



COKER COLLEGE

STUDENT HANDBOOK 2016 • 2017

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A Message from our President

Dr. Robert L. Wyatt

Dear Coker Student:

Welcome! Whether you are new to Coker College or are a returning student, the 2016-17 academic year promises fascinating opportunities for you to discover and explore.

Your journey here will be uniquely yours, of course, but as you look for interesting ways to expand and refine your skills and talents, be alert to the connections that will link your efforts to the shared ambition of this academic community. Doing so is fundamental to meeting the important challenge we have set before us, which is to redefine ready.

For more than 100 years, Coker College has been fiercely determined to prepare excellent students for extraordinary lives. But the nuts and bolts of how we fulfill that mission have, to put it mildly, been turned on end. The reality is that technological innovations, and global geo-political transitions are taking place at a dizzying pace.

Clearly it is not enough that students are immersed in an academically rigorous curriculum. Much more is needed. This is why we now work to build – with your help – a rich, transformative Coker Experience marked by bold expectations and life-changing encounters. You will be tested here, to be sure. But if you will give yourself fully to the moment you will experience the full joy of college life, and when these short days have passed, you will see that the assurance you received during Opening Convocation was, indeed, your destiny. You will have redefined ready. You will be confident and ready to lead.

Over the course of this year, please resolve to be as engaged in Coker's classrooms, laboratories, studios and stages as you are in your student organizations, playing fields, internships and service work. Become involved in the life of this campus and of Hartsville. Take a study abroad trip, start exploring a career early, earn internship credit, and always be alert for opportunities to prepare for the "real world." As you open each new door, remember that your College is ready to support you. We are fortunate to have an exceptionally dedicated team of faculty and staff who are personally committed to your success. Please reach out to us early and often. **DON'T BE AFRAID TO ASK FOR HELP.**

Finally, my most important piece of advice is to have fun! Build friendships that will last a lifetime. My wife, Nancy, daughter, Lara, and I look forward to knowing you and hearing your stories.

Good luck!



Robert L. Wyatt, Ph.D.
President



Contact Information for Coker College

HARTSVILLE CAMPUS

300 East College Avenue
Hartsville, SC 29550
843-383-8000
www.coker.edu

MARION INSTRUCTIONAL LOCATION

Coker College evening classes meet at Marion County Technical Education Center
2697 East Highway 76
Mullins, SC 29571
Contact: Jamie Thomas: 843 858-2098(cell) or 843-423-1941 – ext. 6221
e-mail: jthomas@coker.edu

FLORENCE INSTRUCTIONAL LOCATION

Coker College evening classes meet at Poynor Adult & Community Education Center
301 South Dargan Street
Florence, SC 29506
Contact: Tarshia Edwards : 843- 858-0851(cell) or 843-664-8152 – ext 332
e-mail: redwards@coker.edu



COKER COLLEGE STUDENT COVENANT

Coker College is a community dedicated to scholarship and community engagement. Those who join our circle of learning commit to a lifelong journey of intellectual & personal growth and service to others.

Inspired by the six pillars of Davidson Hall, I agree to uphold the following tenets of the Coker College Student Covenant. I will:



Conduct myself with **INTEGRITY** and be responsible for my actions and their consequences.



RESPECT the rights, property, culture, and beliefs of others.



Engage myself as an honorable **SCHOLAR** inside and outside of the classroom.



Hold myself and others accountable for the **SUSTAINABILITY** of our environment.



Offer my knowledge and creativity to **SERVE** my community.



CONTRIBUTE to the wider world through a continued pursuit of knowledge.

As Davidson Hall serves as the center landmark of our campus, so shall these six tenets serve as the foundation for my actions and decisions as a member of this community. By pledging to these tenets, I obligate myself to honor the principles that define Coker College.

Students' Rights

NON-DISCRIMINATION

Coker College, in compliance with all applicable state and federal laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, veterans or military status, or against individuals with disabilities, or other legally protected classifications in the areas of employment, admissions, financial aid or access to educational or extracurricular programs, activities, or facilities.

RIGHT TO DUE PROCESS UNDER THE COLLEGE JUDICIAL SYSTEM

If a student is accused of breaking the Coker College Student Covenant or College policy (academic or nonacademic), they have the right to due process as outlined in the College Judicial Process & Policies section of this handbook. If a violation of civil law occurs on campus and is also a violation of a published College regulation, the College may institute its own proceedings against the offender if the College interest is clearly distinct from that of the community outside the College.

RIGHT OF EXPRESSION & PEACEFUL ASSEMBLY

The publications of Coker College, oral, written, and electronic, shall conform to journalistic ethics and to good practices of the profession. This includes the avoidance of libel and slander, indecency, undocumented allegations, attacks on personal integrity, and harassment and innuendo. With these standards, the publications of Coker College will be free from censorship, prior restraint or advance approval of copy. The individual editors will employ their own discretion concerning editorial and news policy and will not be subject to arbitrary suspension or expulsion from the College because of editorial or news policy.

In the interest of academic freedom and the right of peaceful assembly, Coker College students are allowed to gather in any public area of the College, including corridors or other places set aside for public meetings, to support or protest any course of interest to them. All student gatherings or demonstrations must be orderly and must not interfere with the legitimate pursuits of other members or guests of the College. In an effort to protect this right and students' safety, all student gatherings or demonstrations should be registered with Dean of Students' office at least 12 hours prior to the event.

The students of Coker College are encouraged to voice their opinions, but they should realize that they speak only for themselves and not for the student body or College community as a whole. Participation of students in demonstrations and protests off the campus is left to their own discretion, subject only to the section of this code outlining the relationship between College code and civil authority. The Coker College name is retained for officially recognized organizations and activities and may not otherwise be used without special permission.

RIGHT TO FREELY ASSEMBLE

As a part of the academic freedom sought by Coker College, students may organize themselves into

any groups they wish for whatever purposes they wish. All students in an organization shall be subject individually to the rules of the College and of the community. A student has the right to associate freely with off campus organizations without being punished or in any way harassed for this membership or association.

RIGHT OF INQUIRY

Students and student organizations are free to examine, to discuss, and to express opinions or questions of interest to them. An individual or campus organization wishing to bring an outside speaker to campus should seek the advice of the Dean of Students or the Director of Student Activities & Leadership to make arrangements for proper scheduling of facilities and preparation for the event. All persons should realize that sponsorship of outside speakers by the College does not imply approval or endorsement by the College of the views expressed. All speakers must agree to be available for questions and answers. The College cannot shield from state or federal prosecution any speaker whose utterance at Coker College allegedly violated laws relating to reason, sedition, obscenity, nor will Coker College permit any such violation. The College reserves the right to remove from campus any person whose conduct is in violation of College standards or civil law.

RIGHT OF PRIVACY OF STUDENT RECORDS

All student records will be released only under provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. All records pertaining to non-academic student judicial cases shall be kept in the Dean of Students' Office. All records pertaining to academic judicial cases shall be kept in the Office of the Provost and Dean of the College.

The Dean of Students and the Provost and Dean of the College will retain judicial records (non-academic and academic, respectively) for penalties less than suspension, for 1 year after a student's graduation, or 5 years after a student withdraws from the College. For cases of suspension or expulsion, records shall be retained indefinitely. Transcripts and/or tape recordings of hearings will be retained only until the appeal process is completed.

Access to Student Records

Each student who is attending, or has attended, Coker College is guaranteed access to his/her educational records as filed in the Office of Academic Records, the Student Solution Center, the Student Experience Office, or the Office of the Provost and Dean of the College.

Information contained in these files, including transcripts, will be communicated to persons or agencies specifically designated in writing by that student. A record of disclosure will be kept in the student's file. Health records may be utilized by College health officials or by a physician of the student's choosing upon written request by the student. Student credential files (if available) will be communicated to potential employers or graduate schools only upon written request of the student. Student access to these records is possible only if the student does not waive access at the time these records are compiled. The College may charge a reasonable fee for copying expenses. A student who wishes to review his/her record shall make such a request in writing to the appropriate office. The requisition shall be granted within a reasonable length of time, not to exceed forty-five (45) days.

The following exceptions are allowed under law and may be exercised by Coker College:

- Financial records of parents or guardians of the student or any information contained therein may not be reviewed by the student without written permission from the parent.
- Disclosure of a student's records without that student's permission is allowed as follows:
 - To appropriate College officials who have a legitimate educational interest.
 - To an appropriate person in connection with a health or safety emergency if such information is necessary to protect the health or safety of a student or other persons.
 - To certain federal and state officials for federal program purposes.
 - Under order of a federal or state court of law.
 - To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954.
 - In accordance with federal or state legislation.

A student who believes that information contained in his/her education records is inaccurate or misleading, or violates the privacy or other rights of the student, may request that the record be amended.

Directory Information

Directory information (including telephone numbers and addresses of students) is considered to be public information, and will be released or verified by the Office of Academic Records upon request. A student's attendance and classification may be verified by telephone. The student has the right to suppress any information that he/she does not wish to be released. All such requests must be made in writing to the Office of Academic Records. No information concerning grades or grade point averages will be released by telephone by the Office of Academic Records.

Notification of Parents or Guardians

Coker College recognizes that students are still developing independence and accountability. In order to foster this growth, we treat our students as adults who are responsible for their own actions and who must take ownership for the quality of their own educational experience through active participation in College life. Coker College also realizes that parents and guardians of young adults hold a deep concern for the well-being and happiness of their students while they are enrolled in college. In recognition of that interest from parents, Coker College expects students to initiate and maintain regular communication with parents about their academic and social progress in college.

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, protects the confidentiality of student records and specifies those occasions in which information can be disclosed without the student's prior consent. This right to privacy lays with the student upon his/her enrollment at any college or university. In most cases, students will be encouraged to inform their parents themselves in the event that academic, judicial, or health & safety problems arise. However, Coker acknowledges there may be a need for the College to notify parents directly in some circumstances.

In accordance with regulations within the Family Educational Rights and Privacy Act (FERPA)

of 1974 as amended, although Coker College is not obligated to do so, the College reserves the right to contact parents or guardians of dependent students under the following circumstances:

- When the student's enrollment is threatened by judicial action or poor academic performance;
- When the student's whereabouts are unknown and there is concern for his/her safety and well-being; (see Missing Student Policy)
- When the student poses a threat to the safety or personal well-being of him/herself or others;
- If the student is found responsible, through the College judicial process, for violating a local, state, or federal law, or institutional policy regarding alcohol or other controlled substances while on campus or otherwise representing the College;
- When there is a health or safety emergency resulting in hospitalization.

RIGHT TO BE FREE FROM HARASSMENT

Coker College complies with Title IX of the Education Amendments of 1972, which prohibit discrimination based on sex (including sexual harassment, sexual misconduct, and sexual violence) in the College's educational programs and activities. Title IX also prohibits retaliation for asserting such claims of discrimination. The College has designated a Title IX coordinator, listed on the Title IX web page to coordinate the College's compliance with and respond to inquiries concerning Title IX.

It is a violation of Coker College policy to harass any member of the College community on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, veterans or military status, or against individuals with disabilities, or other legally protected classifications.

Harassment is defined by the College as any verbal, written, or physical conduct that serves to intimidate, demean, or degrade an individual's or group's character, self-worth or dignity. Harassment is further defined as conduct that has the effect of limiting or denying equal opportunity or treatment that is conducted in disregard for an individual's or group's human or civil rights and that may result in ridicule or harm, or serves to inflict mental, emotional or physical discomfort upon another individual. Hazing and sexual harassment / assault, as defined in this handbook, are also considered harassment. Offensive language or behavior that interferes with a person's employment, educational status or performance, or that otherwise creates a hostile environment shall fall within the meaning of harassment (i.e. hate speech, bullying, etc.).

Persons who believe they have been harassed or discriminated against should contact the Title IX Coordinator to file a complaint. The situation will be referred to the appropriate investigative authority and resolved through the regular College judicial procedures, the Faculty Staff Handbook or Employee Manual.

For incidents in which the harassment is sexual in nature, the College sexual harassment policy will be followed. See "Student Sexual Misconduct Policy & Procedures" under the "General College Policies" section of this Handbook.

The College also absolutely prohibits retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

RIGHT TO A SAFE ACADEMIC COMMUNITY

Coker College desires to maintain a living and learning environment that is free from threats, intimidation, or violent acts. To promote a safe environment, Coker College prohibits the following:

- Possession of any weapon* on College property, including the residence halls
- Possession of any weapon* at any activity or event that is sponsored or conducted by Coker College
- Intimidating, threatening, or hostile statements or behavior (including hate speech, bullying, etc.)
- Physical abuse or assault
- Vandalism
- Arson
- Jokes or offensive comments regarding violent acts

Alleged violations of the above, as with all violations of the Coker College Student Covenant, will be processed through the Coker College Judicial System. The maximum penalty for these violations is expulsion from the College. If the alleged acts are violations of both College regulations and public law, the College is not precluded from taking judicial action independent of action by public authorities. Students who feel they have been subjected to these behaviors or are aware of the above should report this to the Dean of Students.

*Section 16-23-405 of the South Carolina Criminal Law and Motor Vehicle Handbook defines a weapon as "...a firearm (rifle, shotgun, pistol, or similar device that propels a projectile through the energy of an explosive), a knife with a blade over two inches long, a blackjack, a metal pipe or pole, or any other type of device or object that may be used to inflict bodily injury or death." Misuse of other items may also be considered weapons.

General College Policies

AIDS POLICY

Coker College recognizes the fact that Acquired Immune Deficiency Syndrome (AIDS) is a subject of much concern, especially in the American college environment. In order to deal effectively with the various aspects of AIDS-related issues, the College has developed flexible guidelines which are on file in the Student Experience Office. The detailed policy may be reviewed upon request. What follows is a summary of the College policies:

Committee on AIDS: An ad-hoc institutional committee will be appointed by the President of the College when necessary and will be responsible for (a) conducting an AIDS education program; (b) evaluating individual situations concerning AIDS; and (c) recommending to the President and Board of Trustees additional policy decisions as they become necessary.

Admissions, Attendance and Access to Facilities: Coker College will not include consideration of the existence of any form of HIV infection in the initial admissions decisions for applicants. Those who have HIV infection will be allowed regular classroom attendance in an unrestricted manner as long as they are physically and mentally able to attend classes. Access to facilities such as the gymnasium, dining hall, or other common areas will not be restricted.

Medical Care: While the College does not provide testing for HIV infection or primary medical care, referrals are available for testing, medical care, support, counseling and education. Students with HIV infection are encouraged to inform the Committee on AIDS so that appropriate support can be arranged.

Confidentiality: Information concerning any aspect of HIV infection will be handled with extraordinary care. Policies concerning access to health records are in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended and Health Insurance Portability and Accountability Act (HIPAA). The number of people in the institution who are aware of the identity of students or employees who have HIV infection will be kept to a minimum, both to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety among other students and staff.

Safety Precautions: Students and employees will be encouraged to practice “standard precautions” in the handling of all blood and body fluids - not just those of persons known to have HIV infection. Procedures will ensure review of safe practices in laboratories and other activities.

ALCOHOL POLICY

It is the desire of the College to develop educated students for leadership and service in society. All members of the College community share in the responsibility to maintain an environment that promotes a quality educational experience. The illegal use or abuse of alcohol by members of the community adversely affects our educational environment, our energy, and our focus, and in doing so, deteriorates the learning environment that makes Coker College such a special community. Because we are a close community, the behavior of one student has an effect on all others.

This policy also recognizes that punishment without education is an approach that does not fit the mission or philosophy of Coker College. Thus, educational strategies are one of the major approaches to addressing violations. However, as a community, we will not permit the illegal or irresponsible use of alcohol of one person to diminish our community or threaten the educational environment of the College. We further recognize that some persons may need more assistance than the College can provide, and for this

reason, suspension and expulsion are included as sanctions.

The purpose of the Coker College Alcohol Policy is to encourage responsible behavior; regulate the use of alcohol on Coker College property; support state and local laws; provide a program of intervention, education, and support; and establish appropriate judicial sanctions for those who violate the policy.

Violators of the Coker College Alcohol Policy will face sanctions ranging from a written warning to expulsion from the College. Please see the “Judicial Action” section of the *Student Handbook* for details regarding alcohol violations and sanctions.

South Carolina Law: As an institution within South Carolina, Coker College is committed to creating an environment in compliance with state and local laws. South Carolina Law requires:

- Anyone possessing or consuming an alcoholic beverage must be 21 years of age or older.
- No one under the age of 21 is allowed to purchase or attempt to purchase alcoholic beverages.
- No one over the lawful age is allowed to purchase for or serve an alcoholic beverage to a person under the age of 21.
- No one may use identification fraudulently or allow another person to use one’s own identification fraudulently to obtain alcoholic beverages.

Implications for Students: Alcohol policy violations include:

- Any behavior which violates federal or state law, or college policy (including housing contract).
- Possession of common-source containers on campus, such as kegs or party balls.
- The use or possession of funnels or other paraphernalia.

Guidelines for selling and/or providing alcoholic beverages:

- No alcoholic beverages may be sold on Coker College property, except at special events, approved in advance. Such events must be approved by the Dean of Students or the President of the College.
- No alcoholic beverages may be served or otherwise provided on Coker College property, except at special events previously approved by the Dean of Students or the President of the College.
- No student organization may sell or otherwise provide alcoholic beverages to individuals at any function, either on or off campus.

Guidelines for possession and consumption of alcoholic beverages by students:

- Individuals must be in accordance with state and local laws and college policy to possess or consume alcoholic beverages on college property. Alcoholic beverages may be consumed only in the following locations, as approved by the Dean of Students or the President of the College:
 - Designated residence hall rooms/apartments/suites where all of the assigned occupants are 21 years of age or older. In the event a student enters the room/apartment/suite that is under the age of 21, the room/apartment/suite automatically becomes a dry room/apartment/suite. Residents of the room/apartment/suite are required to put away any alcoholic beverages. If any underage student is discovered in a “wet” room/apartment/suite, the student, and the residents of the room/apartment/suite will be held responsible;
 - The Dining Hall, on the occasion of dances or other special events;
 - The Drengaelen House, on the occasion of special events;
 - The Cone Council Activity Center (Cobra Den), in accordance with its policies;
 - Other locations, during special events, with prior written approval of the Dean of Students

or the President of the College.

- Public consumption of alcoholic beverages by students is prohibited. The following areas are considered public: any area of the residence halls outside one's private room; outdoors, the Clubhouse/Boathouse area; and campus buildings (with the exception of the above).

Guidelines for Parties and Events: All College activities must be properly scheduled, whether or not alcohol is to be served. Sponsoring organizations, offices or individuals must submit a request and have it approved by the appropriate campus authority. For the use of all College owned facilities, a Scheduling Request Form must be submitted to the appropriate room scheduler and approval granted prior to the event.

Hosts of approved parties or events are responsible for the safety and well-being of their guests and will be held responsible for assuring those consuming alcohol are of the legal age. If alcohol is being consumed, the host(s) must take the following steps:

- Arrange an age-verification procedure to ensure all consumers are of legal age;
- Provide for the sale or distribution of non-salty foods and non-alcoholic beverages;
- Arrange for security personnel; and
- Clean the area within 24 hours or sooner if necessary and be responsible for any related damages if violator(s) cannot be identified. All empty containers must be placed in recycling bins, as appropriate.

Health Risks of Alcohol & Drugs: Alcohol is a depressant that is absorbed into the bloodstream and transmitted to all systems in the body. Even light to moderate doses reduce physical coordination and mental alertness, making activities such as sports and driving dangerous. A moderate dose of alcohol causes staggering, slurred speech, double vision, mood swings and unconsciousness. Persistent impotence and loss of libido as well as hepatitis, esophagitis and pancreatitis may occur with heavy alcohol use. Long-term alcohol use increases the risk of liver disease, heart disease, peptic ulcers, certain types of cancer, complicated pregnancies, birth defects, and brain damage. Heavy or binge drinking may even result in respiratory depression and death. Alcohol use can also cause mood changes and loss of inhibitions as well as violent or self-destructive behavior. Alcohol may produce a strong psychological dependence and can create a physiological addiction that is dangerous. Alcohol is a contributing factor in many accidents and tragedies. (See also "Drug Policy")

Education, Treatment, & Referral: Coker College incorporates information about alcohol and drug abuse in its formal educational curriculum and in its out-of-class activities. Certain courses in psychology, sociology, physical education, and Coker College 101 address these topics. In addition, such information is covered in orientation programs and in periodic workshops and seminars. The Student Experience Office distributes brochures & pamphlets and maintains a library of such information.

When education fails to elicit appropriate behavior, the College attempts to appropriately combine judicial, legal sanctions, treatments and referral as a response to substance abuse. The policies concerning sanctions address treatment and referral in general terms.

Counseling is provided for students through a number of sources. Any student of the College is able to receive preliminary counseling free of charge, either on a voluntary or referral basis through the Coker College Counseling Center. The College Counselor may provide referrals to local psychologists or other health professionals for individuals who are in need of long-term or specialized assistance. Additional counseling is available through any member of the Student Experience staff, certain faculty members, or Darlington County Mental Health Center (332-4141). College students who voluntarily avail themselves of

services can be assured that all professional standards of confidentiality will be observed. The status of any student or College employee will not be jeopardized for seeking early assistance for a substance abuse program.

Treatment or counseling referrals and additional information can be obtained through the Student Experience Office, or from any of the following sources:

Coker College Counseling Center	(843) 383-8040
South Carolina Vocational Rehabilitation	1-800-832-7526
Federal Substance Abuse & Mental Health Services	1-800-729-6686
Alcoholics Anonymous	(843) 669-6345
American Council on Alcoholism Hotline	1-800-527-5344
Rubicon Addictions Services	(843) 332-4156
National Institute on Drug Abuse Hotline	1-800-662-HELP (4357)
S.C. Dept. of Alcohol & Other Drug Abuse Services	1-888-727-7383
(See also “Drug Policy”)	

ANIMALS ON CAMPUS POLICY

Coker College strives to promote a safe and healthy living, learning, and working environment. Consequently, animals, except for fish in a 10 gal tank or less, are prohibited from all College-owned buildings and athletic practice/competition areas. Exceptions to this policy are animals used in the service of a person with a disability, used in classroom instruction, or those described below.

Students, employees, or guests may walk leashed animals on College property under the following conditions: the animal does not have a history of aggression; the animal is accompanied by an adult at all times; and the adult cleans up after the animal. Any student, employee, or guest of the College assumes full legal responsibility for the animal in their possession while on College property, including damage to property or injury to persons.

COMPUTER USAGE POLICY

Coker College maintains a state of the art computing network for use by the College community. Specific policies governing the use of the College’s network and computing equipment can be found on the Department of Information Technology website (<http://support.coker.edu/>). Students are expected to familiarize themselves with and adhere to these policies and procedures. Students who are found to be in violation of any of these policies may have his/her computer privileges revoked immediately. Depending on the severity and type of the violations, additional judicial or legal action may be taken by the College according to the College Judicial Procedures outlined in this handbook.

Internet Use and Electronic Mail: Coker College is committed to encouraging students to use computer technology to achieve intellectual and research goals, and as a means of personal expression and growth. To that end, Coker College provides all students access to electronic mail accounts and free access to the Internet and the World Wide Web (see e-mail Policy). The use of personal computer accounts is a privilege, not a right, and may be revoked by the College if it is believed that the student has violated basic standards of conduct with regard to computer accounts, or if the student has violated local, state, federal or international law in using the computer account. (see Computer Usage policy)

Social Media: Wise use of social networking promotes healthy communication. Students may be held accountable for information shared in the public arena that might be in violation of College policy, indicate illegal activity, or libelous information regarding a member or policy of the College. Social media

posts and other content specifically added by administrators of the College's social media accounts are official Coker College content. Opinions expressed by other social media users do not necessarily reflect the opinion of the College. User provided content is not screened or evaluated during the submission process. The College is not responsible for content posted on individual faculty, staff, or student social media accounts. Further, users are expected to abide by applicable laws, regulations, rules, and policies including the Coker College *Student Handbook/Covenant*, the Coker College Faculty/Staff Manual/Handbook, the College's sexual harassment policy, and other regulations and policies (i.e. Office of Athletics' social media policy, etc.) concerning public communications. The College reserves the right to remove content from its page and encourages users to report content that violates the social media company's code of conduct.

Web Pages: Students at Coker College who are in possession of legitimate Coker College computer accounts are encouraged to express themselves through the creation of personal Web pages; however, students who create such pages using College computer accounts must adhere to the following general guidelines:

- Student Web pages must be free from profanity and obscene materials and may not be directly linked to any materials that are profane or obscene.
- Student Web pages may not include, nor be directly linked to, any materials which are used in violation of copyright laws.
- Student Web pages must not disparage the image of the College or the reputations of College personnel (including, but not limited to, students, faculty, staff and trustees of the College). Student Web pages may not include false or libelous information regarding a member of the College community.
- Student Web pages must not include nor be directly linked to any information that is in violation of local, state, federal or international laws.
- Student Web pages may not be used to solicit funds, and may not be used in conjunction with any business enterprise.

DRUG POLICY

It is the desire of the College to develop educated students for leadership and service in society. All members of the College community share in the responsibility to maintain an environment that promotes a quality educational experience. The illegal use or abuse of controlled substances/illegal drugs by members of the community adversely affects our educational environment, our energy, and our focus, and in doing so, deteriorates the learning environment that makes Coker College such a special community. Because we are a close community, the behavior of one student has an effect on all others.

This policy also recognizes that punishment without education is an approach that does not fit the mission or philosophy of Coker College. Thus, educational strategies are one of the major approaches to addressing violations. However, as a community, we will not permit the illegal or irresponsible use of controlled substances of one person to diminish our community or threaten the educational environment of the College. We further recognize that some persons may need more assistance than the College can provide, and for this reason, suspension and expulsion are included as sanctions.

The purpose of the Coker College Drug Policy is to encourage responsible behavior; support state and local laws; provide a program of intervention, education, and support; and establish appropriate judicial sanctions for those who violate the policy.

Violators of the Coker College Drug Policy will face sanctions ranging from a written warning to expulsion

from the College. Please see the “Judicial Actions” section of your *Student Handbook* for details regarding drug violations and sanctions.

Coker College prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances on the campus of the College or in any area under the temporary or permanent control of the College.

Implications for Students: Illegal drug activity includes:

- Possession or consumption of illegal drugs or illegally obtained prescription drugs
- Manufacturing or distribution of any controlled substance
- Possession of paraphernalia associated with the use, possession, or manufacture of a controlled substance

Students who engage in illegal drug activity will face judicial action up to and including expulsion from the College as described in the Judicial Process. College action against violators of the Drug or Alcohol Policies does not protect the violator from additional action by law enforcement agencies.

Legal Sanctions: Students are responsible, as citizens, for knowing and complying with provisions of South Carolina and Federal laws concerning the possession, consumption, sale, delivery or manufacture of alcohol or drugs designated “controlled substances.”

Under South Carolina law, persons convicted of the unlawful possession, use or distribution of illicit drugs and alcohol can be fined and imprisoned for up to 15 years for the first offense, and as many as 30 years for subsequent offenses. Depending upon the offense, the fines and imprisonment vary but are within the limits noted. Descriptions of offenses and punishments are contained in South Carolina Code Annotated Sections 44-53-40, Sections 163 to 297.

Under Federal law, persons convicted of the unlawful manufacturing, distribution or possession of any controlled substance can be fined up to \$100,000 and imprisoned up to one year for Schedule V drugs, and fined up to \$400,000 and imprisoned for life for Schedule I drugs.

Depending upon the nature of the offenses and the schedule classification of the drug (see Schedules I through V of Section 202 of the Controlled Substances Act 921 USC 812), the fines and imprisonment vary but are within the limits noted. The criminal sanctions are doubled when the offense involves either (1) distribution or possession at or near a school or college campus or (2) distribution to persons under 21 years of age. Additional penalties include civil fines of up to \$10,000 for simple possession and loss of eligibility for Federal benefits. Description of offenses and punishments are contained in United States Code, Title 21, Section 801 et seq.

Health Risks of Alcohol & Drugs (see Alcohol Policy)

Education, Treatment, & Referral (see Alcohol Policy)

E-MAIL POLICY

All Coker College students are assigned an electronic mail (e-mail) user name and password upon enrollment. **This e-mail address is considered an official means of communication between the College and the student. Students are expected to maintain log-in information, e-mail boxes, and account quotas.** Additionally, students are responsible for information sent to their Coker e-mail address (i.e. assignments, account balances/statements/bills, judicial notices, etc.). Questions concerning e-mail accounts should be

directed to the Department of Information Technology. (See also Computer Usage policy)

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with federal regulations, students must maintain satisfactory academic progress in order to receive Federal Title IV funding and state aid. The Financial Aid Satisfactory Academic Guidelines can be found on the Coker College Financial Aid website at <https://sites.google.com/a/coker.edu/financial-aid/financial-aid-eligibility>.

GUEST / VISITATION POLICY

Visitation policies are in place for the safety of the campus community. The following policy is intended for the general campus population. See the “Guide to Residence Life” for guest and visitation policies specific to residential students.

Non-student Guests Visiting the Campus: Non-student guests who are visiting students for any period of time must be issued a Guest Pass by an authorized representative of the College. The guest must carry his/her copy at all times, as well as be escorted by a student host at all times, or he / she will be asked to leave the campus. Guest passes for non-residential students may be obtained from Campus Safety or the Office of Residence Life.

Passes obligate the host to assume full responsibility for the actions of their guests while on campus. Guests who violate College policy will be asked to leave campus and may be prohibited from future visits; hosts of guests who violate College policy will be charged through the campus judicial system.

Students are not permitted to bring family members to campus and/or classroom buildings during regularly scheduled classes or tutoring sessions.

Non-student guests visiting the residence halls are to limit overnight visits to two consecutive nights, and to separate visits by 10 days.

Non-student Visitors Under 18: Because of safety concerns with regard to children, students who wish to host daytime or overnight guests from ages 12 - 18 must receive special permission from the Director of Residence Life. Guests under the age of 12 are not permitted to visit the residence halls. Babysitting in the residence halls is also not permitted, regardless of the child’s age.

Commuters Visiting the Residence Halls: Commuter students visiting the Residence Halls who will not be staying overnight do not need a guest pass but do need to be escorted throughout the residence halls by a residential student. Commuters in the residence halls that do not have an escort will be asked to leave the residence halls.

Commuters who are staying past 11 p.m. in the residence halls must have a guest pass signed by a member of the Residence Life staff by 11 p.m. They must carry their copy at all times, as well as be escorted by a student host at all times, or they will be asked to leave the residence halls. Commuter students cannot serve as a host for non-student guests to the residence halls.

Overnight Visitors: Overnight visits by the same guest must be limited to two nights separated by at least 10 days. Guests who violate College policy will be asked to leave the residence halls and may be prohibited from future visits; hosts of guests who violate College policy will be charged through the campus judicial system.

Residential students may host a maximum of two guests. Overnight guests may spend a maximum of two continuous nights in a residence hall room as long as permission is obtained from the roommate(s). Those living in suite-style rooms should also inform their suitemates when guests are staying.

Residential Students Visiting Other Residential Students: Residential students visiting other residential students are also expected to limit overnight visits to two consecutive nights, and to separate overnight visits by 10 days. Permission for overnight stays should always be obtained from the roommate(s). Those living in suite-style rooms should also inform their suitemates when guests are staying.

INSPECTION & SEARCH POLICY

Residence halls rooms may be entered by maintenance personnel or other College officials for the purpose of repairs, renovations, health inspections, safety inspections, and for the purpose of controlling behavior.

At each closing for break periods, the Residence Hall staff will make health & safety checks of each residence hall room. Evidence of violations of the Coker College Student Covenant or College policy found in open sight during these safety inspections or during routine repairs may be referred to appropriate College authorities for judicial action.

The President of the College, the Vice President for the Student Experience, the Dean of Students, or his/her designee may authorize the search of any College facility or personal vehicles of College students located on the College campus or other College premises. The authorization will identify the room(s) or vehicle to be searched and the nature of the material for which the search is being conducted.

The authorizations will only be issued under the following circumstances:

- There is clear evidence of a violation from outside the room or area (such as seeing a student entering or leaving a room while committing a violation, detecting the odor of marijuana, if evidence of a violation is visible through an open door, etc.).
- There is reasonable suspicion to believe that a room search will reveal a violation of the Coker College Student Covenant or College policy.
- When civil authorities, under appropriate local, state, or federal laws, produce appropriate warrants and documentation to search College facilities, College-owned vehicles, or personal vehicles located on campus or property owned by or under the control of the College.

The search must be conducted by a Coker College staff member in the presence of at least one other person such as a Resident Assistant, Campus Safety officer, professional staff, or faculty member. Should the search reveal a violation other than the one for which the search is conducted, the evidence may be confiscated and judicial action initiated. A search may include any locked closet or container in the room. The lock may be cut or otherwise removed if necessary.

HAZING POLICY

Hazing is an activity in which members or prospective members of an organization intentionally or recklessly engage in activities which have a potential to harass, intimidate, physically exhaust, induce pain, cause mental fatigue or distress or cause physical harm. Such activities include but are not limited to tests of endurance, submission of members to potentially dangerous or hazardous circumstances, activities which have foreseeable potential for resulting in personal injury, or any activity which by its nature would have potential to cause severe mental anxiety, distress, human degradation or public embarrassment. It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardships, or that in fact no injury was suffered. It is a misdemeanor under South Carolina law to

engage in hazing or to fail to report any incidents. Any person convicted of hazing will face severe judicial and legal actions.

JUDICIAL POLICIES

See “The College Judicial Process & Policies” section of this handbook.

MISSING STUDENT POLICY

If a member of the Coker College community has reason to believe that a resident student is missing, he/she should report this information to a staff member in the Student Experience Office. The Student Experience staff, working with other members of the College community, will do a preliminary investigation of the whereabouts of the student. All possible efforts will be made to locate the student to determine his or her state of health and well-being.

If not located within 24 hours after the original notification, and if the student is under 18 years of age and not emancipated, Coker College staff will notify Coker College Campus Safety and the student’s parent(s)/guardian(s). For students over the age of 18, Coker College Campus Safety will be notified, as well as the individual listed as the emergency contact or missing-student contact in records maintained by the Office of Residence Life.

Once Coker College Campus Safety determines that the student has been missing for 24 hours and has not returned to campus, safety officers will contact local law enforcement. Additionally, Coker College staff will cooperate with the local law enforcement regarding any investigation of the missing student, such as entering into a written agreement with law enforcement.

POSTING POLICY

Approved fliers, banners, handbills, posters, etc. may be placed in appropriate places throughout the campus to inform the campus community of upcoming events or services. Those representing a College department may post on any bulletin board on campus without prior approval. Those representing a Campus approved organization must receive a posting stamp from Student Experience or Residence Life.

Approved postings (i.e. signs, advertisements and banners) may be posted on the Bulletin Boards available in each building across campus. Posters / banners should be attached to bulletin boards with staples or thumb tacks. Never use tape, nails, or glue. Types of bulletin boards include:

General Purpose Bulletin Boards: Faculty, Staff, and Students may post notices of an appropriate or suitable nature on all general-purpose bulletin boards. Posted materials may be no larger than 8.5” x 14”, or poster size. The Student Experience staff will discard postings in violation of this policy.

Special Purpose Bulletin Boards: Special purpose bulletin boards or cases are those that are designated for, and are to be controlled by, a particular office or department. There shall be no posting of notices on special bulletin boards or cases except for the purpose for which they are intended. Individual departments are responsible for their respective displays and for removing any outdated or inappropriate material from special purpose bulletin boards in their area. Special Purpose Bulletin Boards can be identified by the office/ department name in the bottom right corner of the bulletin board or case.

No printed material may be on, attached to, or written on: any structure or natural feature of the College facility such as the sides, doors, windows of buildings, the surface of light posts, sculptures, waste receptacles, trees, rocks, benches, free standing signs or statues. No printed materials may be placed on vehicles except by members of the Campus Safety staff for official notices.

Fliers and banners may be posted up to two weeks (14 days) before the event. Persons posting notices are

responsible for removing them once the message is outdated. Notices should be removed no later than 48 hours after the notice becomes outdated.

All individuals not representing a college organization or department must fill out a "Request to Post Form." This form can be obtained from the Student Experience Office.

- The form must be approved prior to posting.
- The notice must have the approval stamp.
- Information identifying the individual(s) posting the material must be on all notices.

No commercial or non-profit material may be posted unless it is affiliated with a college organization or department. Any department or organization that endorses a commercial or non-profit posting must have the notice approved, prior to posting, by the Dean of Students using the designated form. Any department or organization that endorses a commercial or non-profit group assumes responsibility for the content and removal of the notices. Unapproved commercial and non-profit group/individual notices should be forwarded to the Student Experience Office.

College staff may remove any sign, poster or banner deemed to be inappropriate or offensive or found to violate the posting policy. Notices of extreme emergency or importance from College departments or officials, will be granted exceptions to these policies.

RELIGIOUS ORGANIZATIONS (NON-COLLEGE AFFILIATED)

Coker College is committed to the principle of free inquiry on a non-discriminatory basis and recognizes that freedom of religious expression is an important educational function for students. Freedom of expression is consistent with the role of a Private Liberal Arts College: to foster the exchange of ideas without involvement or preference towards any particular moral and political opinion. Therefore, the College operates under a policy that it is an open forum, in which religious groups may, in a non-coercive manner, express their views and invite student participation. The use of college buildings or grounds for purposes of religious worship or teaching is subject to college regulations and procedures applicable to all non-college sponsored groups. Student religious organizations are entitled to the same privileges in the use of facilities as non-religious student organizations.

Guidelines have been established to govern the registration and recognition of religious organizations as non-college affiliated campus ministry in the college community. The guidelines for considering application are as follows: identify the religious affiliation and the purpose in seeking recognition; provide evidence that the applicant is a true representative of the faith or denomination; provide evidence of educational training and prior experience; furnish evidence of student interest in the college community by the presence of a representative student group or an active student church on campus; agree to abide by college regulations and procedures pertaining to the use of college facilities; and agree to perform the work of the ministry in a non-coercive and non-intrusive manner on campus, and to refrain in using the name of the college to sponsor or endorse activities.

If the application has satisfied these guidelines, the Dean of Students will approve annually the registration of the religious agency as a non-college affiliated group and extend to the religious agency as a non-college affiliated group and extend to the religious advisor and/or campus ministry a letter of invitation providing certain privileges.

Religious Groups may also apply to be a registered student organization (RSO) through the SGA RSO application process. See the SGA Constitution or the Student Experience Office for more information.

RESIDENTIAL REQUIREMENT POLICY

Coker College provides residential facilities for the housing needs of our traditional-aged, undergraduate, Day students. Traditional-aged (less than or equal to 23 years), undergraduate, Day students are required to live in College-managed housing. Coker College reserves the right to deny a student residency if housing facilities are not available or the administration determines that conditions are not favorable for either the student or the College.

Students qualifying for residency who do not wish to live in College-managed housing may petition to be exempted from this policy. Students must meet the following qualifications to petition for exemption:

The student resides locally (within 30 miles) with a parent, grandparent, spouse, or legal guardian (documentation required)

OR

The student must be 22+ years of age prior to the semester in which he/she petition to live off

OR

The student must be classified as a senior by the Office of Academic Records (completed 90+credit hours) at the beginning of the semester in which he/she petition to live off

The College reserves the right to approve a limited number of off-campus applications per academic year (August to May). Decisions for approval to live off campus will be granted based on date of application, classification, academic standing, judicial standing, financial standing, and/or extenuating circumstances.

Additionally, the College will allow current residential students in their last semester to live on-campus as a part-time student if the student is on track to his/her degree and requires only a part-time load to complete all remaining graduation requirements. The College will also allow a current residential student to continue living on-campus as a graduate student if the student transitions directly from the Coker College undergraduate program to a Coker College graduate program, and if available space allows.

SEXUAL MISCONDUCT POLICY

ARTICLE I. INTRODUCTION

(a) Notice of Nondiscrimination.

As a recipient of Federal Funds, Coker College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. §1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Coker College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. **Coker College’s Title IX Coordinator is Brianna Douglas.** The following is Brianna Douglas’ contact information:

Brianna Douglas, Title IX Coordinator
2nd. Floor Administration Building
300 East College Ave.
Hartsville, South Carolina 29550
843-383-8060
bbuncedouglas@coker.edu

(b) Overview of the Policy.

Coker College (the “College”) is committed to maintaining and strengthening an environment founded on civility and respect. Sexual Misconduct, as defined by this Student Sexual Misconduct Policy and Procedures (this “Policy”), is antithetical to the values and standards of the College community, is incompatible with the

safe, healthy environment that the College community expects and deserves, and will not be tolerated. The College is committed to providing programs, activities and an educational environment free from sex discrimination. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints, and in furtherance of that commitment, this Policy sets forth available resources (Exhibit A), describes prohibited conduct (Article II), and establishes procedures for responding to complaints of sexual misconduct (Articles III-VI).

The College will make this Policy and information about recognizing and preventing Sexual Misconduct readily available to all students and other members of the College community.

(c) Applicability of this Policy.

This Policy applies to any allegation of sexual misconduct made by or against a student of the College, regardless of where the alleged sexual misconduct occurred.

Although there is no geographical limitation to invoking this Policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College and/or outside of college property may be more difficult for the College to investigate.

Furthermore, students may file complaints under this Policy against individuals who are neither students nor employees of the College if the conduct giving rise to the complaint is related to the College's academic, educational, athletic or extracurricular programs or activities. The College's disciplinary authority, however, may not extend to such third parties.

(d) Period of Limitations.

A complaint of sexual misconduct may be filed at any time that the Complainant or the Respondent is enrolled as a student, or current employee of the College, regardless of the length of time between the alleged sexual misconduct and the decision to file the Complaint. However, the College strongly encourages individuals to file Complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a Complaint may compromise the subsequent investigation, and evidence may be diminished.

(e) Definitions Applicable to this Policy.

The definitions applicable to this Policy are set forth in Exhibit B.

ARTICLE II. STATEMENTS OF POLICY

(a) Prohibition on Sexual Misconduct.

Any act of sexual misconduct constitutes a violation of College policy and is prohibited. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct cases. Creating a safe environment is the responsibility of all members of the College community. This policy is designed to protect the rights, needs, and privacy of alleged victims, Complainants (if not the alleged victim), and Respondents. In addition to violating College policy, sexual misconduct might also constitute criminal activity. Individuals are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct.

Information on filing a complaint with local law enforcement authorities or the College is set forth in Article III, below.

(b) Prohibition on Retaliation.

Retaliation against any person for filing, supporting or providing information in connection with a Complaint of sexual misconduct is strictly prohibited. Violations of this prohibition will be addressed through this Policy and/or other College disciplinary procedures, as deemed appropriate in the College's discretion. Any person who feels that he or she has been subjected to retaliation should make a report to the assigned Title IX Coordinator assigned to his or her case.

(c) Confidentiality.

The College will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal privacy laws, and individuals should understand that under conditions of imminent harm to the community, the College may be required by federal law to inform the community of the occurrence of the incident(s) of sexual misconduct for the protection of all members of the community. In addition, information regarding alleged sexual misconduct will be shared among College administrators as appropriate and necessary. The College cannot control confidentiality violations by third parties.

Complainants, alleged victims (if not the Complainant) and Respondents may request that the College treat information regarding alleged Sexual Misconduct as confidential. The College takes such requests seriously; however, such requests may limit the College's ability to investigate and take reasonable action in response to a Complaint. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonable safe and non-discriminatory environment.

In order to make such an evaluation, the Assigned Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the request(s) against the following factors:

- the seriousness of the alleged sexual misconduct;
- whether there have been other complaints of sexual misconduct against the Respondent;
- the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- the applicability of any laws mandating disclosure.

The assigned Title IX Coordinator will inform the person requesting confidentiality if the College cannot ensure confidentiality.

Even if the College cannot take disciplinary action against the Respondent because of the Complainant's and/or, if applicable, the alleged victim's request for confidentiality, to the extent possible and necessary, the College will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence. For instance, the College may issue a "no-contact" order or take other appropriate interim measures to ensure an individual's safety even in the absence of a formal proceeding.

(d) Related Misconduct and Limited Immunity.

The Disciplinary Board is empowered to hear allegations of, and to impose sanctions for, sexual misconduct and any other violations of the rules and regulations found in this Policy.

The College considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The College does not condone underage drinking; however, the College may extend limited immunity from punitive sanctioning in the case of illegal alcohol use to victims, witnesses and those reporting incidents and/or assisting the victims of sexual misconduct, provided that they are acting in good faith in such capacity.

(e) Students with Disabilities.

The College will make arrangements to ensure that students with disabilities are provided appropriate accommodations as needed to participate in the steps and procedures outlined in this Policy.

Request for accommodations must be made to the Dean of Students (located on the second floor of the Student Center, and available by phone at 843-383-8035). The Dean of Students will review the supporting disability-related documentation, make a decision about the request, notify the student about approved accommodations and make arrangements for the accommodations. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for the proceedings.

ARTICLE III. HOW AND WHERE TO FILE A COMPLAINT ALLEGING SEXUAL MISCONDUCT

Because sexual misconduct may constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal actions, the College encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities. Individuals may, however, choose to decline to report alleged sexual misconduct to such campus officials and/or law enforcement authorities. The College respects and supports the individual's decision with respect to reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations at issue.

A Complaint of sexual misconduct may be filed at any time that the Complainant or the Respondent is enrolled as a student of the College, or employed by the College, regardless of the length of time between the alleged sexual misconduct and the decision to file the Complaint. The College strongly encourages individuals to file Complaints promptly, however, in order to preserve evidence for a potential legal or disciplinary proceeding.

(a) Filing a Complaint with Local Law Enforcement.

Individuals are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. Individuals may, however, choose to decline to report alleged sexual misconduct to law enforcement authorities. The College respects and supports the individual's decision with respect to reporting; however, the College may nonetheless notify appropriate law enforcement authorities if required or warranted by the nature of the allegations at issue.

Individuals may file a complaint directly with local law enforcement agencies by dialing 911. Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

- the College's Office of Campus Safety, 24 hours a day, seven days a week (available by phone at 843-383-8140) and located at 311 East Carolina Ave.
- the College's Title IX Coordinator, Brianna Douglas, from 8:30 a.m. to 5:00 p.m., Monday through Friday (available by phone at 843-383-8060 or bbouncedouglas@coker.edu) and located on the 2nd Floor Administration Building located at 300 East College Ave. Hartsville, South Carolina 29550.
- the Dean of Students from 8:30 a.m. to 5:00 p.m. Monday through Friday (available by phone at 843-383-8035) and located on the 2nd floor of the Student Center located at 300 East College Ave. Hartsville, South Carolina 29550

Individuals may inform law enforcement authorities about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint (or a College Complaint). Individuals who make a formal criminal complaint may also choose to pursue a College complaint simultaneously. A criminal investigation into the matter does not preclude the College from conducting its own investigation (nor is a criminal investigation determinative of whether sexual misconduct, for purposes of this Policy, has

occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College may take interim measures when necessary to protect the alleged victim and the College community.

(b) Filing a Complaint with College Administration.

Any Student or employee of the College may file a Complaint against other students, staff, or faculty. Students may also file complaints against third parties who are not enrolled at or employed by the College if the conduct giving rise to the Complaint is related to the College's academic, educational, or extracurricular programs or activities. The College may not have jurisdiction to discipline third parties, but it can provide a complainant with support services and, if appropriate, it will conduct an investigation of the incident to ensure that it does not represent a pattern of Sexual Misconduct occurring at the College or involving its students or employees.

Individuals may choose to decline to report alleged sexual misconduct to campus officials. The College respects and supports the individual's decision with respect to reporting; however, if information about sexual misconduct comes to the attention of the College, the College may (1) start an investigation even in the absence of a filed Complaint and/or (2) notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Anyone wishing to make a Complaint under this Policy should contact one of the following individuals or offices:

- Title IX Coordinator. Coker College Title IX Coordinator is Brianna Douglas whose office is located in the Administration Building. Brianna may be contacted during business hours (8:30 a.m. to 5:00 p.m., Monday through Friday) by phone at 843-861-6446 or by email at bbuncedouglas@coker.edu.
- Office of Campus Safety. The Office of Campus Safety is located at 311 E. Carolina Ave. The Office of Campus Safety is also available by phone at 843-383-8140. Campus Safety Officers are available 24 hours a day, 7 days a week.
- Office of the Dean of Students. The Dean of Students is located on the second floor of the Student Center. The Office of the Dean of Students is available during business hours (8:30 a.m. - 5:00 p.m., Monday through Friday) by phone at 843-383-8035.

If an employee of the Office of Campus Safety, or the Office of the Dean of Students, receives a report of alleged sexual misconduct, that employee must notify the College Title IX Coordinator.

An individual may report alleged sexual misconduct to a college employee other than those referenced above. No member of the College community may discourage an individual from reporting alleged incidents of sexual misconduct. An employee with knowledge about a known or suspected incident of sexual misconduct (other than health-care professionals and other individuals who are statutorily barred from reporting) must report the incident to the College's Title IX Coordinator. No employee is authorized to investigate or resolve complaints without the involvement of the College's Title IX Coordinator.

ARTICLE IV. PROCEDURES APPLICABLE TO ALL COMPLAINTS OF SEXUAL MISCONDUCT

(A) Overview.

The Assigned Title IX Coordinator will be responsible for overseeing the prompt, fair and impartial investigation and resolution of complaints filed with the College. The College will proceed with an investigation and resolution of a complaint even if a complaint has been filed with law enforcement as well. If the College's investigation is delayed temporarily while law enforcement is conducting its own investigation and gathering evidence, the College may take interim measures, up to and including discipline, when

necessary to protect the alleged victim and the College community. The College may also start an investigation even in the absence of a filed complaint if information about sexual misconduct comes to the attention of the college. In addition, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations in the complaint.

The College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible. The College's investigation and resolution of a complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Throughout the investigation, the Complainant and the Respondent will receive periodic status updates from the Assigned Title IX Coordinator. If a student judicial hearing is necessary, the hearing will take place within 15 days of the conclusion of the investigation. If a hearing has taken place, both the Complainant and the Respondent will receive a Final Outcome Letter within ten calendar days of the conclusion of the hearing. Any party may request an extension of any deadline by providing the Assigned Title IX Coordinator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Assigned Title IX Coordinator may modify any deadlines contained in this Policy as necessary and for good cause.

A Complainant may determine after filing a complaint that he or she does not wish to pursue resolution of the complaint through the College. The College takes such requests seriously. However, Complainants are advised that such requests may limit the College's ability to take action in response to a Complaint. Title IX requires the College to evaluate the request(s) that a Complaint not be adjudicated in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Assigned Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors:

- the seriousness of the alleged Sexual Misconduct;
- whether there have been other Complaints of sexual misconduct against the Respondent;
- the Respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA, and the applicability of any laws mandating disclosure.

Even if the College cannot take disciplinary action against the Respondent because of the request to not pursue an investigation, Title IX requires the College to investigate and take reasonable action in response to the information known to it; thus, the College may take such measures and impose such discipline as are deemed necessary by the Dean of Students following an investigation. The Complainant's complaint may also be used as an anonymous report for data collection purposes under the Clery Act.

If at any point during the complaint, investigative or disciplinary processes, the Assigned Title IX Coordinator reasonably believes that a Respondent who is a member of the College community poses a substantial threat of harm to the Respondent, the Complainant, or other members of the campus community; threatens or endangers College property; or disrupts the stability and continuance of normal College operations and functions, such person may request the following actions:

1) For student Respondents:

- a) that the Registrar places a transcript hold to be placed on the Respondent's transcript; or
- b) that the Dean of Students:
 - i) summarily suspend the Respondent from campus housing on an interim basis and/or restrict his or her movement on campus, or
 - ii) summarily suspend the Respondent. A summary suspension may be imposed only when, in the judgment of the Dean of Students, the student Respondent's presence on the College's campus would

constitute a threat to the safety and well-being of members of the campus community. During the summary suspension, the student Respondent may not enter the campus or participate in any College activities without obtaining prior permission from the Dean of Students. Other temporary measures may be taken in lieu of summary suspension where the Dean of Students determines that such measures are appropriate. In the event that a Student Respondent is summarily suspended, the complaint, investigative, and disciplinary processes must be completed within the shortest reasonable time period.

2) For Employee Respondents, that the individual authorized to make personnel decisions regarding the employee at issue:

- a) take such steps as are reasonable, appropriate and necessary to restrict the Respondent's movement on campus; or
- b) reassign or place on administrative leave such employee Respondent. Determinations regarding employee discipline will be made in accordance with the College's policies and procedures governing such matters.

These actions may be appealed to the Executive Vice President, whose decision regarding their imposition will be final.

(B) STEP 1: The Appointment of the Coordinator and the Investigator.

After a Complaint (formal or informal) has been filed with the College, the Title IX Coordinator may choose to handle the Complaint him or herself or may appoint an Assigned Title IX Coordinator to handle the Complaint.

In either case, the Title IX Coordinator may also promptly appoint an Investigator and will share the name and contact information with the Complainant, the alleged victim (if not the Complainant) and the Respondent. The Investigator will investigate the complaint in a neutral manner. The Assigned Title IX Coordinator will serve as a facilitator throughout the resolution process, and will not serve as an investigator.

Within seven days of such appointment, the Assigned Title IX Coordinator, the Investigator, the Complainant, the alleged victim (if applicable) or the Respondent may identify to the Assigned Title IX Coordinator in writing any real or perceived conflicts of interest posed by assigning such Investigator to the matter. The Assigned Title IX Coordinator will carefully consider such statements and will assign a different individual as Investigator if it is determined that a conflict of interest exists.

(C) STEP 2: Initial Meetings with the Assigned Title IX Coordinator.

(i) Complainant's Initial Meeting with the Assigned Title IX Coordinator.

As soon as is practical, the Coordinator will contact the Complainant to schedule an initial meeting. Before this initial meeting, the Coordinator will provide the Complainant a copy of this Policy. During the initial meeting, the Coordinator will

1. inform the Complainant of this Policy;
2. provide the Complainant with the on-line sexual misconduct Complaint form on which the Complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location and general nature of the alleged sexual misconduct (the Complainant may either complete the complaint form him- or herself or he or she may choose to dictate the information to the Coordinator, who will confirm the accuracy of his or her documentation with the Complainant);
3. explain avenues for formal and informal resolution of the Complaint, including a description of the College's grievance procedure and an explanation of how the procedure works;
4. explain the steps involved in a sexual misconduct investigation;

5. discuss confidentiality standards and concerns with the Complainant;
6. determine whether the Complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
7. refer the Complainant to the Counseling Center or other resources, as appropriate; and
8. discuss with the Complainant, as appropriate, possible interim accommodations that can be provided to the Complainant during the pendency of the investigative and resolution processes. The College may extend accommodations to an individual if requested, appropriate, and reasonably available, whether a formal Complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation (by either campus administrators or law enforcement agencies) has commenced.

Accommodations may include, but are not limited to:

- A. arranging office locations or work schedules for employees;
- B. issuing no-contact orders to prevent any contact, whether in person or directly, between the Complainant, the Respondent, witnesses, and/or third parties;
- C. providing the Complainant an escort to ensure that he or she can move safely between classes and activities;
- D. changing a Complainant's or a Respondent's on-campus housing, if any, to a different on-campus location;
- E. arranging to dissolve a housing contract and pro-rating a refund;
- F. changing campus working situations;
- G. rescheduling class work, assignments, and examinations;
- H. arranging for the Complainant to take an incomplete in a class;
- I. moving a student from one class section to another;
- J. permitting a student a temporary withdrawal from the College;
- K. providing a student with alternative course completion options;
- L. providing counseling services; and
- M. providing academic support services.

A Victim Advocate may be present to support the Complainant during this meeting.

If the Complainant is not the alleged victim, then the Coordinator will, as soon as is practicable, contact the alleged victim and attempt to schedule and conduct a similar meeting with him or her. A Victim Advocate may be present to support the victim during this meeting.

The Complainant will, at a minimum, provided that the Complainant has disclosed the information, set forth the name of the accused individual and the date, location and nature of the alleged sexual misconduct. The Assigned Title IX Coordinator will review the Complaint and, if applicable, promptly determine interim accommodations to be provided to the Complainant. Such determination will be promptly communicated to the Complainant (and in no event later than the point at which it is communicated to the Respondent) and the Respondent.

(ii) If the Complainant wishes to pursue a formal or informal resolution through the College, as soon as is reasonably practicable after the Coordinator's initial meeting with the Complainant (and, if applicable, the alleged victim), the Coordinator will schedule an initial meeting with the Respondent. Before this initial meeting, the Coordinator will inform the Respondent in writing of the existence and general nature of the Complaint and provide the Respondent with a copy of this Policy. During the initial meeting with the Respondent, the Coordinator will

1. provide the Respondent with sufficient information consistent with state and federal privacy laws

and, if applicable, the Complainant's and/or the alleged victim's request for confidentiality, to allow him or her to respond to the substance of the allegation, if possible including the name of the Complainant and the alleged victim (if not the Complainant) and the date, location and nature of the alleged Sexual Misconduct;

2. inform the Respondent of this Policy and provide the Respondent with a copy;
3. explain the College's procedures for formal and informal resolution of the Complaint, including a description of the College's grievance procedure and an explanation of how the procedure works;
4. explain the steps involved in a sexual misconduct investigation;
5. discuss confidentiality standards and concerns with the Respondent;
6. inform the Respondent of any interim accommodations already determined and being provided to the Complainant and the alleged victim (if not the Complainant) that directly affect the respondent (e.g. changing his or her class schedule, moving him or her to an alternate residence hall, or changing work schedule);
7. explain the role of an Advocate in a sexual misconduct proceeding and determine whether the Respondent desires for the College to appoint an Advocate to assist him or her;
8. refer the Respondent to the Counseling Center or other resources, as appropriate; and
9. discuss with the Respondent, as appropriate, possible interim accommodations that can be provided to the Respondent during the pendency of the investigative and resolution processes. The College may extend accommodations to an individual if requested, appropriate, and reasonably available, whether a formal Complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced.

(D) STEP 3: The Investigation.

The Assigned Title IX Coordinator may forward the Complainant's Complaint to the Investigator unless it is clear on its face that no reasonable grounds exist for believing that the conduct at issue (1) constitutes sexual misconduct or (2) denies or limits the Complainant's (or the victim's, if he or she is not the Complainant) ability to participate in or receive the benefits of the College's programs or activities based on sex.

In the event that the Complainant was made by someone other than the victim, the Assigned Title IX Coordinator will consider the following factors in determining whether it is reasonable for the Investigator to investigate the Complaint:

- I. the source and nature of the information,
- II. the seriousness of the alleged incident,
- III. the specificity of the information,
- IV. the objectivity and credibility of the source of the information,
- V. whether the individuals subjected to the sexual misconduct can be identified, and
- VI. whether those individuals wish to pursue the matter.

In the event that the Assigned Title IX Coordinator does not forward the Complainant's Complaint to the Investigator, he or she will determine and document, in consultation with the Complainant, Respondent, and other college administrators, as necessary, the appropriate resolution of the Complaint and inform the parties of the same.

Upon receipt of the Complaint, the Investigator will promptly begin investigating the Complaint, taking steps including, but not limited to:

1. conducting interviews with the Complainant, the alleged victim (if not the Complainant), the Respondent and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
2. visiting, inspecting, and taking photographs at each relevant site; and

3. where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal complaints, this step may be coordinated with law enforcement agencies).

A Victim Advocate may be present to support the Complainant (or the victim, if not the Complainant or Respondent) during the investigation process.

Throughout the investigation, the Investigator will remain neutral.

The Investigator will complete an investigative report that includes, among other things, summaries of all interviews conducted, photographs and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed written analysis of the events in question (the "Investigative Report"). The Investigator will share the Investigative Report with the Assigned Title IX Coordinator, who will distribute it, concurrently, to the Complainant, the alleged victim (if not the Complainant) and the Respondent. All parties to whom the Investigative Report is distributed pursuant to this Policy must maintain it in confidence; the Investigative Report may only be disclosed as is contemplated by this Policy.

The Assigned Title IX Coordinator is responsible for determining, based on and within five days of receiving the Investigative Report, whether reasonable grounds exist to believe that the conduct at issue (1) constitutes sexual misconduct and (2) denies or limits the Complainant's (or the victim's, if he or she is not the Complainant) ability to participate in or receive the benefits of the College's programs or activities based on sex.

The Assigned Title IX Coordinator will specify which allegations and, if applicable, which other, related alleged misconduct, will go forward for resolution under this Policy.

If the Assigned Title IX Coordinator finds no reasonable grounds to believe that the conduct at issue constitutes sexual misconduct or denies or limits the Complainant's (or the victim's, if he or she is not the Complainant) ability to participate in or receive the benefits of the College's programs or activities based on sex, the Assigned Title IX Coordinator will determine (in consultation with the Complainant, Respondent, and other College administrators, as necessary) and document the appropriate resolution of the Complaint. In such case, the Assigned Title IX Coordinator will promptly notify the parties of that determination.

The Complainant, the alleged victim (if not the Complainant), and/or the Respondent may appeal the Assigned Title IX Coordinator's decision in writing to the Executive Vice President of the College (providing a copy of the appeal to the Assigned Title IX Coordinator within ten days of receipt of the determination). The Assigned Title IX Coordinator will promptly inform the other parties of the appeal. Within five days of the receipt of the Complainant's appeal, the Executive Vice President will make a determination as to whether the Complaint should proceed to hearing or the case should be closed and whether any additional or different remedial action is necessary. The Executive Vice President will notify the Complainant, the alleged victim (if not the Complainant), and the Respondent concurrently of his or her decision.

ARTICLE V. FORMAL RESOLUTION.

(a) General Procedures and Policies.

The following procedures apply if the Complainant elects formal resolution of his or her Complaint.

At any time prior to the date of the hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual misconduct. In such a situation, the Assigned Title IX Coordinator will propose sanction(s) for the Respondent. If the Complainant, the victim (if not the Complainant) and the Respondent agree to such proposed sanction(s), then the Complaint will be resolved without a hearing and without any further rights of appeal by either party. If either the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Panel will convene for the exclusive purpose of determining a

sanction, which determination will be subject to appeal pursuant to Section V (c)(vi) of this Policy.

At any time prior to the date of the hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution process, provided that the Respondent (and the alleged victim, if not the Complainant) agrees to informal resolution.

(b) Procedures for Resolving Complaints against Faculty and Staff Respondents.

Formal resolution of Complaints against faculty and staff Respondents will, after the conclusion of the investigatory and related processes set forth in Article IV above, proceed according to the discipline procedures set forth in the employee handbook.

(c) Procedures for Resolving Complaints against Student Respondents.

When the Complainant elects to pursue a formal resolution, there will be a hearing before a panel of the Sexual Misconduct Board (the “Hearing Panel”).

(i) The Hearing Panel. The Chair of the Disciplinary Board will select the members of the Hearing Panel from among the members of the Disciplinary Board. This panel will not include students and will instead be comprised of three faculty and/or staff members (none of whom shall be from the same academic department or office as the Complainant, the victim (if not the Complainant), or the Respondent, if applicable). The Chair of the Board will either appoint or serve as the Chair of the Hearing Panel. In the event that the Chair of the Board fails to make such designations, the Executive Vice President of the College will select the members and Chair of the Hearing Panel. The Chair of the Hearing Panel will notify the Assigned Title IX Coordinator of (1) the date, time and location of the hearing and (2) the names of the members of the Board selected to serve on the Hearing Panel. The Assigned Title IX Coordinator will share the Complaint and the Investigative Report with the Chair of the Hearing Panel and, if only a portion of the misconduct alleged in the Complaint justifies continuing to the hearing process, he or she will specify which part(s) of the alleged misconduct will be the subject of the hearing.

(ii) Notice of the Hearing. Promptly after the Assigned Title IX Coordinator has determined that reasonable grounds exist to believe that a violation of this Policy has occurred (as set forth above), he or she will provide concurrent written notice to the Complainant, the alleged victim (if not the Complainant) and the Respondent, by email or in person, setting forth (1) the date, time and location of the hearing (which will be no more than 15 days following the conclusion of the investigation) and (2) the names of the members of the Board selected to serve on and chair the Hearing Panel. If only a portion of the alleged misconduct justifies continuing to the hearing process, the Assigned Title IX Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing. The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the Chair of the Board within three days of receipt of the notice of the hearing. Such objection must state the specific reason(s) for the objection. The Chair of the Board will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel must be provided in writing to both parties at least one day prior to the date of the hearing.

(iii) Failure to Appear. If the Complainant, the alleged victim (if not the Complainant) or the Respondent fails to appear at the scheduled hearing, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Chair of the Hearing Panel will direct the Hearing Panel to proceed with the hearing and determine the resolution of the Complaint.

(iv) Hearing Policies and Procedures.

1) Submissions for Use at the Hearing.

a) By the Hearing Panel. No fewer than five days prior to the hearing date, the Assigned Title IX Coordinator will provide written notice to the parties of the witnesses that the Hearing Panel plans to call.

b) By the Parties. No fewer than five days prior to the hearing date, the Complainant and the Respondent must provide the Title IX Coordinator with

- a list of witnesses, if any, that they propose to call;
- a list of questions for the Hearing Panel to ask the witnesses;
- copies of documents and a description of any other information they propose to present;
- a statement as to whether they will be accompanied at the hearing by legal counsel and;
- if desired, written statements of position.

No fewer than three days prior to the hearing date, the Title IX Coordinator will provide each party with a packet containing copies of the other party's list of witnesses, documents, and other information to be presented at the hearing and stating whether the other party will be represented by legal counsel. In the absence of good cause, which shall be determined by the Chair of the Hearing Panel in his or her sole discretion, the parties may not introduce at the hearing witnesses, documents, or other information that were not timely provided to the Assigned Title IX Coordinator.

c) The members of the Hearing Panel will review in advance of the hearing all of the written materials submitted for use at the hearing, including the Investigative Report.

2) Counsels, Advisors and Other Advisors.

a) Legal Counsel. The College is not obligated to provide legal counsel on behalf of any party; however, either party may engage legal counsel to be present at the hearing on his or her behalf. Such counsel may privately consult with and advise his or her client during the proceeding, but he or she may not address the Hearing Panel, cross-examine witnesses, or have any other speaking role. The Hearing Panel may seek advice from the College's in-house or outside counsel on questions of law and procedure throughout the hearing process; however, factual determinations are solely within the domain of the Hearing Panel.

b) Advisors. Both the Complainant and the Respondent may have an Advisor present to support and assist them during the hearing. The Chair of the Hearing Panel may disallow the attendance of an Advisor if such Advisor is also a witness or if, in the discretion of the Chair of the Hearing Panel, such Advisor's presence would be obstructive to the hearing or otherwise warrant his or her removal from the hearing. An Advisor may communicate with a party privately, but he or she may not address the Hearing Panel, cross-examine witnesses, or have any other speaking role.

c) Other Advisors. Absent accommodation for disability and except as set forth in this Section V(c)(iv)(2), the parties may not be accompanied by any other individual during the hearing process.

3) Evidentiary Matters.

Generally, the Complainant and the Respondent will have an equal opportunity to present evidence. Formal rules of evidence will not be observed during the hearing. Accordingly, for example, the Complainant and the Respondent may elect to rely upon the statements of witnesses contained in the Investigative Report if such witnesses are unavailable to attend the hearing. Evidence of the past sexual histories of the Complainant, the alleged victim (if not the Complainant) and the Respondent will not be permitted at the hearing, with the following exceptions:

a) evidence is permitted to show that the Complainant or the alleged victim (if not the Complainant) has in the past been formally disciplined by the College for falsely filing Complaints alleging Sexual Misconduct,

b) evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by the College for Sexual Misconduct, and

c) evidence regarding the past sexual activity of the Respondent (regardless of whether the

Respondent was formally charged with violation of the Policy with respect to such conduct and regardless of whether a report has been filed with the College with respect to such to conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Misconduct at issue before the Hearing Panel, provided that (1) the Respondent has not been found “not responsible” by the Disciplinary Board in a proceeding related to such sexual activity and (2) the Chair of the Hearing Panel has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

4) Conduct of the Hearing.

a) Generally. The hearing will be conducted in an inquisitorial manner, which means that the Hearing Panel will be responsible for asking questions of the parties and the witnesses and developing evidence through testimony. The Chair of the Hearing Panel will resolve any questions concerning procedure or the admission of evidence or testimony (including the relevancy and reliability of the evidence and testimony). Members of the College community are expected to provide truthful testimony.

b) Testimony.

i) **Of Witnesses.** The Chair of the Hearing Panel will determine the order of the witnesses. The Complainant and the Respondent may call and, with the permission of the Hearing Panel, question their own witnesses, but they may not question each other directly. Both parties may ask the Chair of the Hearing Panel to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Chair of the Hearing Panel. If necessary, a brief recess may be granted to allow both parties an opportunity to prepare and submit such requests. The Chair of the Hearing Panel may disallow or reframe any questions that he or she deems irrelevant or redundant. The parties shall have an equal opportunity to present witnesses and are responsible for the attendance of their witnesses at the hearing

ii) **Of the Respondent.** The Respondent may choose not to testify; however, his or her exercise of that option will not preclude the Hearing Panel from making a determination regarding the Complaint filed against the Respondent.

c) Closing.

After all parties and witnesses (excluding the Respondent, should he or she choose not to testify) have been questioned, the Hearing Panel will determine whether there are unresolved issues that may be clarified by the presentation of additional information. If so, the Chair of the Hearing Panel will suspend the hearing and reconvene it in a timely manner in order to receive such additional information. A suspension may not be based on the failure of the witnesses to appear without good cause or on the proposed introduction of documents or other information that should have been submitted before the Hearing. Once the Chair of the Hearing Panel deems that all relevant evidence has been submitted, the Complainant and the Respondent may make a closing statement. The Chair of the Hearing Panel may permit them a short recess to prepare their closing statements.

(v) Outcome.

1) The Decision of the Hearing Panel. Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties’ written statements, if any, the evidence presented at the hearing, and the testimony of the parties and witnesses) establishes that it is more likely than not that the Respondent committed Sexual Misconduct and that the sexual misconduct was so severe or pervasive as to deny or limit the Complainant’s (or the victim’s, if he or she is not the Complainant) ability to participate in or receive the benefits of the College’s programs or activities based on sex.

2) Sanctions. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for misconduct, or both. Sanctions may include, without limitation, termination, expulsion or suspension from the College, disciplinary probation, expulsion from campus housing, mandated counseling, and/or other educational sanctions deemed appropriate by the Hearing Panel. The Hearing Panel will determine recommended sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations to the Dean of Students within five days of the conclusion of the hearing. Within five days of receipt of the Hearing Panel's recommendation, the Dean of Students will impose such sanctions, or if necessary, may modify the sanctions in consultation with the Hearing Panel. Sanctions imposed are not effective until the resolution of any timely appeal of the decision of the Hearing Panel. However, if it is advisable in order to protect the welfare of the Complainant, the victim (if not the Complainant) or the College community, the Hearing Panel may recommend and the Dean of Students may determine that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted or the Executive Vice President of the College may determine.

3) Final Accommodations and Corrective Action. Promptly following the conclusion of the hearing and the Hearing Panel's issuance of a determination of responsibility, the Assigned Title IX Coordinator and Dean of Students will determine the final accommodations to be provided to the Complainant and/or the victim (if not the Complainant), if any, and the Assigned Title IX Coordinator will communicate such decision to the Complainant and the victim (if applicable), respectively, and to the extent that it affects him or her, to the Respondent. Such accommodations may include, but are not limited to:

1. issuing no-contact orders to prevent any contact between the Complainant, the victim (if not the Complainant), the Respondent, witnesses, and/or third parties;
2. providing alternative course completion options;
3. arranging for an incomplete in a class;
4. permitting a temporary or permanent withdrawal from the College;
5. providing counseling services;
6. providing academic support services;
7. providing tuition adjustments;
8. arranging alternative work schedules;
9. arranging alternative office space.

The Assigned Title IX Coordinator will also take steps, where necessary, to prevent the further harassment of or Retaliation against the Complainant, the victim (if not the Complainant) or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual misconduct or other counseling for the Respondent. The Assigned Title IX Coordinator will also, where appropriate, take steps to prevent the harassment of the Respondent.

Furthermore, the Assigned Title IX Coordinator will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences Retaliation or is subjected to further sexual misconduct or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (If not the Complainant) or other member of the College community. In cases involving sexual harassment, the Assigned Title IX Coordinator will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Assigned Title IX Coordinator will make every reasonable effort to minimize the burden on the Complainant.

4) Final Outcome Letter. Within ten calendar days following the conclusion of the hearing (or such longer time as the Chair of the Hearing Panel may for good cause determine), the Hearing Panel will issue a written decision letter (the “Final Outcome Letter”) concurrently to the Respondent, the Complainant and the victim (if not the Complainant). The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent so such inclusion. However, in order to comply with FERPA, the letter will not include information considered part of the Respondent’s “education record” (as that term is defined by FERPA), such as information about sanctions that do not relate to the Complainant or the victim (if not the complainant).

5) Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the Investigative Report, the notice of hearing, and the pre-hearing submissions referenced above) and documents, testimony, or other information introduced at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law. If it is determined, however, that the Respondent committed sexual misconduct and that the sexual misconduct was so severe or pervasive as to deny or limit the Complainant’s (or the victim’s, if he or she is not the Complainant) ability to participate in or receive the benefits of the College’s programs or activities based on sex, College policy does not prohibit the further disclosure of the Final Outcome Letter by either the Complainant, the victim (If not the Complainant) or the Respondent. The College acknowledges that sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals, and sexual assault advocates or victims, may be a critically important part of the Complainant’s and, if applicable, the victim’s healing process.

(vi) Appeals. The Complainant or the Respondent may appeal the decision of the Hearing Panel and/or the sanction imposed on the Respondent within five calendar days from the date of the Final Outcome Letter. The decision of the Hearing Panel and the sanction imposed on the Respondent may, if desired, be appealed simultaneously.

1) Appeals of the Decision of the Hearing Panel Regarding Responsibility for Sexual Misconduct. The only permissible grounds for an appeal are (a) insufficiency of the evidence to support the decision, (b) availability of germane new evidence not available at the time of the hearing that could significantly impact the outcome of the hearing and/or (c) procedural errors during the hearing that significantly impacted the outcome of the hearing.

Appeals of the decision of the Hearing panel must be made in writing to the Executive Vice President of the College (providing a copy of the appeal to the Assigned Title IX Coordinator). The Assigned Title IX Coordinator will promptly inform the other parties (i.e., the Complainant, the alleged victim (if not the Complainant), and/or the Respondent) of the filing of the appeal. Within five days of the receipt of the appeal, the Executive Vice President will make a determination (i) that the decision of the Hearing Panel should stand, or (ii) that the decision of the Hearing Panel should be overturned.

In the event the Executive Vice President determines that the decision of the Hearing Panel should be overturned, the Executive Vice President will specify, after consultation with the Assigned Title IX Coordinator and other College administrators, as necessary, the appropriate steps to be taken to come to a final resolution of the Complaint (which may or may not include an additional hearing or set of hearings before a different Hearing Panel.) The Executive Vice President will notify the Complainant, the alleged victim (if not the Complainant) and the Respondent concurrently of his or her decision.

2) Appeals of Sanctions. The sanctions imposed on the Respondent may be appealed on grounds the severity of the sanction imposed is incommensurate to the gravity of the Sexual Misconduct for which the Respondent was found responsible. Appeals must be made in writing to the Executive Vice President of the College (providing a copy of the appeal to the Assigned Title IX Coordinator). The Assigned Title IX Coordinator will promptly inform the other parties (i.e., the Complainant, the alleged victim (if not the Complainant), and/or the Respondent) of the filing of the Appeal. Within five days of the receipt of the appeal, the President will make a determination (a) that the decision of the Hearing Panel should stand, or (b) that the decision of the Hearing Panel should be overturned. In the event that the President determines that the decision of the Hearing Panel should be overturned, the President will specify (after consultation with the Assigned Title IX Coordinator and other College administrators, as necessary) either (1) the final sanctions to be imposed on the Respondent, which will not be subject to further appeal or (2) that another hearing will be convened before the Hearing Panel for the sole purpose of considering sanctions, in which case the final sanctions set by the Hearing Panel will not be subject to further appeal. The Executive Vice President will notify the Complainant, the alleged victim (if not, the Complainant) and the Respondent concurrently of his or her decision.

(vii) Documentation. The College will retain documentation (including but not limited to the written Complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, and any written communication between the parties), for at least seven years. Documentation pertaining to expulsions or degree revocations will be retained indefinitely.

ARTICLE VI. INFORMAL RESOLUTION

The following procedures apply if the Complainant elects informal resolution of his or her Complaint, provided that (1) the Respondent (and the alleged victim, if he or she is not the Complainant) agrees to such resolution, (2) the Complainant and the Respondent are both Students of the College, and (3) the Assigned Title IX Coordinator determines that informal resolution is an appropriate mechanism for resolving the Complaint.

The Complainant has the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Assigned Title IX Coordinator may terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

(a) General Procedures and Policies.

(i) The Respondent's Acknowledgement of Responsibility. At any time prior to the imposition of sanction, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct. In such a situation, the Assigned Title IX Coordinator will propose sanction(s) for the Respondent. If both the Complainant and the Respondent agree to such proposed sanction(s), then the Complaint will be resolved without any further rights of appeal by either party. If either the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Panel will convene for the exclusive purpose of determining sanctions, which determination will be subject to appeal by either party pursuant to Section V(c) (vi) of this Policy. For purposes of this sanction hearing, all of the provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct shall apply.

(b) The Informal Resolution Process.

(i) The Proceeding; the Presiding Officer. When the Complainant's Complaint is to be resolved according to the informal resolution process, there will be a proceeding before a Presiding Officer. The

Assigned Title IX Coordinator will serve as the Presiding Officer, provided that such person is not, in any given case, the individual who made the determination that reasonable grounds exist to believe that a violation of the Policy has occurred.

(ii) Notice of the Proceeding. Promptly after the Assigned Title IX Coordinator has appointed the Presiding Officer, the Assigned Title IX Coordinator will provide concurrent written notice to the Complainant, the alleged victim (if not the Complainant) and the Respondent, by email or in person, setting forth (1) the date, time and location of the proceeding (which will be no more than ten days following the conclusion of the investigation, absent extenuating circumstances) and (2) the name of the individual selected to serve as the Presiding Officer. If only a portion of the alleged misconduct justifies continuing to a proceeding, the Assigned Title IX Coordinator will also specify in the notice which part(s) of the alleged misconduct will be the subject of the proceeding. Either party may challenge the participation of the Presiding Officer by submitting a written objection to the Assigned Title IX Coordinator within three days of receipt of the notice of the proceeding. Such objections must state the specific reason(s) for the objection. The Assigned Title IX Coordinator will evaluate the objection and determine whether to change the Presiding Officer. Failure to submit a timely and proper objection will constitute a waiver of any right of objection. Any substitution of the party serving as the Presiding Officer must be provided in writing to both parties at least one day prior to the date of the proceeding.

(iii) Attendance. The Respondent is expected to attend the informal resolution proceeding, but he or she is not required to participate in such proceedings. If either party fails to appear at the proceeding, or such party was provided proper notice of the proceeding as set forth above, than absent extenuating circumstances, the Presiding Officer may direct that resolution of the Complaint be determined according to the formal resolution process set forth above.

(iv) The Proceeding.

1) The Complainant's Rights. During the informal resolution proceeding, the Complainant may:

- a) confront the Respondent in the presence of, and facilitated by the Presiding Officer,
- b) communicate his or her feelings and perceptions regarding the incident and the impact of the incident, and
- c) relay his or her wishes and expectations regarding protection in the future.

2) Counsel, Advisors and Other Advisors

- a) Legal Counsel. Under no circumstances may legal counsel be present at the proceeding on behalf of any party.
- b) Advisors. Both the Complainant and the Respondent may have an Advisor present to support and assist them during the informal resolution proceeding. The Presiding Officer may disallow the attendance of an Advisor, if, in his or her discretion, such Advisor's presence would be destructive to the proceeding or otherwise warrant his or her removal from the proceeding. An Advisor may communicate with a party privately, but he or she may not address the Presiding Officer or have any other speaking role.
- c) Other Advisors. Absent accommodation for disability and except as set forth in Section VI(b)(iv)(2)(b) above, the parties may not be accompanied by a legal or other Advisor during the proceeding.

(c) Resolution.

(i) Determination. Following the conclusion of the proceeding, the Presiding Officer will determine whether the evidence (including the information provided in and by the Investigative Report, the parties' written statements, if any, the evidence presented at the proceeding, and the testimony of the parties) establishes that it is more likely than not that the Respondent committed Sexual Misconduct and that the sexual misconduct was so severe or pervasive as to deny or limit the Complainant's (or the victim's, if he or

she is not the Complainant) ability to participate in or receive the benefits of the College's programs or activities based on sex.

(ii) Sanctions. The Presiding Officer will determine recommended sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Presiding Officer will promptly forward its recommendations to the Dean of Students, who will promptly set such sanctions as he or she believes, are appropriate under the circumstances. Sanctions imposed are not effective until the resolution of any timely appeal of the decision of the Presiding Officer. However, if it is advisable in order to protect the welfare of the Complainant, the victim (if not the Complainant) or the College community, the Presiding Officer may recommend and the Dean of Students may determine that any sanctions be effective immediately and continue in effect until such time as the appeal process is exhausted or the Executive Vice President of the College may determine.

(iii) Final Accommodations. The Assigned Title IX Coordinator and the Dean of Students will promptly determine the final accommodations to be provided to the Complainant and/or the victim (if not the Complainant), and the Assigned Title IX Coordinator will communicate such decision to the Complainant and the victim (if applicable), respectively, and, to the extent that it affects him or her, to the Respondent. Such accommodations may include, but are not limited to, those set forth above in Section IV(c)(i)(9) above.

(iv) Appeals. Either party may appeal the decision of the Presiding Officer and/or the sanction imposed on the Respondent according to the provisions of Section V(c)(vi) above.

(v) Privacy and Disclosure. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the proceeding (including the Investigative Report or the notice of the proceeding) and other information introduced at the proceeding may not be disclosed outside of the proceeding, except as may be required or authorized by law.

EXHIBIT A

STUDENT SEXUAL MISCONDUCT POLICY AND PROCEDURES

Suggested Actions for Victims of Sexual Assault

If you are the victim of a Sexual Assault, the College's first priority is to help you take steps to address your safety; medical needs and emotional well-being. You are encouraged to take the following actions regardless of whether you have made a decision about whether to pursue criminal or College disciplinary charges.

(1) Ensure Your Physical Safety. You may seek help from local law enforcement agencies, or by contacting the Coker College's Office of Campus Safety. The Coker College Office of Campus Safety can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Security personnel are on duty 24 hours a day, seven days a week.

You may also apply at the Darlington County Courthouse (1 Public Square, Darlington, S.C. 29540) for an Injunction for Protection (a protective order), Monday through Friday, 8:30 a.m. until 5:00 p.m. You may apply for emergency protection after hours with the Darlington County Sheriff's Department. Information on obtaining an Injunction for Protection is available at <http://www.darcosc.com>. Injunctions for Protection are enforced by the court system.

(2) Seek Medical Assistance and Treatment. Local options for medical care include Coker College Health Services and Carolina Pines Regional Medical Center. It is crucial that you obtain medical attention as soon as possible after a sexual assault to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases (such as HIV), and to prevent pregnancy. Medical facilities can also screen for the

presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

If you choose to have an evidence collection kit (or “rape kit”) completed, it is important to do so within 72 hours. Even if you have not decided to file charges, it is advisable to have the evidence collection kit completed so that you can preserve the options of obtaining an Injunction for Protection and filing charges at a later date. Carolina Pines Regional Hospital administers evidence collection kits. Individuals may go directly to Carolina Pines Hospital or may be referred to the hospital by Coker College Health Services.

In order to best preserve evidence for an evidence collection kit, you should avoid showering, bathing, going to the bathroom or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper—not plastic—bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

You may be accompanied to the hospital by a friend or other support person. At the hospital, a physician will briefly screen you, and a forensic nurse trained in evidence collection procedures will conduct the examination, collecting hair, fluid and tissue samples. When obtaining an evidence collection kit, you have the option of filing an official police report immediately or have a “Jane Doe kit” collected, which allows the evidence to remain anonymous until you choose to make an official police report.

(3) Obtain Emotional Support. The Coker College Counseling Center can help victims sort through their feelings and begin the recovery process. The professionals at the Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all Students of the College. In some instances, the law may require the disclosure of information shared by the students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students’ College records, and will not be reported to other College personnel. The Counseling Center can also put victims in touch with a Victim Advocate. In addition to providing support to victims, Victim Advocates can also accompany victims to their initial meetings with the Case Manager and can be present during the investigation process.

(4) Obtain Information. You are encouraged to report incidents of Sexual Misconduct to the College’s Title IX Coordinator (even if you have filed a report directly with law enforcement). Further information about how to report Sexual Misconduct is provided in the body of the Policy. College personnel can help you access resources and can provide you with support and information, including information on the College’s procedures for investigating and addressing instances of Sexual Misconduct.

EXHIBIT B

STUDENT SEXUAL MISCONDUCT POLICY AND PROCEDURES

Definitions

(i) Advisor. An “Advisor” is an individual who is appointed by the Office of the Dean of Students to assist an individual involved in, and accompany an individual to meetings related to, a Sexual Misconduct proceeding. Advisors receive training in working with victims and alleged perpetrators of Sexual Misconduct.

(ii) Assigned Title IX Coordinator. The “Assigned Title IX Coordinator” means either the Title IX Coordinator or the Deputy Title IX Coordinator assigned by the Title IX Coordinator to handle a given Complaint.

(iii) Board. The “Board” is the Sexual Misconduct Board.

(iv) Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

(v) Complainant. A “Complainant” is an individual who reports or files a Complaint. A Complainant may be someone other than the person who may have been subjected to the Sexual Misconduct.

(vi) Complaint. A “Complaint” is an allegation of Sexual Misconduct asserted against another party and reported to or filed with the College.

(vii) Consent. “Consent” is informed, freely and actively given and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from:

1. Silence, passivity, acceptance, or lack of resistance alone;
2. A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else);
3. Attire;
4. The buying of dinner or the spending of money on a date; or
5. Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, intimidation, coercion or the threat, expressed or implied, of bodily injury. Whether a party used intimidation or coercion to obtain consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by:

- A. Minors, even if the other participant did not know the minor’s age.
- B. Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
- C. Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one’s responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other’s willingness to continue and capacity to consent. Neither party should make assumptions about the other’s willingness to continue.

(viii) Dating Violence. “Dating Violence” means violence committed by a person

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a) the length of the relationship,
- b) the type of relationship, and
- c) the frequency of interaction between the persons involved in the relationship.

(ix) Day. A “day” is a business day, unless otherwise specified.

(x) Domestic Violence. “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the [domestic or family violence laws of the State of SC], or by any other person against an adult or youth victim who is protected from that person’s acts under the [domestic or family violence laws of the State of SC].

(xi) FERPA. The Family Educational Rights and Privacy Act (“FERPA”) is a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 CFR Part 99. FERPA protects the privacy of student education records. FERPA grants to parents or eligible students the right to access, inspect, and review education records, the right to challenge the content of education records, and the right to consent to the disclosure of education records.

(xii) Final Outcome Letter. “Final Outcome Letter” is defined in Section V(c)(v)(5).

(xiii) Hearing Panel. “Hearing Panel” is defined in Section V(c). The Hearing Panel will receive annual training on (1) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (2) how to conduct a hearing process that protects the safety of victims and promotes accountability.

(xiv) Investigative Report. “Investigative Report” is defined in Section IV(d).

(xv) Investigator. The “Investigator” is a neutral fact-finder who is designated by the Assigned Title IX Coordinator to investigate a Complaint. Typically, the Investigator will be a College security officer or a member of College administration, in either case trained annually on (1) reasonable and appropriate investigative techniques, (2) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (3) how to conduct an investigation that protects the safety of victims and promotes accountability.

(xvi) Respondent. A “Respondent” is an individual who has been accused of committing Sexual Misconduct by the report or filing of a formal or informal Complaint.

(xvii) Retaliation. “Retaliation” means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to intimidation, threats, and harassment.

(xviii) Sexual Assault. “Sexual Assault” means any actual, attempted or threatened sexual act with another person without that person’s Consent. Sexual Assault includes but is not limited to:

1. Sexual Battery and attempted Sexual Battery;
2. Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by man or a woman upon a man or a woman, without effective Consent, of a person’s breasts, buttocks, groin, or genitals (or clothing covering such areas), or coercing, forcing, or

attempting to coerce or force another to touch you, themselves, or a third party with any of these body parts or areas when such touching would be reasonably and objectively offensive;

3. Any sexual act in which there is force, violence, or use of duress or deception upon the victim;

4. Any sexual act perpetrated when the victim is unable to give Consent; and

5. Sexual intimidation, which includes but is not limited to:

A. Threatening, expressly or implied, to commit a sexual act upon another person without his or her Consent.

B. Stalking or cyberstalking, and

C. Engaging in indecent exposure.

(xix) Sexual Battery. “Sexual Battery” means oral, anal, or vaginal penetration by or union with, the sexual organ of another by the anal or vaginal penetration of another by any other object.

(xx) Sexual Exploitation. “Sexual Exploitation” means any act of taking non-Consensual, unjust or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes, but is not limited to:

1. Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;

2. Prostituting another person (i.e. personally gaining money, privilege or power from the sexual activities of another);

3. Non-Consensual videotaping, photographing, or audiotaping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;

4. Exceeding the boundaries of Consent (e.g., allowing another person to observe Consensual sex without the knowledge of or Consent from all participants);

5. Voyeurism; and

6. Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual.

(xxi) Sexual Harassment. “Sexual Harassment” is any unwelcome verbal, non verbal, written, electronic or physical conduct of a sexual nature. Examples of Sexual Harassment include instances in which:

1) Submission or consent to the behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:

a) pressuring an individual to engage in sexual behavior for some educational or employment benefit, or

b) making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence for the individual.

2) The behavior is so severe or pervasive that it has the effect of substantially interfering with the individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a College activity. Examples of this type of sexual harassment include:

a) one or more instances of Sexual Assault;

b) persistent unwelcome efforts to develop a romantic or sexual relationship;

c) unwelcome sexual advances or requests for sexual favors;

d) unwelcome commentary about an individual’s body or sexual activities;

e) repeated and unwelcome sexually-oriented teasing, joking, or flirting; and

f) verbal abuse of a sexual nature.

Sexual harassment also includes acts of intimidation, bullying, aggression or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

(xxii) Sexual Misconduct. “Sexual Misconduct” means any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to:

- 1) Dating Violence;
- 2) Domestic Violence;
- 3) Non-forcible sex acts, which are unlawful sexual acts where Consent is not relevant, such as sexual contact with an individual under the statutory age of Consent, as defined by State law, or between persons who are related to each other within degrees wherein marriage is prohibited by law;
- 4) Sexual Assault;
- 5) Sexual Exploitation;
- 6) Sexual Harassment; and
- 7) Stalking.

(xxiii) Disciplinary Board. The “Disciplinary Board or the “Board” is a standing group composed of faculty and/or staff who are specially trained to handle cases involving Sexual Misconduct. The Board members and the Chair of the Board will be appointed by the Executive Vice President. All Board members will receive regular (at least annual) professional training in hearing practices and procedures, including sensitivity training.

(xxiv) Stalking. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) fear for his or her safety or the safety of others; or
- 2) suffer substantial emotional distress.

(xxv) Student of the College. A “Student of the College” is any student who:

1. is registered at the College or enrolled at the College (a) at the time of the alleged Sexual Misconduct and (b) at the time a Complaint is filed; and
2. is either:
 - a) registered to be enrolled or is currently enrolled at the College on a full-time basis, or
 - b) registered to be enrolled or is currently enrolled at the College on less than a full-time basis and is not an employee of the College. Solely for purposes of this definition, the term “employee of the College” does not include those individuals who are employed by the College through a work-study or similar program.

(xxvi) Title IX Coordinator. The College’s “Title IX Coordinator” is Brianna Douglas. The Title IX Coordinator has ultimate oversight responsibility for handling Title IX-related complaints and for identifying and addressing any patterns or systemic problems involving Sexual Misconduct. The Title IX Coordinator is available to meet with individuals who are involved with or concerned about issues or College processes, incidents, patterns or problems related to Sexual Misconduct on campus or in College programs. All allegations involving Sexual Misconduct should be directed to the Title IX Coordinator.

(xxvii) Victim Advocate. A “Victim Advocate” is an individual who is trained to provide free, confidential crisis intervention, advocacy, emotional support, referral and accompaniment services to individuals who may have been subjected to Sexual Misconduct.

SMOKING / TOBACCO POLICY

The purposes of this policy are to: 1) support the college's strategic wellness initiatives by creating a living/learning environment that makes healthy living a key aspect of the Coker Experience; 2) protect all members of the Coker Community from unwanted, involuntary, and harmful exposure to passive smoke and tobacco waste; 3) promote Coker pride and respect for the campus by reducing a known source of litter and waste; and 4) foster a supportive environment for those who are trying to quit using tobacco products.

The use of tobacco products is prohibited at all times, and at all locations of Coker College's campus, including college-owned facilities, properties, and grounds. This includes but is not limited to the following:

- all interior space on the Coker campus and property owned or leased by Coker College, including all off-site locations on which courses are offered;
- all outside property or grounds of property owned or leased by Coker College, including areas such as walkways, breezeways, parking lots, and patios;
- all vehicles leased or owned by Coker College; and
- all indoor and outdoor athletic facilities.

Advertising, sale, or distribution of tobacco is prohibited on campus.

Tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment. Tobacco industry and related company sponsorship of athletic events and athletes is prohibited.

Littering any college property, whether owned or leased, with the remains of tobacco products is prohibited.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using Coker facilities are required to abide by the Smoke-free Campus Policy. Organizers of such events are responsible for communicating and enforcing this policy to attendees.

Smoking Cessation Programs:

- Employees wanting to quit smoking should contact the Coker College Office of Human Resources for assistance at 843-383-8060.
- Students wanting to quit smoking should contact the Coker College Counseling Office for assistance at 843-383-8040.
- Students and employees can access <http://www.smokefree.gov/> or <http://www.lung.org/stop-smoking/how-to-quit/freedom-from-smoking/> or <http://www.palmettohealth.org/body.cfm?id=134> for assistance.

Compliance:

All college employees, students, visitors, guests, and contractors are required to comply with this policy, which shall remain in effect at all times. Refusal to comply with this policy may be cause for judicial action in accordance with employee and student conduct policies. Refusal to comply with the policy by visitors, guests and contractors may be grounds for removal from campus.

Exceptions:

The following activities may be conducted as exceptions to the policy subject to advance approval as indicated. All research, educational, cultural ceremonies, and/or artistic purposes that involve the use of tobacco on property owned or leased by Coker College must be approved in advance by the President or his/her designee. Such use must be preceded by reasonable advance notice to the public. Nothing in this policy is intended to prohibit research on tobacco companies or tobacco products.

SOCIAL MEDIA POLICY

Wise use of social networking promotes healthy communication. Students may be held accountable for information shared in the public arena that might be in violation of College policy, indicate illegal activity, or libelous information regarding a member or policy of the College. Social media posts and other content specifically added by administrators of the College's social media accounts are official Coker College content. Opinions expressed by other social media users do not necessarily reflect the opinion of the College. User provided content is not screened or evaluated during the submission process. The College is not responsible for content posted on individual faculty, staff, or student social media accounts. Further, users are expected to abide by applicable laws, regulations, rules, and policies including the Coker College *Student Handbook / Covenant*, the Coker College Faculty/Staff Manual/Handbook, the College's sexual harassment policy, and other regulations and policies (i.e. Office of Athletics' social media policy, etc.) concerning public communications. The College reserves the right to remove content from its page and encourages users to report content that violates the social media company's code of conduct. (see also Computer Usage policy)

THREAT TO / HARM OF SELF POLICY

Coker College is committed to the success of all students, including those with depression or other mental health conditions. The College also has a responsibility to provide for the safety of those on its campus and to maintain a positive academic environment. If a student engages in any self-injurious behavior that is deemed to be a direct threat to self by College officials, that student may be subject to administrative withdrawal from the College. If a student or an employee of the College believes that a student has engaged, or threatened to engage, in the behavior specified above, he/she should report it to the Dean of Students.

In the event a College official determines the student presents a direct threat to him/herself, the following actions will be taken:

- The student will be notified of the College's determination and be given an opportunity to meet with the Dean of Students or his/her designee as soon as practicable, generally within 72 hours.
- The student is not eligible to attend class until meeting with the Dean of Students or his designee. If the student was hospitalized, he/she will be temporarily placed on administrative withdrawal, pending a hearing as described below.
- The student's parents may be contacted, if appropriate.

After the initial meeting with the student, if the Dean of Students or his designee determines the student still presents a direct threat to him/herself, the student's eligibility for continued enrollment will be decided by the Dean of Students, in consultation with the Administrative Response Team. This team may consist of some or all of the following: Dean of Students, Provost and Dean of the College, Vice President for the Student Experience, College Nurse, College Counselor(s), Director of Learning Support Services, Director of Residence Life, and a member of the Psychology faculty. The Administrative Response Team shall consider any accommodations that would allow the student to remain enrolled at the College without posing a direct threat to him/herself or others. The student will be given an opportunity to address the Administrative Response Team.

If the Dean of Students, Administrative Response Team, or designee decides to administratively withdraw the student, the student will be provided with a written statement of the reasons for such action. Refunds of any fees and status of course work will be determined based on the situation.

If the Dean of Students determines that the student shall be placed on administrative withdrawal, the student shall be given an opportunity to appeal this decision. The appeal should be made in writing to the Dean of Students within 48 hours of receipt of the withdrawal decision.

In the event the student is placed on administrative withdrawal, and wishes to continue at the College, the student must comply with the following requirements:

- The student must seek medical treatment from a physician and request referral to a mental health professional at the student's expense.
- The student must provide consent for communication between the mental health professional, the College Counselor(s), the Dean of Students or designee for the limited purpose of determining the student's progress and appropriateness of continued enrollment.

If at any time the student is unable to comply with any part of the protocols, he/she may choose to withdraw from the College. A student that cannot or will not comply with the established protocols will be administratively withdrawn.

A student who has been required to withdraw under this policy may be considered for readmission to Coker College upon presentation of a written evaluation by a mental health professional stating that the student no longer poses a threat to him/herself and/or to others.

Outcomes for Students Who Comply with the Behavioral Requirements:

In the event a student complies with the requirements for evaluation/treatment, the Dean of Students, the Administrative Response Team, or designee, will choose between one of the following actions based upon the results of the evaluation:

- The student may be allowed to remain enrolled at the College with no treatment but may be required to agree to a behavioral contract with the College Counselor(s) outlining expected future behavior and compliance with College policies.
- The student may be allowed to remain enrolled at the College with treatment and be allowed to remain in the residence halls.
- The student may be allowed to remain enrolled at the College with treatment but not be allowed to live in the residence halls and may be restricted from other areas of the campus, as appropriate.
- The student may be withdrawn from the College involuntarily.

Refusal of Medical Transport:

If a faculty or staff member calls EMS because he/she determines that the health and well-being of the student is such that the student needs to be transported to a hospital and the student refuses to be transported, the student will automatically be placed on administrative withdrawal. The procedures for reinstatement are covered in this Handbook under Withdrawal, Mandatory/Administrative.

THREAT TO / HARM OF OTHERS

The College has a responsibility to provide for the safety of those on its campus and to maintain a positive academic environment. If a student engages in any behavior that is deemed to be a direct threat to the health and/or safety of others by College officials, that student may be subject to administrative withdrawal from the College. If a student or an employee of the College believes that a student has engaged, or threatened to engage, in the behavior specified above, he/she should report it to the Dean of Students.

In the event a College official determines the student presents a direct threat to others, the following actions will be taken:

- The student will be administratively withdrawn from the College and will be removed from the campus community as soon as possible.
- The student will be notified of the College’s determination and be given an opportunity to meet with the Dean of Students or designee as soon as practicable, generally within 72 hours.
- The student’s parents may be contacted, if appropriate.

A student who has been required to withdraw under this policy may be considered for readmission to Coker College upon presentation of a written evaluation by a mental health professional stating that the student no longer poses a threat to him/herself and/or to others.

INCLEMENT WEATHER POLICY

The effects of a winter storm can result in cancellation or delay of scheduled classes. In addition to faculty and student delays, employee work hours and various campus activities may also be affected by inclement weather. If there is an alteration to Coker’s normal operations, the College has a number of options that can be utilized. The communication of such scheduled changes will be accomplished utilizing the following media:

TV Stations:	WPDE; WBTW; WMBF
Recorded phone numbers:	843-383-8000 843-383-8010 843-383-8012 843-383-8017
Web site:	www.coker.edu
Text message notification:	https://coker.edu/alerts to sign up.
Coker College e-mail notification:	http://mail.coker.edu

Day Classes are Cancelled: An announcement will be made no later than 6:00 a.m. concerning the cancellation of all Day classes. The only employees who should report to work are those in the areas of facility services, campus safety, Residence Life, and Vice Presidents. On days that classes are cancelled, campus activities will also be suspended unless specific notification is made by the campus activities supervisor.

Evening Classes are Cancelled: Notification concerning the cancellation of evening classes on the Hartsville site will be accomplished using the same media as our day procedure. Sites in Hartsville, Florence, and Marion will receive notification via the Site Coordinators. Notification of cancellation for evening classes will occur no later than 3:00 p.m. on days when inclement weather appears to be a factor.

Opening Delays: Some days may require a delay in the opening of campus. The normal delay schedule will be:

- Monday, Wednesday, and Friday classes will begin at 10:00a.m.
- Tuesday and Thursday classes will begin at 12:00noon.

As a general policy, evening classes will not be delayed. Individual departmental policy or unique circumstances may require some employees to be present on days when campus is closed.

The College Judicial Process & Policies

PURPOSE

These policies and procedures are designed to promote the health and safety of individuals, as well as to further the development of responsible and mature social interaction among members of our community. Our judicial procedures help the College to maintain an environment that preserves and enhances our primary educational mission.

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

The College reserves the right to direct the withdrawal of students from the residence halls who are already on academic or judicial probation and/or whose attitude or behavior is not in accord with the ideals and standards of the College. Such cases will be handled by the Dean of Students or his / her designee outside of the judicial system; specific charges will not be necessary.

The procedures described below will be applied to all students whose behavior is believed to be in violation of the Coker College Student Covenant or College policies:

THE RELATIONSHIP BETWEEN THE COKER COLLEGE JUDICIAL SYSTEM, STUDENT COVENANT, & CIVIL AUTHORITY

Although the College is concerned with any student behavior which constitutes a part of the educational experience, the College will not assume jurisdiction over activities off campus except in those rare instances in which such activities are clearly detrimental and/or disruptive to the College community.

If a violation of civil law occurs on campus and is also a violation of a published College regulation, the College may institute its own proceedings against the offender if the College interest is clearly distinct from that of the community outside the College.

JUDICIAL PROCESS

Responsibility for development and implementation of the process to enforce and interpret the Coker College Student Covenant and College policies is vested in the President of the College through the Dean of Students and the Provost and Dean of the College. Normally the Dean of Students is responsible for non-academic matters; the Provost and Dean of the College is responsible for academic matters. Changes to the process will be brought before the Student Government Association, Faculty Senate, and Administrative Officers of the College for recommendations, but the Board of Trustees will make final approval.

REPORTING COMPLAINTS OR SUSPECTED VIOLATIONS

Any member of the Coker College community who has a complaint against a Coker College student or believes that another student has violated the Coker College Student Covenant or College policies should bring the complaint to the attention of the Dean of Students. The Dean of Students or his / her designee will investigate the complaint and recommend a course of action.

Any member of the Coker College student body who has a complaint against a staff member at the College may bring that complaint to the Administrative Officer who oversees that person's work at the College. If a student wishes to bring a complaint against a faculty or staff member, the student may request the assistance

of the Dean of Students or another member of the College faculty or staff as an advocate in proceeding with the complaint.

Reports may be received by any faculty or staff member. Persons receiving a report of an alleged violation should forward pertinent information in a timely manner to the person responsible for processing that complaint. In the case of Academic Dishonesty, see the Provost and Dean of the College; for other incidents, see the Dean of Students.

WITNESSING VIOLATIONS

Students who witness serious violations of the Coker College Student Covenant or College policies that are potentially harmful to the safety and well-being of other students or are a violation of local, state, or federal law may be charged with a violation or violations if they fail to remove themselves from such situations and/or report the incident to proper authorities.

RIGHTS OF ACCUSED STUDENTS

Presumption that the student is not responsible: In all Administrative, Student Court, and Hearing Panel hearings, the accused student shall be presumed not responsible until proven responsible.

Right to accept responsibility: The accused has the right to accept responsibility for the charges brought against him/her at any point up to and during the hearing. An acceptance of responsibility will eliminate the need for an evidentiary portion of the hearing, and the hearing will progress directly to the sanctioning phase. Students who accept responsibility may appeal the sanction, but not the findings.

Right to a hearing: In non-academic matters, any accused student has the right to waive a hearing before an Administrative Hearing Officer or the Student Court, and to request a hearing before the Hearing Officers Panel. If the suspected violation is academic in nature, the student has the right to waive a hearing before an Academic Hearing Officer and to request a hearing before the Academic Hearing Panel, normally drawn from a standing committee of the faculty.

Right to an advisor: The accused student has the right to have an advisor present at any academic or non-academic judicial hearing. The advisor must be a Coker College student, faculty or staff member, and may advise the student throughout the hearing but will not actively participate in the hearing.

Right to inspection of evidence: The accused student has the right to inspect any written documentation or other evidence that the College submits against him/her. The student will also be provided with a list of witnesses and copies of any statements they may have made in conjunction with the complaint.

Right to present witnesses: The accused student has the right to present a reasonable number of witnesses during the hearing.

Right to hear all testimony and question witnesses: The accused student has the right to hear any and all testimony that is presented against him/her and has the right to confront and question all witnesses during the hearing.

Right to appeal: Any student found responsible for a violation of College policy is entitled to an appeal. The first point of appeal of sanctions less than suspension or expulsion for nonacademic violations is to the Vice President for the Student Experience. The first point of appeal for sanctions less than suspension or expulsion for academic violations is to the Student Development Committee of the Faculty

Senate. If that appeal is denied, the Provost and Dean of the College is the final point of appeal.

Standard of Proof: At Coker College, the standard used to determine whether or not a student is responsible for a policy violation is “preponderance of evidence.” This means that according to the hearing officer, board, or panel the alleged actions more likely occurred than not. This is different than the criminal justice system where the standard of proof is “beyond a reasonable doubt”.

PARTICIPANTS IN THE JUDICIAL SYSTEM & THEIR RESPONSIBILITIES

Depending on the nature and severity of the complaint, the Dean of Students or The Provost and Dean of the College(as appropriate) will assign a hearing officer / panel to determine responsibility. Any of the following hearing officers / panels may impose sanctions that range from a written warning to separation from the College with the exception of the Student Court, which will hear only those cases in which suspension or expulsion is not a possibility.

The Student Court shall be composed of the SGA Chief Justice and at least three student Justices. Student Justices will be appointed by the Chief Justice to serve on the Student Court for a specified term. The Dean of Students will appoint one staff member to serve as a non-voting advisor to the Student Court each year. The Student Court is responsible for investigating allegations of misconduct; interviewing witnesses/victims/the accused; determining if a student or students is responsible or not responsible; and issuing appropriate sanctions against responsible parties.

The Student Court may be designated by the Vice President for the Student Experience, the Dean of Students, or his/her designee to hear appeals of non-academic judicial decisions that do not result in suspension or expulsion. The decision of the Student Court in such appeals is final.

The Academic Hearing Panel shall be composed of members serving on the academic standards or student development committees of the faculty. The panel will be chaired by the Committee chair unless he/she is unavailable for service on the panel. In that case, the Provost and Dean of the College will designate one of the faculty members serving on the panel as its chair. The Academic Hearing Panel is responsible for investigating allegations of misconduct; interviewing witnesses, victims, and the accused; determining responsibility; and issuing appropriate sanctions against responsible parties. See “Grade Appeals Protocol” under the “Academic Program, Expectations, & Policies” section of this Handbook.

An Administrative Hearing Officer may be designated by the Dean of Students or the Vice President for the Student Experience. Appeals of decisions made by an Administrative Hearing Officer are heard by the Hearing Officers Panel, Student Court, Dean of Students, or the Vice President for the Student Experience as appropriate. The Administrative Hearing Officer is responsible for investigating allegations of misconduct; interviewing witnesses, victims, and the accused; determining if a student (or students) is (are) responsible or not responsible; and issuing appropriate sanctions against responsible parties.

The Hearing Officers Panel will be composed of up to 5 members of the Coker College Faculty/Staff. The Hearing Officers Panel may be convened at the request of an accused student who does not wish to have a hearing with the Student Court or an Administrative Hearing Officer. The panel considers appeals of the decisions made by the Student Court or an Administrative Hearing Officer. Any Hearing Officer present at the original hearing will not serve on the board for an appeal; in this case, the Dean of Students may appoint a substitute.

The panel may also be assembled to hear cases that could result in suspension or expulsion from the

College. The chair of the panel will be selected by the Vice President for the Student Experience or the Dean of Students before each hearing.

Dean of Students and his/her staff are responsible for processing suspected non-academic violations and for forwarding suspected non-academic violations to the Hearing Officers / Panel as appropriate. The Dean of Students may serve as an Administrative Hearing Officer.

The Vice President for the Student Experience is the final point of appeal in non-academic matters for decisions that do not result in suspension or expulsion. Additionally, the Vice President for the Student Experience is the primary appeal for decisions that result in suspension or expulsion.

Provost and Dean of the College is responsible for forwarding judicial matters and appropriate documentation to the Academic Hearing Panel for dispensation. Appeals of academic judicial decisions made by an Academic Hearing Panel will be heard by the Provost and Dean of the College or designee, in cases that do not result in separation from the College. The decision of the Provost and Dean of the College in such appeals is final.

The President of the College will hear appeals of judicial decisions (both academic and non-academic) that result in suspension or expulsion from the College. His/her decision on those appeals is final.

PROCEDURES FOR HEARINGS

Notice of Charges: In all cases referred to the judicial system, the Dean of Students, the Vice President for the Student Experience or designee shall ensure that a charge letter has been properly completed. Except in circumstances described under “Abbreviated Procedures” below, complete charge letters shall be provided to those who will be hearing the case, the complainant, and the accused student at least 48 hours prior to the hearing date. Charge letters will include the following:

- The Hearing Panel / Officer assigned to the hearing
- A description of the charges
- A range of possible sanctions
- A hearing time, date, and location or deadline by which a hearing must be scheduled

Sharing of Hearing Materials: The complainant and the accused shall be provided with copies of the Judicial Procedures, the charge letter, a list of witnesses being called on behalf of the College, and any evidence to be submitted during the hearing.

Notification of Witnesses: Students must provide a list of witnesses he/she wishes to call at least 24 hours in advance of the hearing. It is the student’s responsibility to notify his/her witnesses of the time and location of the hearing. The Hearing Officer(s) must notify witnesses being called on the behalf of the College of the time and place of the hearing. The Hearing Officer(s) has/have the right to limit the number of witnesses brought forward in any case to avoid excessive duplication or to exclude testimony that is not pertinent to the case.

Presentation of Testimony and Evidence: In all hearings, both parties shall have the opportunity to present his/her case or remain silent. The student may present any evidence or review any evidence against him/her. All evidence must be submitted to the Hearing Officer at least 24 hours prior to the scheduled hearing. Evidence will be shared with all parties involved prior to the scheduled hearing. The student may question any accuser or witness. Special arrangements may be made so that the accuser and the accused will not have to be in the same physical space during the hearing. Students may not have an attorney or persons who are not faculty, students, or staff members at the College present.

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

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

Access to Judicial Proceedings: All hearings are normally closed to persons other than those specified as follows: the Student Court, Hearing Officer(s), the accused, one faculty, staff or student advisor invited by the accused, the complainant, one faculty, staff or student advisor invited by the complainant, and the Student Court Advisor. The Chair of the Hearing shall decide whether witnesses or others may be present at times other than when testifying. Under extenuating circumstances, the Chair of the Hearing may choose to allow other persons to be present for the evidentiary portions of the hearing (i.e. translators, grief counselors, law enforcement, etc.). After all witnesses have provided testimony, and all evidence has been presented, the Chair shall close the hearing, and only members of the Hearing Panel and the non-voting Staff Advisor may remain for the deliberations.

Abbreviated Procedures: The provisions described above are available under most circumstances. However, the President of the College, the Vice President for the Student Experience, or the Dean of Students may authorize variances if normal procedures present a threat to the College environment. Abbreviated procedures may be used during the first and last weeks of the semester and during summer terms, or during any time when time limitations or other constraints present an obstacle to completing the proceedings.

Failure to Appear for Hearing: Any accused student who fails to appear for his/her judicial hearing will forfeit his/her right to dispute the charges, and a hearing will be conducted in his/her absence. Responsibility will be decided based on the information available to the Hearing Panel / Officer.

Withdrawal Prior to Hearing: Any accused student who withdraws from the College after the time of the alleged violation and before the time of the hearing, must appear for a hearing prior to being re-admitted to the College.

Advisor Role: The accused and complainant has the right to have an advisor (Coker faculty member, staff member or student) present for personal counsel. The advisor may only address the advisee and may not address the panel, witnesses, or accused/complainant directly.

JUDICIAL ACTION

Any student found responsible for a violation of the Student Covenant or College policy will receive no less than a written warning. In this case, a written record of the hearing results will be placed in the student’s judicial file and provided to the student. This judicial file will remain active until graduation or withdrawal. At that time, any written warnings will be expunged; any sanctions more severe than a written warning will remain in the judicial file for 5 years after graduation or withdrawal.

At Coker College, the standard used to determine whether or not a student is responsible for a policy violation is “preponderance of evidence.” This means that according to the hearing officer, board or panel

the alleged actions more likely occurred than not. This is different than the criminal justice system where the standard of proof is “beyond a reasonable doubt”.

The possible sanctions listed below will be used by an Administrative Hearing Officer, the Student Court, the Provost, or an Academic Hearing Panel as a guideline for determining the consequences for an offense and will vary according to the severity of the behavior/action. Repeat offenses will lead to more serious sanctions and can ultimately lead to suspension or expulsion. **This list should not be considered inclusive of all possible violations or sanctions, but is simply a sample of violations and sanctions that may apply in a given case.**

Offense	Possible Hearing Officer	Sanction Guidelines
<p>ADEMIC DISHONESTY Cheating on a test or project, unauthorized collaboration, plagiarism</p>	<p>Academic Hearing Panel</p>	<p>Sanctions range from a grade of F on the test, assignment, or course to suspension or expulsion</p>
<p>CLASSROOM MISCONDUCT Any conduct which disrupts the classroom environment</p>	<p>Dependent upon nature of offense</p>	<p>Sanctions range from a written warning to suspension or expulsion</p>
<p>ALCOHOL USE/ABUSE CATEGORY A: 1ST OFFENSE Underage possession or consumption; intoxication; possessing /consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia</p>	<p>Student Court, Administrative Hearing Officer</p>	<p>Completion of an alcohol education program, reflection paper or other educational sanction, judicial probation</p>
<p>ALCOHOL USE/ABUSE CATEGORY A: 2ND OFFENSE Underage possession or consumption; intoxication; possessing /consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia</p>	<p>Student Court, Administrative Hearing Officer</p>	<p>Completion of an on-campus behavioral intervention program, judicial probation, parental notification, research paper or other educational sanction</p>
<p>ALCOHOL USE/ABUSE CATEGORY A: 3RD OFFENSE Underage possession or consumption; intoxication; possessing /consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia</p>	<p>Hearing Officers Panel</p>	<p>Payment for & completion of an off-campus alcohol education training program, residential suspension/expulsion, parental notification</p>

Offense	Possible Hearing Officer	Sanction Guidelines
<p>ALCOHOL USE/ABUSE CATEGORY B: 1ST OFFENSE Providing alcohol to a minor, use of funnels or other paraphernalia, possession or use of a common source of alcohol (kegs, etc.), gross intoxication</p>	<p>Student Court, Administrative Hearing Officer</p>	<p>Completion of an on-campus behavioral intervention program, judicial probation, parental notification, research paper or other educational sanction</p>
<p>ALCOHOL USE/ABUSE CATEGORY B: 2ND OFFENSE Providing alcohol to a minor, use of funnels or other paraphernalia, possession of a common source of alcohol (kegs, etc.); gross intoxication</p>	<p>Hearing Officers Panel</p>	<p>Payment for & completion of an off-campus alcohol education training program, residential suspension/expulsion, parental notification</p>
<p>DISRESPECT TO PERSONS Failure to cooperate with a reasonable request /lying to a College official; harassment; smoking in prohibited places; abusive language; failure to properly ID oneself; failure to follow judicial sanctions; violations of quiet hours; obstructing judicial process</p>	<p>Student Court, Administrative Hearing Officer, Hearing Officers Panel</p>	<p>Sanctions range from a written warning to suspension or expulsion</p>
<p>ABUSE/MISUSE OF PROPERTY OR FACILITIES Violation of housing regulations; theft; vandalism; destruction; playing sports in the residence halls; dirty room; breaking and entering; forging, altering or misusing College documents</p>	<p>Student Court, Administrative Hearing Officer, Hearing Officers Panel</p>	<p>Sanctions range from a written warning to suspension or expulsion</p>
<p>CAUSING PHYSICAL OR MENTAL DISTRESS Threats; intimidation; coercion; fighting, shoving and pushing; indecent exposure; harassment; rape / sexual abuse; assault and/or battery</p>	<p>Student Court, Administrative Hearing Officer, Hearing Officers Panel</p>	<p>Sanctions range from a written warning to suspension or expulsion</p>
<p>POSSESSION / USE OF PROHIBITED ITEMS Possession of: fireworks; weapons (knives, guns, etc.); items not permitted in the residence halls (candles, incense, halogen lamps, street signs, etc.)</p>	<p>Student Court, Administrative Hearing Officer, Hearing Officers Panel</p>	<p>Sanctions range from a written warning to suspension or expulsion</p>

Offense	Possible Hearing Officer	Sanction Guidelines
ENDANGERING THE SAFETY OF SELF / OTHERS Propping external doors; improper / inappropriate use of a fire extinguisher; failure to exit the building for a fire alarm; tampering with fire safety equipment; false fire alarm or bomb threat; lending of student identification or keys	Student Court, Administrative Hearing Officer, Hearing Officers Panel	Sanctions range from a written warning to suspension or expulsion
VIOLATIONS RELATED TO THE USE OF TECHNOLOGY Threats/inappropriate content made/shared via e-mail, telephone, social media, text messaging etc.; unauthorized use of credit cards; unauthorized use of computer passwords; unauthorized use of e-mail account; using a College computer in a manner which violates the College's "Acceptable Use Policy"	Student Court, Administrative Hearing Officer, Hearing Officers Panel	Sanctions range from a written warning to suspension or expulsion
ILLEGAL DRUG USE CATEGORY A: 1ST OFFENSE Possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia	Student Court, Administrative Hearing Officer	Completion of a drug education program, reflection paper or other educational sanction, parental notification, probation, suspension / expulsion
ILLEGAL DRUG USE CATEGORY A: 2ND OFFENSE Possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia	Hearing Officers Panel	Parental notification, suspension or expulsion
ILLEGAL DRUG USE CATEGORY B: 1ST OFFENSE Sale or distribution of controlled substances	Hearing Officers Panel	Suspension or expulsion

DEFINITIONS OF SANCTIONS

All sanctions should be completed by their respective due dates. Students who fail to complete sanctions by their due dates will be placed on judicial probation and will receive new due dates. Students who fail to complete sanctions while on judicial probation will be suspended from the College.

Academic Sanction: The assignment of a grade on a test, assignment, or course as a result of academic misconduct.

Administrative Withdrawal: See Withdrawal, Mandatory/Administrative policy in this Handbook.

Confiscation: Prohibited items removed from one's possession by College personnel or law enforcement agencies. May or may not include disposal.

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

Expulsion: Permanent removal from the College. This sanction is designed for serious violations or repeat offenses which jeopardize the College community to the degree that a student's permanent separation from the College is necessary.

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

Monetary Fine: A financial sanction.

Notice of No Contact: Prohibition of direct or indirect physical, verbal, and/or written contact between students. Direct contact includes phone calls, letters, and/or intentionally going within sight of the listed person(s). Non-physical contact includes, but is not limited to, telephone calls, mail, e-mail, fax, social media, and written notes. Indirect contact includes messages through a third person or via social media at the direction of the respondent. Coker College reserves the right to rearrange academic schedules and / or housing assignments to prohibit / reduce contact. Failure to comply with this notice will result in judicial sanction and could result in suspension/expulsion from the College.

Parental Notification: A student's parents may be notified as a result of certain judicial actions. See "Notification of Parents or Guardians" under "Right of Privacy of Student Records" in the "Students' Rights" section of this Handbook.

Judicial Probation: Designed for serious or repeat violations. The next violation, regardless of the type of offense, may result in residential suspension, suspension from the College, or expulsion. The duration of probation is determined by the party issuing the sanctions.

Residential Suspension: Designed for serious violations or repeat offenses. It is the loss of residential status and the privileges that accompany living in the residence halls.

Restitution: Payment for damages, cleanup or replacement necessary as a result of the violation.

Removal of Privileges: Students may be restricted from representing the College or attending campus events.

Service Hours: An assignment that provides unpaid service to a group or organization either on or off campus.

Suspension: Temporary removal from the College. This sanction is designed for serious violations or repeat offenses. The duration of the suspension is determined by the party issuing the sanction.

Summary Suspension: In cases where a student is believed to pose an immediate threat to him / herself, to others, or to property on the campus, the President of the College or the Vice President for the Student Experience, the Dean of Students or their designee may summarily suspend that student. If a student is summarily suspended, he/she will be granted a hearing in accordance with the Student

Handbook policies as soon as such a hearing can be reasonably and safely completed. Students who are placed on summary suspension must leave the campus immediately following that order, and are not allowed to return without the written permission of the President, the Provost, or the Dean of Students.

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

APPEAL OF JUDICIAL FINDINGS & SANCTIONS

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

New Evidence: The student may claim that new evidence is available. The party or parties hearing the appeal must determine whether the new evidence is pertinent to the outcome of the case, whether it was reasonably available to the student at the time of the initial hearing, and whether the evidence might have led to a different outcome in the hearing.

Improper Procedures: The student may claim that improper procedures were used in the hearing, that such improprieties were not approved beforehand by the student, and that they affected the fundamental fairness of the hearing. .

Bias: The student may claim that the hearing panel was biased, showed malice toward the student, or displayed conflicts of interests.

Arbitrary Sanction: The student may claim that the sanction imposed was too severe to fit the circumstances for the case.

NON-ACADEMIC VIOLATION APPEAL STRUCTURE

After the Vice President for the Student Experience receives an appeal, he/she will direct the appeal to the appropriate hearing officer / panel or hear the appeal himself/herself. Appeals are assigned as follows:

- Vice President for the Student Experience is the final point of appeal for decisions that do not result in suspension or expulsion.
- All appeals of decisions that include suspension or expulsion will be heard by the Vice President for the Student Experience or his designee.
- The President of the College is the final point of appeal for decisions that result in suspension or expulsion.

Academic Program, Expectations, & Policies

ACADEMIC PROGRAM

The academic program of the College includes all persons and activities related directly to registration, the program of instruction, and the recording and reporting of grades. Details concerning academic requirements and procedures are contained in the *Academic Catalog*. Information in this part of this handbook is designed to be explanatory in nature and should not be used as a substitute for your *Academic Catalog*.

ACADEMIC EXPECTATIONS

Intellectual honesty and integrity are the cornerstones of Coker College's educational mission. Student academic work is expected to represent unquestionably the student's own thoughts and words. Students must thoroughly and appropriately acknowledge sources for words or ideas that have been generated by others. It is each student's responsibility to be familiar with appropriate citation techniques and to acknowledge the intellectual and creative contributions of others in all academic work done at the College.

REGISTRATION

Registration is held before classes begin each semester or term. It is important that all the steps in the process be completed. Information on where to go and what to do is provided in advance. Consult the calendar for specific registration dates. All students must pay fees before they will be allowed to register. Consult the current *Academic Catalog* for more information.

REGISTRATION FOR EVENING SCHOOL

Registration is held before classes each semester and/or term. Consult your advisor or posted schedules for specific registration dates. All students must be cleared by the Student Solution Center prior to processing registration forms. Once a student is registered, charges will apply. Consult the current *Academic Catalog* for more information.

ADDING, DROPPING, OR WITHDRAWING FROM A COURSE

Students may make changes to their current academic schedule during the specified DROP/ADD period. Students are not permitted to add classes after this date, but may withdraw from courses in progress up to the publicized withdrawal date. All changes to students' schedules should be processed through the Office of Academic Records. Consult the current *Academic Catalog* for more information.

When making changes to schedules, students should always be aware of the number of hours in which they are registered, as changes in full-time/part-time status or overload fees may affect financial aid, residential, or athletic eligibility status.

ACADEMIC ADVISING & COUNSELING

Each student is assigned a faculty advisor prior to initial registration. The advisor assists the student in all matters related to academics, including selection of a major, which courses to take, and academic requirements for graduation. Students may change advisors with approval of the Office of Academic Records.

Students are encouraged to stay in contact with their individual instructors and with their faculty advisors concerning academic performance. The College provides several support services to aid students in their academic endeavors. The Writer's Studio, Tutoring Center, and other tutoring services are available at scheduled times and locations. Information on these services can be obtained from your advisor, instructor, or the Director of Learning Support Services. Other people who can be of help are the Residence Life staff,

the Dean of Students, Adult Degree Program Student Services Coordinators, and the College Counselor(s).

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty includes cheating, plagiarism, or failing to appropriately cite sources. Any form of academic dishonesty is wholly incompatible with the Coker College Student Covenant, the Mission of the College, and generally understood standards of ethical academic behavior. Academic dishonesty is among the most serious of violations that might be committed at the College; for that reason, penalties for academic dishonesty may include:

- penalties assessed to the assignment, or
- penalties assessed to the course grade, or
- suspension or expulsion from the College

In cases of academic dishonesty, the instructor may elect to take direct action or refer the matter to the Office of the Provost to arrange review by an academic hearing panel composed of members serving on the Student Development Committee of the Faculty Senate. Should an instructor choose to take direct action, he/she should inform both the student and the Office of the Provost. The Office of the Provost maintains a record of all reported academic dishonesty cases and multiple offenses may result in additional penalties. A student who believes a penalty has been unduly or unfairly assessed may appeal by way of the grade appeal process articulated in this section.

Cheating: A student is guilty of cheating when he/she wrongfully gives, takes, or receives unauthorized assistance or information in the preparation of academic work to be submitted for course credit, or in fulfillment of a College regulation.

Plagiarism: A student is guilty of plagiarism when he/she submits work purporting to be his/her own, but which in fact, borrows ideas, organization, wording, or anything else from other sources — a published article, a chapter of a book, a friend's paper, etc. — without appropriate source acknowledgement. Plagiarism, as a form of cheating, also includes employing or allowing another person to alter or revise the academic work the student submits as his/her own. Students may generally discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone. When an assignment involves research with outside sources of information, the student must carefully acknowledge exactly what they are, and where and how he/she has employed them.

Source Acknowledgement: All members of the Coker College community are expected to adhere to the strictest standards regarding acknowledgement of the use of another person's words, ideas, opinions or theories. Individual instructors and disciplines may employ different methods of citation and acceptable sources (e.g., Sources taken from the Internet may not be acceptable in some classes). It is the student's responsibility to be familiar with the guidelines for citation in their various courses.

- Direct Quotation. All verbatim quotations, regardless of length, must be appropriately footnoted or otherwise attributed to the original source.
- Paraphrase. To avoid using extremely long quotations, paraphrasing is recommended. Any paraphrased ideas or phrases must be appropriately footnoted or otherwise cited.
- General Acknowledgement. If a piece of academic work has been generally or specifically influenced by the words or ideas of another person, that source must be cited, even if quotation or paraphrasing of text is not employed.
- Collaboration. Only when permitted by the instructor are students allowed to collaborate with others in their work. If collaboration is permitted, the use of another student's ideas or work

must be properly cited.

Students should contact their instructors for the specific standards and methods that might apply to individual academic assignments or courses. The information above should serve only as a general guideline for acknowledgment of sources at the College.

Intellectual Property: A faculty member who creates any form of intellectual property shall be the sole owner of that property, except when the faculty member and Coker College enter into a specific agreement to share ownership of a specific intellectual property or when the College provides unusual funds, facilities or other support for the creation of the property.

In the case of intellectual property created by a student, the student shall be the sole owner of the property unless that property was created under contract to the College or the College provided unusual funds, facilities or other support for the creation of the property. In such cases, specific agreements between the College and the student will determine the nature of ownership of the property.

In the case of intellectual property created by a staff member, the ownership of the property will be held by Coker College when that property was created as part of the contractual obligations of the staff member. In cases where the property was created as a result of activities external to the contract or when the College has provided unusual funds, facilities or other support for the creation of the property for activities external to the contract, ownership of the property shall be determined by specific agreement between the staff member and the College.

GRADE APPEALS PROTOCOL

Occasionally there are serious misunderstandings between the student and the instructor as to the grade awarded to the student. Very rarely and under the most unusual circumstances will or should any academic community question the authority and responsibility of the instructor in the grading process. However, for those unusual situations the following procedure should be followed.

Procedural Steps of Grade Appeal:

- Within two weeks of the posting date of the grade report, the student must make a reasonable effort to discuss the problem with the instructor. If that is not possible*, or if the issue is still not settled as a result of the discussion, then the student should contact and explain the situation to the chair of the department involved. If the issue is still not resolved, the student may submit a written appeal** to the Provost of the College. This appeal must be submitted within thirty days of the posting date of the grade report. It is the prerogative of the Provost to extend this deadline.
*For example, the instructor has moved or is on leave or is incapacitated or refuses to meet with the student.
** The appeal should be made on a form supplied by the Provost's office and should specify the student's reasons for requesting a review of the grade. *Any supporting documents should be attached.* The appeal should also include an authorization to record personal testimony and to permit the Provost, and potentially the Committee on Academic Standards, to gain access to the student's records pertinent to the appeal process. If the appeal comes before the Committee on Academic Standards, all records pertinent to the appeal will be kept on file in the Provost's office.
- After the Provost receives the appeal, the Provost will contact the instructor of the course in question and the department chair for any written rationale and documentation he/she would like to provide. Upon review of all submitted documents, the Provost may A) attempt to

mediate between the involved parties, B) render the appeal to the Academic Hearing Panel, or C) elect to render a decision by direct action. In cases of committee review, the Provost shall provide the Committee with all pertinent documents and inform the Committee of the specific issue(s) that are unresolved.

Policies of the Grade Appeal Process at the Committee Phase:

- The Academic Hearing Panel shall be composed of members serving on the Academic Standards Committee of the Faculty Senate. See “Participants in the Judicial System & their Responsibilities” under “The College Judicial Process & Policies” section of this Handbook for more information. The Academic Hearing Panel will serve as an unbiased board of review for grade appeals. Its decisions may be to confirm, to raise, or to lower the appeal grade.
- If a faculty member whose grade is being appealed is an Academic Hearing Panel member, he/she will recuse him/herself from further deliberations on the appeal. If a student who is appealing a grade is a member of the Panel, he/she will recuse him/herself from further deliberations on the appeal. A replacement member may be appointed at the discretion of the Chair. The Panel will have access to any relevant official records of the College and of the instructor deemed necessary for its review. The Panel may request expert opinions from other faculty members and other college officials.
- The review by the Panel shall normally be based on written documents. The Panel shall reserve the right to request that the student or the instructor be present for the hearing. In the event that the student or instructor is asked to be present at the review, the other part shall have the right to attend as well. In all other cases, the Panel shall make its review based on those written documents submitted. Therefore, both the student and the instructor should be sure to submit any documents they believe to be relevant to the review. The Panel should normally render a decision within 30 working days of receipt of all documents, exclusive of days in which the College is not in regular fall or spring semester session.
- The Panel will not consider the appeal unless a quorum is present. If a quorum is present, a majority vote of those present will constitute official action by the Panel. The Panel Chair will inform the Provost of its decision regarding the appeal.
- The Panel’s decision will constitute a recommendation for action by the Provost, who shall either implement the Panel’s decision or demur, and will accordingly inform the student, the instructor, and the Office of Academic Records.
- The decision of the Panel and/or the Provost is subject to appeal to the President of the College, who may review for direct action or may appoint a panel of no fewer than three faculty members not previously involved in the review to make a recommendation for action on the appeal. The decision rendered at this stage shall be final.

Timeline for Student Grade Appeals Process:

- Student makes reasonable effort to discuss problem with instructor.
- If issues are not resolved, student should contact the department chair and explain the situation.
- If issues are still not resolved, student should submit a written appeal (refer to ***Grade Appeal Form***) within 30 days of the posting date of the grade report. The appeal should include student authorization for the Provost & Dean of the College to record personal testimony and to access to student’s records pertinent to the appeal.
- The Provost & Dean of the College shall facilitate the remainder of the appeals process.

WITHDRAWAL POLICY

Withdrawing from the College (i.e., ceasing to be enrolled in any class) can have serious academic and financial consequences if not handled properly. A student should never simply stop attending class with no

official notice to the College. When a student is considering withdrawal or transfer to another institution, the matter should be discussed with the student's advisor, another faculty member, and/or a member of the College staff. Once the student makes a decision to withdraw, he/she should obtain a withdrawal form from the Office of Academic Records. Residential students will need to vacate their room in the residence halls on the same day as their withdrawal.

A student should always follow these procedures if withdrawing during a semester or a term. If the student wishes to petition for a medical withdrawal or appeal for a withdrawal without academic penalty, he/she must furnish a written letter & proper documentation to the Provost and Dean of the College outlining the extenuating circumstances under which he/she makes this request. The administration strongly recommends the same procedure for those who complete a semester or term but do not plan to continue for the succeeding semester or term.

WITHDRAWAL - MANDATORY/ADMINISTRATIVE

Occasionally a student is disruptive to the community or educational process of the College. This may occur if the student is deemed to be a danger to himself/herself, other College community members, College property, and/or there is a reasonable doubt whether or not the student can benefit from the educational programs at the College. In such cases, the Vice President for the Student Experience, the Dean of Students, or his/her designee, may impose an administrative withdrawal from the College. A student withdrawn under this procedure may not be re-enrolled in the College without approval of the Vice President for the Student Experience, the Dean of Students, or his designee. Prior to approval for re-admittance, the Vice President for the Student Experience, the Dean of Students, or designee may outline certain requirements to be completed by the student.

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

If a currently enrolled student is charged with a crime that would also be a violation of College regulations, the student may be administratively withdrawn until the case has been resolved by the court system. Upon final resolution of the charges, the submission of an application for readmission, and presentation of final evidence of the court's ruling, the Academic Standards Committee will review all information. The Academic Standards Committee reserves the right to accept or deny the application for readmission.

LEAVE OF ABSENCE

A student may request an official leave of absence not to exceed one year. When a student anticipates being out of school beyond one semester, the student should complete a withdrawal form and request a leave of absence by writing a letter to the Provost and Dean of the College stating his/her reasons for the request. When official leave of absence is granted, it will not be necessary for the student to go through the process of readmission to the College if the student returns in the semester or term designated in the request and if the student informs the Office of Academic Records of his/her intention to return two weeks prior to the enrollment period. A student who has been on leave of absence may return under the rules of the catalog when he/she was first admitted.

REFUND POLICY

The refund policy applies to all students enrolled at Coker College. Refunds will be administered under the policy in place at the beginning of the enrollment period. Students may find a copy of the refund policy in the current *Academic Catalog*, or it may be obtained from the Coker College Student Solution Center.

STUDENTS ON SUSPENSION FROM THE COLLEGE

Students on academic or judicial suspension from Coker College may not use any Coker College facilities nor participate in any of the activities, services, or programs of Coker College without special permission from the Provost and Dean of the College, the Dean of Students or his/her designee. When the term(s) of suspension has/have been served, application for readmission may be made to the Office of Admissions.

ABSENCE FROM CLASSES FOR PERSONAL REASONS

If you experience an emergency or situation that requires you to miss classes, your responsibilities are to:

- Contact your professors to inform them of your absence. Individual professors employ different policies on student attendance. It is recommended that you contact them by both telephone and e-mail. Concerns about absence policies and exceptions should be addressed to the Provost and Dean of the College
- In the event communication cannot be made with the instructor, day students should contact the Dean of Students (843-383-8035). For emergencies that happen at night, contact Campus Safety (843-383-8140).
- In the event communication cannot be made with the instructor, Adult Degree Program students should contact the site coordinator listed in this handbook. All students may always contact Campus Safety (843-383-8140) for assistance.

If you must leave a message regarding your absence, remember to include the following information: name, phone number where you can be reached, length of expected absence, and nature of emergency

You should be aware that even in cases of legitimate emergency, there may be negative academic consequences from your missing classes or exams.

Emergency Procedures

Members of the campus community should follow the guidelines listed below in the case of an emergency. Students in the residence halls should consult the *Emergency Procedures* section of the *Guide to Residence Life* for more specific instructions.

INCLEMENT WEATHER

See Inclement Weather Policy in the General College Policies section of this handbook.

FIRE

The nearest fire alarm should be activated, and the affected building immediately evacuated. Call 911 from the nearest phone. If on campus, Campus Safety can be reached at 383-8140. The Hartsville Fire Department should then be called (911 or 843-383-3000).

TORNADO

If a tornado warning is broadcast over radio or television, or if a tornado is spotted nearby, protect yourself in a basement, interior hallway or other structure away from windows. Move to the lowest floor in any building and do not stay in an automobile.

HURRICANES

Because of the distance inland of the College facilities, we will have abundant notice if landfall is predicted along the South Carolina coast. Instructions, including evacuation plans, will be made available to the campus community via e-mail, text messaging, and/or web site / social media presence.

NUCLEAR ACCIDENT

The following is a summary of the procedures that are recommended if you are on campus during an emergency.

Tune radio or TV to an Emergency Alert Station (EAS) for the information:

FM

105.5 WDAR

103.3 WJMX

Local Cable

Channel 13 WBTW-TV Florence

Channel 21 WPDE-TV Florence

State and county officials will decide whether we are to evacuate or seek shelter and will instruct College officials as to whether Potassium Iodide pills should be distributed to faculty, staff and students.

If told to seek shelter

- Go indoors and close all windows and doors.
- Turn off fans, heating and air conditioning that require outside air. Close any other air intakes.
- Do not use the telephone unless absolutely necessary.
- **Stay indoors until a local radio or television EAS reports it is safe to go outside.**
- If you must go outside, place a cloth over your nose and mouth.

If instructed to evacuate

- Prepare to go to the assigned primary shelter for our area which is the Florence Convention Center or to anyplace more than 10 miles from the Robinson Plant.
- If possible take with you:
 - The Progress Energy Safety Brochure if available
 - Two sets of clothing, two blankets or a sleeping bag, toiletries, bath towels, identification, car

- registration, credit cards, checkbook, cash, portable radio, flashlight, batteries.
- When traveling:
 - Close car windows & vents. Do not run air conditioner or heater.
 - Follow published evacuation routes or instructions from law enforcement officers.
 - As you drive, stay tuned to a local radio station for more information.
- If you go to the assigned shelter:
 - You will be registered, can locate relatives, and can be checked for radiation if necessary.
 - You will be assigned a safe place to stay.
 - If you go somewhere other than the shelter, it may be difficult to locate friends and relatives or to let them know where you are. EAS will inform you when it is safe to return home.

Potassium Iodide Pills: Coker College has been supplied with Potassium Iodide (KI) pills. KI pills are designed to be absorbed by the thyroid gland and would help prevent the absorption of nuclear radiation. Should the College be instructed to distribute KI pills, they will be distributed on the 1st floor of the Student Center to any faculty, staff or student who would like them. Each person must sign a form indicating they had received a KI pill. Persons with Iodide allergies should not take a KI pill.

SEXUAL HARASSMENT

See “Sexual Misconduct Policy & Procedures” policy under the “General College Policies” section of this Handbook.

College Services & Information

ADMINISTRATION BUILDING

Located in the May Coker House between College Avenue and Home Avenue are offices for the President, Provost and Dean of the College, Executive Vice President, Vice President for Administration, Vice President for Academic Affairs and Dean of the Faculty, Vice President for the Student Experience, Vice President for Enrollment Management, Vice President of Institutional Identity and Information Technology, and the Business Office. Offices are normally open Monday - Friday from 8:30 am to 5:00 pm.

ADMISSIONS

The Office of Admissions (843-383- 8050) is found in the Wiggins House, located at 306 Home Avenue. This office processes inquiries and applications for enrollment.

ATHLETIC FIELDS AND OUTDOOR COURTS

The tennis courts and athletic fields are provided primarily for intercollegiate and campus recreation sports. When not in use for these purposes, the fields may be used by individual students. Reservations for these fields may be made through the Director of Athletics' office.

BOATHOUSE AND CLUBHOUSE

The Hazel Keith Sory Boathouse and Clubhouse are located on Prestwood Lake. The Boathouse and Clubhouse facilities are maintained by the College Physical Plant and services are coordinated through the Student Experience Office and the Student Solution Center. The facility will be open for general student use between August 15 through October 31 and March 15 through commencement. The hours for the property are 8am – 8pm. The facility may not be used outside these dates without permission from the Student Experience Office or the Student Solution Center

The Boathouse: The Boathouse facilities may be used by individual students, faculty, staff, and two guests per host.

The boats may be used by approved individuals who are at least 14 years of age. Appropriate safety measures must be followed, including the use of a personal floatation device for each person, a whistle on the vessel, and a limit of four people per canoe and one per kayak. Persons that are either intoxicated or consuming alcohol or controlled substances are prohibited from use of the boats. The boats and other boating equipment will not be available to outside groups. There is no lifeguard on duty; therefore, the user assumes all risk.

The Clubhouse: The Clubhouse may be used by groups under the responsibility of a student, faculty or staff member, or other person approved by the College Administration. Generally, such groups must be limited to members of the college community or immediate families of faculty or staff. Use of the Clubhouse must be reserved through the Student Solution Center at 843-383-8023.

During the times of the year between August 15 through October 31 and March 15 through commencement, students have first priority for use of the gazebo and waterfront at the property. Persons wishing to rent the Clubhouse and the surrounding waterfront for private functions during this time period may do so, but with the understanding that students will not be prohibited from using these areas until after 8pm.

During the months outside noted time frames, groups renting the facility will have exclusive rights to the waterfront. Access to the Boathouse for private functions will not be available.

If alcohol is to be served or available during parties in the Clubhouse or surrounding area, professional security must be arranged through the Campus Safety Office. Event liability insurance may also be required. The person making the reservations will be responsible for leaving the area clean, for any damages, for locking the doors and gate after the event is concluded, and for returning the keys. A fee is required.

BOOKSTORE

The College Bookstore, located in the David R. and May R. Coker Center, is operated for the convenience of the students and faculty. The Bookstore sells textbooks, general books, school supplies, Coker College clothing, souvenirs, and gift items. The Bookstore hours of operation vary, though they are extended during peak periods such as registration. The Bookstore hours of operation will be posted outside the Bookstore. Students at off-campus locations can either purchase their textbooks at the bookstore located on the main campus or purchase them online at <http://bookstore.coker.edu>. The Director of Campus Retail Operations supervises the College Bookstore and reports to the Vice President for the Student Experience.

BULLETIN BOARDS (see also Posting Policy)

Coker College reserves the right to regulate advertisements / postings that appear on campus as outlined in the “Posting Policy” of this handbook. For postings that are in compliance with this policy, the College provides bulletin boards in which to place these advertisements. Consult the “Posting Policy” of this handbook for more details.

CAMPUS SERVICES

Campus Services is located in the Post Office on the first floor of the David R. and May R. Coker Center. Campus Services provides duplicating, printing, and scanning for faculty and staff. Students may use the photocopy machine if the machine in the Library is out of order. Printing equipment is also available.

CAREER DEVELOPMENT

Located on the 2nd Floor of the Library, Career Development provides students services related to career exploration and planning. We advocate a progressive approach to career planning which is built upon self-assessment, exploration, evaluation and action, which is detailed within Coker’s Four-Year Career Development Plan. Available services include: sample resumes and cover letters, ob and graduate school search tips; free Job Choices magazines & free graduate school guides; graduate school testing information. They may be reached at (843) 383-8185.

CHURCHES

More than sixty churches are located in the Hartsville area, which represent nearly all denominations. Students are encouraged to attend services at any of these houses of worship. A complete listing of area churches may be obtained from the Student Experience Office. Interdenominational services are periodically offered on campus.

Most churches will arrange for transportation if necessary. Five churches are located within easy walking distance of the campus: Southern Baptist, United Methodist, Presbyterian, Episcopal, and Catholic.

COKER STUDENT CENTER

The David R. and May R. Coker Center serves as the hub of campus activity. Located in this building are The Student Solution Center, The Student Experience Office, Bookstore, Post Office, WOW Cafe, and We Proudly Serve. Members of the faculty, staff, and their immediate families may also use the facilities. Hours of operation for the Student Center will be publicized after classes begin.

COMPUTER FACILITIES

Our networks presently connect more than 400 computers throughout campus. A number of these computers are centrally located in the Library. Numerous printers and other peripherals are available to students. Students are also given direct access to the Internet. (See “Computer Usage Policy”)

THE CONE-COUNCIL ACTIVITY CENTER (COBRA DEN)

The Cone-Council Activity Center (Cobra Den) is located in the basement of the Coker Residence Hall and is operated by the Office of Residence Life for students of the College and their authorized guests. The Den primarily serves as a dance club, while billiards tables are provided in the Pit. Occasionally, live entertainment is scheduled. Staff members will not admit intoxicated individuals, and unauthorized visitors will be denied access. *Student Handbook* violations will warrant judicial action. Hours of operation will be publicized and current rules and regulations will be posted.

To protect the safety of the students in the Cobra Den and Pit, the Fire Marshall has declared that only 80 students are allowed in the Cobra Den at a time, as well as only 50 students allowed in the Cobra Pit and 20 students allowed in the Lounge.

Students can ONLY enter and exit the basement from the stairwell closest to the elevator. The sign-in station will now be located at the bottom of the stairs. The other stairwell door to the basement will be locked and used only in the event of an emergency.

Once students sign-in and present their Coker ID, they will be permitted into the basement. This policy has been established for the safety of all Coker students who attend Den nights. Students who do not comply with the new policy will be asked to leave the basement, and may be charged through the campus judicial system.

Please familiarize yourself with the following Cobra Den Policies and Procedures as well:

- All students must sign-in and present their Coker ID.
 - If a student has a guest with him/her, then that guest MUST have a guest pass. A guest pass can ONLY be obtained from the Office of Residence Life. Students are only allowed two guests, and must be with their guests at ALL times.
 - If a commuter has a guest with him/her, then that guest will be issued a guest pass as well.
- Proper clothing (shirts, pants, etc) and shoes are required at ALL times. NO bikini tops/bottoms, sports bras, or midriff shirts are allowed.
- No large bags or backpacks are permitted in the Cobra Den.
- Student may NOT bring outside beverages into the Cobra Den.
- There is no smoking allowed in the Cobra Den and/or Pit.
- There is no alcohol allowed in the Cobra Den and/or Pit, unless that Den Night has been identified as an “alcohol night.”
 - If the evening has been identified as an alcohol night, then only students and their guests who are 21 or older can check-in alcohol at the Den. Students and their guests who are 21 or older are required to show their ID and will receive a wristband.
 - Only 4 standard size alcoholic drinks are allowed to be checked-in per Den Night (i.e. 12 oz beer or wine coolers).
 - All alcoholic beverages must be checked in at the Bar. A Den worker will label the alcoholic beverages and keep the beverages in the cooler. You are only allowed one alcoholic beverage at a time.

Cobra Den Staff reserves the right to ask any student and/or their guest to leave the Den if their behavior is unsatisfactory and causing a disturbance.

COUNSELING SERVICES

Counseling services are provided through a contract with Palmetto Counseling of Hartsville. The College Counselor(s) (843-383-8040), serves the needs of Coker College students. He/she can assist with problems or needs of almost any nature. Students are especially encouraged to call for help in dealing with such common problems as homesickness, depression, sleep disturbances, or inability to concentrate, as well as more urgent needs. Special workshops and group sessions devoted to specific topics will be scheduled. The Coker College Counseling Center is located on the 2nd floor of the Student Center.

Faculty and staff are also excellent sources of information and guidance. For academic matters, each student is assigned a faculty advisor upon enrollment at the College.

Resident Assistants are another resource for counseling needs. These students have been carefully selected and receive training which enables them to serve as peer counselors. Students are encouraged to seek their advice and to use them as sounding boards for ideas. RAs can be especially helpful in dealing with homesickness, study skills, interpersonal problems and other aspects of college life.

Within the Hartsville area, a number of professional counseling services are available. Students may be referred to these services by College counselors, or direct contact may be made by the student. Among those available are Rubicon (843-332-4156) and the Darlington County Mental Health Center (843-332-4141).

DeLOACH CENTER

The Harris E. & Louise H. DeLoach Center is a state-of-the-art 71,000 square-foot athletic complex. It features a main gymnasium, with a seating capacity of 1,908, a practice gym, classroom space, state-of-the-art training rooms, offices, a conference room, fitness center, athletics weight room, locker rooms and a café. The facility is heavily used for athletic events, classes and special events. Hours and regulations for individual student use are posted at the DeLoach Center.

Coker College provides fitness and weight training facilities for use by students, faculty and staff. Each facility maintains a standard of cleanliness and safety as recommended by the CDC. Fitness staff may be consulted for assistance with proper lifting technique, equipment/facility maintenance and basic emergency situations. Users are reminded that improper use of equipment can result in personal injury. All participants that use the facility do so at their own risk and are expected to follow all posted rules and regulations.

DISABILITIES SERVICES

Most facilities on campus are accessible to the physically disabled. When barriers do exist, special arrangements are made to schedule classes or other activities in accessible locations. Questions or comments related to services for the disabled should be addressed to the Coordinator of Disability Services.

DISC GOLF COURSE

Coker's nine hole disc golf course is located on the corner of 2nd Street and Railroad Avenue. This course is the private property of Coker College and is reserved for the College's students, employees, and their guests. Participants assume all risks associated with playing disc golf and should exercise caution when moving about the course. Special attention should be paid to flying discs and uneven terrain. No alcohol is allowed on the course. Course hours are from dawn to dusk. Players should respect the course and its natural setting. Please do not damage natural elements of the course, remove tee markers, damage targets, vandalize

signage, or litter. Please carry out what you carry in. Discs may be checked out for use from the Coordinator of Campus Recreation. Please report any damages or request to reserve the course to The Student Experience Office(843-383-8035).

DRENGAELEN HOUSE

Located on Home Avenue across from the Administration Building, Drengaelen houses offices for Alumni and Institutional Advancement.

FINANCIAL MATTERS

Students are expected to meet their financial obligations on a timely basis. The Student Solution Center maintains the records of all student accounts and students should monitor their accounts through WebAdvisor. Several methods are available to the College to ensure that student accounts are cleared. These include but are not limited to:

- Withholding any deposits, such as key deposits
- Withholding transcripts and other records
- Canceling registration
- Eviction from the residence halls
- Denial of institutional financial aid
- Use of collection agencies
- Legal action

Students are encouraged to discuss financial problems with the Student Solution Center. Frequently, arrangements can be made that head off more serious problems.

CHECK CASHING: The College does not provide banking services to students. However, several of the local banks provide special accounts and services designed specifically for college students.

DINING SERVICES

All Dining Operations at Coker College are operated by Sodexo, Inc. Sodexo is responsible for preparing and serving all meals, including the furnishing of supervision, management, labor, food, and supplies. They have a full catering service for on- or off-campus. Food service items are available in the Susan Linville Dining Hall located in the center of the residence halls, the Cobra Café located in the Student Center, which features a WOW short order concept and the Deloach Center featuring Simply to Go options. The Linville Dining Hall offers unlimited, cafeteria-style dining at each meal. Hours of operation and menu options are available at each location at the beginning of each semester.

Meal Plans for Residential Students: All residential students are required to participate in one of the meal plans offered by the College. Restrictions may be placed on plan availability dependent on the residential facility in which the student resides. Information on plans, number of meals, account credit, and cost can be obtained from the Dining Services office (located in Coker Hall), the Student Solution Center, or on-line at <http://coker.edu/about/offices-services/campus-services/dining-services>.

Meal Plans for Commuter Students: Commuter students are not required to participate in the meal plans offered by the College but are encouraged to take advantage of this service. Information on plans, number of meals, account credit, and cost can be obtained from the Dining Services office (located in Coker Hall), the Student Solution Center, or on-line at <http://coker.edu/about/offices-services/campus-services/dining-services>.

ID Cards: Students on the meal plan must scan their IDs in order to eat in the Dining Hall. Students without their card will not be allowed to enter the Dining Hall without paying cash. Accounts cannot be debited without scanning an ID card. Cards may not be loaned or sold to anyone. Transfer of an ID will

result in judicial action.

Removal of Food: The Linville Dining Hall is an “all you can eat,” multi-station dining hall. You may eat as much as you like in the Dining Hall at any meal period. Food, dishes, and utensils may not be removed from the Dining Hall.

Cobra Cash: Selected meal plans receive a designated amount of Cobra Cash each semester on their Coker College ID. Cobra Cash is equal to \$1.00 US. Your ID will work like a bank debit card at cash registers located at the Dining Hall, Cobra Café, and the Deloach Center as well as selected off-campus restaurants. *You can also treat a guest to a meal. You can “recharge” your ID with Cobra Cash in the Dining Services Office located in Coker Hall. Cobra Cash expires at the end of every term.*

GYMNASIUM, TIMBERLAKE - LAWTON

The Timberlake-Lawton Gymnasium contains the basketball court, wrestling room and classrooms. The facility is heavily used for classes and campus recreation activities. Hours and regulations for individual student use are posted at the gym.

HAMMOCK NEST

The Hammock Nest is located in front of the Art Building. The Hammock Nest is a designated place on campus that students can hook-up a hammock (the most commonly used brand is ENO). The Student Experience Office, located on the second floor of the student center, also has a supply of hammocks available for students to check-out.

Policies for the Hammock Nest:

- The Hammock Nest area and equipment may be used by any Coker College student. A valid Coker ID may be required by Campus Safety checking the area, and the ID card is required when checking out a hammock from the Student Experience Office.
- Students may use his/her personal hammock in the Hammock nest, but must abide by the Hammock Nest policies.
- Safety: Users of the Hammock Nest area should be constantly aware of the risks involved, and take necessary precautions.
 - Intoxicated individuals will not be permitted to use the area and will be removed from the premises.
 - Roughness, obscene language and other such behavior is not permitted.

Procedure for checking out a hammock for the Hammock Nest:

- Hammocks must be checked out from the Student Experience Office.
- Students can check out ONE hammock per person.
- The hammocks must be returned to the Student Experience Office before 10:00 am the following day by the person who signed them out. (If hammock is checked out on Friday, the hammock must be turned in by 10:00 am on the Monday immediately following.) Do not give the hammock to anyone else to turn in for you, as you will still be charged for a late return.
- Fines and repairs/replacement:
 - Fines will result if:
 - The hammock is turned in after 10:00 a.m. on the due date.
 - There is any damage to / loss of equipment.
 - Students will be held responsible for damages and losses through the campus

judicial system. Lost hammocks must be reported immediately! If hammock is lost and not reported immediately to the Student Experience Office, the person who checked out the hammock will incur the \$10 late fee for each day the hammock is not returned in addition to the cost of replacing the hammock affected.

- Estimated cost of items: Lost hammock:\$85.00

HEALTH SERVICES

Health Services are provided primarily for residential students. Residential students are required to submit a Coker College Medical Profile which provides evidence of certain required immunizations and medical history. The Medical Profile helps the College provide adequate care for residential students when needed.

Routine health care is available through the campus Health Services office, which is staffed by a licensed nurse through Carolina Pines Regional Medical Center. Residential students should report to the office for treatment and referral of any health problem. Often the nurse can provide treatment for common ailments and can dispense over-the-counter drugs in small quantities free of charge. The nurse maintains records of residential students. It is the student's responsibility to report any major changes in health status to the nurse in the event of an emergency.

When students need more specialized medical attention for sickness or injury, the nurse will refer students to a local physician in Hartsville. Appointments must be made through the College nurse or the Office of Residence Life.

Students should consult their own insurance carrier to determine participating physicians and must file claims for costs related to medical services. In all cases, students may choose any physician at their own expense.

Carolina Pines Emergency Room is located on the 151 Bypass, and is available when the physician's offices are not open. Students will be charged for use of the Emergency Room.

The College is not responsible for expenses incurred by students for medical care, except that which is provided by the College nurse.

ID CARDS

Students are issued a unique Coker College Identification (ID) card when enrolled. This card is the property of the College and is held by the student only while he/she is enrolled in good standing. Students must have their ID cards in their possession at all times and must present them to an official of the College when requested (this includes but not limited to Campus Safety, Residence Life staff, Dining Services, and Cobra Den staff). ID cards may not be passed or loaned to someone else for any reason. ID violations will result in judicial action.

In addition to serving as the official identification as a Coker student, the Coker College ID also provides access to the residence halls, dining services, the Library, intercollegiate athletic events, cultural events, and speakers on campus. Card readers, located on each external door of the residence halls, limit access to only residential students, and commuters on the meal plan. For students on the Board Plan and for commuters who wish to participate, there is a Declining Balance Plan (Cobra Cash) that can be used to pay for meals in the Dining Hall, WOW Café, We Proudly Serve, and selected off-campus restaurants. See the Dining Services section for more information on this option.

Replacement of Lost or Damaged ID Cards: Lost ID cards should immediately be reported to the Student Experience Office, on the 2nd floor of the Student Center (843-383-8035). There is a \$15 fee to

replace lost IDs. This fee will also be charged for any card in need of replacement due to damage (e.g., accidental washing, cracking from abuse, warped, etc.).

INCIDENTS

Any incident of an unusual, dangerous, or suspicious nature should be reported to Campus Safety at 843-383-8140 (for incidents on the Hartsville Campus), or a member of the Coker College faculty or staff. Even though corrective action may not be possible, knowledge of such information may be helpful for many reasons. Incident report forms are available through Campus Safety for this purpose.

KALMIA GARDENS OF COKER COLLEGE

Kalmia Gardens of Coker College is located on the bluffs of Black Creek, 2.6 miles west of downtown Hartsville, SC on Carolina Avenue. Developed in the early 1930s by Mrs. David R. Coker, the garden is situated on the former plantation of Captain Thomas E. Hart, for whom Hartsville is named. Kalmia Gardens is owned and maintained by the College for the education and enjoyment of the public.

LIBRARY (www.coker.edu/library)

Collection: The Charles W. and Joan S. Coker Library-Technology Center collection includes over 300,000 volumes, including electronic books as well as CDs, videos, and DVDs and hundreds of print journals. Tens of thousands additional journals are available electronically through our dozens of databases. Other online resources include encyclopedias, dictionaries, and a citation program. All of our electronic resources can be accessed both on and off campus. The Library is committed to providing everything you need for research and other class assignments. Therefore, if you need books and articles that Coker doesn't have, we will borrow them for you FREE from another academic institution.

Hours: The Library is regularly open 7 days a week. Please see the Library homepage for specifics, including holiday closings and extended hours during exam time.

Circulation and Equipment: Almost all of our books, videos, and DVDs may be checked out of the Library. Students are responsible for adhering to the borrowing policies found on the Borrowing webpage on the Library's website. Fines of \$0.10 per day per item will be accrued for late items. ONE overdue notice will be sent to your Coker College e-mail address or your campus mailbox. If the item is not returned within one week, the student's account will be billed for the replacement cost plus a \$50 handling fee. Please remember that students who do not pay their bill will not be permitted to register for the next semester, be issued diplomas, or receive transcripts. The Library has printers, photocopiers, listening and viewing equipment for students to use in the Library. Laptops, LCD projectors, and other audio visual equipment may be borrowed for use in class presentations. The Library also houses over fifty public-access computers, which are supported and maintained by the Information Technology Department. For information on passwords, logins, software and any other computer functions, please contact a member of the library staff.

Research Assistance: The Library's homepage is intended to be a portal for students to use in order to search the catalog and databases, find subject resource guides, learn more about research skills, find helpful websites, use interlibrary loans, find the hours of operation, and other such helpful information. The Library staff can help students locate books and other items within the Library and provide basic-level assistance with selected software programs, such as Word and PowerPoint. For research assistance with databases and questions about selecting, evaluating, and using resources, see a reference librarian, who can help you learn how to find information quickly and efficiently.

LOUNGES

Several lounges are provided throughout the campus for informal use by members of the College community. Usually, these lounges are not reserved and are available when the building is open. These lounges are: first floor of the Student Center, Dunbar Porch on the second floor between Memorial and Belk Halls, Spivey Porch on the third floor between Memorial and Belk Halls, and Richard & Tuck Coker Hall (RTC) lounges

Students and their authorized guests are required to properly care for the furnishings and equipment provided in these lounges and to respect the rights of others sharing them. No alcoholic beverages are allowed. Furnishings are not to be removed from lounges. Damage or improper behavior should be reported.

LOST AND FOUND

Coker College is not responsible for lost or stolen items. Campus Safety maintains the campus lost and found service. If you have lost an item, you can reach them at 843-383-8140.

PARKING

The operation and parking of a motor vehicle on campus is a privilege granted by the college. Administrators of the vehicle regulations policy intend to communicate and apply the regulations consistently and fairly, and meet the parking needs of faculty, staff, students and visitors of the College.

All faculty, staff and students who operate or park their motor vehicle on College property must register their vehicle annually with the College and properly display the permit. Permits must be displayed at all times, including summer months, breaks, weekends and after hours. Parking registration is located online at <http://coker.edu/about/offices-services/campus-safety/parkingvehicle-information>, and permits are available at the Student Solution Center, located on the second floor of the Student Center.

Visitors are subject to all Coker parking regulations. When visiting for more than a 3-hour period, registration of vehicle is required. There is no fee. Visitor parking permits may be picked up from the Campus Safety Office, located at 311 East. Carolina Ave. At no time are faculty, staff or students considered visitors. A Coker host must be present with the visitor at time of application and registration for visitor parking permit.

Lack of familiarity with the parking regulations does not constitute a defense for failure to comply. It is the responsibility of the owner/permit registrant to assure the safe operation of their registered vehicle(s) in full compliance of these regulations.

The parking regulations in their entirety are available on line at the Campus Safety web pages. A paper copy may also be obtained at the Campus Safety Office, located at 311 East. Carolina Ave.

POST OFFICE

Every student in the Coker College Community, including commuting students, can obtain a box in the Campus Post Office (843-383-8000) located in the David R. and May R. Coker Center. While the campus postal service is not an official US Post Office, official mail and campus mail is distributed to student boxes. Other postal services, such as mailing packages, insuring and certifying mail must be accomplished at the Hartsville Post Office. All mail should be placed in the slot at the Campus Post Office and intra-campus mail does not require a stamp.

PROPERTY LOSS

Coker College is not responsible for lost or stolen property. Personal property of students or their guests is not insured by Coker College. For assistance, contact Campus Safety at 843-383-8140.

CAMPUS RECREATION

Under the direction of the Student Experience Office, a full schedule of recreational activities and wellness programming opportunities are available for all Coker students. Activities include a wide variety of individual and team sport activities, educational lectures & workshops, and personal fitness & nutrition advice. The use of campus recreational facilities is coordinated through the Student Experience Office (i.e. disc golf course, aerobic fitness room, weight training room, etc.). Additionally, several adventure trips are organized each year, with past offerings including a ski trip, horseback riding, and whitewater rafting. For more information, contact the Student Experience Office at 843-383-8035.

RESIDENCE HALLS

Please refer to the "Guide to Residence Life" at the end of this handbook.

ROOM RESERVATIONS / SCHEDULING ACTIVITIES

When an event is being planned, the date, time, and location must be scheduled through the appropriate office indicated on the Internal Scheduling Form prior to the event being advertised. This form can be obtained from the Student Experience Office. Students, Faculty and Staff must use the Internal Scheduling Request Form to schedule their events. Room set-up and security needs can also be requested using the Request Form, but no event will be considered finalized until the form is submitted and approved.

CAMPUS SAFETY

Coker College Campus Safety is responsible for the safety and security of the campus community. Coker College Campus Safety reports to the Vice President of Administration and includes number of full time, contracted Safety Officers. Campus Safety strives to provide a safe and secure environment while providing excellent customer service. They conduct patrols throughout the entire campus to include outlying Coker properties and are available to assist the Coker community on a 24-hour basis. They continually monitor activities, look for suspicious behavior, talk with campus community members, respond to calls and take reports. Additional services include providing emergency medical assistance, and late night escorts. All officers are trained in CPR, First Aid and the use of an emergency defibrillator. The Campus Safety Office is located at 311 East. Carolina Ave.

Though campus safety officers do not have arrest powers, they have a close working relationship with the Hartsville Police Department. In the event a matter requires law enforcement response, HPD is able to respond quickly. The police station is located just a couple blocks from campus.

Campus Safety can be contacted 24 hours a day, 7 days a week: 843-383-8140 (*on-campus extension: 8140*). In the event of an emergency please call 911. All 911 calls go directly to a Darlington County dispatch operator who can initiate response from local police, fire and ambulance as needed.

Law enforcement services at sites other than the Hartsville Campus are the responsibility of the owners/managers of those facilities. Security at off-campus sites is provided by the owners of those facilities.

Access to Campus Facilities: Most Hartsville campus buildings are opened by Campus Safety officers in the mornings and locked at various times in the evenings, depending on scheduled use. Access to buildings used for Coker College courses, but not owned by the College is governed by the policies set forth by the owners/managers of those sites. Authorized visitors are welcome on the campus, but must have a College host and be properly registered.

The Facilities Department maintains the College buildings and grounds with a concern for safety and security. Those personnel inspect facilities regularly, with assistance from Campus Safety officers who make regular

rounds. Repairs affecting safety and security are made as quickly as possible. The campus is well lighted and members of the College Administration in collaboration with Campus Safety review and walk campus annually to identify needs and make improvements.

Crime Statistics: Federal law requires that the College publish annual statistics concerning the occurrence on campus of certain crimes, and the number of arrests for specific other crimes. Records for this report, as required by law, include information for the calendar years 2013, 2014 and 2015. By October 1 of each year, Coker will publish and distribute the Annual Campus Security Report to current and prospective students and employees. Information on how to obtain a copy of the report will be made available from the Campus Safety Office. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Crime Log: The Coker College Safety Office is required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

Reporting Criminal Activity: For crimes other than sex offenses: Suspected criminal actions or other emergencies should be reported directly by any student, faculty member, or employee to Campus Safety (843-383-8140). Also, reports may be made to a member of the Residence Life staff, the Dean of Students, or the Vice President for the Student Experience. The person to whom the crime is reported or other official will respond and take appropriate action. Depending on the circumstances, such response may involve handling the incident under the College judicial system, requesting assistance from Hartsville Police or other law enforcement agency, or contacting other appropriate college officials. A College Incident Report Form will be filed with the Dean of Students or his designee for follow-up and documentation. It is important to note that statistics on crimes reported to Campus Safety or Student Experience Office professionals or members of their staffs be published in the annual security report required by federal law. Under most circumstances, any major crime against persons or property will be reported to, and handled by, the Hartsville Police Department. Infractions which can be considered violations of the Coker College Student Covenant, such as minor vandalism to College property, will be handled through the College judicial system. A student always has the option, however, of reporting a suspected crime to the local Police. Crimes occurring at off campus sites should be reported to the local law enforcement agency and the administrative coordinator at those sites.

Sex offenses: See “Sexual Misconduct Policy & Procedures” policy under the “General College Policies” section of this Handbook.

Below is a list of on and off-campus resources for reporting and seeking help for victims of sexual assault / misconduct. More information can be obtained from the Dean of Students office, located on the 2nd floor of the Student Center (843-383-8035).

- Campus Title IX Coordinator - Brianna Douglas (843-383-8060 or bbouncedouglas@coker.edu)
- Dean of Students – Whitney Watts (843-383-8035 or wwatts@coker.edu)
- Director of Residence Life – Tymon Graham (843-383-8630 or tmgraham@coker.edu)
- College Nurse – Nicole Floyd (843-383-8140 or nfloyd@coker.edu)
- College Counselor – Alison Graham (843-383-8040 or mgarham@coker.edu)

- Campus Safety – 843-383-8140
- Hartsville Police Department – 843-383-3014
- PeeDee Coalition Against Sexual Assault – 24 Hour Crisis Line – 1-800-273-1820
- Hartsville Extension of Pee Dee Coalition – 843-383-0240
- South Carolina Coalition Against Domestic Violence & Sexual Assault – 803-256-2900
- Carolina Pines Regional Medical Center – 843-339-2100
- National Domestic Violence Hotline – 1-800-799-SAFE (7233)
- National Sexual Assault Hotline – 1-800-656-HOPE (4673)

Sex Offender Registry: State information regarding registered sex offenders may be obtained at http://www.communitynotification.com/cap_main.php?office=54575. In South Carolina, sex offenders are required to register with the South Carolina Law Enforcement Division. (This notice to the campus community is required by Federal law.)

The campus community will be informed about any potential crime risks in a manner appropriate to the situation. At the most serious level, information will be disseminated by word-of-mouth, and by printed “Crime Alerts” posted in prominent locations. Other means of notification will be by campus mail, e-mail, periodic newsletters, and announcements at gatherings.

Timely Warnings: Coker College will provide timely warnings of crimes that represent a threat to the safety of students or employees. Coker College will publish the policies regarding timely warnings in the Annual Campus Security Report.

Crime Statistics Reporting: Coker College will keep on file the most recent three years of crime statistics that occurred: on campus, in institution residential facilities, in non-campus buildings, or on public property. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime." The following offenses (as defined by the UCR) are required to be included in the institution's ASR as well as sent to the U.S. Department of Education annually: Criminal homicide (murder and non-negligent manslaughter, negligent manslaughter); sexual offenses (forcible, non-forcible); robbery; aggravated assault; burglary; arson; motor vehicle theft; arrest and/or disciplinary referrals for liquor-law violations, drug-law violations, or illegal weapons possession.

Institutions are required to indicate if any of the crimes, or any other crime involving bodily injury, was a "hate crime." The reader should keep in mind that some crime victims may not choose to report offenses to Campus Safety or officials and violations listed may result in both arrest and judicial referral for the same offenses. Other types of unacceptable conduct such as vandalism and theft occur on college campuses. All criminal activity is detrimental to the College community and strong measures are taken against offenders including suspension and expulsion.

A Disclosure Information Sheet is distributed to all students at the beginning of the academic year via e-mail. Among other information, this form details that the Campus Crime Report can be found on the Coker College website. Questions, comments, or requests for additional copies may be addressed to the Vice President for Student and Enrollment Services.

Programs for Crime Prevention: The importance of and shared responsibility for campus safety are communicated to students, faculty and staff periodically throughout the year. This information includes programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. New students and parents are briefed during orientation programs; Residence Life staff members are required to conduct at least one program on security during the year; this brochure is distributed to all students, faculty and staff annually; other brochures and pamphlets dealing with prevention of campus crime are distributed or otherwise made available periodically throughout the year; reports on security matters are made regularly at Faculty Senate and Student Government Association meetings; security is addressed in a section of the *Student Handbook*; and open forums are held periodically when students may address any concerns.

All members of the campus community are encouraged to be conscious of safety and security practices on a regular basis and to report any potential problems promptly. Posters and individual memos are produced as reminders about routine matters. Telephone numbers for Campus Safety, Residence Life staff, police, fire and other emergency resources are distributed to all students and employees. When necessary, special “Crime Alerts” are distributed to alert the campus about activity of immediate concern.

This report of the three previous years is available to all Coker College student and employees through campus mail and is posted on the web site. Questions, comments, or requests for additional copies may be addressed to the Director of Campus Safety. For additional information regarding the services of Coker College Campus Safety, visit their website at <http://www.coker.edu/campus-services/campus-safety.html>

SOLICITATION

No one is allowed to sell any product or service on the Coker College campus without written permission from the Dean of Students or his/her designee. Coker College students may receive such permission for certain entrepreneurial projects, if not in competition with goods or services of the College. Students attending class off-campus should consult a site coordinator for policies that apply at that site.

SMOKING / TOBACCO POLICY

The use of tobacco products is prohibited at all times. For the complete policy, refer to the “Smoking/Tobacco” policy under the General College Policies section of this handbook.

STUDENT ACTIVITIES & ORGANIZATIONS

Students learn, grow and develop in many ways. The classroom experience is not the only means available at Coker College. Here, students also learn by leading, planning, producing and even having fun. An important part of Coker College's student development program is the involvement of students in activities and organizations. In addition, an outlet is found for creativity, release of tensions and a sense of accomplishment.

Student Government: All Coker College students are members of the Student Government Association (SGA). It is the parent body to all Registered Student Organizations. Copies of the SGA Constitution are available online.

- Registered Student Organizations are campus clubs which have been recognized by SGA. There are currently approximately 30 RSOs on campus, offering something for everyone. For information on how to start a new RSO visit the Student Experience Office.
- Campus Activities Board (CAB) – Acting as the programming arm of the Student Government Association, the CAB is responsible for planning, executing, and assessing campus activities & traditions that contribute to the active and vibrant social life on campus. The CAB is responsible for campus traditions (Homecoming, Crew Races, COW Days, Bandfest, etc.) as well as monthly

programming series. The Board is made up of volunteers and led by the Executive Director of the CAB.

- Student Court – The Student Court is led by the SGA Chief Justice and is composed of appointed student Justices. The Court is responsible for hearing judicial cases that will not result in suspension or expulsion from the College. The Court may also act as an appeal body and hear cases that have been assigned by the Dean of Students.

Registered Student Organizations: Registered Student Organizations (RSOs) recognized in 2014 - 2015 included: Art Club, Astronomy Club, Because Christ Matters (BCM), Chinese Culture Club, Coker College Culture Club (CCCC), Campus Activities Board (CAB), Common Ground, Computer Science & Mathematics Club, Excursions (Literary Magazine), Kappa Delta Pi (Education Honor Society), Martial Arts Club, Nu Delta Alpha (Dance Honor Society), Omicron Delta Kappa (Leadership Honor Society), Paranormal Activity Club, Pause for Paws, Phi Beta Lambda, Poet Poultry, Psi Chi (Psychology Honor Society), Residence Hall Association (RHA), Rho Theta (Social Work Honor Society), Science Club, Sigma Tau Delta (English Honor Society), SNATS, Student Alumni Association, TableTop Gaming Club, Tomorrow's Teachers (T2), Theatrical Expressions, United Sisterhood Association (USA), Venemous (Hip Hop Dance).

Student Involvement: In addition to the activities described above, Coker College students have numerous opportunities for involvement with important areas of the College. Students serve as voting members of Faculty Senate committees, advisory committees to the President, the Provost, the Dean of Students and others. Some of these positions are filled by student elections, while others are appointed. Students wishing to learn more about getting involved at Coker College are encouraged to contact the Dean of Students or the Director of Student Activities & Leadership at 843-383-8035.

2016-2017 SGA Executive Board:

SGA President	Jamez Taylor
SGA Vice President	Kyle Ocker
Chief Justice	Carrie Wilks
Chief Financial Officer	Zane Vanhook
Chief of Staff	Eion Riley
Director of Registered Student Orgs	Kendra Lambert
Executive Director of CAB	Darrian Love
Chief Public Information Officer	Mason Hadley
Chief ALPHA Representative	TBA

A new slate of officers will be elected for 2017-18 at the conclusion of the 17 Spring semester.

STUDENT PUBLICATIONS

Student publications are the Literary Magazine (Excursions). Funding for the publications is provided by student activity fees through Student Government. Both publications are published at the end of the spring semester. Student editors and staff produce the publications under the guidance of faculty advisors.

STUDENT EXPERIENCE OFFICE

The Student Experience Office is located on the second floor of the Student Center. The office houses the Coordinator for the Student Experience, the Director of Student Activities & Leadership, the Assistant Dean & Director of Transformations, the Dean of Students, and the Student Government/Campus Activities Board Office. The office is normally open Monday - Friday from 8:30 am to 5:00 pm.

STUDENT SOLUTION CENTER

The Student Solution Center is located on the second floor of the Student Center. The Student Solution Center houses the Office of Academic Records, Student Accounts, and Financial Planning. Students can get answers to questions pertaining to registration, billing, and financial aid by visiting this office. The Student Solution Center staff will be happy to discuss financial questions or problems with students. Emergency loans for students are also handled through the Student Solution Center. Appointments are not always required but may be helpful. The office is normally open Monday - Friday from 8:30 am to 5:00 pm.

TELEPHONE SERVICE

The main number for Coker College is 843-383-8000, and can normally be reached from 8:30 am to 5:00 pm weekdays. In cases of power outage, the switchboard can be reached at 843-383-8080. The operator serves as an information and referral source. Each office has an individual number that can be dialed directly. A campus directory is published online at www.coker.edu/directory.

TENNIS COURTS

The Coker College Tennis Courts are located on Second Street across the street from the College. They are provided for the College tennis teams and for recreational use of students, faculty, staff, their immediate families, and donors with ID cards. Due to heavy demand for the courts, a system of priorities is posted. Everyone is required to cooperate with the priorities. Problems should be addressed to the Athletics Office at 843-383-8071.

UPDATES TO THIS HANDBOOK

Coker College reserves the right to update the contents of this handbook as needed. In the event changes are made to the Handbook/College policy, the campus will be informed via campus e-mail, mailbox notifications, fliers, and/or other appropriate means of communication. Additionally, the most up to date version of the *Student Handbook* may be accessed from the Coker College homepage (www.coker.edu).

VANDALISM

Strict enforcement of judicial or civil procedure can be expected in cases of vandalism to College property. Violators are subject to suspension or expulsion in addition to paying for repairs. When fire safety equipment is vandalized, violators are subject to civil prosecution.

The Guide to Residence Life: Policies & Procedures

The guidelines, suggestions and policies presented here have been established to maximize the contribution of residence life to the educational process. Throughout the year, changes or additional policies may be published. If you have any suggestions for improvement, please talk to a member of the Residence Life staff.

Failure to abide by any of the Residence Life Policies will result in judicial action according to the procedures outlined in the “Judicial Policies and Procedures” section of the Student Handbook.

THE RESIDENCE HALL STAFF

The Office of Residence Life (ORL) is staffed with full-time, part-time, para-professional, and student staff members to manage the Coker students’ residential experience. In addition to providing facility management, the ORL administers a comprehensive educational programming curriculum designed to assist students in their personal and academic development. Members of the ORL include:

The Director of Residence Life (DRL): Manages the daily operation and staffing of the Residence Life office; coordinates hall opening and closing procedures; facilitates building maintenance requests; develops and implements a comprehensive residential programming curriculum; serves as the primary College judicial officer

Coordinator of Residence Life & FYE (CRL): Manages Coker’s unique residential, first-year mentor / orientation program (The Commissioners); assists the Director of Residence Life with daily operation of the department; serves as a College judicial officer; manages the campus judicial file system

Residence Life Assistant (RLA): Assists with the daily operations of the Office of Residence Life

Senior Advisors to the Resident Assistants: Assists the Director of Residence Life with daily operation of the department; maintains up to date and accurate records of all residential students; provides customer service for all residential students and assists with managing resident assistant programming.

Resident Assistants: Coker College students who have been trained and employed by the College to assist residents in making an effective adjustment to residential living and who contribute leadership and supervision to the residence halls. Primary responsibilities include: serves as a community builder to encourage a cooperative, considerate, respectful, engaged group living environment; fosters campus community by organizing activities and programs; serve as a resource for information about Coker College

Commissioners: Coker College students in their sophomore year of college who are directly responsible for a group of freshmen students called a “family.” Commissioners also live on the same halls as the freshmen students. Primary responsibilities include: helps with the personal and academic concerns of the freshmen students; assists freshmen student with adjusting to college life; co-instructs a section of Coker College 101.

Junior Advisor: The Junior Advisor serves as an assistant to the ADRL and assists with Orientation and the Commissioner programs.

Auxiliary Staff: There are other staff members who are very important in maintaining a pleasant living environment in the residence halls. Housekeepers work each weekday to keep the porches, halls and lounges clean. Maintenance personnel work to improve and repair the residence halls.

ALCOHOL (see Alcohol Policy)

Alcohol is not permitted in any building hallways, stairwells, study areas, lounges, and other areas designated as alcohol free by the College.

Alcohol may only be possessed and consumed by persons 21 and older in alcohol permissible rooms, apartments, and/or suites if all assigned occupants are 21 years of age, but may not be displayed or consumed

in any public area (defined as any area outside of your room/suite). (For example, if 3 of the assigned occupants of a Grannis Hall Suite are 21 years of age and 1 is not, then the entire suite is alcohol free.)

Any guests in a wet room must be 21 or older to consume alcohol in that room. If a guest under 21 enters a wet room, residents must discontinue the use of and store the alcohol.

The use or possession of a bulk quantity of alcohol (kegs, party ball, etc...), beer bong, beer funnels, or any other container or apparatus that encourages mass consumption of alcohol are not permitted in any residence hall, regardless of location.

Possession, consumption, or displays of alcohol or alcohol containers by any person, regardless of age, is not permitted in any area designated as alcohol-free. Examples include: alcohol bottles, alcohol cans, alcohol boxes, or specialized alcohol glasses (shot glasses, pint glasses, wine glasses, margarita glasses, etc. even for decorative purposes.)

Drinking games of all types, no matter the liquid being consumed, are not permitted on College property. This includes, but is not limited to, beer/water/juice/soda pong, flip cup, quarters, card games, etc.

ANTENNAS

Exterior antennas or satellite dishes are not permitted

BULLETIN BOARDS (see Posting policy)

Bulletin Boards are located throughout the residence halls for purpose of communicating among hall members or between the College and the students. Informational pieces that are improperly posted (e.g. bare walls, columns, windows) or are not approved will be removed. If you have something to post, please consult the Posting Policy in this handbook for the proper procedures. Alcohol may not be advertised on any flyers. Destruction of bulletin board materials will be considered vandalism and may result in judicial action.

CABLE/INTERNET SERVICE

Basic cable service is provided through the local cable company, and wireless internet access is available in every room. Students must abide by the Computer Usage policy found in this handbook. Personal wireless routers are not permitted, as they interrupt campus service. Violation of the Computer Usage policy may result in disconnection of service or judicial action.

CAMPUS FURNISHINGS

Each residence hall room is equipped with beds, dressers, and closets. Under no circumstances should any of this furniture be altered or removed from the room. Students who remove furniture from their rooms will be billed to a minimum of \$50.00 to have it replaced as well as any damages to the furniture. The furnishings in the residence hall lounges should remain in the lounges at all times and should not be removed for any reason. Furniture that is removed from common rooms will be charged back to the floor or hall for replacement.

CARE & CLEANING

Cleaning of individual rooms is the responsibility of each occupant. Students living in suite-style rooms are responsible for cleaning the bathrooms. Scheduled health and safety inspections are conducted throughout the semester. If rooms are found in extremely unsanitary conditions, or if rooms are not cleaned to specification during the check-out process, residents will be charged through the campus judicial system & will be responsible for the cost of cleaning the room.

CHANGING ROOMMATES

Please speak with your RA about any problems you and your roommate may have difficulty solving. If a reasonable solution cannot be arranged, a room change may be available through the Residence Life Office. A \$50.00 fine will be levied against students moving out of, into, or within College housing without having written authorization from the Office of Residence Life.

COMPUTER CONNECTION POLICY (see Computer Usage Policy)

Any personally owned computer (desktop or laptop) that is connected to the Coker College network must be up to date with the latest software updates and patches. It must also have, and maintain, current virus software and definitions. The IT Department recommends that users also use a software based firewall on their computer. Any computer that fails to meet these requirements will not be connected to the network until all issues are corrected. Any computer that fails to maintain these requirements or is found to contain a virus will be disconnected from the network until all conditions for reconnection are met.

Wireless internet is provided by the College to all residence halls and buildings. Personal wireless routers or any equipment that negatively impacts network performance is not allowed and may be blocked from accessing the network.

Information Technology has developed a robust network and data storage infrastructure that enables faculty, staff, and students to store and access critical data in secure and protected network directories. Information Technology reserves the right to suspend e-mail and network data storage access if illegal data is stored in these locations. Storage of illegal or copyrighted materials outside of individual ownership or academic fair use is prohibited.

DAMAGE POLICY

A \$150 key/damage housing deposit is required. When students move into or out of a room, the room condition inventory is checked by a member of the Residence Life staff. Occupants will be financially responsible for any damage noted beyond what is normal wear and tear. Failure to follow checkout procedures will result in a \$50 fine. Damage or loss in common areas, such as hallways, stairwells, lobbies and study areas is the responsibility of all students. You are expected to care for such areas and to report any person responsible for the damage. When damage occurs to a common area, students residing in the hall may be billed as a group if no individual(s) has/have been identified as responsible for the damage.

DOOR PROPPING

For your safety and security, as well as for the safety of all the students in the residence hall complex, students should never prop any exterior building doors. Door propping is considered a major violation of the Coker College Student Covenant and violators will be subject to judicial sanctioning.

E-MAIL

All Coker College students are assigned an electronic mail (e-mail) username and password upon enrollment. This e-mail address is considered an official means of communication between the College and the student. Students are expected to maintain log-in information, e-mail boxes, and account quotas. Additionally, students are responsible for information sent to their Coker e-mail address (i.e. assignments, account balances/statements/bills, judicial notices, etc.). Questions concerning e-mail accounts should be directed to the Department of Information Technology. (See also the Computer Usage policy)

ELECTRICAL EQUIPMENT

Residents may not alter or repair any electrical equipment or fixture provided by the College. Defects in electrical equipment or wiring should be reported to the Physical Plant and/or the Residence Life Office. If

more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip must be used. Two-pronged extension cords are not permitted. (See “Items Not Prohibited in the Residence Halls”)

EMERGENCY PROCEDURES

See the “Emergency Procedures” section of this handbook.

ENERGY CONSERVATION

Energy conservation is the responsibility of each student. Our responsible use of energy affects the future of our nation as well as housing costs for next year. We ask that you do your part by turning off lights and appliances when they are not needed.

ENTRY INTO ROOMS

The College reserves the right to enter a student’s room when there is reason to believe an emergency exists, for health and safety inspections, if the well-being of the occupant or others students is at stake, or for purposes of maintenance. In the case of suspected criminal violations, searches will be conducted as outlined in the “Inspection and Search” policy in the Student Handbook.

FIREARMS, WEAPONS*, EXPLOSIVES, FIREWORKS, & FLAMMABLES

(See “Right to a Safe Academic Community” and “Items Prohibited from Residence Halls”)

The possession or use of firearms, knives with a blade over two inches long, bows and arrows, paint-ball guns, air-soft guns, aerosol guns, slingshots, explosives, fireworks, candles, halogen or lava lamps, gas grills, incense, inflammable fluids, dangerous chemical mixtures, propelled missiles, or any other item as identified by the College is strictly prohibited and can result in eviction from College housing and/or suspension from the College.

*Section 16-23-405 of the South Carolina Criminal Law and Motor Vehicle Handbook defines a weapon as “...a firearm (rifle, shotgun, pistol, or similar device that propels a projectile through the energy of an explosive), a knife with a blade over two inches long, a blackjack, a metal pipe or pole, or any other type of device or object that may be used to inflict bodily injury or death.” Misuse of other items may also be considered weapons.

FIRE SAFETY EQUIPMENT

Fire extinguishers, fire hoses, pull stations, and smoke detectors are all fire safety devices found in the residence halls. Tampering with fire safety equipment is strictly prohibited. Tampering with fire safety equipment includes, but is not limited to, improperly or inappropriately expelling a fire extinguisher, removing or covering a smoke detector, or inappropriately activating a fire alarm. Students in violation may be subject to criminal charges as well.

GUESTS & VISITATION

A “guest” is defined as a person who does not reside in College-provided housing.

All residents must obtain guest passes for their guests through a Resident Assistant or the Office of Residence Life.

Residents are responsible for the conduct of their guests and must accompany their guest for the duration of the visit. It is the responsibility of the host to make sure that the guests understand and abide by all Housing and College regulations. If a resident’s guest is involved in any violations of Housing or College regulations, the hosting resident, as well as the guest, may be subject to judicial action. Students may be held responsible for violations of Housing or College regulations that occur in their room. Non-student guests may be asked to leave the premises.

Residents cannot have a guest who is under the age of 18 unless the guest is a college student with a college ID.

Residents cannot have children 17 and under stay with them at any time.

Residents cannot have more than two (2) guests at any time.

Commuter students are not required to have a guest pass prior to 11 p.m., but are required to be escorted by a host when in the residence halls. Commuter students are required to secure a guest pass if they remain in the residence halls after 11 p.m.

Guests are only permitted to remain within the residential facilities for a maximum of three (3) consecutive days and two (2) consecutive nights. Overnight visits must be separated by at least ten (10) days.

The College reserves the right to restrict, alter, or terminate visitation privileges where it is determined that these privileges are being abused or that they are not in the best interest of the College or the students. During periods when the residence halls are officially closed (i.e. Fall Break, Thanksgiving Break, Winter Break, and Spring Break), residents approved to remain on Campus during this time will not be permitted to have guests. See also “Guest / Visitation Policy” under “General College Policies.”

HALL MEETINGS

At certain times throughout the academic year, RAs will post notices about mandatory floor meetings. These meetings are usually brief and pertain to upcoming events, policies and procedures, and hall programming. As a Coker College resident student you are expected to attend these meetings and are held responsible for the information covered.

HEALTH SERVICES

The College provides a Health Center, staffed by a licensed nurse. Hours will be posted on the door to the Health Center. Appointments are not necessary. The nurse provides routine health care for minor injuries and illnesses, and dispenses certain over the counter medications such as acetaminophen and cough drops. The College also maintains a contract with several local physicians, but students must be screened first by the college nurse, who will refer the student as necessary. Carolina Pines Emergency room is located on the 151 By-pass and is open 24 hours a day. In the event that a student needs emergency treatment, he/she should make every effort to contact a member of the Residence Life staff.

HOUSING ASSIGNMENTS

All housing assignments are made by the Office of Residence Life. Room assignments for returning students are made in the spring through a room selection process. Details are published in advance. The Office of Residence Life reserves the right to assign overflow housing if the need arises, as well as make necessary changes to assignments after room selection. They will make all attempts to contact you when such changes must be made (i.e. roommate withdrawals, etc.). If you have a concern about your housing assignment, you should contact the Office of Residence Life. New freshmen and transfer room assignments are made using information submitted to Residence Life by the student via the housing application and roommate matching program.

INCIDENT REPORTS

An incident report may be written to document a violation of Housing or College policy. These reports are issued by Resident Assistants, the Office of Residence Life, or others designated by the Office of The Student

Experience. Violations of College Housing policies may be dealt with administratively or through the campus judicial process.

ITEMS NOT PERMITTED IN THE RESIDENCE HALLS

Most items that are not permitted in the residence halls are fire safety hazards in a residence hall setting. This list of fire safety hazards includes candles of any kind; incense; any appliance with a visible heating element (i.e. hot plates, toasters, toaster ovens, etc.); George Foreman grills or similar appliances; ceramic or space heaters; two-pronged extension cords; halogen lamps; lava lamps; excessive use of decorative lights; black lights; hookahs (regardless of use / decoration), etc. Other items not permitted in the residence halls include: water-filled furniture, curtains, street signs, regardless of how they have been obtained; weapons of any kind; and any pet (other than fish in a 10 gallon or less aquarium). Students found in possession of any of the above items will be charged through the campus judicial system.

KEYS

Keys are issued at check-in by the Residence Life and/or New Student Orientation Staff. Keys must be returned when occupancy is terminated. If a key is lost or not returned when occupancy is terminated, or if a temporary key is not returned within the stated time, the lock will be re-cored and new keys will be made. The cost for this service is \$150 regardless of residence hall and will be charged to the resident(s) responsible. These charges are subject to change. Improper use and/or abuse of temporary key/lockout policy may result in judicial action. All keys are property of the College. Unauthorized duplication of keys will result in judicial action.

LAUNDRY ROOMS

Laundry rooms are located in each residence hall. Use of the laundry facilities is free to all residential students. To avoid problems with the washers and dryers, students should use the recommended amount of soap, should not overload the machines, and should clean the lint tray before using the dryers. Problems with equipment should be reported to your Resident Assistant or the Office of Residence Life.

LOCKOUTS

The Office of Residence Life will offer a “lockout” service for students who have locked themselves out of their rooms. Contact the Office of Residence Life or the Resident Assistant on duty. Students will be allowed two lockouts per semester at no charge. Students who accumulate over two will be charged \$10 per lockout thereafter. The fee will be added to their student account in the Office of Student Accounts. While the Office of Residence Life will maintain records of student lockouts, it is the student's' responsibility to track their own use of this service.

LOST & FOUND

Coker College is not responsible for lost or stolen property. Any items found in or near the residence halls should be turned in to a Residence Life staff member, who will attempt to locate the owner. Students who have lost items should check with Campus Safety. Students should also file a stolen/missing property report with Campus Safety for valuable items.

MAINTENANCE REQUESTS

The Coker College Facilities Office uses maintenance request software to report, address, and track maintenance requests. See your RA for the log-in information. Timely requests may prevent charges for damages when the breakage is the result of normal wear and tear. Emergency, after hours and weekend maintenance requests can be called into Campus Safety 843-383-8140.

MAINTENANCE & SECURITY CHECKS

Periodically, the Residence Life staff will conduct scheduled maintenance and safety inspections. Their purpose is to discover and repair problems while they are small and to prevent hazards from developing. Safety inspections are held monthly, and advance notice will be given by the Residence Life staff.

MEDICAL EMERGENCIES

If you or another student requires immediate emergency care, call 911. After emergency services are on their way, contact Campus Safety at 843-383-8140 to inform them of the situation. If transported for medical care, proof of adequate insurance should always be taken to the Emergency Room with a student. If the hospital staff is not satisfied that the student has adequate coverage, a fee for Emergency Room services and the doctor's services may be charged at the time of a visit.

MOVING OUT OF THE RESIDENCE HALLS

If for some reason you must leave the College or move out of the residence halls during a semester, please check out with a Resident Assistant or a member of the Residence Life staff. Failure to do so will result in improper check-out charges (\$50) and the loss of the opportunity to contest any damage charges. Keys should never be left with anyone other than a Residence Life staff member. Students considering moving out of the halls are reminded of the stipulations of the Residency Requirement policy and the Housing Contract.

PEST CONTROL

The College periodically sprays for pests. Please be aware that there are measures you may take to eliminate pest problems. Be sure to keep food covered, wash cups and dishes after use, and check the back of refrigerators before moving them into the residence halls. If you do have pest problems, please contact your Resident Assistant.

PETS

The only pets permitted in College housing are fish. Aquariums for the fish are limited to a ten-gallon capacity. Those violating this provision will be charged \$50.00, required to immediately remove the pet, and may face judicial action. Additional charges for any required cleaning and/or pest extermination related to a pet violation will be charged to the resident(s).

PROGRAMMING

Various social and developmental programs are offered throughout the year by the Resident Assistant and Commissioner staffs. Please let your RA and/or Commissioner know what type of programs interest you.

QUIET HOURS / 24 HOUR QUIET HOURS

Each resident has the right to read, study, and sleep in her/his room free from undue interference. Thus, a uniform noise policy was developed to insure that students know what is expected of them concerning noise:

Quiet Hours are from 11 pm - 9 am Sunday through Thursday, and 12 am - 10 am on Friday and Saturday.

All other hours are "courtesy hours," during which time a reasonable amount of quiet is expected to allow residents to sleep and study.

Residents are encouraged to talk with one another to directly address any concerns about noise. Staff can assist residents by discussing principles of assertiveness and confrontation with them prior to the development of any noise problems. Residents may also consult a staff member when their efforts have not produced the desired results.

During final exam periods, quiet hours are extended to 24 hour/day schedules. The starting time and date is posted prior to the beginning of exams. These special quiet hours are in effect through the time students leave for break.

RECREATIONAL EQUIPMENT

The use of recreation equipment such as water guns, soccer balls, basketballs, frisbees, scooters and other sports equipment which is normally intended for use outdoors or in a gymnasium is prohibited in residence halls. This policy is set to prevent unnecessary noise, accidents and damages from occurring.

RESIDENCE HALL ACCESS

Coker College limits resident's Residence Hall Access. Residents will have 24 hour access to the hall in which they reside. Residents will have 7 am to 11 pm entry access to all other campus residence halls. Only residents of the Flats will have entry access to the Flats (Flats residents). Residents of the Flats will have 24/7 access to their hall and 7am to 11pm entry access to other residence halls.

This does not mean residents may not visit friends in other residence halls between 11pm and 7am. It simply means that resident's ID will not open entry doors for residence halls other than your own during those hours, which will help ensure that visitors are abiding by the Guest Policy.

RESIDENCE HALL ASSOCIATION

This is a student organization committed to representing resident student interests to the Director of Residence Life. RHA provides activities and programs for the benefit of all resident students. Elections are held in the Spring for officers.

ROOM IMPROVEMENTS

No nails or screws may be put into any residence hall wall, ceiling, floor, or furniture. When attaching posters to the walls, maximum care should be taken to ensure that the walls are not damaged. Students are not allowed to repaint walls, ceiling, furniture, floor, etc in room.

ROOM INVENTORY

When you arrive in the Fall, a Resident Assistant will fill out a Room Inventory Form for your room. He/she will mark the condition of each item, taking special notes of any damages already there. It is your responsibility to review the room inventory upon check-in. Anything not already listed on the form at check-out will be considered as happening during your stay. When you move out of a room, the RA will check the room again. You will be charged for any item which is missing or has been damaged since you moved in on a signed damage claim form; unless it can be determined that another individual was responsible. Students who do not go through the proper check out process will be assessed a \$50 improper check-out fee and surrender their right to appeal room damage charges.

SCREENS

Screens are placed in each window for your safety and for the safety of those walking below your window. They should not be removed for any reason. If your screen is noticed missing, facilities staff will be asked to replace it immediately, and you will be charged \$65 (\$40 for the missing screen and a \$25 fine).

SAFETY OFFICERS

Campus Safety is available 24 hours a day / seven days a week at 843-383-8140. The Campus Safety Office is located at 311 East Carolina Avenue. If you need assistance, please stay calm and give the safety officer clear and complete information. If you have been harassed in any manner, please see the policy regarding harassment under the Right to be Free from Harassment in this Handbook.

SEXUAL HARASSMENT

See “Sexual Misconduct Policy & Procedures” under the “General College Policies” section of this Handbook.

SOLICITATION

Solicitation (approaching individuals with the intent to sell or promote something) is not allowed in College housing unless approved in writing from the Dean of Students or his/her designee. As a resident, you have a right to ask such an individual for the written approval. If someone approaches you and does not have permission to be conducting their business, you should immediately report the situation to Campus Safety so that they may escort the individual off campus, as well as learn the purpose of the visit.

THEFT

Coker College is not responsible for lost or stolen items. It is the resident student's responsibility to lock her/his room door. Should personal or College property be believed to have been taken from a student's room, he/she should report the incident to a Residence Life staff member and/or Campus Safety immediately.

Should stolen goods be found in a room, the occupants of that room can be assumed to have known the goods were in the room (and assuming they took no action to return the goods), the occupants of the room will be held liable for possession of stolen goods. If a student believes that allegedly stolen property can be found in a specific room, the individual should arrange to have a Residence Life staff member or other College official present when he/she goes to the room to identify the stolen article. One of the residents of the room should be present when the article is recovered by College personnel. Theft of property will result in disciplinary and/or legal action.

THROWING OBJECTS FROM WINDOWS

Personal and property damage may result if an object is thrown from a window or from the balcony. Therefore, this act is considered dangerous and a serious violation of residence hall regulations.

VACATION / BREAK HOUSING POLICY

Residence halls will be closed during official school holidays. These dates and times are posted yearly on the Coker web site. You will receive information from the Office of Residence Life regarding closing procedures. Students are encouraged to make their travel plans accordingly.

VANDALISM

Strict enforcement of disciplinary or civil procedures can be expected in cases of vandalism to College property. Violators are subject to suspension or expulsion in addition to paying for repairs. When fire safety equipment is vandalized, violators are subject to civil prosecution and College disciplinary action. When vandalism occurs within the residence halls, monetary charges to cover cost of repairs may be levied against all residents of the floor or building where the damage occurred if those responsible cannot be identified.

VENDING MACHINES

Soft drinks and snack vending machines are located on Dunbar Porch, in the RTC laundry room, and on the first floor landing of Grannis Hall. If a machine is found to be out of order, please call the Coker College Bookstore to report. Theft or vandalism of vending machines and their contents will result in disciplinary action of the students involved.

WASTE DISPOSAL

All waste paper and other trash must be deposited in waste baskets, trash rooms, recycling bins or other designated trash receptacles. Littering or improper disposal of trash is not permitted. Students found littering in and around the residence halls will be subject to disciplinary action.

WATER-FILLED FURNITURE

Waterbeds and other water-filled furniture are not permitted in any College housing facility.

WINDOW TREATMENTS

Window-blinds are provided by the College. Curtains are not permitted.

OTHER POLICIES

The College reserves the right to prohibit any item or activity deemed by the College to be harmful, unadvisable, or not in the best interest of the College or its students. Residents are required to know and comply with all policies and regulations contained within the Student Handbook, and other Residence Life and/or College publications.

Emergency Procedures for Residential Students

FIRE

If you discover a fire:

- Pull the closest fire alarm. If there is no immediate threat, a fire extinguisher or hose should be used to extinguish the blaze.
- Try to notify the Hartsville Fire Department (911) and a Campus Safety officer at 843-383-8140. **Do not put yourself in danger!** Be prepared to give an exact location and your name.
- If you are unable to reach a fire alarm pull station, locate a phone in a safe building and report the emergency to the Fire Department and Campus Safety.
- Alert others in the area.

If you hear a fire alarm:

- Evacuate the building immediately. Leave all personal items behind.
- Close your doors and windows if time permits. This helps to suffocate the fire.
- Follow your assigned evacuation plan. Do not run.
- Once outside the building, report to your check in station so that you may be accounted for.

What to do if a fire prohibits you from evacuating:

- Close the door securely and attempt to seal any openings through which smoke or gas could enter.
- Open exterior windows and crouch close to the floor at the open window.
- Alert those outside that you are unable to get out. Do not panic. Fire Department procedures require that rescue operations take precedence over other emergency activities.

MEDICAL EMERGENCIES

Consult the College Nurse (843-383-8141). If after Health Services hours or the Nurse cannot be reached, contact Campus Safety (843-383-8140) or The Student Experience Office (843-383-8035).

If none of the above steps are practical, go to the Emergency Room at Carolina Pines Regional Medical Center (843-339-2100) and notify them that the student will be brought to the Emergency Room. Assist the patient to the ER; if possible, ensure that proof of insurance is available. If the patient cannot be moved, call the Emergency Medical Service 911 and request an ambulance.

Emergency phone numbers:

Campus Safety.843-383-8140	Fire/Police / EMS.....911
Student Health Services.....843-383-8141	EMS (alt)..... 843-339-2100

TORNADOES

If the National Weather Service issues a TORNADO WATCH, this means that tornadoes and severe thunderstorms are possible. If they issue a TORNADO WARNING, this means that a tornado has been sighted. **Take shelter immediately. Stay away from windows, doors and outside walls.**

- If you are in the residence hall, go to the designated shelter area (see areas listed below). Use stairs **only**.
- Lie face down on the floor with your knees up under you and back of your head covered by your hands.
- If you are outside, go to the nearest sturdy structure or lie flat in the nearest ditch, ravine or culvert with your hands shielding your head.

Designated Tornado Shelter Areas:

- o **Grannis** - First and second floor hallways (on Coker end), away from all windows and doors. **DO NOT** use elevator
- o **Coker** - Basement and hallway, away from all doors and windows
- o **Belk** - Center of first floor hallway, away from all doors and windows
- o **Memorial**--Center of first floor hallway, away from all windows and doors
- o **RTC**--Internal stairwell between the first and second floors
- o **JLC**- Interior Lobbies
- o **The Flats** – Interior hallways
- o **The Village at Byerly Place** – Stairwells and Interior bathrooms
- o **Classrooms**--Lowest floor, center of building, away from exterior windows and doors.
- o **Other buildings**--Off –campus locations will have designated areas posted.

HURRICANES

Official advisories normally allow ample time to plan. Emergency instructions will be given based upon these official advisories.

BOMB THREATS

Notify Campus Safety at 843-383-8140. They will notify the police, who will initiate investigation procedures.

NUCLEAR ACCIDENT

In the event of an accident at the HB Robinson Plant, those that live within a 10 mile radius (Coker College is within this radius) will be directed to seek shelter at specific places in the Florence area. Tune in to WPDE TV Channel 9 or WBTW Channel 13.

*Refer to section on emergency procedures.

PERSONAL CRISIS

For emotional distress or suggestion of suicide, contact your RA or the RA on duty (843-307-7375). You may also contact Counseling Services directly for intervention 843-383-8040. If there is a suicide attempt, call 911 immediately then report to the RA or RA on duty. For other personal crises, contact the Office of Residence Life at 843-383-8360.

SEXUAL HARASSMENT

See “Sexual Misconduct Policy & Procedures” under the “General College Policies” section of this Handbook.