicable to Claflin University students on campus, off-campus University sponsored events, and at events held otherwise off campus where students represent the University.

**Appropriate Attire**
Top and bottom coverings should be worn at all times. Examples of appropriate attire for various occasions include:
A. Classroom, cafeteria, or University offices - casual or business casual;
B. Formal programs – Matriculation Day, Chapel, Convocation, Founder’s Day and other college functions – Business or business casual;
C. Interviews – Business;
D. Social/recreational activities, residence hall lounges (during visitation hours)—modest, casual, or business casual; and
E. Galas or balls – Formal and semi-formal attire.

**Inappropriate Attire / Appearance**
Examples of inappropriate attire and/or appearance include but are not limited to:
A. Caps, do-rag’s, skull caps, stocking caps, bandanas, and/or hoods in classrooms, cafeteria, or other indoor venues; these items can be worn in the privacy of student’s residence halls;
B. Head coverings and hoods for men in any building; baseball caps and hoods for women in any building;
C. Sunglasses or shades in class or at formal programs;
D. Clothing with derogatory, offensive, and/or lewd messages either in words or pictures;
E. Men and women’s pants that are worn low enough to reveal underwear, undergarments, or secondary layers of clothing;
F. Pajamas worn in public or in common areas of the University; and
G. Sports jerseys and undershirts worn outside of residence hall without a conventional tee-shirt underneath.

**Exceptions**
Exceptions to this policy may include those items normally restricted by this policy, such as head coverings, sunglasses or shades, which are worn for medical, religious, or cultural reasons. Such an exception will be considered as applicable and/or needed.

**STUDENT CODE OF CONDUCT**

**V. Residence Hall Visitation**
Being in areas of the residence halls that are not open to the public and/or in the company of a member of the opposite sex without specific permission from staff is prohibited. Opposite sex residence hall visitation is permitted in the lobby areas only and during established visitation hours. Scope includes all hallways, stairways, student rooms, bathrooms, auxiliary rooms, or other residential units owned or administered by the University. Violations include:
A. Male student in women’s residence hall.*
B. Female student in men’s residence hall.*
C. Aiding or facilitating entrance or presence of unauthorized person(s) in the residence halls.*
*Except in permitted areas during visitation hours.

**Sanctions for Section IV Violations**
Up to and including disciplinary suspension for one year. This may also result in suspension or dismissal from the residence hall.

**VI. Unauthorized Use of University Facilities**
A. The unauthorized use of University facilities (including buildings and grounds), property, etc. of the University, its employees, or students is prohibited.
B. The use of classrooms for child care purposes seriously interferes with the principal function of the classroom, which is instruction, and is therefore prohibited. Child care is also prohibited in the residence halls.
C. Unauthorized possession, duplication, or transfer of keys to University facilities, including residence hall rooms; permitting unauthorized access to keys by others; and failure to promptly surrender such keys when requested are prohibited.

**Sanctions for Section VI Violations**
Up to and including disciplinary suspension for one year.

**VII. Undesirable Behavior**
No individual or group shall behave in a manner that interrupts or interferes with the rights and privileges of others, nor incites disrespect for University administrators, faculty, and/or staff members, nor interferes with the maintenance of law and order.

A. Civil or Criminal Offense
B. Theft - Regardless of where it occurred, stealing from another person, agency, institution, or the University.
C. Arson - Willfully setting a fire in University buildings or on University property.
D. Drug Possession or Using - Possessing, using, or the reasonable suspicion of possession or use of narcotics or drugs in any form. Reasonable suspicion includes the presence of odor of marijuana and/or drugs in any form. This also includes the possession of drug paraphernalia.
E. Drug Distribution and/or Sale of Narcotics or Drugs.
F. Altering, forging, possessing, duplicating, or using (without authorization) documents or records belonging to the University.
G. Possession or use of alcoholic beverages, in opened or unopened container, anywhere on University-owned property, including cars and other vehicles.
CLAFLIN UNIVERSITY

H. Vandalism - deliberate or willful vandalism of or damage to property belonging to the University or to an individual.
I. Bringing weapons or firearms on campus - unauthorized use, possession, or storage of any weapon or explosive on campus.
J. Aiding and abetting, or failing to report, any of the above offenses.
K. Littering - students shall dispose of bottles, cans, paper, and other forms of litter in the receptacles provided.
L. Unauthorized Sale of Textbooks – The sale of a textbook by any student who does not own the book is prohibited without written authorization from the owner of the book. Books that are found should be turned in either to the Claflin University Bookstore or the Office of the Vice President for Student Development and Services.
M. Misuse of Telephones and/or other Communication Technology, or otherwise misuse or abuse of communication equipment at the University. Communication equipment includes, but is not limited to, computers, electronic mail, voice mail, pagers, beepers, printers, etc.
N. Abduction or Kidnapping. The enticing, persuading, or forcible seizing and carrying of any student, faculty, staff, or University official from one place to another without that person’s consent.
O. Hazing. Participation in any act which is degrading or injurious, or in which another is held against his/her will, or which endangers the mental or physical health or safety of another.
P. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress.
Q. University Policy Violation - Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
R. All hostile, threatening, or intimidating behavior that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety, or well being of any person is contradictory to the University’s mission and therefore not acceptable. Examples of such prohibited behavior may include, but are not limited to:

1. An act that alarms or seriously disrupts another person’s ability to participate in an aspect of University life; or
2. Communicating verbally, either directly or indirectly, through another party, by telephone, regular or electronic mail, voice mail, or any verbal, mechanical, electronic, or written communication in a manner likely to cause injury, distress, or emotional or physical discomfort; or
3. Any form of harassment, including sexual harassment or harassment based on perceived or actual identities.
S. Rape - Forcing or coercing another to engage in the act of sexual intercourse without that person’s consent, or when the sexual intercourse is deemed without the person’s consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by intoxicating or narcotic agent administered by the offender(s). See University Policy No. 200.29: Sexual Misconduct and Harassment Policy.
T. Gambling - Illegal gambling on University premises is strictly prohibited.

Other Examinations

1. Mid-term and Semester Examinations
   In addition to periodic quizzes, formal examinations are given in all classes at the end of nine weeks and at the end of each semester.

2. Inventories
   The inventories listed below may be administered upon the request of the student or department chair:
   - A. Sixteen Personality Factor—Cattell
   - B. Self-Directed Search—Holland
   - C. The Mooney Problem Check List—Gordon & Mooney
   - D. Others

3. National Tests
   The University is a testing center for:
   - A. The Millers Analogies (MAT)
   - B. American College Test (ACT)
   - C. Major Field Assessment Test (MFAT)

Applications for most major national examinations may be obtained from the Career Development Center, located in Corson Hall.

College Level Examination Program (CLEP)

Credit by examination will be granted to students who present acceptable scores on general and/or subject examinations of the College Level Examination Program (CLEP). Credit by examination may also be granted in some instances through departmental exams. Students interested in this program are advised to seek approval of their advisor and/or the testing committee.

Placement Examinations

I. Freshmen and Transfer Students
   A. All freshmen and transfer students (where applicable) are required to take Mathematics and English placement tests. Students scoring below the norm will be required to take Math 111 and English 101 five days a week.
   B. Students must begin with foreign language course number 101 unless they take the prescribed placement test in the language they choose to study.

Students enrolled at Claflin University are required to take and pass both components of the English Proficiency Exam. The objective component of this exam is administered by a placement test, with students who score below the institutional cut-off being placed in English 101 (a five days a week course), and students who score at or above the institutional cut-off being placed in English 101 (two or three days a week).

The essay component of the English Proficiency Exam is administered at the conclusion of English 102. A passing score on the essay component of this exam satisfies the English proficiency requirements at Claflin University. Students who have not successfully completed English 102 and its prerequisite(s) by the end of their sophomore year will not be allowed to enroll in more than 13 hours.

IV. Senior Examinations

All seniors are required to pass department exit examinations.
Pay Close Attention to Every Class & Campus

language requirement or they may be required to begin at any level, based on the results of the placement evaluation. Students who wish to begin the study of a language not studied in high school must begin with elementary French I or elementary Spanish I (FREN 101 or SPAN 101) and must complete the sequence through 204 to fulfill the foreign language requirement of most majors. Exemptions for 203/204 level courses will be treated as analogous to AP credit by the Registrar’s office, i.e., exempted students can graduate with up to six fewer hours than the minimum requirement for the major. Students of widely used languages other than French or Spanish may exempt the foreign language requirement by making an acceptable score on the applicable SAT II language exam. This test will be at the students’ expense.

English Proficiency Examination
The written English proficiency exam of the University is assessed through the English 101 proficiency portfolio. The portfolio is due one week before the beginning of final exams and will be evaluated as pass/fail. To earn a grade of “C” in English 101, each student must submit a passing portfolio. Students who do not submit a passing portfolio will re-take English 101. Portfolios which are not passed by the instructor will be read by the Portfolio Committee.

A. The portfolio will contain the following:
1. Cover sheet identifying the student, professor, class, and date
2. Table of contents
3. Signed and dated copy of an honor code stating that all work is the student’s own
4. Essays organized as follows:
   a. One time graded essay with a minimum grade of “C”;
   b. Two graded, out-of-class essays to include idea generation, first, second, and revised drafts.

B. Requirements for the two out-of-class essays. The revised essays must:
   a. Be typed in MLA format on standard white paper
   b. Use 12-point Times New Roman font
   c. Earn a minimum grade of “B”

General Education Exit Examination
All rising juniors (who have completed a minimum of 45 semester hours exclusive of institutional credits) are required to take the General Education Exit Exam (Measure of Academic Proficiency and Progress). This exam measures college-level reading, writing, and critical thinking within the context of materials from humanities, social sciences, and natural sciences, and mathematics. The exam will be administered once a year in April to students whose eligibility to take this exam has been determined by their academic advisors. Students whose performance on this exam is unsatisfactory will be required to take mandatory seminars in their area(s) of deficiency.

Departmental Exit Examinations
Departmental exit examinations are required for all seniors during each semester that they are enrolled or until they have passed the exam. In addition, students in the Teacher Education Program are required to take and pass Praxis I, Praxis II, and the PLT.

STUDENT CODE OF CONDUCT

U. Disorderly Assembly. Participating in an on-campus or off-campus demonstration, riot, or an activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. It is strictly forbidden for any group to gather in such a manner as to disturb the public peace, to do violence to any person or property, to interfere with its faculty or staff in the performance of their duties, or otherwise by such gathering bring disgrace or disrespect to the University.

*This includes surprise attacks by a group of students on University premises. Any student who encourages or in any way participates in the formation of or prolonging of such a gathering is subject to IMMEDIATE DISMISSAL from the University.

*CAVEAT: Students involved in group violations will be treated as though the act occurred on an individual basis. Refer to the Rights and Responsibilities section of the handbook (Speech and Expression and Assembly and Demonstration).

V. Extortion: The act or practice of obtaining something or compelling some action by force, coercion, intimidation, or threat is prohibited.

W. Summary Suspension/Expulsion for criminal conviction - The Vice President for Student Development and Services may summarily suspend or expel any student, pending a hearing at a later date, if requested, who is convicted of or pleads guilty to a criminal offense of a kind which interferes with the educational orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, moral, welfare, or property of the members of the academic community.

X. A student who fails to respond to an Administrative request to appear within three (3) business days shall be placed on Judicial hold and/or prohibited from attending classes and participating in extra-curricular activities until compliance with the Administrative request to appear is effected.

Y. Intimate Partner Violence includes any act of violence or threatened act of violence, including emotionally abusive behaviors, that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of harassment or misconduct prohibited in this Policy, including sexual assault, stalking, and physical assault. Intimate Partner Violence includes “dating violence” and “domestic violence,” as defined by VAWA:

- **Dating Violence:** Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- **Domestic Violence:** Domestic Violence is defined as a felony or misdemeanor crime of violence committed (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or
intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; and/or (5) 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 the jurisdiction in which the crime of violence occurred.

Sanctions for Section VII Violations

i. Up to and including disciplinary suspension or expulsion

ii. Fine: A specific monetary amount ranging from $100 to $350 which may be included with a period of disciplinary probation. A fine may be issued for each individual violation or as a aggregate amount.

THE HEARING PROCEDURE

A. Procedure

1. Any student or group of students deemed in violation of any of the items in the Student Code of Conduct or any of the regulations and policies of the University (other than Policy No. 200.29: Policy on Sexual Misconduct and Harassment) shall have their situation reviewed under the established policies.

2. Three principals are normally involved in a hearing—the person filing the complaint, the person charged with the complaint, and the hearing body (either an administrative officer or the Vice President for Student Development and Services).

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

B. Case Referrals

1. Any person may refer a student or a student group or organization suspected of violating the Student Code of Conduct to the Vice President for Student Development and Services. This is done by the person either submitting a letter or completing an Incident Report Form available from the following offices: Campus Police, the Vice President for Student Development and Services or Residential Life.

2. Any person may refer a student or a student group or organization suspected of violating the Residence Life policy to the Assistant Vice President for Student Development and Services/Director of Residential Life.

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

C. Informal Resolution Conference

1. If a student displays inappropriate conduct regarding the University’s rules and regulations, an Informal Resolution Conference with the Vice President for Student Development and Services (or his/her designee) will be conducted to establish the facts. The incident may be resolved at this level, in which case the hearing body will set

Pay Close Attention to Class & Campus

1. The office is open twenty-four hours a day.

2. Office personnel will use the Student Handbook as a guide for the residential hall hours.

3. For Security reasons, after 6:00 pm, all non-residents and persons who are not off campus students or persons who are not faculty and staff will park their vehicle in the gravel parking lot on Goff Avenue. After 12:00 midnight, ALL VEHICLES entering the campus must have a Claflin University decal and park in designated legal parking spaces.

4. Loitering is not permitted in or about any residential hall after it has closed.

5. Officers patrol the residential halls and all Claflin University property on and off campus.

“A Safe Campus Is Everyone’s Responsibility”

The best way to help maintain your own safety on campus is by using common sense safety practices, such as walking in groups and reporting suspicious activities. Please do not leave books, coats, or back packs unattended, and keep room doors locked.

Reporting of Crime

Students should report crimes that occur on campus to Campus Police. You may reach them by dialing 5444 from your dorm room telephone.

Campus Police Department: Extension 5444

Emergency: Police, Fire, Ambulance Dial 911

The back gate opens at 7:30 A.M. and closes at 6:00 P.M., Monday through Friday. The front gate remains open 24 hours daily.

MOTOR VEHICLE REGULATIONS

Traffic and Parking Regulations

The following regulations governing the flow of traffic, parking, and registration of motor vehicles on the campus of Claflin University in Orangeburg, South Carolina, have been adopted by the University and shall enjoy full force and effect from the date set thereof. They shall apply with equal force to and be in effect concerning the streets, roads, alleys, sidewalks, parking spaces, parking areas, and parking lots on every part of the University. All vehicles are subject to be checked upon entering and leaving the campus.

UNIVERSITY TESTING PROGRAM

Various standardized and non-standardized tests are administered to students at different stages of their University work to ensure high academic standards, proper guidance, effective evaluation of the student achievement against national norms, and placement in certain courses. All tests administered by Claflin are requirements for graduation.

Freshman examinations are administered twice during the summer months and once during freshman orientation week. Tests in this battery are reading, English, mathematics, and foreign language. Results from these tests are used to aid placement decisions and assessment of student growth over four years. All freshmen must take the battery of tests at one of the regularly scheduled administrations. Students who do not take the tests are placed in corresponding enhancement courses. All students who have one or more years of high school credit in French or Spanish, and wish to continue to study the same language, will take a placement exam in that language upon entering Claflin. Students must enroll in the course prescribed by the exam. Students may exempt the entire foreign
III. Documentation Required
1. Excuses based on illness or medical conditions (including pregnancy and related medical conditions as outlined above) require a statement by a physician or the University nurse which gives the exact time for which an excused absence is recommended.
2. Excuses based on the death of a family member will require verification: funeral program or statement from the involved funeral director.
3. Excuses based upon authorized representation of Claflin University should be verified by a written statement from the President, Vice President for Student Development, or Provost, depending on the source of authorization.
4. Excuses based upon a legally required court appearance should be verified by a copy of the document requiring such appearance.
5. Excuses for late registration based on financial aid difficulties shall require a statement from the Director of Financial Aid. The record of each student’s attendance in classes starts with the date that the class officially begins and not the time of reporting to class.

Any exception to this regulation must have prior approval of the Vice President for Student Development and Services.

IV. Procedures to Obtain an Excuse
1. Obtain documentation as outlined above.
2. Go to the Office of the Vice President for Student Development and Services to receive an excuse form.
3. Take the excuse form to the Office of the Provost Office for approval.
4. Take the excuse back to the Office of the Vice President for Student Development and Services.
5. Present copy for instructors’ signatures from the classes missed.
6. Take the signed form back to the Office of the Vice President for Student Development and Services.

V. Academic Guidelines
1. A student’s major advisor, Department/Dean, and the Provost must approve a student’s major before the student lists the major on his or her program.
2. A course which is dropped by a student without written permission from the registrar, major advisor, and Provost causes the grade earned in that course to automatically become an “F”.
3. Claflin University requires a student to spend the last thirty (30) hours in residence before a degree can be conferred. A prescribed sequence of courses must be followed and completed.

Note: Due to extenuating circumstances, an exception of this policy must be requested through the appropriate channels and approved by the Provost.

UNIVERSITY POLICE/SECURITY OFFICERS
The chief purposes of the officers are to protect students, faculty, and staff, and to enforce state and local laws on campus and school property. The officers have the authority to arrest violators.
1. Students will not be allowed to park in reserved parking spaces.
2. Regulations regarding speed limit, pedestrians, right-of-way, and reserved parking spaces will be strictly enforced.

STUDENT CODE OF CONDUCT
out how the matter has been resolved (in writing if necessary) and the matter will be declared closed. If the matter is not resolved in the Informal Resolution Conference, it shall be referred to the Student Code of Conduct Judicial Board for resolution.
2. After conducting the informal resolution conference, the Vice President for Student Development and Services has the authority to send the case directly to the Student Code of Conduct Judicial Board, or to another hearing authority.
3. Students or groups who decide not to respond or fail to contact the Vice President for Student Development and Services to reschedule the conference will have their case forwarded to the Student Code of Conduct Judicial Board for inclusion in the formal judicial process.

D. The Student Code of Conduct Judicial Board
1. The Student Code of Conduct Judicial Board consists of nine members, four from the faculty appointed by the Provost, two members appointed by the President, and three students appointed by the Student Government Association. In addition, two students, one faculty member, and one University staff member will serve as alternates. The Vice President for Student Development and Services shall be responsible for soliciting nominations, screening, and training the Student Code of Conduct Judicial Board.
2. The duties of the Student Code of Conduct Judicial Board include hearing and rendering a decision in all cases referred to it under the Student Code of Conduct. This committee reports its decisions and recommendations to the Vice President for Student Development and Services, and, in appropriate instances, the Executive Committee.
3. Members of the Judicial Board who are charged with any violation of the Student Code of Conduct or with a criminal offense may be suspended from their judicial positions by the Vice President for Student Development and Services. Members found guilty of any such violation or offense may be disqualified from any further participation on the Judicial Board. Additional grounds for removal may be established by the Vice President for Student Development and Services.
4. All proceedings of the Student Code of Conduct Judicial Board will be taped and/or transcribed. There will be no taping or transcription during Judicial Board deliberations. The tape recording or transcription will not be retained once all appeals have been exhausted.

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

Interim Suspension
The Vice President for Student Development and Services may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to himself or herself, or to others.
During the period of such a suspension, the student shall not, without prior permission of the Vice President for Student Development and Services or his designee, enter or remain on the campus of Claflin University other than to attend the scheduled hearing. Violations of any conditions of the interim suspension shall be grounds for expulsion from the University.

A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Vice President for Student Development and Services.

Sanctions
1. Letter of Reprimand: written notice that continuation or repetition of a violation of the Student Code of Conduct may be cause for additional disciplinary action.
2. Disciplinary Probation: status of student is declared probationary for a specific period of time. Students who have been placed on disciplinary probation are ineligible to hold an official campus elected and/or selected position, or to represent Claflin University in any capacity during the period of their probation. Violations of the terms of disciplinary probation, or any violation of the Student Code of Conduct during the period of probation, will normally result in suspension or expulsion from the University.
3. Restitution: repayment to the University or to an affected party for damages resulting from a violation of the Student Code of Conduct.
4. Disciplinary Suspension: exclusion from University premises, and other privileges or activities, as set forth in the suspension notice. During the period of such a suspension, the student shall not, without prior permission of the Vice President for Student Development and Services or his designee, enter or remain on the campus of Claflin University. Students suspended must vacate the premises as determined by the Vice President for Student Development and Services. All grades and fees for the current semester are forfeited. Students may be required to complete a period of disciplinary probation upon their return to the University. During the period of suspension, if the student attends another institution, the hours or grades earned at that institution are not transferable to Claflin University.
5. Expulsion: permanent termination of student status, and exclusion from University premises, privileges, and activities. The expelled person must vacate the campus within 24 hours and is not to visit the campus again without permission of the President of the University or his designee. All grades and fees for the current semester are forfeited.
6. Conditions/Restrictions: limitations upon a student’s behavior and/or University privileges for a period of time, or an active obligation to complete a specific activity. This sanction may include, for example, restricted access to the campus or parts of campus, denial of the right to represent the University in any way, denial of housing, parking, or driving privileges on campus, required attendance at a workshop, participation in community service, etc.
7. Other Sanctions: other sanctions may be imposed instead of, or in addition to, those specified as stated in items 1 - 6.

Administrative Hearings Before The Judicial Board
A. The Student Code of Conduct Judicial Board or other designated hearing body, will be presided over by the Chairperson, or his/her designee. The presiding officer will have control over the proceedings and shall take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing.
GENERAL INFORMATION
To remove grades of “I”, the faculty member must report the change on a Change of Grade Form to the Office of Enrollment Management by the deadline for submission of mid-term grades.

The grade of “X” is assigned to students who complete coursework at a satisfactory level, but fail to take the final exam. Students who receive the required excuse may request a make-up exam from the instructor within the first weeks of the subsequent next semester.

The grade of “Z” is assigned when a student needs to re-enroll in a course to satisfy the final requirements of one part of the course. Students must re-enroll in the delinquent part of the course during the subsequent semester.

GRADE POINT AVERAGE
A semester average is obtained by dividing the total number of credit hours elected during one semester into the total number of quality points received during the same semester. A cumulative average is found by dividing the total number of credit hours elected into the total number of quality points received.

REGISTRATION
Registration is arranged with official guidance and supervision of University officials. Detailed instructions and assignments will be given to each faculty member in advance of registration.

There exists a cooperative program between Claflin University, South Carolina State University, and Orangeburg-Calhoun Technical College to permit the cross-registration of students enrolled in either institution. A student wishing to pursue a course at South Carolina State University or Orangeburg-Calhoun Technical College must be certified as a registered full-time student of Claflin University by the Registrar and the Provost. The course must appear on the student’s official registration form. The appropriate fees are collected by the Business Office at Claflin.

The Registrar is responsible for overseeing the operations of student records, registration, and graduation. The Registrar of the University shall forward teacher’s grade reports to the Registrar for each student cross-enrolled from that institution. The rules and regulations will apply to any student taking a course at any of the three institutions. The Director of Admissions is responsible for student recruitment and the supervision of the admissions process.

CHANGES IN REGISTRATION
All changes in the student’s program of studies must be made within the period designated for schedule changes in the University catalog for the academic year. Any change in registration must be on the recommendation of the registration committee. No course may be dropped or added without the approval of the necessary person(s). Any student who does not drop a course with the proper signed permission will receive a grade of “F” in the course.

No entry should be made on the student’s grade record for courses dropped within the period when changes in schedule are permitted. A grade of Withdrew Passing (WP) or Withdrew Failing (WF) should be awarded for all courses dropped after the expiration of this period.

STUDENT CODE OF CONDUCT
B. The parties shall abide by the presiding officer’s decisions except when a Board member objects to a decision to accept or reject evidence in which case the majority vote of the Board members present will govern.

C. In all proceedings before the Judicial Board or other designated hearing body, the student will be informed, in writing, of reasons for appearance before a disciplinary hearing body. The University will move as expeditiously as possible to hear the case.

D. Both the party charged and the party who filed the complaint may be present at the hearing, with or without counsel, and/or witnesses and such hearing shall be closed and confidential to all but the principal parties.

E. The student may appear in person to present his/her defense to the judicial body, and may call witnesses on his/her behalf. Should the student fail to appear, and it has been determined that he/she did receive the required notice of the hearing, the hearing will be held in his/her absence.

F. If the party who filed the complaint does not appear at the hearing and it has been determined that the party did receive the required notice of the hearing, the case, at the discretion of the Board, may be dismissed.

G. The student may be accompanied by counsel or a representative of his/her choice. This person may preferably be a member of the faculty, staff, or student body from the University. The counsel or representative may advise the student during the proceedings and make a closing statement on behalf of the student, but shall not be permitted to ask questions. The party charged shall notify the Chairperson of the Judicial Board or the hearing officer in writing, at least 24 hours prior to the hearing, if there will be representatives or witnesses and provide a list of representatives and witnesses with the notice.

H. Students may refuse to answer questions which might tend to incriminate them.

I. The student shall have the opportunity to raise questions regarding all witnesses to the hearing officer. No testimony shall be received in the absence of the accused student unless he/she willfully withdraws him/herself from the proceedings while such testimony is being offered.

J. Written testimony may be submitted in lieu of personal appearances if signed by the affiant and witnessed by a notary public. The party charged shall be notified in writing.

The student will be notified of his/her right to appeal the decision of the judicial body. Should he/she appeal, any action assessed by the judicial body shall be in suspension until acted upon by a higher body.

Appeals
Any student who feels that he/she has been treated unjustly as to the recommendation of the Judicial Board either on the issue of fact as to the commission of the offense or as to the severity of the disciplinary sanction imposed may within two days of receipt of the decision, appeal in writing to the President of the University. Should the right to appeal be exercised, the President shall appoint an ad hoc committee to review the case. Any action assessed by the Student Code of Conduct Judicial Board shall be held in abeyance until the President reviews the findings of the ad hoc committee and announces the final decision.

No person or persons shall have the right to appeal a lawful sentence after he/she admits an act of wrongdoing or violation.
GENERAL INFORMATION

LEAVE OF ABSENCE

Voluntary Leave of Absence:
During their Claflin career, students may choose to take a leave of absence for medical and/or personal reasons. They may choose not to return after successfully completing a semester, or they may choose to leave while a semester is in progress. We may want to add information here about the grades they will receive if they withdraw mid-semester (Ws, Wp, or Wf).

Mandatory Leave of Absence:
Claflin provides support services to address the medical needs of students. On occasion, students may experience health needs requiring a level of care that exceeds what the University can appropriately provide. In such situations, students may take a voluntary leave of absence as described above. In certain situations, the University may require withdrawal of a student for medical reasons when:
(a) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that the student’s medical, psychological, or substance-related condition prevents him/her from safely and/or effectively participating in the University’s academic programs and/or the residential life of the University, such that the student is not otherwise qualified to attend the University; or
(b) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that as a result of the student’s medical, psychological, or substance-related condition, the student has threatened, or poses a significant risk of threatening, the health or safety of others; or engages in behavior that is unduly disruptive of others in the Claflin community. (Behavior that is “unduly disruptive” includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others.)

Prior to the withdrawal, the student may be required to sign a release authorizing disclosure of the student’s medical or other information by and between the student’s physician(s), psychologist(s), or licensed counselor(s), or others who are asked to provide information regarding the student and the appropriate University official(s). A medical evaluation by a competent specialist may also be required. The outcome of the medical evaluation will be shared with a designated staff member of the Office of Student Development and Services.

Student(s) will be given notice and an opportunity to speak with the Vice President of Student Development and Services prior to or within five (5) business days of the withdrawal. The Vice President of Student Development and Services may also consider other information such as whether there are reasonable accommodations that would effectively mitigate the risk of harm to others and would allow the student to safely and effectively participate in the University’s academic programs and the residential life of the University, as applicable.

The student will be notified of the withdrawal decision in writing. The decision may be appealed, following the procedures set forth below.

Students withdrawn under this section may also be subject to the normal disciplinary processes if their conduct has violated University policy. If disciplinary action is appropriate, the matter must be resolved either before or immediately upon the student’s return, if applicable.

GENERAL INFORMATION

6. Keep students clear of the building and prevent any re-entry of the building until fire department gives the all clear signal.
7. Discourage all careless smoking habits and impress on students the necessity of all electrical appliances being turned off when leaving the room, even for short periods of time. (irons, hot plates, percolators, etc.)

CAREER DEVELOPMENT
The Career Development Office works to help students from their first year through graduation. The office has a variety of resources and services to help establish career goals and determine the academic preparation needed to attain them. Career Development Services programs and other resources are available to assist students in making career decisions. Additional assistance or one-on-one career counseling service is available.

The Career Development Program objectives are designed to help students explore career options compatible with their academic and personal interests, to enable students to field test and acquire career-related work experiences, and to provide employment assistance to ensure marketability upon graduation.

Career Development programs and services serve everyone from freshmen exploring career interests to graduating seniors seeking their first job or entering professional/graduate school. Students and alumni are encouraged to use these services whenever they need career planning or employment assistance.

SEMESTER GRADES AND POINTS
The grading system outlined below is for use by all departments of the University: Grade Significance Quality Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 Excellent</td>
<td>4.0 per semester hour</td>
</tr>
<tr>
<td>B+</td>
<td>85-89 Very Good</td>
<td>3.5 per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>80-84 Good</td>
<td>3.0 per semester hour</td>
</tr>
<tr>
<td>C+</td>
<td>75-79 Above Average</td>
<td>2.5 per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>70-74 Average</td>
<td>2.0 per semester hour</td>
</tr>
<tr>
<td>D+</td>
<td>65-69 Below Average</td>
<td>1.5 per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>60-64 Poor</td>
<td>1.0 per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>0-59 Failure</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passed</td>
<td>NC - Not for Credit</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw Without Penalty</td>
<td>WIP - Work In Progress</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal-Passing</td>
<td>WF - Withdrawal-Failing</td>
</tr>
<tr>
<td>X</td>
<td>Absent from Final Examination</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Re-enroll in a course to satisfy requirements</td>
<td></td>
</tr>
</tbody>
</table>

Where a student receives a grade of “D” in a major course or English 101 or 102, or Math 111, the course must be repeated until a grade of “C” is earned. “I”, Incomplete, is given in exceptional cases where the student had been passing and gives evidence of ability to pass the course if granted an opportunity to complete an assignment which was not completed by the termination of the course. Grades of “I” must be removed within the first nine weeks of the subsequent semester in residence. Grades of “I” are not removed within the first nine weeks of the subsequent semester in residence automatically become failing grades of “F.”
If you are on fire
Stop, Drop, and Roll! If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling smothers the flames.

Physical Disabilities
In case of fire drill/fire or other emergencies limiting elevator use, a person using a wheelchair/scooter should go to the nearest, safe stairwell to await assistance and two people should accompany them. One person should stay with them in the stairwell, while the other should leave to inform the proper authorities (Campus Public Safety, emergency, or fire fighting personnel) of the location of the individual. Public Safety or fire fighting personnel will immediately come and assist the individual out of the building.

The two persons rule helps to ensure that the authorities will find the person quickly and not have them left alone in the stairwell wondering whether the emergency is real or not and whether someone will find them.

Living Learning Center
Instructions for Fire Drill and Fire Safety

A. When signal is sounded
1. All persons should remain calm.
2. Close all windows but do not lock them.
3. If in sleeping clothes, or without clothes, put on or take overcoat or wrap the blanket from your bed around you and proceed to the nearest exit. Follow exit designation as outlined for your building.
4. Close your room door and all fire doors in your area. Do not lock them.
5. Monitors assigned to each exit will see that exit doors are unlocked.
6. Monitors should check each room to make sure the building is empty.
7. Do not stop to carry personal property. Only the saving of human lives justifies personal risk.
8. If in a classroom, laboratory, or the dining hall, follow the instructions given for that building. The instructor will check to see that everyone has left the room.
9. In areas where gas is used, be sure to turn off all equipment.
10. All persons will assemble outside the exit of the building in the designated area and remain there until dismissed by monitors or resident hall managers.
11. An organized fire drill shall be held each semester.

B. When fire occurs
1. In case of fire or smoke, alert all persons in the building and evacuate at once. Keep doors and windows closed if possible. Smoke inhalation causes more deaths than actual burning.
2. Make certain the fire department is notified, then the University maintenance and Police offices.
3. After persons are evacuated and alarm has been turned on, an attempt to extinguish small fires with fire extinguishers may be tried. Do not jeopardize yourself.
4. In high rise buildings, do not use elevators. Leave one elevator at ground level for the fire department’s use.
5. Have someone contact arriving firefighters to give location of fire or smoke.

GENERAL INFORMATION

Appealing a Mandatory Leave of Absence
Any decision regarding the mandatory withdrawal of a student may be appealed in writing to the President of the University within five (5) business days of the withdrawal. The appeal must include the grounds for the appeal and any supporting evidence. The President or his designee shall evaluate such appeal, during which time the student may not be allowed on University property. Absent extenuating circumstances, the President or his designee shall issue a final decision in writing to the student within fifteen (15) days of receiving the student’s appeal.

Reinstatement
Students who wish to return from a leave of absence must reapply to return to the University. In some cases, the Vice President for Student Development and Services may establish specific requirements for reinstatement if the circumstances of the student’s departure warrant it. The goal of such conditions is to prepare the student for a successful return to the University; for example, a student may be asked to complete pre-approved coursework at an outside institution in order to demonstrate readiness to return to rigorous academic work or to participate in a reinstatement consultation with University Health Services to facilitate a successful return. If the leave is health-related, any conditions or requirements for reinstatement will be based on an individualized assessment of each student including consideration of current medical knowledge and/or the best available objective evidence. Careful consideration will be given to the opinions and recommendations of the student’s treating physician or mental health professional, if available. Students on probation for disciplinary or academic reasons will resume their probationary status upon their return for the duration of the assigned probationary period.

Accreditation
Claflin University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4907; Telephone number: 404-679-4501) to award the bachelor’s degree and the Master of Business Administration degree. It is also approved by University Senate of the United Methodist Church. Its Education program is accredited the National Association for the accreditation of Teacher Education (NCATE) and by the South Carolina State Board of Education. The Division of Business Administration is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the Bachelor of Science in Business Administration and in Organizational Management.

ACADEMIC HONORS
Students with high scholastic achievement are listed on the President’s Honor List, Dean’s List, or Honor Roll following the semester in which the achievement was attained. These students are divided into three groups.

1. President’s Honor List - Those students who have earned a minimum of 12 semester hours in a semester, who have a scholastic GPA of 4.00 for that semester, and who have not received a course grade of below “C” in that semester.

2. Dean’s List - Those students who have earned a minimum of 12 semester hours in a semester, who have a scholastic GPA of 3.50 to 3.99 for that semester, and who have not received a course grade below “C” in that semester.
3. **Honor Roll** - Those students who have earned a minimum of 12 semester hours in a semester, who have a scholastic GPA of 3.00 to 3.49 for that semester, and who have not received a course grade below "C" in that semester. Grades earned in developmental courses may not be used to qualify for academic honors

**Honors and Awards Week**
An Honors and Awards Week is observed by the University each year. The program is designed to give recognition to students who have attained high scholarship and whose conduct and general activities are commensurate with their academic achievement.

**Honors at Graduation**
These grades of high honor are conferred at graduation.
1. Summa Cum Laude (3.90 - 4.00)  2. Magna Cum Laude (3.75 - 3.89)  3. Cum Laude (3.50 - 3.75)
Students who earn a minimum of 90 hours at this institution (Claflin University) are eligible to graduate with the same honors as regular students. Students who earn a minimum of 60 hours at this institution (Claflin University) are eligible to graduate with any other honors other than Summa Cum Laude. A student who has at any time been suspended or subjected to other disciplinary actions by the Student Code of Conduct Judicial Board of the University will not be graduated with honors.

**CAMPUS BUILDINGS BY CATEGORY, PROGRAMS, AND SERVICES**

**Administration**

**Tingley Memorial Hall**
Tingley Memorial Hall is the main administration building. It was dedicated in 1908, by Mr. Samuel Herbert Tingley of Providence, Rhode Island, in memory of his beloved wife, Mrs. Adella Malvina Tingley. This building is listed in the National Register of Historic Places.

**Academic Buildings**

**Bowen Hall**
This building, constructed in 1900, formerly housed the University library. It presently houses The Freshman College, the Department of Education, the General Education Common Core Computer Laboratory, Office of Professional and Clinical Experiences, two classrooms, and other offices.

**Calhoun-Downs-Laymen Hall**
Constructed in 1949 for use as a science facility, this two-story brick structure has been remodeled and houses the University Bookstore and Offices of The Vice President for Student Development and Services, Career Development and Counseling, and the Department of Art.

**Grace T. Kennedy Business and Communications Building**
Erected in 1992, this building houses classrooms and offices of the Department of Business Administration, the Department of English and Foreign Languages, and the Mass Communications Department. It has a video/radio production studio, two computer laboratories, two electronic classrooms, and an auditorium.

**Jonas T. Kennedy Health and Physical Education Center**
This modern facility was occupied in 1980. Constructed through the generosity of Dr. & Mrs. Jonas T. Kennedy and the United Methodist Church, this structure houses the Department of Health and Physical Education. The center also contains a 2,000 seat arena.

**Fire Extinguishers**
Fire extinguishers are located in all hallways. They are to be used only in the event of fire.

**Elevators**
Elevators automatically shut down when a fire alarm is sounded. Utilize the stairs to exit a building when the fire alarm sounds.

**Health and Fire Safety Inspections**
Residential Life will conduct scheduled Health and Fire Safety Inspection each academic term. The purpose of these inspections is to view student rooms for damage, health, and fire safety violations, security concerns, and other violations of University policies. The inspections are designed to seek and correct potentially hazardous situations in order to protect the health, safety, and general welfare of community members. Students will be notified in writing of any violations found during an inspection and will be required to remove or eliminate the identified safety hazard. If other violations of Claflin University policies are observed during the inspection, they will also be documented and followed up on. During vacation periods, Claflin University personnel from Plant Operation may enter student rooms at any time to make routine maintenance repairs.

**In the Event of a Fire**
At the first indication of a fire, whether it is a persistent smoke or fire alarm, smoke, or flames, follow the procedure outlined below. Please be familiar with this procedure. It could save your life.

**Sound the Alarm**
Sound the alarm, if available, as soon as you find or suspect a fire. Wake up everyone in the room. Warn other occupants - knock on doors, and shout as you leave.

**Dress**
If time permits, take a jacket and shoes, and a towel to cover your face.

**To Survive a Fire**
If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Feel any door before opening it. If it is cool, brace yourself against the door and open it slightly. If trapped by heat or heavy smoke, close the door and stay in the room. Do not jump! Stay next to windows so that fire fighters can get to you quickly.

**If you get trapped**
Keep the doors closed. A closed door can protect you from fire, heat, and smoke elsewhere in the building. If you are trapped, seal cracks and vents from incoming smoke. Do not break windows with a chair or other objects; this may draw smoke into the room. Signal for help. Stay where you are, and hang something like a sheet or shirt from the window to attract the fire department’s attention. Call Campus Police at extension 5444 and give them your building name and room number.

**Check the hallway**
If the hallway is relatively clear of smoke, close your door behind you and proceed to the nearest exit as quickly as possible. If heat, fire, or smoke blocks the nearest exit, stay low and go to another exit. Use exit stairs, not elevators. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you are outside.

**GENERAL INFORMATION**

38
**GENERAL INFORMATION**

**RESIDENCE HALL FIRE SAFETY**

The subject of fire safety is one that is taken very seriously at Claflin University. All students are expected to observe the following fire safety regulations:

**Electrical Appliances**

Fires in student rooms have resulted from electrical defects in or careless use of electrical appliances. All appliances must be UL APPROVED and should be used with caution. No electric appliance may have an exposed heating element.

The following are the only appliances that may be used in the residence halls: clocks, curling irons, fans, hair dryers, irons, personal computers, radios, refrigerators, (4.0 cu. ft. maximum), stereo systems, televisions, VCRs, DVD players, and microwaves.

Appliances such as irons and curling irons should never be left unattended; they should be unplugged after use and not stored until they are cool to the touch.

**Fire Drills**

All occupants must evacuate the building when a fire alarm is sounded.

Failure to evacuate during a fire alarm is a violation of Claflin University policy and will result in disciplinary action. Residential Life conducts fire drills twice a year and student cooperation and support is essential during all fire drills.

**Fire Alarm Pull Stations**

Fire alarm pull stations are located on every floor in every building. They can be activated by pulling the red alarm handle. Alarms will also be set off if a smoke or heat detector is activated. The alarm will ring continuously until the building has been cleared. Campus Police or building staff will notify residents of the "all clear" to re-enter the building. Do not re-enter the building unless the "all clear" signal has been given.

**Tampering with Fire Equipment**

Fire safety equipment that has been tampered with may fail to operate correctly in an emergency. This could prove fatal. Tampering with fire safety equipment (including but not limited to fire extinguishers and local smoke and heat detectors) will result in disciplinary action. We encourage you to report anyone who pulls an alarm. Such a prank can endanger and inconvenience you and others in your building.

**Fire Doors**

There are fire doors at the end of hallways and in stairwells. The doors are specially constructed to delay the spread of fires. Most regular doors have a burn-through time of about one hour. Fire doors have a rated burn-through time of up to two hours.

It is for this reason that fire doors, especially in corridors, should never be propped open. They are a primary factor in slowing the spread of fires.

**Smoke Detectors**

All residence halls are equipped with smoke detectors. The detectors will set off the building alarm. It is possible that from time to time a detector may malfunction and set off an alarm. You should still vacate the premises but report the problem immediately to your RA or Residential Life.

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**Lee Building**

Erected in 1898, the Lee Building is one of the older remaining University structures and is designated as the site for the Arthur Rose Museum. It is located in the National Historic District.

**W. Vernon Middleton Fine Arts Center**

The Fine Arts Center was completed in 1968. This building is a contemporary structure containing an auditorium with a seating capacity of over 650 persons, 4 classrooms, 2 dressing rooms, 2 practice rooms, state of the art piano laboratory, and several well-equipped offices.

**James S. Thomas Science Center**

This facility was erected in 1973. It is named in honor of Bishop J. S. Thomas, a prominent Claflin alumnus. It provides classrooms, laboratories, greenhouse, offices for biology, chemistry, mathematics, computer science department, and 2 computer laboratories.

**Molecular Science Research Center**

The Molecular Science Research Center is the state of the art research center.

**Residence Halls**

**C. L. Asbury Hall**

This women’s residence hall was erected in 1961 to replace Wilson Hall. Accommodating 142 women, the three-story, air-conditioned, well-equipped structure has a laundry room and reception area. The building is fully equipped for voice and data access for each resident, cable television, and a small computer laboratory.

**Fred P. Corson Hall**

The Fred P. Corson Hall was erected in 1964. Accommodating 61 women, the three-story, air-conditioned brick structure, a two-floor residence area for women with laundry facilities, a student lounge, and the Orange-Maroon Club. The building is fully equipped for voice and data access for each resident, cable television, and a small computer laboratory.

**Mary E. Dunton Hall**

Mary E. Dunton Hall, a women’s residence hall, accommodating 116 women, was erected in 1957 to replace the old Mary E. Dunton Hall which was destroyed by fire in 1955. The three-story, air-conditioned brick structure has a laundry room. The building is fully equipped for voice and data access for each resident, cable television, and a small computer laboratory. The building was named in honor of Mrs. Mary E. Dunton, wife of the late president Dunton.

**High-Rise Residence Hall**

Approximately 216 men reside in this modern facility erected in 1970. The six-story brick building is completely air-conditioned and is equipped with all modern living facilities and six study rooms. The building is fully equipped for voice and data access for each resident, cable television, and a small computer laboratory.

**SRC South**

Male, Capacity-96/3 floors, Computer Lab, Student Lounges, Free Laundry Facilities, Single Room Suites equipped with cable, telephone, and internet access.
GeneraL Information

src north
female, capacity-72/3 floors, computer lab, student lounges, free laundry facilities, single room suites equipped with cable, telephone, and internet access.

src west
female, capacity-72/3 floors, computer lab, student lounges, free laundry facilities, single room suites equipped with cable, telephone, and internet access.

src east
female, capacity-48/3 floors, computer lab, student lounges, free laundry facilities, single room suites equipped with cable, telephone, and internet access.

new residence halls
clafin commons
the clafin commons constructed in 2014 is the newest residence hall on campus. it is comprised of two three-story wings to accommodate 100 males and 100 females in two and four bedroom suites. each wing features its own elevator, laundry room, computer lab, and informal study areas. the wings are connected by the shared student commons area that includes the main entry to the building, multipurpose room for student meetings, and two fitness rooms.

other buildings

campus bookstore
the clafin university bookstore is located in calhoun-downs laymen hall. the hours of operation are 9:00 a.m. to 5:00 p.m., monday through friday. store hours are extended during the start of each semester. along with textbooks and school supplies, the store offers general reading books, software, compact discs, cassette tapes, posters, a variety of snacks, gift items, and school and greek paraphernalia. the store is managed by follett higher education group.

dunwalton
in honor of the late dr. lewis m. dunton, the name dunwalton was retained for the residence of the president. the structure is modern in design and has adequate space for entertaining university guests. the building was erected in 1971 on the site of the former home of the late dr. and mrs. dunton.

james and dorothy z. elmore chapel
the chapel was erected in 2007. the main sanctuary seats 500 and 52 choir chairs. the lower level houses the department of philosophy and religion, chaplain’s office, and classrooms. the walls of the chapel hold within them a sanctuary of outstanding beauty and presence. in consecration, it will also become a place for spiritual reflection and religious service and for the edification of the university’s students and the campus and community beyond.

ministers’ hall
minister’s hall was erected in 1913. this brick structure was used as the university dining hall until fall 1984. the building is being renovated into a performing arts center with a 200 seat auditorium, service kitchen, and a meeting room. the building is listed in the national register of historic places.

General Information

trustee hall
erected in 1895, trustee hall is the oldest structure on campus and is located in the national historic district. the facility has one classroom, several faculty offices, and the department of humanities and social sciences. this building is listed in the national register of historic places.

goff house
the student outreach and retention center (soar) were erected in 1985. this building houses the trio programs consisting of upward bound and upward bound mathematics and science initiative (prism).

hubert vernon manning library
the hubert vernon manning library, named for the sixth president and occupied in 1967, is a handsome two-story structure with a half-basement. the exterior is predominantly glass with brick, concrete, and slate. the library has a seating capacity of 300. located in the library are the wilbur r. gregg black collection, named for the late rev. wilbur r. gregg, a former faculty member who contributed to the development of the collection, and the clafin university archives.

hours of operation
regular term hours:
monday - thursday 8:00 a.m. - 12:00 midnight
friday 8:00 a.m. - 6:00 p.m.
saturday 10:00 a.m. - 2:00 p.m.
sunday 3:00 p.m. – 10:00 p.m.

summer term and intercession hours:
monday-thursday 8:00 a.m. - 10:00 p.m.
friday 8:00 a.m. - 6:00 p.m.
saturday 10:00 a.m. - 2:00 p.m.
sunday 3:00 p.m. – 8:00 p.m.

kleist hall
this building was erected in 1998 to help alleviate overcrowded conditions in the existing women’s residential halls. this modern four-story, air-conditioned structure accommodates 149 women. it has three computer laboratories, four laundry rooms, eight study rooms, and students’ suites that include 2 bedrooms with 2 single beds each, living room, and one bath.

campus center
this two-story building includes a beauty salon, game room, multi-purpose room, duplex snack area, university post-office, and offices for the director of residential life, assistant vice president for student development and services, student government association, and coordinator of student activities.

leadership development center
tingley memorial hall houses the offices for student leadership and development. the leadership development center coordinates programs and activities to promote leadership and community service awareness for students, faculty, and staff. the center assists students in obtaining uncf scholarships and undergraduate research internships. located in tingley hall, its hours of operation are 8:00 a.m. to 5:00 p.m.