

# **BENEDICT** COLLEGE

## **STUDENT HANDBOOK REVISED FALL 2020**

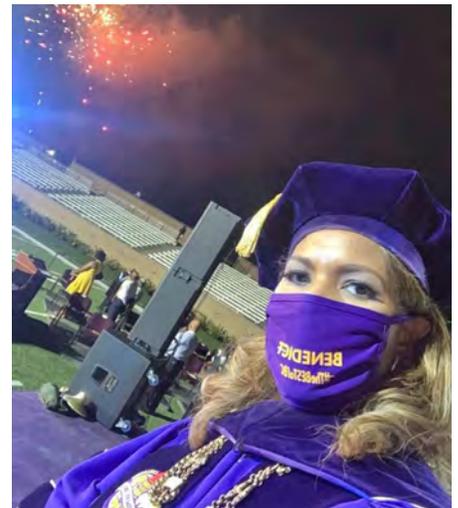


### **Division of Student Affairs**

**Mr. Gary E. Knight  
Vice President for Student Affairs**

**Dr. Roslyn Clark Artis  
President and CEO**

Benedict College Celebrates the Class of 2020 with a Successful  
“Socially Distant” Commencement





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# INTRODUCTION

## Benedict College Student Handbook

The Student Handbook was prepared for the Board of Trustees of the College by and under the auspices of the Vice President for Student Affairs.

The Student Handbook is applicable to all Benedict College students. The Code of Conduct and Standards, regulatory policies, and procedures, apply to all full-time students, part-time students, special students and students in the School of Continuing Education and Graduate School.

The Student Handbook provides pertinent information about student life at Benedict College, and the applicable policies and procedures, including behavioral standards.

It is the responsibility of all students to become familiar with the contents of this Handbook, to act with careful consideration of its requirements, and to seek assistance whenever necessary and as directed. In some instances, regulations governing a subject matter in the Handbook are also contained in the College catalog or on the College's website. The provisions of this Handbook are subject to revision by posting or otherwise published notice during the academic year.

In the event of discrepancy between information contained in this Handbook and another College publication or document, the terms of this Handbook will apply.

### ***Disclaimer***

***No claim is made that this document covers all rules and regulations now in effect at Benedict College. Students are referred to the Benedict College Catalog, Student Life publications and other department policy documents for further information.***



**BENEDICT COLLEGE**  
1600 Harden Street  
Columbia, South Carolina 29204

Office of the President

## Welcome from the President



Dear Students:

Benedict College was founded in 1870. Benedict College is a private, co-educational liberal arts institution and is currently home to over 2,200 students in its 32 baccalaureate degree programs. The College, affiliated with the Baptist Church, is located on 220 acres nestled in the heart of Columbia, SC. Benedict College has high-quality programs that support teaching, research, and public service. Over the last seven years, Benedict College has been ranked as one of the top baccalaureate Colleges in the nation by Washington monthly for creating social mobility, producing cutting-edge scholarship and research.

I arrived at Benedict College in September of 2017 and have been continually inspired by the brilliance of our faculty, dedication of our staff and the talents of our students. Each of these constituencies exists to support you in your journey and is tasked with the awesome responsibility of helping you to develop into #TheBESTofBC. Embrace the resources available to you and put forth your best quality of effort.

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Benedict College produces graduates who can compete anywhere in the world. In short, you have made the right choice and we are excited about your decision to attend Benedict College. I welcome you to our BESTofBC Family!

Sincerely,

Dr. Roslyn Clark Artis, J.D., Ed.D.  
President



**BENEDICT COLLEGE**  
1600 Harden Street  
Columbia, South Carolina 29204

Division of Student Affairs

## **Welcome from Vice President of Student Affairs**



Dear Students:

We are pleased that you have selected Benedict College as the place to complete your undergraduate studies. As a Benedict College student, you are a valued member of our “Tiger Family” with proud traditions of achievement and service which foster personal growth and produce viable scholars. Opportunities are limitless when you apply your personal best to achieve your goals. We are hoping you take full advantage of all the Benedict College community must offer and commit yourself to being the best you can be.

The Student Handbook is designed to provide you with valuable knowledge of the College life. Please take time to review its contents and familiarize yourself with the information. Accordingly, you are expected to adhere to Benedict

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College policies and procedures, the Student Code of Conduct, and the laws of State of South Carolina, City of Columbia and in Richland County. The Student Code of Conduct is thoroughly outlined and directs expectations of proper dress, behavior, and academic responsibility. As part of our Benedict College Tiger

Family, you are expected to positively represent Tiger Pride on and off campus. These policies, codes, and laws define the character of our community, and as a citizen of the community, it is your responsibility to uphold them.

We challenge you to take advantage of all opportunities available to you at Benedict College and let us know if we can be of any assistance to help foster your success in the College and community.

Best wishes in your endeavors.

Sincerely,

Mr. Gary E. Knight  
Vice President for Student Affairs

## **VISION STATEMENT**

*Benedict College will be a leader in providing transformative learning experiences for a diverse student body, defined by superior cultural and professional competencies that are nurtured and developed by faculty, staff and stakeholders who value innovation, customer service, community and industry engagement.*

*Benedict College is a college where each student's experience in academic, residential and co-curricular activities is transformative and customer-service focused; at the same time, Benedict faculty and staff-work in a collaborative, transparent environment where data-based decisions are also girded in compassion.*

*Benedict College is a place of full-time learning from the classroom, to the playing field, to the residence hall and out into the community where the legacy of "BC" as inclusive, pioneering, and "family" is respected and cherished.*

*Transformative education, innovation in technology and enterprise, and commitment to community all merge in a dynamic environment where students receive an education that prepares them to enter the global marketplace with exceptional cultural and professional competencies that will empower them to contribute to the sustainability and economic growth of the communities where they live, work and play.*

*Therefore, Benedict College is not only a power for good in society, but Benedict is committed to providing a transformative learning environment, created by highly trained and equipped professionals, that empowers all students to realize their highest potential.*

## **MISSION STATEMENT**

*Benedict College will be a power for good in society.*

*Benedict College will be a full opportunity college with high quality programs of teaching, research, and public service.*

*These programs will provide our students and community with the knowledge, skills, understandings, and values required to empower them to be powers for good in society to create a better world.*

*We seek geographic, international, and racial diversity in our student body while continuing to facilitate the empowerment, enhancement, and full participation of African Americans in a global society and to maintain our historic affiliation with the Baptist Church.*

## **A BRIEF HISTORY OF BENEDICT**

Benedict College, originally Benedict Institute, was founded in 1870 under the auspices of the American Baptist Home Mission Society. Mrs. Bathsheba A. Benedict of Pawtucket, Rhode Island, provided financial support for the establishment of Benedict. Adding to a small bequest from her husband, Mrs. Benedict provided \$13,000 towards the purchase of an eighty-acre plantation near Columbia, South Carolina, as the site for a new school for the recently emancipated people of African descent.

Benedict Institute set out from humble beginnings in a dilapidated former slave master's mansion to prepare men and women to be "powers for good in society."

During the first quarter century of its existence, Benedict Institute's educational program addressed the severely limited economic and social conditions of the black population in the South. The Institute's original objective was to train teachers and preachers.

On November 2, 1894, the institution was chartered as a liberal arts college by the South Carolina Legislature and the name "Benedict Institute" was changed to "Benedict College." From 1870 to 1930, Benedict College was led by seven northern white Baptist ministers, all college trained. On April 10, 1930, the Reverend John J. Starks, who earned his bachelor's degree from the College in 1891, became the first African American President of the College. Five African American presidents have succeeded him.

Maintaining a liberal arts tradition, Benedict College now offers degree programs in twenty-four major areas of study to meet the needs of a complex and technological society at home and world-wide as the twenty-first century sets new parameters for our students and graduates.

The College is currently undergoing an extensive campus improvement plan, which includes land acquisition and the completion of a comprehensive athletics complex which includes the Charlie W. Johnson Stadium. Campus facilities improvements since 2000: the installation of air-conditioning, fire sprinkler systems, and security systems in residence halls; completion of an activities field and community park; renovation of Bacoats Hall, Alumni Hall, Starks Center, and historic Antidel Chapel; and restoration of historic Morgan, Pratt, and Starks Halls, the latter of which houses the Student Leadership Development Center. During this period, new construction has included three residence halls, a parking garage, a campus center/dining hall, an Administration Building, a Business Development Center, and perimeter fencing. Additionally, buildings were acquired to house a fitness center, the Division of Community Development/Center for Excellence, the Child Development Center, the Visitor's Center/Admissions Office, and

the Lamar Building which is used to house the Continuing Education/Evening and Weekend Program. Three apartment complexes have been purchased for student housing. The College is celebrating 149 years of providing quality education to its students and meritorious service to this community. Across the years, more than 17,000 graduates of Benedict College have succeeded in all areas of human endeavor.

Benedict College is a place where “Learning to Be the Best: A Power of Good in the Twenty-First Century” characterizes its commitment to quality and continuous improvement in its role as one of the nation’s premier historically black Colleges.

## ALMA MATER

Where the golden sunshine falls,  
Rustling leaves about her,  
Breezes whispering round her walls  
Stands our Alma Mater.

Students all a sturdy band,  
Loud our voices ringing,  
Of her kindly helping hand,  
Of our love we're singing.

We'll remember in the years  
Coming swiftly towards us,  
All the smiles but not the tears  
Alma Mater brought us.

If the path of life be dim  
And the way be dreary,  
Alma Mater points to Him,  
Who will guide the weary.

### (CHORUS)

Alma Mater strong and true,  
Alma Mater ever!  
Benedict, we sing to you,  
Faithful we forever.

## ACCREDITATIONS

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Benedict College.

The School of Education at Benedict College is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org). This accreditation covers initial teacher preparation programs at Benedict College.

The Program in Social Work is accredited by the Council on Social Work Education (CSWE).

The Environmental Health Sciences Program is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

The Recreation and Leisure Services Program is accredited by the National Recreation and Park Association (in association with the American Association for Leisure and Recreation).

The School of Business and Economics is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Documents describing accreditation may be reviewed upon request in the President's Office or the Office of Academic Affairs.

# ENVIRONMENTAL ETHOS PROJECT

## *Purpose*

*Benedict College presents The Five Pillars of Success. The purpose of this environmental ethos project is to affirm the College's historic mission to provide a collegiate environment that cultivates academic achievement, engagement, and persistence among Benedict College students. Through this initiative, we seek to clearly define the core values of Benedict College to our students, the Benedict College family, and our various community partners to acknowledge our sustained commitment to preparing students to be "powers for good in society."*

## *Success = Personal Accountability*

*Success begins and ends with the individual. Personal accountability entails taking ownership of one's choices and actions. Persons who are accountable do not allow themselves to be victims nor do they seek to cast blame. He or she bears the responsibility of seeking out resources and plausible solutions rather than surrendering to obstacles.*

## *Success = Commitment to Excellence*

*Excellence is a standard that successful people seek to achieve. Those who are committed to excellence consistently take pride in all they do. Their conduct, appearance, and work reflect the esteem and belief they have in themselves and their abilities.*

## *Success = Effort*

*"Success is the sum of small efforts, repeated day in and day out." (Robert Collier) Effort is consistent action toward achieving one's goals. In an academic context, effort is attending and preparing for class, completing all assignments, and seeking out additional assistance as needed.*

## *Success = Tiger Pride*

*Pride is an attitude that separates excellence from mediocrity. Tiger Pride is respect, love and commitment to Benedict College, its legacy, and its future.*

## *Success = Community Engagement*

*"The true aim of education is not knowledge but action." (Herbert Spencer) Community Engagement is a sense of responsibility to contribute to society through individual and/or collective action to positively impact the community.*

## STUDENT CORE VALUES

*Benedict College is committed to academic excellence, building character and service to others. To achieve our mission, we must cultivate an environment of honesty, kindness, respect, self-discipline, school pride, trustworthiness, and academic integrity. Therefore, Benedict College has adopted the following Student Core Values our students in becoming #TheBESTofBC!*

1. I will love and respect knowledge.
2. I will strive to learn to be the best.
3. I will attend, participate in, and contribute my best in every class.
4. I am committed to continuous improvement.
5. I am committed to developing all my talents, skills, and abilities to their full potential.
6. I will always be a Power for Good in society.
7. I am committed to helping all other students to succeed academically and personally.
8. I am committed to helping the less fortunate.
9. I will always respect and protect Benedict College's property and will refrain from any willful acts of destruction and debasement.
10. I will strive to make the world a better place.
11. I shall accept responsibility and leadership for conditions on campus and in the community.
12. I shall respect all campus officials, faculty, staff, students, and legitimate authority.
13. I shall refrain from any fighting, insulting, disrespecting or verbally abusing students.
14. I shall love, respect, help, care for and value every single Benedict College student.
15. I am committed to providing quality service to society, the community, and

the college.

16. I am fully committed to sharing the responsibility for making Benedict College the best it can be.
17. I believe that at Benedict College there should be no “you” or “me,” just us.
18. I will always use respect in conversation and discussions with my fellow students and everyone else.
19. I will never use profanity or loud abusive language when communicating with others.
20. I will refrain from accepting unsubstantiated opinions and base my beliefs and conversation on objective reasoning, research, analysis, and verified facts.
21. I will always deport myself in speech, dress, and behavior to bring honor and respect to myself, my family, and Benedict College.
22. I will refrain from needless complaints, criticisms, gossip, and rumor mongering or making any negative remarks about my fellow students, faculty, staff, officials, and Benedict College.
23. I will refrain from making excuses or blaming others for my personal failures.
24. I will study, do my homework, complete my assignments, and otherwise use my best effort to succeed.
25. I will speak positively of Benedict College when speaking to high school students or any other external constituents.

# THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Students at Benedict College have the right of privacy with respect to personal information. The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a federal law that governs access to students' educational records, which are records that contain information directly related to a student and are maintained as official working files by the College. Under FERPA, students have the right to gain access to their educational records, and such access includes the right to inspect and review the records, the right to obtain copies of the records (a copying fee may be charged), and the right to challenge or supplement information on file. Public or "directory" information about a student that may be released to anyone upon request includes the student's name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities and sports, and weight and height of a member of an athletic team. Students may request that the College not release directory information by completing a FERPA block form in the College's Registrar's Office.

Pursuant to FERPA, once a student reaches 18 years of age or attends a postsecondary institution, parents no longer have access to their children's educational records, unless the student is claimed as a dependent as defined by Section 152 of the Internal Revenue Code of 1986 or the student provides the College written consent to allow such disclosure. The only exception to this rule is in the case of violations of the College's alcohol and drug policies by students under age 21. In such cases, information regarding the violation may be released to parents, regardless of whether the student is considered a dependent or independent student.

In general, the College will not release information contained in a student's educational records to a third party without written consent of the student. Prior written consent from the student is not required under the following circumstances:

- ❖ In the event the College's directory information is published and the student has not requested that such information be withheld.
- ❖ A student is classified as dependent under the Internal Revenue Code, and the parents are requesting information.

- ❖ A student has violated the College’s alcohol or drug policies and was under age 21 at the time of the violation, parents can be notified.
- ❖ A College Official with a legitimate educational interest has requested information on the student.
- ❖ In the event, an Official at another Institution in which the student seeks to enroll, has requested information.
- ❖ In the event a health or safety emergency occurs, and it is necessary to protect the student or others.
- ❖ In the event financial aid lenders seek to check the enrollment status for loan purposes.
- ❖ In the event, authorized representatives of the: Secretary of the United States Department of Education, Office of the United States Comptroller General, and State and Local Education authorities request information as part of an audit or program review.
- ❖ In response to a court order and/or subpoena after reasonable effort to notify eligible student (unless ordered not to contact the student by the Court); or
- ❖ In the event an alleged victim of any crime of violence or non-forcible sex offense requests the results of the College’s judicial proceedings regarding such an alleged offense.

## **BENEDICT COLLEGE SMOKE-FREE CAMPUS**

### **POLICY**

The Tobacco-Free Policy applies to all Benedict College facilities, property, and vehicles, owned or leased, regardless of location on the main and extended campus.

Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within

Benedict College housing. The use of electronic cigarettes and tobacco products shall also be prohibited outdoors on all Benedict College campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums to include the Leroy T. Walker Health and Wellness Complex. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

## **BENEDICT COLLEGE LITTER-FREE CAMPUS**

### **POLICY**

Benedict College takes great pride in the beauty of our campus. Littering is strictly prohibited and a violation of the College Code of Conduct. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground. No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for the purpose.

Intentionally discarding of such will be seen and adjudicated as a violation of the College Littering Policy

*Fines for littering may be imposed in an amount not to exceed two hundred dollars (\$200.00).*

## **“DRUG-FREE SCHOOLS AND COMMUNITIES**

### **ACT” (PUBLIC LAW 101-226)**

The use of illegal drugs and alcohol at the College workplace, on College property or at College activities both on and off campus impairs the safety and health of College community members, inhibits the personal and academic growth of students and undermines the public’s confidence in the College. Only in an environment free of illegal drugs and alcohol abuse can the College fulfill its mission of developing the professional, social, cultural, and intellectual potential of each member of its community. For these reasons, it is the policy of Benedict College that all College activities, College property, and the College workplace must be free of the use of illegal drugs and the abuse of alcohol.

# STUDENT RIGHT TO KNOW AND CAMPUS

## SECURITY ACT (PUBLIC LAW 101-542)

Federal law requires the College to produce an annual report of its safety and security procedures as well as crime statistics. This report is available for review via internet. Additional copies are available in the Campus Police Department. Information regarding graduation rates may be obtained in the Office of Registrar and Student Records. Safety and security information is cited in this Handbook and in the additional publications developed and dispersed by the Campus Police Department.

### Rape Prevention/Personal Safety

The following is a list of Rape Prevention Safety Tips:

- ❖ Prevention is being alert and prepared.
- ❖ Ensure that your room door is always locked.
- ❖ Use the peephole in your door.
- ❖ Avoid poorly lighted streets, alleys, and pathways.
  
- ❖ Keep alert. If you see a person acting suspiciously, head for bright lights and people.
- ❖ Never jog alone. Stick to a planned route and jog with a friend.
- ❖ Be aware of your surroundings.
- ❖ Your first defense is noise. Scream! Screaming “fire” not “help” may attract more attention.
- ❖ Always lock your car. Place valuables where they cannot be seen.
- ❖ Do not get in an elevator if there is someone suspicious getting on or already in the elevator.
- ❖ Convey confidence through body language.
- ❖ Walk with your head up and be alert.

- ❖ Do not mark your room key or key chain with your name, address, or telephone number.
- ❖ If a person at a party insists or pressures you to accept a ride home, become suspicious and do not accept the offer.
- ❖ If you use alcohol, do so responsibly. Legal age for consumption is 21 years of age.
- ❖ In a dating situation, define exactly what you want from a relationship.
- ❖ Always strive to say what you really mean. Be assertive. Maintain control over your personal life.
- ❖ Trust your instincts. If you feel it is not right, it probably is not.

## **STUDENT-FACULTY/STAFF RELATIONSHIP**

Benedict College students are its most valued assets and their welfare is its highest concern. The College expects its employees to conduct themselves in a professional and appropriate manner, particularly when dealing with students. Benedict College discourages employees from engaging in inappropriate romantic or sexual relationships with any of its students or from engaging in activities which give the appearance of such inappropriate conduct.

In particular, the College believes it is highly inappropriate and unprofessional for an employee to engage in a romantic or sexual relationship with a student when the employee and student are working together or the employee is involved with the student in an administrative, coaching, counseling, teaching, supervisory, or other authoritative role. Under certain circumstances, such conduct may result in disciplinary action.

## **AMERICANS WITH DISABILITY ACT**

Benedict College is committed to welcoming diversity within the College community and individual rights. In accordance with the provisions of Section 504 in which prohibits discrimination on the basis of disability in programs or activities that received Federal Financial Assistance (FFA) to include public schools and institutions of higher education state or local government from the U.S. Department of Education (ED). Benedict College seeks to provide students with disabilities the support services and other reasonable accommodations needed to ensure equal access to programs and activities of the College.

All student must provide current documentation of their disability by an appropriate licensed professional. This documentation must indicate a specific diagnosis, information regarding onset, longevity and severity of symptoms, and must state how the disability and/or related medications and treatments interfere or limit functioning in any major activity, including participation in courses, programs, services or any other activity of the College. Disabilities may include, but not limited to, sensory, mobility, psychological or medical conditions, or learning disabilities and Attentional Deficit Disorder (ADD).

Individual with a disability is a person who has a physical or mental impairment that limits one or more major life activities and has a record of such impairment

In additional Benedict College makes reasonable provisions to accommodate disabled and special needs students. Facilities to accommodate students with physical handicaps include Alumni Hall, Starks Hall, Morgan Hall, Pratt Hall, Learning Resources Center, the Human Resources Center, Fine Arts/Humanities Center, Mather Hall Dormitory, Oak

Street Dormitory, and Haskell Dormitory. Services are available through the Office of the Coordinator of Special Student Services located in BC C.A.R.E.S. (803) 705-4560.

## **SERVICE ANIMAL AND SUPPORT POLICY**

Except for Service Dogs for the disabled, no pets are permitted on the Benedict College campus. Qualified students with supporting documentation for disability will receive a reasonable accommodation and the animal must be related to the disability.

Service Animal is defined as any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. Individuals with disability utilize Support Animal as emotional support, well-being, and comfort.

The “owner” is the student of a Service Animal must take responsibility for ensuring that service dog is under their control, harnessed, leashed, and adhering to cleanup rules. Accommodation is defined as any modification or adjustment in policies, practices, procedures, or work/school/housing environment to permit a qualified individual with a disability.

Additionally, before bringing the Service Animals onto College campus grounds, the requesting individual must submit a request along with your appropriate supporting documentations. All students with a documented disability as a reasonable accommodation. The Service Animal must be related to the individual’s disability.

Upon approval of a Service Animal, the staff in the Department of Residential Life will be notified of the approval. Also, the residence student’s roommate (s), suitemate or apartment mate(s) will be notified (if applicable) to solicit their acknowledgement of the approval of the Service Animal will be residing in shared assigned living space.

All roommates, suitemates or apartment mates must sign an agreement acknowledging that the Service Animal will be residing with them. If one or more of the roommates disapprove with the Service Animal, either the owner of the Service Animal or disapproving roommates maybe moved to another location.

## **BICYCLE POLICY**

All bicycles owned by students, faculty and staff and being used on campus must be registered with Benedict College Campus Police and registration is free. It is imperative that everyone practice good safety when riding and storing your bicycle on campus. Students are not allowed to ride their bicycles on campus once they are stored.

All bicycles on campus must be stored in a bicycle rack, bicycles cannot be secured to fire hydrants, parking signs, parked by fences, stairwells, ramps (handicap and/or other), or path of any buildings.

Registration can be completed at the Benedict College Campus Police Department Monday – Friday between the hours of 9:00 am to 3:00 pm. The registration decal is valid for two (2) years. The registration decal must be affixed to the vertical part of the frame facing forward.

**Note: All bicycles left after the end of the academic year will be removed from campus and donated.**

## HOVERBOARD POLICY

Benedict College prohibits Hoverboards on campus due to safety issues and concerns following Hoverboard fires, the use, possession, or storage of Hoverboards or any similar devices, are not allowed on campus. Because of the high-risk factor involving Hoverboard fires, it is in the best interest of the College and the Community that we prohibit these devices on College campus. Please know that you are not allowed to bring these devices on campus under any circumstances and if found, it will be confiscated, and you will be fined.

## SKATEBOARD POLICY

Students can use skateboards on College campus if you exercise extreme care, and avoid hills at all costs, roads, sidewalks, and parking lots.

## VISITOR POLICY

All visitors must obtain a visitor's courtesy parking permit from the Campus Police Department. Visitor permits for overnight parking will only be issued to the guest(s) of students on Friday and Saturday nights or the night before any holiday. These permits are free of charge. Visitors must park their vehicles in either the Gambrell or the Chapel parking lots unless directed otherwise by a member of the Campus Police Department. Parking permits must be clearly visible through the vehicle windshield. Visitor permits are not temporary substitutes for permanent decals.

## **LOST AND FOUND**

The Campus Police Department is a repository for lost and found items. Many articles are turned in every year and many go unclaimed. If an item is not claimed after a year, it is donated to a local charity or disposed.

## **SOCIAL DISTANCING POLICY**

In ordinance with the Center for Disease Control and Prevention (CDC) along with Federal, State and Local government, and other health and risk organizations, the health and safety of students while residing on campus is a priority. Therefore, student must wear a face mask and take necessary actions to ensure that their own safety and others are protective while on campus.

Visit: [www.scdhec.gov/covid-19](http://www.scdhec.gov/covid-19)

## **SOCIAL MEDIA POLICY**

This policy applies to all use of social media by Benedict College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources. Social media includes, without limitation, texting, blogs, and propriety platforms such as Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Flickr, and Snap Chat. This policy (1) provides guidance concerning the use of social media through the College's network, systems or equipment and/or the use of social media to represent or discuss matters related to Benedict College and/or members of the Benedict College community; and (2) sets forth rules for the administration of Benedict College social media sites.

Within the last few years, the growing popularity of social media has fundamentally changed the way we communicate as individuals and as an Institution. Benedict College recognizes and embraces the power of social media, and the opportunity those tools provide to communicate with the Benedict College community, including students, faculty, staff, parents, alumni, and other interested parties.

It is important to recognize, however, that the use of social media at or concerning Benedict College is governed by the same laws, policies, rules of conduct and etiquette that apply to all other activities at or concerning Benedict College. Even activities of a private nature conducted away from the College can subject you to disciplinary action if they reflect poorly on the College or interfere with the conduct of College business.

## DIVISION OF STUDENT AFFAIRS

The purpose of the Division of Student Affairs is to meet the contemporary needs of Benedict College students. While honoring the College's mission and heritage, the division works to bring the established institution and the changing student body into a productive relationship. The significant part of this relationship is, of course, the classroom. The business of the College is fostering intellectual growth, and students enroll to obtain academic credentials. The priority of the Division of Student Affairs is to complement and supplement the academic enterprise, maintaining both a climate on campus and a range of programs that foster students' academic growth.

It is the responsibility of the Vice President for Student Affairs to ensure that students' social, emotional, intellectual, and physical needs are met in accordance with the policies and procedures outlined in the Benedict College Student Handbook. The Office of Student

Affairs is in Suite 100 of the Administration Building and can be reached at (803) 705-4624. A variety of services and programs in the Division of Student Affairs serves the needs and interests of all students enrolled at Benedict College. Student Affairs is comprised of the following areas:

- ❖ Residential Life (Housing)
- ❖ Student Health Services
- ❖ Campus Police
- ❖ Student Activities
- ❖ Religious Services
- ❖ Food Services
- ❖ Counseling & Self-Development

## VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President's Office operates to maintain the welfare of the Campus Community. The Vice President for Student Affairs is responsible for overseeing the following Departments: Residential Life, Student Health Services, Campus Police, Student Activities, Religious Services, Food Service, Counseling & Self-Development and facilitating the Student Judiciary Committee, which serves as the central clearinghouse for all non-academic violations. The Student Judiciary Committee hearing process holds students accountable and responsible for inappropriate actions. The Student Judiciary Committee hearing process provides an opportunity for committee members to work with students; promote positive behavior; offer guidance; and steer students towards the goal of academic achievement. The Vice President for Student Affairs is in the Administration Building, Suite 100 and can be reached at (803) 705-4559 or 4624.

## DISCIPLINARY PROCESS

All students and student organizations are subject to the disciplinary procedures prescribed in this code. If a student, allegedly involved in a violation of the Student Conduct Code, separates or graduates from the College prior to a hearing being held, the disciplinary process can continue at the discretion of the College. If a hearing is not pursued upon the separation of the student, the pending charges will be resolved, at the discretion of the College, prior to any future readmission.

- A. **Initiation of Charges** - The Division of Student Affairs bears the responsibility for the initiation of disciplinary procedures against a student for alleged misconduct which could result in expulsion or suspension from the College. The Division of Student Affairs will review instances of reported misconduct to determine if disciplinary proceedings should be initiated. Any member of the campus community may register a complaint in writing with the Division of Student Affairs against a student for alleged violation of College policy. In the absence of sufficient information as determined by the Vice President of Student Affairs or designee, a complaint will be dismissed.
- B. **Notification of Charges** - Once it is determined that disciplinary proceedings will be initiated, the Division of Student Affairs will provide written notification of the charges to the accused student by delivery to the student's address as indicated in the most current Student Directory. The Division of Student Affairs may also, but is not required to, provide written notification by hand-delivery to the accused student. Notification will specify the alleged violation of this respective code. Students are responsible for providing the Division of Student Affairs with proper

mailing addresses and for checking their mail on a regular basis. The failure of a student to receive notification is not grounds for an appeal, provided the Division of Student Affairs has attempted to provide the student with written notification by either method stated above. Upon receipt of written notification, the accused student should immediately arrange a pre-hearing interview with the Vice President of Student Affairs or designee.

- C. **Pre-Hearing Interview** - The purpose of the pre-hearing interview is to ensure that the accused student will be sufficiently familiar with the disciplinary process to adequately prepare and present a response at the hearing.
- D. **Failure to Respond** - If the student does not arrange for a pre-hearing interview, the Student Conduct Code, and a letter scheduling a hearing will be sent to the student by delivery to the student's address as indicated in the most current Student Directory or by hand-delivery. If the charged student does not attend the scheduled hearing, the hearing will be conducted, and a determination will be made based upon the available information. The student will be considered properly notified when the formal charge letter, the Student Conduct Code, and the letter scheduling the hearing have been either delivered to the student's address, as indicated in the most current Student Directory, or hand-delivered to the student.
- E. **Dismissal of Charges** - If the Vice President of Student Affairs determines because of the pre-hearing interview that insufficient information exists to justify a hearing, the charge will be dismissed.
- F. **Options for Resolution of Disciplinary Charges** - It should be clearly understood that there is a fundamental difference between the nature of student discipline and that of criminal law. Regardless of the options exercised for resolution of charges, the discipline of students within the College community must be consistent with the educational mission of the institution. At the pre-hearing interview with the Vice President of Student Affairs or designee, the charged student will have all the disciplinary options outlined below explained.

#### G. **HEARING PROCEDURES – Student Judiciary Committee**

- 1. During a hearing, the accused student is entitled to:
  - a. Appear in person, hear all information presented and present any relevant information, call witnesses, and ask questions of witnesses present at the hearing.

- b. Elect not to appear at the hearing, in which case the hearing shall be conducted in the accused student's absence.
  - c. Refuse to answer any questions or make a statement, in which case the hearing authority shall make its decision solely based on information presented at the hearing.
  - d. Challenge the presence of a Student Judiciary Committee member for cause. Cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Student Judiciary Committee member for cause will be at the discretion of the remaining committee members as determined by majority vote.
  - e. All hearing shall be conducted in private session. All students' information, or comments given during hearings are to be held in confidence by members of the Student Judiciary Committee, College Staff, witnesses, and advisers before, during, and after deliberation.
2. The hearing authority will exercise control over the hearing to avoid needless consumption of time, repetition of information, and/or prevent the harassment or intimidation of participants. The hearing can be recessed at any time in the hearing officer's discretion.
  3. All hearings shall be conducted in an informal manner and technical rules of evidence will not be applied. The taking of statements of witnesses may be done by discussion, though the testimony of each witness may be subject to question and rebuttal. Witnesses (except for the accused) shall be present during a hearing only during the time they are testifying. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony of the principle party, unless extenuating circumstances preclude this option.
  4. The Office of Student of Affairs or designee is responsible for scheduling and coordinating all cases.
  5. The Committee Chair/Co-Chair, at the request of the Vice President of Student of Affairs or designee, will make a tape recording of all hearings where a student pleads not responsible or when a charged student request it. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Division of Student Affairs.

6. Notification of the Decision, upon completion of deliberation, the Student Judiciary Committee will notify the Vice President of Student Affairs or designee, who is then responsible for forwarding the written decision to the accused. The Vice President of Student Affairs or designee will generally do this within two working days after the completion of the hearing. The letter from the Vice President of Student Affairs shall consist of a written confirmation of the decision and any sanction imposed or the decision to drop the charge due to insufficient information.
7. Students may not bring tape recorders or other recording devices into the hearing. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Vice President of Student Affairs or designee. Any recording or other verbatim recording of any hearing in which suspension or expulsion is imposed shall be maintained in the Division of Student Affairs.

### **Procedural Differences**

A. Evidence:  
State or Federal rules of evidence need not be followed in a campus judicial proceeding.

B. Burden of Proof:  
In a criminal court, the charges against a defendant must be proven “beyond a reasonable doubt.” If any reasonable doubt as to whether the defendant committed the crime or not exists, the defendant must be found to be not guilty of the offense charged.

Unlike criminal proceedings in courts of law, College hearings do not require conclusive proof or “guilt beyond a reasonable doubt.” Instead, the “preponderance of the evidence” is sufficient for the hearing officer or committee to decide if a violation has occurred and to impose a sanction.

“Preponderance of evidence” means that the evidence shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within this Student Conduct Code.

### **Abuse of the Judicial System or Legal Authority**

All members of the College community are expected to fully follow all College regulations and policies, as well as South Carolina and federal laws. They are additionally expected to cooperate fully with all agents of the College in the performance of their duties and to

uphold the expectations of the community through individual behavior, as well as not shielding others from the consequences of their actions.

Abuse of the legal system or failure to support legal authority includes, but is not limited to:

- ❖ Violating the Student Code of Conduct
- ❖ Failing to comply with the instructions or directions of College agents acting in their official capacities. This includes members of the residence hall staff
- ❖ Failing to provide truthful information to a judicial body or agent of the College.
- ❖ Failing to produce Benedict College ID for College authorities if requested
- ❖ Failing to obey the summons to provide testimony before a judicial body or agent of the college
- ❖ Disrupting the orderly conduct of a judicial proceeding
- ❖ Knowingly instituting a judicial proceeding without cause
- ❖ Aiding another student in committing an act in violation of the Code of Conduct
- ❖ Attempting to discourage another student's participation in or cooperation with a judicial proceeding
- ❖ Attempting to influence the impartiality of a member of a judicial body
- ❖ Failing to comply with the sanctions imposed by a judicial body or an administrative decision
- ❖ Failing to respect applicable local, state, and federal laws.

### **Rights of Victims of Alleged Student Misconduct**

Throughout his or her involvement in the conduct process, the victim has the following rights:

1. To be informed about what steps can be taken by the victim if the accused, or a third party acting on behalf of the accused, intimidates or harasses the victim.

2. To be informed of the outcome of the conduct proceedings to the extent allowed by the Family Educational Rights and Privacy Act of 1974, as amended by the Higher Education Amendments of 1998, and the Campus Security Act as Amended by the Higher Education Amendments of 1992. See the section on Release of Disciplinary Information for more details.
3. To provide a victim's impact statement for consideration during the conduct proceedings.
4. To be provided during the formal hearing, whenever practical, a waiting area that does not require the victim to be near the accused or such person's family, friends, or witnesses.
5. When a student appears before the Student Judiciary Committee, he or she has the right to be assisted by in all matters within the College Judicial System by a member of the College Community or the Executive Officers of the Student Government Association. The advisor or Executive Officers of the Student Government Association are to help students prepare a case, but not to present it.

### **Investigation Procedures:**

Investigation procedures for rights of victims of alleged student misconduct when the misconduct is a violation of State and Federal laws, is conducted by State and Federal Law Enforcement. The Judiciary Committee relies upon the evidence gathered and shared by Law Enforcement Officials of Benedict College and other State and Federal agencies. This investigative information supplied from Law Enforcement in the form of "Victim Statements", "Victim Impact Statements", "Witness Statements", "Crime Scene Investigation Reports", "Court Documents" and other documents that serve as official fact-finding information is used in investigation procedures for the College's Judiciary Committee.

Investigation procedures for rights of victims of alleged student misconduct, when the misconduct is not a violation of State and Federal laws, is conducted by Benedict College's Residential Life Department and the College's Judiciary Committee. This investigative information is received by way of written or oral statements given by witnesses or College Officials to include Faculty and Staff.

### **Disciplinary Measures and Sanctions**

A student disciplinary hearing committee - Student Judiciary Committee - is established to provide an educational peer review process representing a cross section of the College: students, faculty, and staff. This peer review process determines student accountability for alleged violations of general student conduct regulations in a manner which ensures fundamental fairness and protects the charged student(s) or student organization(s) from

the unfair imposition of severe penalties and sanctions. Disciplinary Measures include the following:

1. **Oral Reprimand** - a verbal warning intended to provide an opportunity to change behavior.
2. **Letter of Reprimand** - a written statement of the behavior on record which may be used as evidence in case of further infractions.
3. **Disciplinary Probation** - a letter which stipulates that any further major disciplinary infraction on the part of the student(s) will result in his/her/their suspension. Disciplinary probation may also include restriction and/or restitution.
4. **Restriction** - the exclusion of the student from enjoying or participating in specified privileged and/or extracurricular activities for a given period.
5. **Restitution** - the reimbursement for damage to or misappropriation of property. Restitution may take the form of appropriate service or other compensation and may be assessed in addition to other penalties.
6. **Suspension** - the temporary severance or exclusion of the student from the College for a specified period. The suspended student automatically receives the grade of "W" in each class, and he/she is banned from the campus and its facilities unless written permission is granted by a College official for a specific reason. A suspended student may not participate in any activities sponsored by the College or recognized student organization during his/her suspension. If a student decides to attend another institution while on suspension, his/her grades are non-transferrable to Benedict College.
7. **Expulsion** - the permanent severance or exclusion of the student from the College.

### **Reserve Powers**

In all institutions involving the security of many persons, key officials are empowered with emergency and/or reserved powers to act upon matters requiring immediate action. The President, Vice President for Student Affairs or designee is such a person at the College. When, in the opinion of the President or Vice President for Student Affairs, the welfare of the College will be adversely affected while awaiting the outcome of the Judiciary or review process, he/she is empowered to resolve the matter in the most expeditious manner.

### **Immediate Separation of the Student from the Campus**

Any student suspended or expelled for disciplinary reasons must vacate the campus within forty-eight (48) hours from the date the notice of suspension is presented in person or through certified mail and may not return to campus or College property during the term

of the suspension without prior written permission of the Vice President of Student Affairs or designee.

### **Appeal Process**

A student has the right to request an appeal of disciplinary actions taken by the Student Judiciary Committee. Appeals are not re-hearings and they are not granted based on disagreement with the decision of the original hearing. Upon receipt of the outcome of the hearing a student has two working days to file a written appeal.

#### **A student may appeal only on the following grounds:**

1. Evidence of procedural irregularity.
2. Evidence of mitigating circumstances (additional evidence).
3. Evidence of undue severity of sanction.
4. Evidence of bias on the part of the hearing officer or Committee.
5. Evidence that the decision is arbitrary, capricious, or unreasonable, and that the charges are not supported by the evidence.

The student who fails to appear for a disciplinary hearing cannot appeal the sanction rendered unless the student can present clear and convincing evidence of extenuating circumstances that made the attendance impossible.

A student's appeal must comply with the following guidelines:

- \* The written appeal must state the grounds and the rationale for claiming that an appeal is warranted.
- \* If the appeal does not meet one of the criteria above, the student will be notified in writing that the request for appeal is denied and that the initial decision and sanction will remain in effect.
- \* If the appeal meets one of the criteria above, the Vice President for Student Affairs may choose to review the evidence presented and/or remand the case back to the Judiciary Committee for re-evaluation. The student will be notified in writing by the Vice President for Student Affairs of the appeal decision within four working days from receipt date of the appeal request.

### **Final Appeal**

Students may appeal the decision of the Vice President for Student Affairs. The Vice-President is the final appeal body for cases initiated.

**NOTE:** In instances where a student fails to comply with the sanctions imposed by the Vice President for Student Affairs or designee, additional and more severe sanctions may be imposed without the benefit of a hearing. Further, a student may not appeal on the basis of not having received proper notice unless he or she notifies the hearing officer or panel prior to the beginning of the hearing that sufficient notice was not received and, in the judgment of the hearing officer or panel, there is a reason to believe that proper notice may

not have been given. Students who fail to pick up mail from their Post Office Boxes, who fail to pick up correspondence as otherwise instructed, or who, due to negligence on their own part, fail to receive proper notice, may not use “insufficient notice” as the basis for an appeal.

### **Disciplinary Records Policy**

A Student’s disciplinary record is maintained in the Office of Student Affairs. School’s policy for the use of this confidential record is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) for colleges and universities.

### **Class Attendance (Excused Absences)**

Students may secure an official excuse for class absences caused by school sponsored extra-curricular activities, personal illness, death in family, severe family illness, and court summons (not incarceration). Excuses may be obtained in the Office of Student Affairs in the Administration Building, Room 100. Satisfactory documentation is required. Satisfactory documentation must be in the form of an “official” document of the issuing agency. That is, an official seal, letterhead and signature must appear on the document. Absolutely no copies will be accepted as satisfactory documentation. Any evidence of alteration of an official document will not be accepted, and the student may be subject to the appropriate disciplinary actions if alteration of the official document is proved. **(Notes from relatives, friends, etc., are not accepted as "official" documentation for absences.)** The Student Health Center is delegated to issue excuses to students who receive services from the Student Health Center staff based on the students’ health assessment.

### **Student Limited Fire and Theft Assistance Plan**

The Student Limited Fire and Theft Assistance Plan is designed specifically for Benedict College boarding students. The purpose of this plan is to assist students in recovering the allowable coverage of their personal property on Benedict College campus for loss through fire, water, and smoke damage. Students are strongly encouraged to purchase personal property insurance. For more information, please visit the Office of Residential Life located in Mather Hall or the Office of the Vice President of Student Affairs located in the Office of Student Affairs, Administration Building Room 100.

# RESIDENTIAL LIFEHEAL HEALTH & SAFETY

## POLICY

In ordinance with the Center for Disease Control and Prevention (CDC) along with Federal, State and Local government, and other health and risk organizations, the health and safety of students while residing on campus is a priority. Therefore, student must wear a face mask and take necessary actions to ensure that their own living space, room, bathroom, and hall communal spaces) are a safe place outside of general cleaning from the College. This means students must adhere to the following while residing on campus:

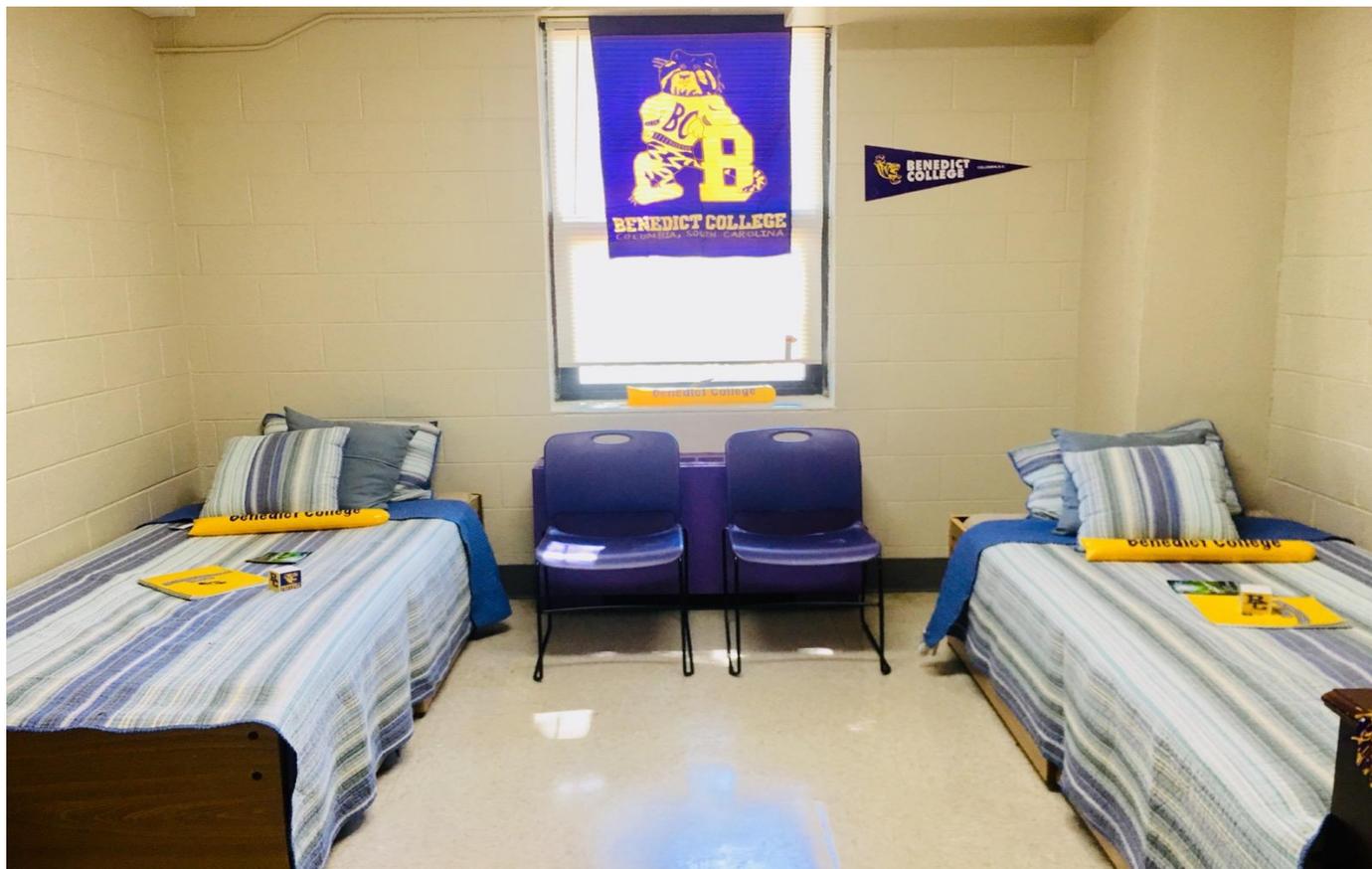
- Wear a face mask or face covering always inside and outside of the Residence Hall; also practice social distancing.
- Wash hands and forearms for 20 seconds minimal with antibacterial soap.
- Frequently sanitize with a minimal of 60% alcohol contained sanitizer.
- Thoroughly clean/sanitize “as-you-go” meaning, when entering restrooms, self-clean the area that you are using before and after, when entering your room, clean/sanitize door handles/knobs, commonly used surfaces and other encountered items.
- If someone appears to be ill, distance yourself from that person in the area, then report it to the staff on duty.
- Always wear a face mask or face covering when seating in Common Areas/Lounges will be limited to adhere to social distancing and will be strictly enforced.
- Visitation will not be allowed throughout the entire residential community.
- Midnight curfews for ALL Residence Halls.
- Residential Halls will have routine temperature monitoring procedures.
- If a student violates the Residential Hall Health and Safety Policy, he/she will receive a written warning.
- If a student violates the policy the second time, he/she will be sent to the mediation for campus housing.
- If a student violates the Residential Hall Health and Safety Policy the third time, he/she will be sent to the Judiciary Committee “with a recommendation for suspension/expulsion.”

# RESIDENTIAL LIFE

## Female Dorm Room



## Male Dorm Room



Residential Life is passionately committed to the concept that residence halls are to provide a place where students grow, experience the richness of community living and engage in learning outside the classroom. Resident living at Benedict College is designed with the student in mind. The goal is to provide a clean, comfortable, and safe “home” in which the student can live, work, study, and build relationships. Living on campus can give the student a tremendous opportunity to interact with students from many different backgrounds, cultures, and experiences. Also, on campus living provides the proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development. It also can allow them to enrich themselves by taking part in many social, intellectual, emotional, physical, cultural, and spiritual events.

### ***Residential Life Philosophy***

Living in college housing is one of the special experiences associated with academic growth. While the primary function of Benedict College’s residence halls is to provide students a place to sleep, socialize and study while attending Benedict College, the Residential Life staff at Benedict College is committed to making our residence halls

genuine living/learning centers for today's students. Your residence hall is your home, a place to relax and enjoy yourself. It is important, however, that an atmosphere for studying prevails.

You will find that living on campus is unlike any experience you may have had. Residents must be conscience of their behavior and how it may affect others who are living around you. It is toward this end of maintaining this atmosphere that you, as residents, must continually strive. Your tolerance and respect for your fellow students, and regard for standards of good citizenship will assure this atmosphere.

It is the college's philosophy that students are responsible for themselves. This means you, the student, are responsible for knowing and maintaining the college rules and policies. The college staff will enforce the regulations if you fail to do so. It is to your advantage to avoid problems before they begin. An attitude of "How does what I'm doing affect others?" will build a community of residents who regulate themselves, therefore ensuring that everyone's rights are protected.

It is the desire of the Residential Life staff to facilitate the personal development and learning of the students. By planning programs, activities of interest, and by advising and counseling students, we hope to assist you in your personal growth. We encourage you to stop by and talk with your Residential Advisors. The Residential Advisor (RA) is a helper; use him/her to help you in any number of ways. Your RA can help you solve a problem or answer a question about campus life. Your RA can also help make your experience in campus living a rewarding one by encouraging developmental and social activities.

When you occupy a room at Benedict College, you become a member of a unique and interesting community. Learn from this community and give something back to it. You will have the opportunity to meet people of all races and backgrounds. These people have much to offer you, as you have much to share with them. Learn to appreciate the "uniqueness" of the people who live around you. Learn from them; share your life with them. And by the time your stay with us is complete, you will be a different person; more confident and better informed.

### ***Student Housing***

The college-housing program sets the stage for student learning by providing a living environment that is conducive to academic pursuits, personal growth, and the development of friendships within each residential area. Because the living experience is an integral part of the educational process, all students except local commuters live on-campus and participate in a college meal plan through the institutions dining services.

The campus residential facilities house approximately 1,597 full-time students. Each residential area has a different staffing pattern but is generally supervised by the Director of Residential Life, Assistant Director of Residential Life, an Area Coordinator, a Residential Life Coordinator and a Residential Life Assistant and a team of Residential Advisors.

### ***Expectations of Benedict College Residents***

Consistently agreeable interaction among members of a residential community is dependent upon mutual respect and appreciation. Dependability, competence, and consideration are necessities in the development of a positive community. Residents can establish and maintain respect by functioning as independently and effectively as the resident's ability allows; by being mature and knowledgeable about their own care; by managing time and items in a way that "fits" the schedule; and by treating people as they want and expect to be treated with honesty, fairness, kindness, patience, and respect.

#### ***As a resident, you can:***

Become more a part of the College community. Studies conducted nationally show that students living in campus residence halls typically perform better academically.

Residents have opportunities for personal growth not available to commuting students. Living on-campus provides an environment designed to help you experience independence.

The residence halls become communities with student involvement. Social and recreational events in the residence halls enable students to live and study together, share experiences, and make friends.

Living in the residence halls makes getting to early morning classes easy and makes late evenings in the library manageable. You do not have to worry about traffic jams or trying to find a parking space. On-campus dining service and laundry room makes living on-campus convenient.

The Office of Residential Life offers many computer options. There is a computer lab that is open to all residents in each residence hall. These computer labs allow you to type papers, etc. without having to walk outside of the residence hall. So, with living on-campus, there is better access to computers.

### ***Student Responsibility for Residential Living***

Residence halls promote a cooperative community living environment and teach students to respect the rights of others. Residence halls also recognize the academic atmosphere and protect the health, safety, and security of all residents.

- The **right** to study, read, relax, and sleep without unreasonable interference, noise or distractions, and the **responsibility** to help others have this right.
- The **right** to feel safe in the residence halls as well as have free access to one's room

and other facilities in the building, and the **responsibility** to help ensure the safety for others in the building.

- The **right** to have respect shown for one's privacy, and the **responsibility** to respect the privacy of others (outside of probable cause cases).
- The **right** to have respect shown for one's personal property, and the **responsibility**
- to respect other's personal property as well as community property.
- The **right** to live in an area that is free of intimidation, physical or emotional harm, and the **responsibility** to ensure this right for others
- The **right** to a clean-living environment, and the **responsibility** to help keep it clean.
- The **right** to maintain one's personal beliefs and values, and the **responsibility** to respect other beliefs and values.

Please keep in mind that an individual's rights end when exercising those rights infringes on others. The residence halls at Benedict College are a place for fun but also a place for studying. In keeping with the mission of Benedict College, the residence halls must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the community may be subject to **disciplinary action and/or removal from College housing**.

### ***STAFFING***

The Director of Residential Life is responsible for comprehensive administration of student housing, which encompasses (a) the process of admission of students to campus housing; (b) the application and assignment process; (c) residential Life staff training and supervision; and (d) departmental decision-making.

The Assistant Director of Residential Life is responsible for assisting the Director of Residential Life in overall administrative management of the department. He/She directly supervises all residential life staff to include oversight for the paraprofessionals of the department, Residential Advisors, and work-study students.

The residence halls are staffed by an Area Coordinator, Residential Life Coordinators, Residential Life Assistants and Residential Advisors (RAs) who are full-time upperclassmen students who reside in the residence hall.

### ***Residential Advisor's Program***

The task of the Residential Advisors (RAs) Program is to accommodate student input within regard to policies, procedures, and social functions. Participation assures that the needs of the group are met in an efficacious manner.

RAs must have the willingness to discuss issues, problems, or concerns with student

residents, the Director of Residential Life, Assistant Director of Residential Life, Area Coordinator, Residential Life Coordinators, and/or the Residential Life Assistants. The fastest way to destroy a positive community is through gossip and accusations. Issues brought to the attention of residents and staff will be resolved in a manner that considers the needs of the residents and staff and the statutes of the College.

Residents are responsible for assisting in keeping the residence clean and sanitary. Residents must attempt to prevent room odors and unsanitary conditions by assuring that personal hygiene equipment is cleaned, and by having soiled clothes taken to the laundry.

Additional information about the student-housing program, including information about residential guidelines and the student life judicial system, is available in The College Student Handbook.

### ***HOUSING APPLICATION AND AGREEMENT***

An individual must be admitted to the College before an application for housing can be accepted. The housing application must be renewed each year. During the specified period for renewal of housing applications, the student is expected to review the “Housing Application and Agreement” and, if he/she desires housing and concurs with the terms and conditions, to review and sign the housing application. Signing the agreement constitutes an agreement by the student to comply with the terms and conditions accompanying the housing assignment.

#### ***Application for Housing***

1. Application for housing must be made in advance as soon as they are accepted for admission to the College. They must pay a room fee of \$100.00 in the form of a money order or cashier’s check made payable to Benedict College, 1600 Harden Street, Columbia, SC 29204. The room reservation fee is non-refundable and continuing students are required to request housing each academic year. The room fee must be paid by June 1<sup>st</sup> of each calendar year.
2. On-campus housing is provided to all eligible students on a first-come, first-served basis. The preference of students in the room assignment process and roommate choices will be given consideration within reasonable limits. All assigned rooms will be held for (5) days only after the first day of the student’s specific registration date. After which, the room will be assigned to the next eligible person on the waiting list. If a student cannot claim his/her room within the time provided, he/she may apply for an extension, showing justified cause to the Director of Residential Life. Reasonable requests for room changes and reassignments may be made to the Director of Residential Life during the week after registration ends.

3. Room assignments are made for each semester (fall and spring semesters) unless a student plans to terminate enrollment and/or unless a student is suspended or expelled before the semester ends. Financial responsibilities for room charges begin once a student officially registers as a boarding student. No refund of room and board charges will be issued after five weeks of the official residence hall opening date for the semester.
4. While the College provides janitorial service for hallways, bathrooms and public places, students must always accept responsibility for the cleanliness and appearance of their rooms and general environment. All rooms must be kept neat, clean, and in sanitary condition. They may be decorated to suit the taste of residents, but walls may not be defaced, or spray painted by residents.
5. When students vacate their rooms for any reason, they will be held liable for any discrepancies and/or damages discovered in the rooms during the official checkout procedure. The process by which a room is vacated is described below:
  - a. The student requests an inspection of his/her room by the Residential Life Coordinator, Residential Life Assistant, and/or a Residential Advisor
  - b. Then the student turns in his/her room key to the Residential Life Assistant, or Residential Life Coordinator. The Office of Business Affairs will receive moneys for any charges levied against the student at that time. Any charges remaining unpaid after the student has departed will be added to his/her bill.
  - c. The student then requests a copy of the withdrawal form which will indicate whether there are any charges against him/her for damages, losses, etc. (Damages may include breakage of furniture, doors, windows, etc., and defacing of walls or doors. Losses would include any item that has been removed from the room.)

### ***FRAUDULENT APPLICATION OR ELIGIBILITY***

If there is any reason to believe that a person or resident has fraudulently gained access to or is no longer eligible for housing, the resident of the unit will be contacted to review the matter. If it is verified that the individual is fraudulently living in the unit, or the resident fails to respond to the inquiry, eviction procedures will begin immediately.

### ***SCHEDULE***

Residence halls normally open on the day prior to the beginning of orientation for new

students and on the day prior to registration for returning students. They close on the day following the last scheduled class for intercession holidays and at noon on the day following graduation exercises. Unless special permission has been granted by the Director of Residential Life for students who must arrive early or remain late because of College responsibilities. Housing units will not be open to students before or after the established opening and closing times announced.

### ***CHECK IN AND CHECK OUT***

Residents are to check in at their respective residence halls. Residents will be issued keys and required to sign a residence hall check-in/check-out record as soon as possible.

Students/roommates are held jointly responsible for all damages to the College facilities, which they occupy. When moving into a room, a student should check carefully and report any damages noticed in the room to the Residential Life Coordinator as soon as possible.

To move out of the residence halls during the semester, you must first obtain approval from the Office of Residential Life. When the term of the housing/dining agreement has ended, approval is not necessary. However, before you check out at any time you must:

1. Clean room thoroughly-dust, sweep, etc.
2. Empty Trash.
3. Turn down heating/air-conditioning unit
4. Close and lock window(s).
5. Return borrowed items.
6. Remove all belongings from room.
7. Lock room door.
8. Return key

A staff member must inspect the room for damages using the resident's check-in/check-out record. The resident can claim any damages to the room that are attributed solely to the resident. Any damages, which a resident does not attribute to him/herself, will be split between the residents of the room. The Residential Life Coordinator will go through each room after all the residents have checked out to assess damage cost. Damages will then be billed to the resident.

The residents must then return the keys assigned them (room) to their Residential Life Coordinator or Residential Life Assistant. The resident and Residential Life staff person must sign and date the room check-in/check-out record.

Residents who leave at the end of the fall semester must be checked out of their room by assigned date and time.

Residents are responsible for any damage fees assessed following inspection by a professional staff member.

Residents who check out later than their assigned date, either at the end of the fall semester or the end of the academic year, will be charged.

### ***ROOM CHANGES***

Residents who desire a change of room or hall must consult with your Residential Life Staff to be considered. The ability to relocate is based upon space limitations and an educational philosophy that residents have tried in good faith to solve any differences. See your Director of Residential Life, Assistant Director of Residential Life, Area Coordinator, and Residential Life Coordinator/Residential Life Assistant if you wish to change rooms.

### ***INSURANCE***

It is recommended that students have some type of renter's insurance to cover their property while they are living in the residence hall.

#### ***Property insurance***

The college is not responsible for personal property that is lost, stolen or damaged at any time or when it is left behind at the time the student vacates the residence hall. Students are encouraged to carry personal property insurance.

### ***KEYS***

One room key is issued to each resident at check-in. If a key is lost or needs to be replaced, there will be a charge per key that needs to be replaced.

If you are locked out you may: 1) contact your roommate and/or wait for their arrival, or 2) contact a member of the residence life staff and prepare for a 1-hour max response time. (unless noted an emergency)

### ***DUPLICATION OF KEYS***

Each key is clearly marked "Duplication of Key Prohibited." The renewal of cores and the provisions of keys must be done solely by the Office of Physical Plant. No student, therefore, may take it upon himself/herself to have the key duplicated by any other means or at any other establishment.

In the event a key becomes inoperative through no fault of the student, a new key will be issued without charge. If a key is lost or if the failure of the key to function properly is the fault of the student, a new key will be issued at the student's expense.

The procedure for obtaining duplicates of lost or stolen keys is to be followed in two steps:

1. Reporting the loss of the key to the Residential Life Coordinator or Residential Advisor.

2. Payment to the Office of Business Affairs of the costs of the core/lock and/or New key(s).

If you get locked out of your room, you must contact a Residential Life staff person and show a picture ID to gain access to your room. You are permitted three lockouts per semester. After three lock outs you may then need to meet with the Residential Life Coordinator. In addition to being locked out, there is a (1) hour response time of the Residential Life staff to address the issue.

### ***ROOM FURNISHING***

All the residence hall rooms are furnished with beds, mattresses (and mattress covers as appropriate), and chairs. Suites in some residence halls are furnished with dining room and living room furniture. All the furniture in the room must remain in the room. The College will hold students liable for any furniture removed from the room or any damage to the furnishings beyond usual wear and tear.

### ***PUBLIC AREA FURNITURE***

Each public lounge in the residence hall is furnished for the use of all residents. As such, all furniture must remain in the lounges. Removal of any of the furnishings from their assigned locations, including lounge furnishings moved into a student's room, is considered theft of college property, and the student(s) involved will be referred for judicial action.

### ***STORAGE***

No storage facilities are available for people living in the residence halls.

### ***CABLE***

If your television is "cable ready," attach the cable to your TV set and to the receptacle and you will receive cable. The resident is responsible for purchasing the TV cable cord. Premium cable channels are available to you. You must contract directly with Cable for this service.

### ***HEATING AND AIR CONDITIONING***

To make your heating/air-conditioning unit works best, do not place anything in the units, such as potpourri, air fresheners or other items such as these. They only create mold and cause bad odors.

Please keep A/C Units on 72 degrees or above.

Please keep Heating Units on 72 – 76 degrees or below

## ***ELECTRICAL APPLIANCES AND OUTLETS***

Due to overloading of electrical circuits, the total wattage of all electrical appliances in use at any one time should not exceed 1800 watts. Refrigerators and microwaves are only authorized

for Oak Street Living and Learning Academic Complex and Haskell Street Residence Hall. Refrigerators and/or Microwaves are only permitted in other residential facilities if the student submits a doctor's excuse to Student Health Services indicating they have a medical condition that requires a refrigerator and/or microwave. Electrical appliances with heating coils are not permitted. Electrical surge protectors are recommended for students who bring their own personal computers, printers, televisions, or stereos. Electrical appliances must be UL-approved and in good working condition. Any multiple outlets must have surge protectors.

### ***Illegal Appliances***

Examples of illegal appliances are as follows:

Broiler Ovens, Crock Pots, Deep Fryers, Electric Heaters, Grills, Hot Plates, Rotisserie, and any other electrical cooking appliances.

All unauthorized appliances are subject to be confiscated and the resident may be dismissed from the residence hall.

## ***LAUNDRY ROOM –FEMALE DORM***



The laundry facilities are provided for residents only. If you lose money in a machine, or notice a machine needs repairs, please report it to the front desk or office.

It is essential that those using the laundry rooms are considerate of others when using the facilities. Please remember to remove your clothes immediately upon completion of washing and drying cycle. Others may be waiting! Also, when someone is folding clothes on the table, please do not put dirty clothes, hangers, detergent, or bleach on it. Remember to wipe up anything you spill, especially bleach. It can ruin clothes. All who use the facility are responsible for helping keep the laundry rooms clean.

### ***RECREATIONAL EQUIPMENT/GAMES***

Recreational equipment is available at the designated area for each Residence Hall for residents to check out with their student ID. Items available must be returned in the specified amount of time. Please contact the front office/desk staff for equipment usage.

### ***SECURITY***

Several security features exist in the residence halls, including doors into room that lock automatically when closed, surveillance cameras, and random monitoring by residential

staff. Despite the efforts of the Residential Life Office and Department of Campus Police, in the final analysis, security begins with you.

All fire exit doors and wing doors, except for the main lobby, must always be locked. Be sure to take your keys always.

To ensure a safe environment, you should never prop open a fire exit or wing door. Additionally, it is important that all students enter and exit through main lobby doors and ensure that others do the same. If you have a concern with door security, please report it promptly to a member of the Residential Life staff.

\*Additionally, it is important to make sure you close your blinds in the evening.

### ***SEARCH POLICY***

Because a College is viewed as an educational community with special behavioral requirements, the courts have upheld the College's right to enter and search student rooms and suites with just cause. However, the entry and search must not be done in an arbitrary and capricious manner, which unnecessarily deprives a student of fundamental constitutional protection. The College housing staff will also make periodic inspections of students' rooms and suites for safety and health reasons. Violations observed during routine inspections and/or building evacuations may be referred to the Office Residential Life. The intent of this policy is to provide protection for the rights of each student while at the same time, providing staff members and College officials the means to maintain and protect the educational environment necessary for the College to fulfill its primary purpose.

### ***Rights of Entry***

The College reserves the right to enter any room:

- a) With or without notice for the purpose of inspection, maintenance, or repair.
- b) Without notice to or permission of the resident thereof, for the purpose of
  - i. Inspecting for dangerous drugs or narcotics
  - ii. Inspecting for firearms, fireworks, explosives, weapons; or
  - iii. Any other substances, material, or goods the possession of which is a breach of the Housing Agreement, the standards, and regulations of the College
  - iv. Such entry and inspection, however, should be made only when the College has reasonable cause to believe that such items are present in the room and when there is reason to believe that the occupants of the room are in serious physical or psychological distress.

### ***Emergency Entry***

A staff member may, without verbal or written authorization from a higher authority, enter a student's room or suite either forcibly or with a building master key in cases of fire,

explosion, bomb threats, attempted or suspected suicide, or other situations which calls for the immediate entry in the interest of safety and security both for the residents of the room or suite and the physical plant.

In the event of suspected vandalism, arson, assault, or other violations of major College policy, which may have occurred in a room, Campus Police will be called in to investigate. The results of such an investigation may result in disciplinary action or criminal prosecution.

### ***Authorized Entry***

In the case of a known violation of a College policy, a staff member may request permission to make an authorized entry into a student's room or suite. The request will be made to the Director of Residence Life who will determine the merits of the request and either approve or disapprove the entry.

The staff will then notify those residing in the room that authorization has been obtained to enter the room by use of whatever means necessary. When a room or suite is entered by means of an authorized entry, the purpose will be to make a visual inspection of the room and observed violations may be referred to the Office of Student Affairs. The staff member also may look in the bathroom, in the closet, under the bed and in dressers.

### ***Search and Seizure***

The College reserves the right for appropriate officials to search dorms or individual rooms without a written notice whenever there is reasonable suspicion that illegal items are in the room(s), which violate College rules and regulations. Local, state, and federal laws or in cases of emergencies when there is suspicion of danger or injury to individuals or College property. If such property is discovered, the College may confiscate it until proper disposition of the case has been made.

### ***Search Warrant Entry***

In those cases where an individual has personal knowledge or other information of a violation of a criminal nature, such as theft or acts of violence, Campus Police are to be contacted. The Campus Police officer will then determine whether sufficient evidence exists to request a search warrant.

## ***HEALTH AND SAFETY INSPECTION***

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms, hallways, lounges, bathrooms, and lobby areas including proper garbage/trash disposal and securing of cable, and electrical wiring. The housing staff reserves the right to inspect rooms to ensure that residents comply with health and safety regulations. Upon vacating a room, the resident must ensure that the space is clean and in condition for the next student to occupy.

The purpose of health and safety inspections is to ensure that each student's room, all common spaces, and public areas of the residence halls are in reasonably clean condition, and that all terms associated with the safety regulations and policies of the College are being met. These inspections are conducted at least once per week.

The Residential Life staff will inspect the general condition of the room, which includes closets, appliances, extension cords, ceilings, and wall hangings. Violations will be noted and called to the attention of the student. Serious violations or failure to remedy the condition may result in loss of housing and other penalties may apply. During the room inspection, Residential Life staff will look for such violations as presence of pets and animals, excessive dirt, open food containers, overloaded outlets and alcohol and drug containers and paraphernalia. However, items seen in the room that are in violations of the Residential Life policies will be confiscated.

### ***Procedure***

These inspections are for the life safety of each of our residents and are to begin almost immediately.

1. The date and time of inspections for your residence hall is unannounced. There will be no notification to building residents regarding the time or date of the inspection.
2. The process involves the inspector accessing all occupied rooms and common-use area. There are no exceptions.
3. A copy of the Notice of Violations and/or charge document will be completed by the Residential Life staff and forwarded to the Assistant Director of Residential Life.

The Notice indicates that repairs are necessary. When violations are found, a re-inspection will be conducted approximately seven days after the initial inspection.

### ***COMMON AND PUBLIC AREA DAMAGE/COLLECTIVE FEE POLICY***

There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The College has a collective fee policy for assessing vandalism and other damage charges. If the responsible party is not established within a specified period of time, the cost for repair or replacement of the area or item vandalized will be divided equally among all residents of the affected area (an estimate of the damage and cost will be given by Physical Plant including parts and labor). The student will be notified of the charge, and payment must be made within (30) days to the Business Office. Failure to pay damage fees will result in loss of housing and other penalties may apply. Prior to assessment of damage fees, every effort will be made to identify the

parties responsible for the damage, including hall meetings and announcements on the bulletin boards. Excessive damage may also result in the loss of housing.

### ***CARE OF ROOMS AND FACILITIES***

College property is inventoried according to location and is not to be moved without the expressed written permission of the Director of Residential Life. Vandalism of and graffiti on College property/facilities is prohibited, and students will be held responsible for such damage.

Residents are prohibited from painting rooms. The stacking of beds, or other furniture, on tops of desks and dressers is prohibited.

Students may not alter or add attachments to their rooms. These items include, but are not limited to, room door locks, outside radio and television antennae, additional wiring, window shades, or awnings. Students are responsible for damaged or missing property.

### ***RELEASE FROM CONTRACT***

A student wishing to be released from a room and board contract must apply **within five weeks from the official opening date of the residence hall.**

A student withdrawing from the College, who has filed an application for release from contract, will be released from the room and board contract 24 hours after the application has been received.

A student may be released during a semester for the following reasons:

(a) academic dismissal, (b) disciplinary expulsion from the College, (c) marriage (a copy of the marriage certificate must be filed), (d) induction into military service, (e) health, upon recommendation of the Student Health Service, or (f) death of either parent or legal guardian.

A student who is released from the room portion of the contract is automatically released from the board, social dues, and maintenance fee portions of that contract.

### ***RESIDENCE HALL MEETINGS***

Residential Life Coordinators are responsible for holding residence hall meetings monthly. These meetings are designed to keep the residents informed of any policy changes as well as to talk about programs and activities for the residence hall. These meetings are mandatory, and it is the responsibility of every resident to be aware of what takes place at these meetings. The mandatory meetings will be posted in advance. There will, however, be certain meetings throughout the semester that are not mandatory for all residents to attend.

### ***FALSIFICATION OF OFFICIAL INFORMATION***

- No student shall alter, replicate, or have in his or her possession an altered College identification card (BC Access Card), nor shall he or she alter, replicate, or enter false information on an official College document.
- No student shall provide false information or fail to provide current information to the College for the purpose of defrauding the College.

### ***IDENTIFICATION CHECKS***

IDs must be presented when entering any of the college residence halls. College ID cards must always be carried and must be presented when requested by any College faculty or staff. Transfer of ID cards and/or residence hall stickers is prohibited and can result in loss of housing and dining services.

### ***GUEST POLICY***

Only residents and their guests of the same gender are permitted in the residence halls living areas. Students from another residence hall are considered guests as well. You are always expected to accompany guests while they are in the building. You will be held responsible for the behavior of your guests. As a result of the unique nature of a residence hall community, residential students have a high responsibility to other residents. Students who bring guests into this living environment must be willing to assume responsibility for the behavior of their guests. **Residents are allowed only two guests per visit.**

While you cannot absolutely control another person's behavior, you can control whom you choose to have as a guest. The fact that you are responsible for those you allow visiting should foster more judicious decision-making on your part. It is your responsibility to inform guests of residence hall and College policies and to encourage compliance.

Residents may have overnight guests of the same gender with the prior knowledge and consent of all roommates and the approval of the Residential Life Coordinator. Overnight guests are to be occasional and therefore guests may stay no more than three nights consecutively in one month. Opposite gender guests must visit in the student lounge in accordance with the designated hours for each residence hall. Members of the opposite gender **may not** be in non-public areas of the residence halls during these designated guest hours.

### ***HOUSING DURING SCHOOL CLOSINGS AND VACATIONS***

Room fees do not include these vacation periods. Any students remaining on the campus during vacation periods without authorization will be considered trespassers.

Since the College does not permit students to remain in the residence halls when school is not formally in session, students are not permitted access to the residence halls after closing. Also, the College is not responsible for items left in students' rooms. If a student

is unable to go home during the break, he/she must take the responsibility for arranging off-campus temporary accommodations. Because of time constraints necessary to prepare for succeeding obligations, late checkouts are not allowed.

As a rule, residence halls close within 24 hours of the last final exam and by 6:00 p.m. on the day of the last class period before holidays and breaks. Closing and opening dates and times will be posted in advance and all students must conform.

### ***NONCOMPLIANCE WITH AN OFFICIAL REQUEST***

No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff, residence Residential Life staff or other employees acting in the performance of their official duties. A request for proper identification from a student is a reasonable expectation.

No student shall fail to answer promptly lawful requests from faculty members or administrative officers of the College.

No student shall intentionally provide false information, verbally or in writing, to faculty or staff members acting in the performance of their official duties.

The student has the responsibility to act in a manner that is conducive to learning by the student and by other students by: being prepared, prompt, attentive and courteous in all academic settings (including classrooms, laboratories, libraries, advising centers, departmental and faculty offices, etc.) and complying with requests made by a faculty or staff member in an academic setting. To maintain fairness and uniformity in the assignment of sanctions for certain first-time offenses the following guideline has been established: disciplinary probation and educational program.

### ***HARRASSMENT, INTIMIDATION, THREATENING OR USE OF FORCE***

College Housing/Residence Education prohibits any person, either singly or in concert with others, from willingly causing injury to another, willfully threatening the well-being of another, verbally abusing others, or intimidating others (including College officials and student staff acting in performance of their duties).

#### ***Violence to Persons***

No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.

Responding to violence with violence is a violation of this policy.

To maintain fairness and uniformity in the assignment of sanctions for certain first-time offenses the following guideline has been established: disciplinary probation and one semester suspension.

### ***Sexual Misconduct***

Student sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student without consent. This includes sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Student sexual misconduct may include, but is not limited to:

1. Unwelcome touching - either of the victim or when the victim is forced to touch another person's body, directly or through clothing - such as patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling;
2. Coerced sexual intercourse (e.g., rape, attempted rape, sodomy, or other sexual acts or misconduct).
3. Unwelcome sexual propositions, invitations, or other pressure for sex.
4. Implied or overt threats of a sexual nature.
5. Making gestures of a sexual nature.
6. Unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general. Acts of physical student sexual misconduct are commonly considered to constitute a form of sexual assault when occurring without consent. To constitute lack of consent, the acts must be committed either by threat, force, intimidation, or using the victim's physical or mental inability (of which the accused was aware or should have been aware) to understand the situation, the consequences of his/her choices, or to express his/her desires.

### ***Weapons***

The use or possession of fireworks, firearms, or other dangerous weapons or materials are prohibited. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BB's, pellets, or shots regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchankas foils, or any explosive or incendiary device.

### ***Windows***

Throwing objects, including pouring liquids from windows and/or walkways is prohibited and is grounds for a charge fee and suspension from the residence halls. Residents of a room from which objects are thrown will be held responsible for this conduct.

Objects may not be placed on windowsills as they may fall out or be knocked out of the window accidentally, causing harm and/or damage to persons or property. Sitting on window ledges and leaning out of windows are violations of state and campus fire and safety regulations and are prohibited.

### ***FALSE REPORTS***

Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive or disrupt the operation of the residence halls; falsely reporting a fire or other emergency; or falsely activating the fire alarm system is strictly prohibited and will result in suspension from the residence halls. Those found in violation of this policy will fully be prosecuted of the law.

When does my Residential Life Coordinator need to be notified of an incident?

The general philosophy of Residential Life is "when in doubt... call." If you have a feeling you should be calling someone at home about an incident... you should call. Incidents where you should always notify your Residential Life Coordinator include:

1. Student Arrest
2. Suicide Attempt
3. Medical Emergency
4. Building Damage such as fire, serious water damage, power outage, etc.

### ***Resolution Procedures***

Any student who feels that he or she has been the victim of student sexual misconduct is encouraged to report the incident and pursue recourse through this Policy. Informal complaints of student sexual misconduct filed under the policy may be verbal or in writing. Formal complaints must be submitted in writing. All complaints should be submitted to the Vice President of Student Affairs. Complaints of student sexual misconduct should be filed as soon as possible following the event or occurrence giving rise to the complaint to insure a complete investigation and prompt resolution of the problem. A complaint filed more than two days after an incident or event generally will not be considered to have been filed in a timely fashion. Complaints will generally be handled expeditiously; however, certain circumstances (e.g., illness, travel, holidays, etc.) may cause delays. Any administrator, supervisor, or other College official to whom a complaint of student sexual misconduct is made or who otherwise is made aware of incidents that might constitute

student sexual misconduct, as defined in this Policy, should refer such matters to the Vice President of Student Affairs.

### ***Informal Resolution Procedures***

Any student who feels that he or she may have been the victim of acts of student sexual misconduct may file a verbal or written complaint with the Vice President of Student Affairs. Within ten (10) working days of receiving the complaint, the Vice President of Student Affairs will undertake an investigation. Additional staff members may assist in the investigation and will meet with the accuser and such other persons who may be deemed necessary, including the accused. An attempt will be made to complete the investigation and/or consultative process within an additional thirty (30) working days. The primary goal or objective of the informal complaint process is to resolve the conflict. In addition, resolution at the informal complaint process level may include an agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances of each case, administered by the Vice President of Student Affairs.

To the extent the parties can achieve a satisfactory resolution of the complaint through the informal resolution process; the complaint will be considered resolved. The accused and accuser will receive written notification of the outcome and disposition of the complaint. In those cases, in which a mutually satisfactory resolution of an informal complaint of student sexual misconduct cannot be achieved, either the accused or the accuser may request in writing to advance the complaint to the formal complaint or resolution process. The fact that a complaint of sexual misconduct may be concluded at the request of the accusing party does not preclude the filing of a formal complaint by others, including appropriate College officials. In addition, students who wish to pursue a formal complaint of student sexual misconduct may do so without first filing an informal complaint.

### ***Formal Resolution Procedures***

Formal complaints of sexual harassment must be filed in writing with the Vice President of Student Affairs. Upon receipt of a formal complaint, the Vice President of Student Affairs within ten (10) working days of receiving the complaint will undertake a preliminary fact-finding investigation to determine whether further investigation or proceedings appear to be warranted. In those situations, in which the Vice President of Student Affairs determines that the alleged conduct does not fall within the definition of sexual harassment or does not appear to be supported or substantiated, the accuser will be so informed. When the Vice President of Student Affairs determines that there is reasonable evidence to support the complaint, the Vice President of Student Affairs will investigate as described above.

In instances where a formal complaint of student sexual misconduct is made without first filing an informal complaint, the Vice President of Student Affairs will, upon completing

an investigation, consult with other appropriate College officials. Formal complaints may be resolved through actions such as a warning, censure, probation, public service and/or educational experience, restitution, suspension, or dismissal as may be warranted by the circumstances and administered by the Vice President of Student Affairs or other appropriate College official. If the accuser and the accused accept the action taken to resolve the complaint, the complaint will be considered resolved. The accused and accuser will receive written notification of the outcome and disposition of the complaint. If either the accuser or the accused rejects the action taken to resolve the complaint, upon written request of either party, the complaint will proceed to the formal hearing process.

1. The Vice President of Student Affairs will forward the complaint to the administrator designated to receive charges against students as provided in the Judicial Process and Procedures. The administrator will immediately refer the charges to the College Judicial Committee without additional investigation. The College Judicial Committee, in addition to the usual procedures specified for Hearings and Procedural Due Process, will observe the following special procedures for charges of student sexual misconduct.
2. The past sexual conduct of either the accused or accuser is not admissible in a hearing or appeal conducted under the Rules & Procedures.
3. Hearings related to charges of student sexual misconduct will be closed, unless both the accused and the accuser agree to admitting observers. If the accused and the accuser agree that observers may be admitted, each may select up to four observers. No hearings of charges related to student sexual misconduct will be open to the College community.
4. All members of the College Judicial Committee are required to hold all information regarding hearings and deliberations confidential in accordance with the Rules & Procedures. In addition, all other persons present at the hearing will be required to sign a statement indicating that each agrees to hold in confidence all statements and evidence presented at the hearing.
5. Any violation of the provisions of the Rules & Procedures shall be subject a student to additional charges. It should be noted that conduct that "harasses or intimidates any person" (including witnesses to a hearing) or "causes physical injury or threatens any person with force or violence" is prohibited.

### ***Penalties***

A formal complaint of student misconduct that is referred to the College Hearing Board will be handled in accordance with the provisions of the Rules & Procedures, and persons

found guilty of such charges will be subject to the penalties as provided therein, including Censure, Probation, Public Service and/or Educational Experience, Separation and Dismissal, Interim Suspension, and Restitution. Action that results in charges of student misconduct may also subject a student to civil and/or criminal liability under state law, in addition to the sanctions provided by the Rules & Procedures.

### ***Appeals***

Any student who is found by the College Judicial Committee to have violated the Student Misconduct Policy may appeal such findings and sanctions to the Vice President for Student Affairs in accordance with the procedures specified in the Student Handbook.

### ***Frivolous or False Charges***

The accused, the accuser, and all other parties to a complaint are reminded that it is a violation of Rules & Procedures for any member of the College community to bring charges against a member of the College community that are spurious, or that are intended primarily to harass or maliciously defame, or that are designed to intentionally overburden the adjudicatory system."

### ***Retaliation Prohibited***

The accused, the accuser, and all other parties to a complaint are reminded that it is a violation of the Rules & Procedures for any member of the College community to harass or intimidate any person, or to lie in making statements in connection with a charge under the provisions of this policy. The Vice President of Student Affairs will investigate any reported acts of harassment or intimidation, including any act of reprisal, interference, restraint, or penalty - overt or covert - against any student or employee who is a party to a complaint under this policy.

## ***THEFT AND LOSSES***

No student shall steal, attempt to steal, or assist in the theft of any money, property or item of value not belonging to him or her.

No student shall illegally use or appropriate any property not belonging to him or her. To maintain fairness and uniformity in the assignment of sanctions for certain first-time offenses the following guideline has been established: (items valued equal to or greater than \$25.00) disciplinary probation and one semester suspension.

The College does not assume any responsibility for loss of, damage to, or theft of students' personal property anywhere in the residential facilities, whether by fire, theft, or otherwise nor for the direct or consequential damages arising from loss of, or any interruption of, any utility service provided by Benedict College or any other person or organization in

connection with residence services. The student assumes all risk of all such loss. Many family homeowners' insurance policies provide coverage for the students' belongings at college. Residents may wish to consider purchasing additional insurance if their families' policies do not cover their belongings on campus.

Incidents of theft should be reported promptly to both the Offices of Residential Life and Campus Police.

### ***MISSING STUDENT***

If a student is reported missing contact your Residential Life Coordinator, Residential Life Assistant, Assistant Director of Residential, the Director of Residential Life and Department of Campus Police.

### ***ILLNESSES/CRISES***

If a student becomes ill during a time when the Health Center is not open or when they otherwise experience a crisis, the student should contact the person on duty or the Residential Life Coordinator responsible for the residence hall.

### ***EMERGENCIES***

#### **Medical Emergencies**

For any type of medical emergency:

1. Immediately contact the Department of Campus Police at 253-5400.
2. When you contact Campus Police, give them your name, location, name of injured if known), and the nature of the injury.
3. After notifying Campus Police, contact a member of the Residential Life Staff.

#### ***Earthquakes***

In the event of an earthquake you should take the following steps:

1. If you are indoors-stay indoors. Get under a desk or table or stand in a doorway or corner.  
Stay clear of windows, bookcases, cabinets, and mirrors until the shaking stops.
2. If you are outdoors-stay outdoors. Get into the open, away from building, trees, walls, and power lines.

#### ***Tornado/Severe Weather***

A steady tone of the Civil Defense siren or other noise-making devices for a period of 3-5 minutes means that a tornado has been sighted and will probably hit within Columbia or Richland County.

1. If you hear a siren, get a flashlight and a battery-powered radio. Evacuate to the nearest residence hall stairwell or the bathroom.
2. After taking cover listen to the radio for weather updates and all clear signal.

## ***Fire***

When you have been alerted by the alarm, shouted warning, or the sensation of smoke or fire, follow the instructions listed below:

- Put on a coat and hard-soled shoes.
- Take a towel with you to put over your face to prevent smoke inhalation.
- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the metal doorknob. If it is hot, do not open the door.
- Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
- If you cannot leave the room, open the window.
- To attract the fire department's attention if you are trapped, hang an object out the window. If there is a phone in your room, call Campus Police (x-5400) and report you are trapped; give the room number and specific location.
- If you can leave your room, close your windows and all doors behind you as you exit.
- Go the nearest exit or stairwell.
- If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
- If all exits from a floor are blocked, go back to your room, open a window, wave something out the window, and shout for help.
- After evacuating a building, move far away from it and stand clear.  
Emergency apparatus will be maneuvering around the building. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON!**
- Follow the directions of Fire Department, Police Department, Campus Police and Residential Life staff.

The College safety program requires a prescheduled fire drill for the residence halls. All other alarms that you hear indicate that there is a threat of an actual fire within the residence hall. The College requires all hall residents to adhere to the fire safety regulations of the campus. Failure to evacuate is not only a safety hazard, but it is a violation of College policy.

## ***Procedures***

- a. When a fire occurs, activate the fire alarm immediately. Any delay in sounding the fire alarm will delay getting help and could have serious consequences. All the buildings' fire alarms are transmitted to the Campus Police.

- b. Call the Campus Police 253-5400 and tell them the exact location of the fire and what is burning.
- c. The priority is evacuating the building and, if possible, assisting students or other persons in immediate danger. Students and/or staff who are injured or need medical attention are transported to the hospital by fire department ambulance or Campus Police.
- d. The Campus Police notify the Director of Residential Life, or any of the other appropriate Coordinators in Student Affairs. The Coordinator, in turn, notifies the Vice President for Student Affairs. The Vice President for Student Affairs notifies other College officials, including the President, the Chief of Staff and the Vice President for Business and Finance.
- e. The appropriate the Director of Residential Life and the Vice President for Students Affairs arrive on site, consult Campus Police and other on-site staff, and assess immediate needs.
- f. Depending on the nature of the emergency, the Vice President for Student Affairs, the Director of Residential Life or the Residential Life Coordinator may call staff from Counseling and Psychological Services and/or the College Minister and ask them to report on-site to meet with the students affected by the emergency.
- g. If the fire occurs in a residence hall and students cannot safely be housed in the facility, the Coordinator of Dorms in consultation with the Vice President for Student Affairs, the Director of Residential Life and Physical Plant are responsible for developing and implementing a plan to temporarily house students in another location

***Fire Safety Equipment:***

Tampering with or misuse of fire-safety equipment is a violation of state and federal law and is prohibited in the residence halls. Fire-safety equipment includes, but is not limited to alarms, extinguishers, smoke detectors, heat sensors, door closers, and sprinklers. Violation of this policy can result in suspension from the residence halls.

***Flammable Items/Decorations:***

Items that require an open flame to operate or that produce heat (e.g. Bunsen burners, candles, incense, alcohol burners, and grills) are prohibited.

Decorative items including, but not limited to, fishnets, parachutes and live cut trees are prohibited unless they have been fireproofed and approved by the Director of Residential Life. Approved items may not be used in, on or around lighting, sprinkler heads, or electrical fixtures. Only BC-approved lights may be used as decorations.

### ***False Alarms and Fire Drills***

No student shall pull a fire alarm except in case of an actual fire.

No student shall disregard a fire alarm signal or refuse to evacuate a building.

No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire. To maintain fairness and uniformity in the assignment of sanctions for certain first-time offenses the following guideline has been established: False Alarms-disciplinary probation and suspension from College Housing; Fire Drills-\$100.00 fine, educational program and disciplinary probation.

### ***Fire Suppression/Detection Equipment***

No student shall, without authorization, operate, tamper with, or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.

No student shall tamper with or otherwise misuse any fire detection or early warning devices, emergency lighting or evacuation systems.

To maintain fairness and uniformity in the assignment of sanctions for certain first-time offenses the following guideline has been established: a fee to refill extinguisher, disciplinary probation, and educational program.

## ***COMMUNICABLE DISEASES AND INCIDENTS OF FOOD POISONING***

Student(s) become ill because of food poisoning or a communicable disease such as measles, chicken pox or hepatitis.

### **Procedure**

1. Suspected incidents of communicable diseases and food borne, or waterborne illnesses should be reported immediately to the Coordinator of the Student Health Service. The Director of the Student Health Services, in turn, contacts the Vice President for Student Affairs.
2. Examples of communicable diseases (Class I and II) include the following: cholera, diphtheria, food borne or waterborne illness, measles, meningitis, smallpox, typhoid fever, typhus, whooping cough, hepatitis, mumps, polio, rubella, and tuberculosis.
3. The Student Health Department directs the College's response that may include

mass chemoprophylaxis, inoculation, or quarantining.

4. If it is necessary to temporarily relocate a roommate or suitemates, the Director of Residential Life consults with the Residential Life Coordinator regarding the availability of residence hall space on campus.
5. Depending on the situation, the Vice President for Student Affairs may request that College Relations post a campus-wide announcement. Other internal communication channels may be used to convey information to the campus community.

### ***REPAIRS***

Students should report all needed repairs to their Residential Life Coordinator, Residential Life Assistant or Residential Advisor. They should not attempt to make repairs themselves. The Residential Life staff's responsibility is to report the concern to the Physical Plant and coordinate the repair.

### ***PLUMBING CARE***

The apartment drain system can be best maintained by allowing only wastewater to go through them. Food, paper (other than toilet tissue), and other objects should not be flushed down the commode. The sewer pipes are not made for these types of waste material. Also, **DO NOT** pour grease or food stuff down the bathroom drains. When stoppage is due to carelessness or negligence, you will be billed a service charge. If your drain is slow or backed up, call the Residential Life Coordinator, and report the problem. If it is an emergency and the office closed, report the emergency to Campus Police.

Do not use any type of household drain cleaner in your drains because some are not compatible with the chemicals that are used by the Physical Plant and may cause harmful chemical reactions.

### ***EDUCATIONAL AND CULTURAL ACTIVITIES***

The Office of Residential Life in conjunction with the Office of Student Activities works to develop and fund a diverse array of educational and cultural programs each year. The types of activities are numerous and vary from year to year but generally include speakers, fine arts performances, musical performance, artists-in-residence and van and bus trips.

Many of these events are scheduled to complement the content of academic classes or the celebration of theme months and weeks. Theme months and weeks vary each year and may include African Heritage and Culture Month, Alcohol Awareness Week, AIDS Awareness Month, Black Heritage and Culture Month, Women's Heritage and Culture Month.

## RESIDENCE HALL REGULATIONS AND CHARGES

- 1 Students may not enter the living areas or visit the rooms of the opposite gender.
2. Locked doors and fire doors must not be propped open. Do not tamper with fire alarms, fire extinguisher, emergency lights or other safety equipment. Violators will be subject to the following charges:

Removal of fire extinguisher from the building	\$500
Broken fire extinguisher cabinet/damage, breakage, or removal of single station battery-powered smoke detector	\$500
Smoke detectors damaged or removed from the room	\$500
Removal of batteries/covers from smoke detectors	\$500
Tampering with or unraveling fire/standpipe hose	\$500
Damaging fire extinguisher cabinets	\$500
Removal of fire hose/nozzles from the building	\$500
Tampering with or causing a fire sprinkler to activate phones in Elevators	\$500
Activation of fire alarms due to use of illegal cooking appliances	\$500
Deliberate activation of a false alarm	\$500
Failure to evacuate building during an alarm	\$ 50
Deliberate damage to building fire alarm system	\$500
Extinguisher (removal of safety pin/identification tags)	\$500
Pets are not allowed in the residence halls	\$ 50
All students must vacate the residence halls at the sounding of fire Alarms fire Drills	\$ 50

3. A \$10 dollar charge will be assessed to each student for excessive lockouts (more than two). The charge must be paid by the student in the Business Office.
4. Water fights, fireworks, intentionally setting fires, conspicuously unsanitary conditions and other acts that may create hazards to the safety and/or health of students and/or cause damage to the property of the College, are not permitted. Violators will result in suspension and/or dismissal from the College.

5. Loud music is prohibited within the residence hall. After two warnings, the equipment will be confiscated, and the person shall be subject to disciplinary action.
6. Benedict College is not responsible for loss, theft, or damage of the personal possessions of any student. The student assumes all risk of all such lost/damaged property. Residents may wish to consider purchasing additional insurance if their family's policy does not cover their belongings on campus. Incidents of theft should be reported to the Office of Residential Life and the campus police promptly.
7. Possession and/or consumption of alcoholic beverages and illegal drugs are strictly forbidden. Weapons of any kind are disallowed.
8. During visiting hours, guests of the opposite gender must be entertained in the lounge of the residence halls. All visitors must vacate the premises by 11:45 p.m. No visitation is allowed after 11:45 p.m.
9. The Health Center is open Monday through Friday from 8:30 a.m. to 5 p.m. or by appointment.
10. Residents must keep their room clean or be subject to a \$50 fine on the 1<sup>st</sup> and 2<sup>nd</sup> offense and suspension from residence hall third offense. Room checks will be made unannounced on a weekly basis.
11. No intimate sexual relationships shall transpire in the residence halls (immediate suspension). Appropriate behavior must be exhibited in the lounge and lobby areas. Also, inappropriate behavior such as sitting on laps, caressing, passionate kissing, etc., will not be allowed. Violators will be referred for disciplinary action.
12. Students wishing to accommodate overnight guests must report them to the Residence Coordinator. Visitors reported in a room after visiting hours will be charged \$75.
13. Residents and their guest are prohibited from hanging clothes or other objects outside or in front of windows, on pipes or venetian blinds.

14. Residents and their guests are prohibited from putting foreign objects (cans, food items, etc.) in the bathroom sinks and commodes. Do not leave clothing in the sinks at any time. Persons who misuse sinks, commodes, showers, or hallways for the deposit of human waste shall be administratively disciplined.
15. Trash should not be placed on the staircase, hallways, or in the bathrooms. Each student is responsible for dumping his/her trash in the green dumpsters. Violation of this rule will result in \$25 fine first offense and dismissal from the residence hall second offense.
16. All problems, illnesses, grievances, etc., should be reported to the Residential Life staff first and then to Student Health Services.
17. Yelling out of windows is prohibited. Violators will be referred for disciplinary action.
18. Students must pick up his/her mail from their mailbox at the Benedict College Post Office.
19. Students must always be properly dressed in residence halls.
20. Furniture is not to be removed or disassembled at any time. Furniture is not allowed on the porches or on the yard.
21. Do not use nails or tacks on walls. Violators will be referred for disciplinary action.
22. Students are always required to carry (their) validated ID cards and must present it upon request by a College official.
23. Curfew. Each residence hall will be secured at 12 midnight. Freshmen residents must be in their rooms and/or dorms, as appropriate, by 12 a.m., the Director of Residential Life or the Residential Life Coordinators or College authority approved by the President may grant exceptions.
24. Children are not allowed to reside in the residence halls. Babysitting is prohibited. Violators must remove the child/children

25. immediately and will be charged \$25 for each child and each offense.
26. Pregnant students should report to the Student Health Center for counseling. The Student Health Center will refer you to the appropriate medical facility for proper medical care.
27. Residents are prohibited from aiding or abetting any conduct code/policy violation.
28. Students may not conduct any private business operations from the College residence or use residence telephones for such activity. This is considered a violation of the solicitation policy.
29. Cleanliness is imperative. Residents are not permitted to sweep dirt, trash, or waste out of doors or throw such items from windows or balconies. Additionally, letting dirty dishes/laundry pile up. Spoiled or otherwise inedible foodstuffs accumulate, or creating any unsanitary condition that may attract vermin, are prohibited. Clotheslines are not permitted on apartment balconies.
30. The Office of Residential Life, as stated in your "Housing Agreement," reserves the right to consolidate residents. This consolidation is performed to maximize the use of space and allow for the most people to obtain the living option they desire and can afford. Consolidation usually occurs through the first eight weeks of each semester.

### ***General Regulations and Procedures.***

- a. These general regulations and procedures apply to students living in all
- b. Residence Halls.
- c. Students wishing to live on campus must complete application forms and send or deliver them to the Office of Residential Life at Benedict College. Applicants seeking accommodations on campus are required to pay room deposits with the Office of Business Affairs.
- d. Each boarding student receives a key to his/her assigned room when he/she registers for his/her room at the front desk of the residence hall. Students should always keep their keys on their persons and may not lend their keys to friends to enter any room when the residents are not present.
- e. Students may not install ovens, deep fryers, or other electrical.
- f. appliances for cooking or storing food in their rooms.

- g. Daily study or quiet hours are observed in each residence hall from 9:00 p.m. to 10:00 a.m. from Sunday through Thursday. During these times, no resident may receive a visitor.
  - h. Students must enter residence halls through the main/front entrance only and may welcome and receive guests only through the foyer/lobby and in the lounge area of the residence halls.
  - i. The residence halls will be locked at 12:00 midnight. All resident students must always keep their room keys and an ID card in their possession.
  - j. Radios, stereos, tape players, television sets, and some quiet musical instruments may be used for the personal pleasure of the students. However, they should not be played in a manner that would disturb roommates or neighbors who might wish to study, sleep, or enjoy their own pleasures.
  - k. The highest standards of decorum must always be observed. All students must be properly dressed, appropriate to the destination and duration of their visits when they leave their rooms. Students must not hang clothes out of the windows of their rooms or do anything else that offends the standards of decency.
1. The College has a policy against solicitation in the residence halls. No salesman, agent, or collector in any residence hall should be encouraged at any time. Violations must be reported to the Residential Life staff.

### *Housekeeping and Safety Regulations*

1. By law, a person commits aggravated arson when by means of fire or explosive he or she knowingly damages, partially or totally, any building, and he or she knows or reasonably should know that one or more persons are present therein. Aggravated arson is a Class X felony; imprisonment of not less than 6 years, without probation, must be sentenced upon conviction.
2. The housing code forbids the use or storage in sleeping rooms of appliances for cooking or heating food or beverages. In addition, other heat producing appliances such as irons may not be used in sleeping rooms, and refrigerators with interiors larger than three cubic feet are prohibited.

3. Smoking is prohibited in all rooms and common areas of all residence halls. These areas include lounges, dining rooms, corridors, stairwells, and washrooms. Smoking is prohibited in individual dorm rooms.
4. Room decorations are permitted except for hanging blankets, rugs, or fishnets. Combustible decorations must not be put on the ceiling, in the entryway, on the door or near heat sources such as radiators or light bulbs. Any method of affixing decorations that puts holes in or mars walls, woodwork, doors, or furnishings is prohibited.
5. Lighted candles, holiday lights, incense, fireworks, explosives, and incendiary materials are prohibited. The possession or use of firearms or other weapons of any description and for any purpose is prohibited.
6. The installation of air conditioners by residents is prohibited.
7. The removal of window screens by residents is prohibited.
8. A resident may not use any facilities or areas of the residence halls, including the room assigned to the resident, for any commercial purpose or activity without a permit from the Director of Residential Life.
9. No surface of any room may be painted.
10. Residents are prohibited from entering onto roofs for any purpose.

### ***Miscellaneous Rules and Regulations***

- a. A resident may not unreasonably interfere with a roommate's or any other resident's rights under a residence hall contract. Playing musical instruments in any resident's room and engaging in physical games of any kind in the common areas is prohibited. Infractions, which cannot be resolved by the residence Residential Life staff, will be referred to the office of the Director of Residential Life, who will have discretion to resolve such problems through administrative/disciplinary action.
- b. Only residents assigned by the College may reside in their assigned rooms; residents may not invite or permit any other

person to reside in their assigned room or in any other area of the residence hall.

- c. If any resident unreasonably refuses to accept a roommate or hinders the College in the assignment of a roommate, the College may, at its discretion, require that resident to be responsible for the total rent for the room.
- d. A resident may not have visitors in the resident's room/suite between the hours of 12 a.m. and 8 a.m. A visitor is defined as a non-resident of the dorm who is invited by a resident of that room/suite to spend some time in the room/suite, presumably of a short duration. However, students of the same dorm/apartment can study/visit together after 12 midnight. A resident must always escort visitors.
- e. Overnight guest or visitors may not use the residence hall's laundry facilities.
- f. Tampering with the jacks, lines, or equipment. In the case of such damage, the College will perform the repair and charge the cost of the repair to the person or persons responsible.
- g. When it appears through reports of the Residential Life staff, Campus Police, etc., that a student has broken the room and board contract or has violated a residence hall rule or regulation as specified herein, the College reserves the right to review the case and take appropriate action administratively. When, in the opinion of the Director of Residential Life, a student has broken the contract, the Director may remove the student from housing or apply a lesser sanction such as a required room or hall change, or housing probation. The decision of the Residential Life Director will be final. Contract violation cases will not be accepted in the College Hearing and Appeals System unless additional disciplinary action, such as disciplinary probation, suspension, or dismissal from the College, appears warranted.
- h. The Vice President for Student Affairs may act administratively to maintain the residence hall living and learning environment by moving a student to a room other than the one to which he or she was initially assigned. Moving the student to another residence

hall, or, when required in the best interests of the College as determined by the Vice President, by removing a student from College housing. The Vice President's decision on such matters is final. Administrative action taken in accordance with this regulation is not and should not be construed as a determination by the vice president on the merits of any underlying disciplinary charge filed by or against the affected student(s).

- i. The College shall not be responsible for disruption or non-performance because of a major campus disruption, strike, fire, flood, wind or snowstorm, or other acts of God, or other events beyond the College's control. In the event of such occurrences as described in the preceding sentence or for the convenience of the College for construction or other purposes, the College may at any time, and at its sole discretion, close all or part of any residence hall. If all or a part of any residence hall is prematurely closed, the affected residents shall vacate that hall within 24 hours of such closing and shall be relieved of all subsequent room obligations for that building after the closing date.
- j. At the College's sole discretion, construction may take place near residential units. No adjustment will be made to any residence charges at any time based solely on that construction.
- k. No resident may remain in the residence halls during any vacation period.

### ***Application***

These policies govern the conduct of all Benedict College students on College premises; that is, on the campuses of BC and other property or facilities owned, controlled, or otherwise being used by the College. This policy also governs and applies to all programs offered by the College and to the conduct of students in any location where the conduct and behavior significantly impacts the College, its personnel, and students.

## RESIDENTIAL LIFE VIOLATION CHARGES

Loitering	\$ 25
Smoking or burning incense in dorm room	\$100
Yelling out of the windows	\$ 25
Trash in rooms, hallways, common areas and out of the windows and grounds	\$ 50
Dirty room (during the semester)	\$ 50
Dirty room (end of semester/close out)	\$100
Lockouts (third time and thereafter)	\$ 10
Possession of alcoholic content	\$100
Drug Contents	\$100
Unauthorized Visitation (Opposite Sex or Same Sex)	\$ 75
Destruction of College Property (replacement or repair fee will be added if deemed necessary)	\$100
Using nails or tacks in walls	\$150
Disrupting Study Hours	\$ 50
Excessive Loud Music/Noise	\$ 50
Activation of fire alarm due to use of illegal cooking appliances	\$ 50
Failure to evacuate building during an alarm	\$100
Unauthorized use of fire exit doors or locked doors	\$ 50
Failure to attend mandatory dorm meetings	\$ 25
Illegal electrical appliances	\$100
Pets in residence hall	\$ 50
Key replacement	\$ 30
Key and core replacement	\$ 85
Children in Residence Hall (per child)	\$ 75
Violating curfew ( <i>Freshmen Only</i> )	\$ 25
Disrespectful behavior towards staff	\$100
Failure to show school identification upon entering the Residence Hall	\$ 50
Weapons	\$100
Tampering with any emergency or fire equipment ( <b>smoke detectors, fire alarm system, fire Extinguishers, Sprinkler System, Emergency Exit signs, etc.</b> )	\$100

# STUDENT HEALTH SERVICES

## **Mission Statement:**

Benedict College Student Health joins with other academic and non-academic departments in preparing students to lead productive lives after College including the ability to effectively confront personal health and wellness questions. We take the responsibility for initiating conversations with students and other divisions about major emotional and physical health challenges. We seek to integrate our data about student wellness performance with others and share this information with the campus community, the students and use this information design programs and services.

1. To provide quality and confidential health services to our students.
2. To promote healthy lifestyles through health prevention activities.
3. To establish partnerships with other health organizations to assist in providing services.
4. To assist students with chronic medical conditions to manage their illness with their lifestyles and promote self-sufficiency whenever possible.

In accordance with the Center for Disease Control and Prevention (CDC) along with Federal, State and Local government, and other health and risk organizations, the health and safety of students on campus is a priority. Therefore, students must wear a face mask and/or face covering to ensure a safe Campus environment. This means students must adhere to the following while visiting the Student Health Center:

- Wear a face mask or face covering always inside and outside of the Student Health Center and practice social distancing.
- Wash hands and forearms for 20 seconds minimally with antibacterial soap.
- Frequently sanitize hands with a hand sanitizer that contains a minimal of 60% alcohol.
- If someone appears to be ill, distance yourself from that person in the area, then report it to the staff on duty.
- Click the following link to access all COVID19 requirements: <https://www.benedict.edu/open-tiger-nation>

## **Health Services**

Consist of:

- Case Management

- Blood Pressure Screening
- Over the counter medication
- Lab Screening with doctor's orders
- Doctors' Referrals
- HIV/Aids Testing

**Note: Services are confidential Free to low cost for services**

All students who are enrolled in the current semester and have paid their tuition and fees are eligible to receive services from the Student Health Center. Services are rendered to students who have and present a valid Benedict College Identification Card. The Health Center is located at 2315 Laurel Street, Columbia, SC 29204 and can be reached at (803) 705-4719.

Hours of Operation:

**Monday through Friday**  
8:30 a.m. to 5:00 p.m.

**After Hours and Weekends**

Boarding students are to contact their Residential Life Coordinators (CLCs), who will assist students in obtaining proper medical care and contact the parent(s) of the students. For emergency situations, contact Campus Police at (803) 253-5400 for assistance. Please note that students are responsible for their transportation from Emergency Room visits and responsible for their hospital bill.

**Transportation to Off-Campus Medical Appointments**

Students are responsible for their transportation to and from medical appointments that are off campus.

**Student Health Records**

Student health records are maintained in the Student Health Center. The school policy for the use of these records is governed by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the Family Educational Rights and Privacy Act of 1974 (FERPA) for Colleges and Universities.

## **CAMPUS POLICE**

In any large organization, there is always a concern for safety regulations, guidelines, and policies that are designed to protect and assist the users of this diverse community. In this area, the Campus Police Department plays an important role. All officers of the department are sworn and commissioned police officers under the authority of South Carolina General Law. Benedict College campus and resident areas are patrolled 24 hours a day by police officers on foot and in a police cruiser. With twenty-four-hour (24) coverage, Campus Police Officers can provide assistance at any time for any of the following emergencies:

- ❖ Fire (after sounding alarm)
- ❖ Injury
- ❖ Infraction of the law (theft, property damage, etc.)
- ❖ Major maintenance problem when maintenance staff cannot be reached
- ❖ Safety or (policy problems) which need immediate attention

The Campus Police Department is located on 2400 Haskell Avenue, and can be reached at (803) 253-5400.

### **In Case of Emergency Call:**

#### **Campus Police Office (24 HOURS)**

**(803) 253-5400**

#### **Chief of Campus Police**

**(803) 705-4231**

#### **Vice President for Student Affairs**

**(803) 705-4624**

#### **Motor Vehicles**

The Campus Police Department is responsible for parking regulations on campus. Parking permits for commuter student spaces may be purchased for \$50 per year at the Campus Police Department during specified times at the beginning of each semester. These permits are issued on a first come, first served basis upon application and presentation of car registration, proof of insurance, valid college ID, and driver's license. Parking permits for resident students may be purchased through the Campus Police Department. Parking permits make vehicles eligible to park on College property on a space available basis. Students with proper parking decals may park in the following areas:

- ❖ Parking Garage upper level-3rd, 4th & 5th floors

- ❖ Residence Halls
- ❖ Chapel Parking Lot

Students are not allowed to park in any other campus parking areas (i.e. visitor lots or faculty/staff lots) at any time. Parking on campus without a parking permit may result in a vehicle being ticketed and/or towed. The College is not liable for any vehicles parked on its property.

### Search of Motor Vehicles

Searches of motor vehicles registered or operated on the campus may be conducted on the grounds of reasonable suspicion that weapons (such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, and other firearms; bowie knives, daggers, switchblade knives, and metal knuckles); explosives (such as firecrackers, dangerous chemicals, etc.); drugs; contraband, etc., are present in the vehicles, or when there is reasonable suspicion that the person who owns, operates, or registers the vehicles is in violation of the College policies and/or criminal law.

If a student fails to comply with a request from a College official to give access to his or her vehicle for the purpose of conducting a search, the College may pursue disciplinary action, up to and including immediate suspension or expulsion from the College.

At the time of registration of one's vehicle on the campus, the student gives the College permission to "inspect" his or her vehicle on campus upon the reasonable suspicion that he or she is in violation of College policies and/or criminal law, and/or that weapons, explosives, drugs, contraband, etc., are present in the vehicle.

### Student Identification Policy

All students at Benedict College are issued an identification card. This card serves as your meal card (Resident Hall Students have a 19 meal per week plan to include Breakfast, Lunch and Dinner, Monday – Friday) (Brunch and Dinner on Saturday and Sunday), as well as your library card, and admission ticket to College events. All boarding students receive Meal Card in the amount of \$150 in exchange called Tiger Bucks: This allows students to either dine in the Food Court or eat in the Dining Hall and has a \$20 per day limit. Meal plan options for non-boarding students are available which allows students to purchase a certain amount of meals per semester and there are 3 different choices Plans 1 – 3. This card must always be carried and be produced if requested by a College official or faculty member. Erroneous identification or failure to comply with the above-mentioned policies constitutes a conduct code violation and is subject to disciplinary action. ID cards remain the property of the College and must be surrendered upon request. Lost cards should be reported and can be replaced for a nominal fee in the MIS Department located in lower level of Bacoats Hall.

## Arrest of a Student

Students may be arrested by College Campus Police Department or by outside law enforcement agencies, such as the Columbia Police or the Richland County Sheriff Department for violating a law. Persons may be arrested by any law enforcement personnel with the proper authority to affect the arrest.

# CAMPUS EMERGENCY PROCEDURES

Students should review and familiarize themselves with the following emergency procedures to safeguard their health and welfare during a campus emergency.

## Medical Emergency Procedures

- A. For situations that are life threatening:
1. Call 911 if immediate attention is needed, and complete the following:
    - a. Identify oneself as a member of the BC faculty, staff, or student body.
    - b. Identify exact location of victim; and
    - c. Describe the situation, giving victim's name, description of illness or injury, and other information requested by dispatcher.
  2. Contact Campus Police and give the following information:
    - a. Identify oneself and give location; and
    - b. Identify victim by name and other descriptive information as requested.

**NOTE: Campus Police will direct paramedics or another emergency care provider to the scene of the medical emergency.**

- B. For situations that are not life threatening:
1. Contact the Health Center if during operating hours and comply with the following:
    - a. Identify oneself and give location of emergency.
    - b. Identify victim, giving name and other information requested; and
    - c. Describe the situation; and
  2. Call 911 as back-up if the situation warrants off-campus emergency medical attention.

## Fire Emergencies

### Fire Alarms

Activation of a fire alarm is an indication that a fire emergency has occurred. If a fire alarm is activated in a campus facility, the building must be evacuated immediately.

The same procedures for evacuation in fire emergencies must be followed during a bomb threat evacuation (see Residential Life Handbook).

## Disabled and Special Needs Students Emergency Evacuation Plan

Students whose means of mobility assistance is a wheelchair or walking cane will be provided assistance with evacuating a residence hall or classroom building in the event of a fire or other emergencies. A student who has an artificial limb, is hearing impaired, or is visually impaired will be alerted immediately to evacuate by a Residential Life Employee, Campus Safety Employee or a responsible faculty or staff. All College owned buildings have an evacuation plan.

## STUDENT ACTIVITIES

The Student Activities Department is responsible for planning and coordinating extracurricular activities to meet the needs of students for relaxation and enjoyment during their leisure hours. The Office of Student Activities provides a broad-based program of educational, social, cultural, spiritual, and recreational programs and activities for students, faculty, staff, alumni, and guests on campus. Programs provide out-of-class informal and formal learning opportunities that complement a curricular environment.

Students who wish to participate in activities, join an organization, pursue special interests, or assist in the planning of campus events should contact the Director of Student Activities or an officer or adviser of the respective organization. Activities are held during the week from 6:00 p.m. to 11:00 p.m. Weekend activities end by 1:00 a.m. For additional information, see the Student Activities Handbook. The Office of Student Activities is located on the first floor of the David H. Swinton Campus Center and can be reached at (803) 705-4408.

### Use of the College Name

No student or student organization may use the Benedict College name in connection with a personal or unofficial function if the use of the name may mislead someone into thinking the function is College-sanctioned or sponsored.

No student or student organization has the authority to bind the College or to commit the College to accept responsibility or liability for injuries or damages which may occur at personal or unofficial functions.

College students and student organizations who, without appropriate authority, attempt to bind the College or commit the College to accept responsibility or liability for injuries to persons, damages to property, costs of goods and services, or other obligations -- financial or otherwise -- may be referred for appropriate disciplinary action. The College may also take legal action against any such student or student organization.

### **Solicitations**

Students should receive approval from the Office of Student Activities for any solicitation to be conducted on campus or any solicitations to be made off campus in which the College's name will be used.

### **Publicity**

The announcements, publications, and advertisements of an organization for off-campus coverage by radio, television, newspapers, and other media must be cleared by the Director of Student Activities, who is responsible for getting such information to the Office of Communications for release.

### **Poster Policy**

All posters and flyers must be approved by the Office of Student Activities staff prior to being displayed on the campus.

### **Day Student Affairs**

The Office of Day Student Affairs performs two principal functions: (1) to coordinate and develop programs or activities for non-boarding or commuting students, and (2) to serve as the information link between the non-boarding students and the College. The Director of Student Activities serves as the coordinator of Day Student Affairs, located in the David H. Swinton Campus Center. For additional information call (803) 705-4408.

### **Campus Organizations**

At Benedict College, there are several Greek-lettered fraternities and sororities and related social organizations, in addition to other organizations that have applied for and received charters to operate on campus. Persons wishing to establish a student organization must secure, complete, and file an application for charter with the Office of Student Activities.

Membership in these organizations is open to students in good standing who meet the common-interest objectives of the organization and their internal criteria and standards. Most of the organizations are related to the academic interests of the student. When a

student is interested in one of these organizations, the main point of reference should be the faculty advisor in the student's major field of study. Another useful source of information is the Benedict College Catalog, where these organizations are listed under the respective divisions.

**BENEDICT COLLEGE  
CLUBS, ORGANIZATIONS, FRATERNITIES AND SORORITIES**

<p><b><u>Student Governance and Classes</u></b>  <b>Student Government Association (SGA)</b>  <b>Freshman Class</b>  <b>Sophomore Class</b>  <b>Junior Class</b>  <b>Senior Club</b></p> <p><b><u>Honor Societies and Academic Club</u></b>  <b>Alpha Chi National College Honor Society</b>  <b>Alpha Kappa Mu Honor Society</b>  <b>Art Club</b>  <b>Association of Continuing Education Students (ACES)</b>  <b>Beta Kappa Chi Science Honor Society</b>  <b>Criminal Justice Club</b>  <b>Delta Mu Delta Honor Society</b>  <b>Economics Awareness Club</b>  <b>English Club</b>  <b>Foreign Language Organization</b>  <b>Honda Campus All Star Challenge (HCASC)</b>  <b>Honor Student Association</b>  <b>HPER Club</b>  <b>National Society of Collegiate Scholars (NSCS)</b>  <b>National Society of Leadership and Success (NSCS)</b>  <b>Pi Sigma Alpha Honor Society</b>  <b>Pre-Health Club</b>  <b>Psychology Club</b>  <b>Recreation Club</b>  <b>Science and Mathematics Club</b>  <b>Sigma Tau Delta English Honor Society</b>  <b>Social Work Club</b></p>	<p><b><u>Shared Interest/Social Organizations</u></b>  <b>Music Educators National Conference (MENC)</b>  <b>National Art Education Association (NAEA)</b>  <b>National Association for the Advancement of Colored People (NAAP)</b>  <b>National Association of Aspiring Black Psychologists (NAACP)</b>  <b>National Association of Black Engineers (NABA)</b>  <b>National Association of Black Social Workers (NABSW)</b>  <b>National Association of Black in Criminal Justice (NABCJ)</b>  <b>National Council of Negro Women, Inc. (NCNW)</b>  <b>National Political Science Honor Society (NPSHS)</b>  <b>National Pan-Hellenic Council (NPHC)</b>  <b>Pre-Alumni Council</b>  <b>South Carolina Association for the Education of Young Children (SCAEYC)</b>  <b>South Carolina Education Association (SCEA)</b>  <b>Student Recreation Association</b>  <b>T.L. Duckett Student SC Education Association</b></p> <p><b><u>Fraternities and Sororities (NPHC)</u></b>  <b>Alpha Phi Alpha Fraternity Inc., Gamma Pi Chapter</b>  <b>Alpha Kappa Alpha Sorority Inc., Psi Chapter</b>  <b>Kappa Alpha Psi Fraternity Inc., Gamma Mu Chapter</b>  <b>Omega Psi Phi Fraternity Inc., Epsilon Chapter</b>  <b>Delta Sigma Theta Sorority Inc., Gamma Upsilon Chapter</b>  <b>Phi Beta Sigma Fraternity Inc., Gamma Lambda Gamma Chapter</b>  <b>Zeta Phi Beta Sorority Inc., Kappa Beta Chapter</b>  <b>Sigma Gamma Rho Sorority Inc., Beta Epsilon Chapter</b>  <b>Iota Phi Theta Fraternity Inc., Theta Kappa Chapter</b></p>
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<p><b><u>Performing Groups</u></b>  <b>Concert Band /Wind Ensemble</b>  <b>Concert Choir</b>  <b>Gospel Choir</b>  <b>Marching Tigers Band of Distinction</b>  <b>Pep Band</b>  <b>Theatre Ensemble</b></p> <p><b><u>F.E.M.A.L.E.S</u></b>  <b>Groove Phi Groove Social Fellowship Inc.</b>  <b>International Student Association</b>  <b>Japanese Anima Culture League</b>  <b>Kappa Beta Theta</b>  <b>Kappa Kappa Psi National Honorary Band Fraternity, Inc.</b>  <b>Ladies of Elegance</b></p>	<p><b><u>Other Clubs/Organizations</u></b>  <b>Alpha Phi Omega Fraternity, Inc.</b>  <b>B.C.A.R.T.I</b>  <b>Cheer Phi</b>  <b>Collegiate 100</b>  <b>Day Students Organization</b></p> <p><b><u>M.A.L.E.S.</u></b>  <b>Peer Education Program (PEP)</b>  <b>Phi Beta Lambde Fraternity, Inc., Sigma XI Chapter</b>  <b>Phi Iota Phi Dance Fraternity, Inc.</b>  <b>Phi Mu Alpha Sinfonia Fraternity of America, XI Beta Chapter</b>  <b>Residence Hall Association (RHA)</b>  <b>Reserve Officers Training Corps (ROTC)</b>  <b>Sister Act</b>  <b>Student Activities Planning Group</b>  <b>Student Athlete Advisory Committee</b>  <b>Swing Phi Swing Social Fellowship Inc.</b>  <b>Tau Beta Sigma National Honorary Band Sorority, Inc.</b>  <b>Tiger News</b>  <b>WBCT-FM</b></p>
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## The Student Government Association (SGA)

The Student Government Association (SGA) provides excellent opportunities for students to practice and experience the democratic process. Through the SGA, many students assume responsible roles in helping to make decisions and determine policies relevant to student life at Benedict College, academic regulations, and the general administration of the College. The Office of the Student Government Association is located on the 2nd floor of the David H. Swinton Center, and can be reached at (803) 705-4408. For additional information, see Student Activities Handbook.

### Purpose

- A. To serve as a liaison between the student body and the administration in the presentation of students' opinions on matters affecting student life, affairs, and the formation of College policies and regulations
- B. To promote, in the interest of the College community, a program of social, recreational, religious, cultural, and educational projects and activities
- C. To further the students' appreciation of the privileges and benefits enjoyed and the obligations entailed at Benedict College
- D. To provide experience in and the skills of democratic citizenship
- E. To support the observance of College policies and regulations
- F. To assist College officials and student organizations in their fundraising efforts

## RELIGIOUS SERVICES

The role of Religious Services is to help facilitate an environment of spiritual growth and **development in an interfaith population of students**. Whether the growth is sought in the areas of ethics, values, morals, and understanding of religious choices and conversion, our comprehensive ministry assists to make campus life a richer and more meaningful experience. Students are invited to become involved in the following programs: Sunday Worship, Bible Studies, Prayer Services, Counseling, Antidel Chapel Choir, (B.A.S.I.C.) Brothers and Sisters in Christ, (F.C.A.) Fellowship of Christian Athletes and Educational Seminars. Many of these fellowship activities are student led and guided by adult spiritual advisers. The Office of Religious Services is in Antidel Chapel and can be reached at (803) 705-4687 or 705-4373.

## Our Mission

The mission of Religious Services Department is to help the Benedict College family be **#TheBESTofBC**, by providing an environment for spiritual & moral development through worship, guidance, outreach, development, and administration.

## Campus Minister

The Campus Minister oversees all campus religious activities except for the Gospel Choir and Church Relations. He or she provides **face-to-face and virtual** Sunday Worship and other activities to address the spiritual development of the student body. **The Campus Minister** is available to pray at all major official College functions and manages the scheduling and upkeep of Antidel Chapel. There are times when **the Campus Minister** is called upon to serve as Chaplain for the College's Athletic teams.

## FOOD SERVICES

All boarding students are eligible to dine in the College's dining facility by presenting a valid Student Identification card for the current semester. Commuter students either pay daily or purchase a meal plan during registration. The Food Services Department ensures that the student receives balanced dietary meals served three times a day: breakfast, lunch, and dinner. The Food Services Department is in the David H. Swinton Center and can be reached at (803) 253-5412.

Campus Dining Operating Hours:

### Monday through Friday

**Breakfast** 7:00 a.m. to 10:00 a.m.

**Lunch** 11:00 a.m. to 2:00 p.m.

**Dinner** 5:00 p.m. to 8:00 p.m.

### Saturday and Sunday

**Brunch** 10:00 a.m. to 1:00 p.m.

**Dinner** 4:00 p.m. to 5:30 p.m.

### Tiger's Corner Café

**Monday through Thursday** 11:00 a.m. to 10:00 p.m.

**Friday** 11:00 a.m. to 9:00 p.m.

**Saturday** closed

**Sunday** 1:00 p.m. to 9:00 p.m.

# COUNSELING & SELF-DEVELOPMENT SERVICES

## **Our Mission**

The Office of Counseling and Self-Development Services provides a broad range of quality programs to assist students at the college. All the services reflect our strong commitment to the individual needs of students enrolled in Benedict College. To accomplish its mission, Counseling and Self-Development has a well-developed set of goals that are consistent with the College's mission.

## **Goals**

Provide high quality individual counseling and group sessions to students who may be experiencing psychological, academic, or behavioral difficulties.

Provide programming and outreach focusing upon the developmental needs of students and to assist students with maximizing their potential to benefit from the academic environment.

Provide professional development opportunities for staff including in-service training programs, workshops, and other continuing education activities.

Provide consultative services to the College to make the environment as beneficial as possible for the intellectual and emotional growth of students. The Office of Counseling and Self-Development is located on the second floor of the Benedict College Student Health Center at 2315 Laurel Street and can be reached at (803) 705-4741.

## **Our Services**

### **Individual Counseling**

Please call the office to request a phone assessment. The counselor will listen to your concerns and evaluate the optimal service for you depending on the nature of your concerns.

### **Group Counseling**

Please call the office to request a phone assessment. The counselor will listen to your concerns and evaluate the optimal service for you depending on the nature of your concerns and help you figure out which group best fits your needs.

### **Crisis Services**

For students struggling with emotionally urgent concerns, please call or walk-in and request a same-day appointment. Some examples of crises include: a recent death, sexual assault, having thoughts of suicide or homicide, experiencing hallucinations (seeing or hearing things), being the victim of crime, or any other debilitating concerns. Crisis services are focused on providing immediate emotional support and resources. If you have concerns about yourself or someone you know, please do not hesitate to call.

### **Consultations about a student of concern:**

We provide individuals consultations for faculty, staff or RHA's regarding difficult mental health situations with students. Please call and request to speak with the Director of Counseling Services.

### **Psychiatric Services**

The Office of Counseling and Self-Development Services contracts with psychiatrists who collaborate with BC Staff counselors to provide long-term mental health services for students. After an evaluation by the Director of Counseling, the psychiatrist may recommend healthy lifestyle changes, supplements and/or prescribe medication.

If you are considering psychiatric treatment, call the Counseling office and request to schedule a consult appointment to discuss your needs with a counselor. Access to psychiatric services is only by referral from the Director of Counseling and Self-Development or the Director of Health Services at Benedict College.

### **Outreach Programs**

We offer educational programming for student organizations, residence halls, fraternities and sororities and academic departments on a number of topics, such as: Adjusting to college, conflict resolution, crisis intervention, diversity, eating disorders and body image, grief and loss, stress management and many more.

We can also facilitate debriefings in these settings following a campus tragedy. To request an outreach programming and for further questions, please contact the Director of Counseling and Self-Development at (803) 705-4741 or [taylor@benedict.edu](mailto:taylor@benedict.edu). Please provide at least two-week's notice.

### **Referral Information**

The Office of Counseling and Self-Development Services help with referral to off-campus mental health professionals when you need, or prefer, long-term or specialty care. Please contact our office at (803) 705-4741 and request an appointment with the Director of Counseling who will assess your needs and provide appropriate referrals.

## **Resources**

In addition, so speaking with our staff for support about a referral, we provide additional information to assist you in selecting the best provider given your needs and preferences.

## **Consultations for Faculty & Staff**

We provide individual consultations for faculty, staff or RHA's regarding difficult mental health situations with students. For consultation about concerns you have about a student, call (803) 705-4741.

Feeling better does not mean that counseling will end abruptly. You and your counselor can discuss options for increasing time between sessions, preparing to end counseling, adding a group or workshop, or finding alternative supports. Ultimately the goal of counseling is to help you function better and to see changes that are sustained outside the therapy office. Your health information is private and completely confidential and will only be shared with others if you give permission.

## **Make an Appointment**

During business hours, please call (803) 705-4741 and indicate that you are in a crisis and would like an appointment.

## **After Hours Emergencies and Crisis**

# **VICE PRESIDENT FOR ENROLLMENT**

# **MANAGEMENT**

The Vice President for Enrollment Management (VPEM) reports to the President and plays a key role in helping the institution meet optimal enrollment objectives outlined in the College's current Strategic Plan. The VPEM works collaboratively with individuals across the institution in the data-driven development, developing and implementing the college's enrollment management plan. The Vice President for Enrollment Management will provide oversight to the areas of Financial Aid and Scholarships, Admissions and Recruitment, Upward Bound, New Student Orientation, International Programs and Retention.

## ADMISSIONS AND RECRUITMENT

Admissions and Recruitment provides services pertaining to general recruitment, admissions, marketing, and enrollment of new students (new freshmen, readmits, readmit with transfer credits, and transfer students). The Office of Admissions and Recruitment participates in productive recruitment events and programs and works collaboratively with staff and faculty of the College to ensure that accurate information is disseminated to students, parents, guidance counselors, alumni associations and the community regarding admissions requirements.

Benedict College gives serious consideration to every applicant who has met his/her state requirements for a high school diploma or GED and who is committed to taking full advantage of the opportunities the College provides him/her to obtain a college education. Our mission is to help make the process of enrolling at Benedict College simple and to treat each application with respect and dignity.

The College recommends that students earn units from the College preparatory track. Earn at least a 2.0 cumulative grade point average on a 4.0 scale in high school and meet one of the following requirements: Earn 850 on the SAT (combination of critical reading and math) Earn 17 composite on the ACT Possess a General Education Development Examination (GED) State Certificate. Students who do not meet the requirements for admission to the College will be admitted in the Summer Bridge Program. **Summer Bridge Admission** is considered for applications who demonstrate potential for College success and may be granted to applicants who do not meet preferred minimum grade point average requirements, SAT, or ACT score requirements.

Request that Sat and/or ACT scores be sent to Benedict College: The Code numbers are SAT (5056) and ACT (3834). Should these tests not be offered at a local high school, contact the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540 for further information on testing dates and sites. Applicants are accepted on a first-come, first served basis, until the freshman class is full.

Contact the Office of Admissions and Recruitment with questions regarding the application process at 803-705-4910 or the Office of Financial Aid and Scholarships regarding the process of applying for financial aid at 803-705-4418. We welcome all high schools, students, families, churches, and community organizations to tour our beautiful campus or to attend Open House in the Fall or Spring semester.

Benedict College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commissions on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for

questions about the accreditation of Benedict College. Eight (8) of our programs/majors are nationally accredited. Our faculty and staff strive to enrich our students' lives and help enhance their personal and professional growth. We prepare our students to engage in public service, internships, and study abroad programs.

## **STUDENT FINANCIAL AID & SCHOLARSHIPS**

The Financial Aid & Scholarships staff is available to advise and assist students with obtaining funds to attend Benedict College. All students attending Benedict are advised to apply for financial aid. Financial aid administrators are available for individual assistance in such areas as grants, scholarships, loans, and work-study. Students who believe their resources are inadequate to meet their educational expenses at Benedict should see a financial aid administrator.

### **Definition of Financial Aid**

Financial aid is any money that helps students attend college. It may include grants, scholarships, loans, savings, job earnings, or help from parents, spouse, family, and friends.

### **HOW TO APPLY FOR FINANCIAL AID**

All students who wish to apply for financial aid (grants, scholarships, loans, or work-study) must complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at [www.fafsa.gov](http://www.fafsa.gov). Students may contact the Benedict College Office Student Financial Aid & Scholarships for assistance with this application process. Once the application has been processed, the student will receive a Student Aid Report (SAR). This report will be submitted to the Financial Aid Office if Benedict's School Code (0034200) is listed on your application.

Once Financial Aid receives the results of the FAFSA, these results will be reviewed. Some students' applications will be selected for a review called verification: this is where the government randomly selects some student's financial aid information for the school to review. These students will be requested to submit additional documentations before their financial aid award can be processed. Once all necessary documentation is received, the student will be able to get his financial aid processed. Students whose financial aid award includes loan, the student will need to complete the master promissory note, entrance counseling, if a first-time borrower and parent plus if a dependent student. Instructions for completing all required forms are included with the award package.

Financial aid funds (including student loans) will not be applied to the student's account until after the students completes the registration process and if chosen for verification all documents are submitted. All new students who are first time borrowers must attend

classes at a minimum of half-time status for 30 days before receiving any loan proceeds. Students will be notified when their financial aid funds (including loans) are disbursed, and (if applicable) when a refund of excess funds is available.

### **Financial Aid Qualifications**

Eligibility for need-based financial aid programs is determined by the cost of attending a college of the student's choice, minus the amount the student and his/her family can reasonably afford

## **COLLEGE COSTS**

### **- EXPECTED FAMILY CONTRIBUTION**

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**= FINANCIAL AID ELIGIBILITY (OR "NEED")**

#### **College Costs**

Include tuition, fees, book, travel, and estimated living expenses while at the College.

#### **EXPECTED FAMILY CONTRIBUTION**

This is determined from the income, assets, and other information the student and his/her family report on the Free Application for Federal Student Aid (FAFSA). The federal methodology formula is used to determine the amount the student and his/her family will be expected to pay.

#### **FINANCIAL AID ELIGIBILITY (OR "NEED")**

This represents the maximum amount of financial aid the student is eligible to receive from federal, state, and college programs.

#### **Types of Financial Aid**

Once eligibility for financial assistance has been determined, students may be offered one or more types of aid in what is called a Financial Aid Award package. The Financial Aid Award and package may include the following:

##### **Scholarship Aid**

Awards usually based on academic excellence and not necessarily on financial need.

##### **Grant Aid**

Award based solely on financial need.

## **Loan Aid**

Awards offered at a low interest rate, which must be repaid after the student leaves college or drops below half-time enrollment.

## **Federal Work Study Aid**

An award of a part-time job from which, earnings are given directly to the student and does not have to be repaid. Additional information about each of these programs are listed below on the following pages.

## **SCHOLARSHIP AID**

Scholastic achievement, extracurricular accomplishments, financial need, and career objectives are taken into consideration in the scholarship award process. The amount of an award is determined annually. Visit [www.benedict.edu](http://www.benedict.edu) for a list of the scholarships available through Benedict College or to students of Benedict College through other sponsoring organizations. In addition, other agencies and clubs offer scholarships for outstanding achievement. Information about scholarships is available in the Office of Student Financial Aid & Scholarships for new and returning students.

## **GRANT AID**

Several grant programs are available for eligible Benedict College Students. Grants need not be repaid.

### **South Carolina Tuition Grant**

Students from the state of SC pursuing their first degree at an eligible SC institution may be eligible to receive a grant from the state of South Carolina based on financial need, as demonstrated by completion of the Free Application for Student Aid (FAFSA). Students must complete the State of South Carolina questions on the FAFSA to receive consideration. The South Carolina Tuition Grant applies only to independent colleges such as Benedict College. The amount of the funds available is announced annually by the SC Tuition Grants Commission. Students can see the eligibility requirements by going to the agency's website at [www.sctuitiongrants.com](http://www.sctuitiongrants.com).

## **LOAN AID**

Federal Direct Loans are available to all students, regardless of financial need. Students must attend college at least half-time to be eligible for any type of loan. Remember, these loans must be repaid. There are two types of Federal Direct Loans available: Federal

Direct Stafford Loans and Federal Direct Plus Loans. Additional information about federal loan programs are available at [www.benedict.edu](http://www.benedict.edu).

Students who request a loan are required to complete Entrance Loan Counseling before the release of their first student loan. In addition, student loan borrowers are also required to complete Exit Loan Counseling when they withdraw, drop below half-time enrollment, or graduate. This loan counseling is designed to provide information about student loans (i.e. repayment, deferment, forbearance, disbursement, and debt management strategies). This counseling can be completed online at [www.mappingyourfuture.org](http://www.mappingyourfuture.org). Regulations require schools to establish a Code of Conduct Policy. You can access our Code of Conduct Policy at [www.benedict.edu](http://www.benedict.edu).

### **Federal Direct Stafford Loans**

Federal Direct Stafford Loans are available to student borrowers at a low, fixed interest rate. There are two types of Federal Stafford Loans:

### **SUBSIDIZED STAFFORD LOAN**

Eligibility is based on financial need. Subsidized loans are available only to undergraduate students. Under this loan program, the student is not required to make payments while he/she is in school at least half-time, and no interest will accumulate during this time. Beginning July 2013, new regulations were enacted which limit a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower's educational program.

### **UNSUBSIDIZED STAFFORD LOAN**

Eligibility is not based on financial need. Under this loan program, the student is not required to make payments while he/she is in school; however, interest will accumulate if not paid by the borrower.

Students cannot take out Stafford Loans which exceed the cost of their education less financial aid received. Listed below are the maximum Stafford Loan amounts students may borrow, based on grade level:

Grade Level 1	\$5,500.00
Grade Level 2	\$6,500.00
Grade Level 3 or 4	\$7,500.00

The maximum aggregate loan limit for Stafford Loans is \$31,000.00n for undergraduate students.

Independent, and dependent students whose parents were denied a parent PLUS loan may be eligible for additional loan amounts in the Unsubsidized Stafford Loan

program. Listed below are the maximum additional Unsubsidized Stafford Loan amounts students may borrow, based on grade level.

Grade Level 1 or 2	\$6,000.00
Grade Level 3 or 4	\$7,000.00

The maximum aggregate additional Stafford Loan limit is \$34,500.00 for undergraduate students.

### **FEDERAL DIRECT PLUS LOANS**

Federal Direct PLUS Loans are available for parents of eligible dependent students at a fixed rate. Under the Federal PLUS loan program, students are eligible for their cost of education, minus any financial aid they will receive.

### **FEDERAL WORK-STUDY**

Work-study provides job for students with financial need, as demonstrated on the FAFSA. In addition to work-study jobs on campus, Benedict College offers some off-campus work-study jobs. Students usually work 12 to 20 hours a week. Selection of work-study students will be made by the Office of Student Financial Aid & Scholarships and the department supervisor based on financial need, class schedule, and academic progress of the student.

### **FINANCIAL RIGHTS AND RESPONSIBILITIES**

Students have the right to accept or decline any part of their financial aid award. If the student declines any part of his/her financial aid award, it may affect other aid offered. Students may not receive financial aid from more than one school while enrolled at two or more schools for the same time. Classes the student takes outside of his/her declared program of study does not qualify for most forms of financial aid.

Students must attend college at least half-time (six credit hours) to be considered for most financial aid. Withdrawal from classes or failure to attend all classes may result in a loss or reduction of financial aid and a balance may be due to the College.

It is the student's responsibility to inform The Office of Student Financial Aid & Scholarships of any changes to information provided on the financial aid application.

Financial aid offered to the student is dependent upon the availability of funds. Any change in the availability of funds or a student's academic performance may change the award package.

If a student's financial aid application is estimated or incomplete, the student will be responsible for any changes that may occur if the estimated financial aid indicated is incorrect or the application remains incomplete.

## **UPWARD BOUND**

### Benedict College Upward Bound Program

Upward Bound is a federally funded, pre-college program that has existed at Benedict College for more than 40 years. Students are accepted on the premise that they are college-bound and have the potential to successfully matriculate in a post-secondary institution of their choice.

The purpose of the Upward Bound Program is to foster the skills necessary for success in education beyond high school. This project is geared toward students who meet income guidelines and are from families whose parents have not earned a bachelor's degree. Upward Bound is for students who have the academic potential for doing college work but lack the educational preparation and/or resources needed to enter college.

The program is year-round and consists of three components: academic, summer residential, and bridge. The Academic Year Component consists of Saturday sessions on the campus of Benedict College. During the entire project year, students receive individualized instruction in science, mathematics, English, and foreign languages. Students also engage in career, financial aid, academic and personal counseling; tutorials; and a wide variety of enrichment activities to include tours, seminars, and recreational activities.

The Summer Residential Component allows participants to experience college life. All participants live in the dormitory, eat in the campus dining facilities, attend regular classes and activities (like college students), and adhere to the regulations unique to Upward Bound students as prescribed by the program. Adult dormitory supervisors are hired during the summer months to counsel and supervise participants. College students are also hired and act as tutor-counselors and as dormitory assistants.

The Bridge Component is part of the summer residential phase in which participants who have successfully graduated from high school enroll in college courses for college credit

during the summer before they enter college. The purpose of the Bridge component is to assist participants with the transition from high school to college. It also gives Upward Bound participants the opportunity to be one step ahead of their non-participant peers.

There are two Upward Bound programs housed on the Benedict College campus. Upward Bound Program I serve 107 students from 5 area target schools which include Airport High School, Brookland-Cayce High School, CA Johnson Preparatory Academy, Fairfield Central High School and WJ Keenan High School. Upward Bound Program II serves 64 students from Camden High School.

#### SERVICES OFFERED

- Academic, Career, and Personal Counseling
- Financial Aid Counseling and Workshops
- Assistance with College Selection and Admission
- SAT/ACT Preparation Seminars
- Student Leadership Development
- Career Exploration Workshops/Career Fairs
- Elective Classes in Life Skills, Crafts, Computers, Drama, Music and Journalism
- Intensive Individualized Instruction
- Individualized Tutorials
- Cultural Enrichment Activities/Tours
- Parenting Workshops
- Community Service Opportunities

### **CLASS AND CAMPUS RULES**

#### **Student Code of Academic Responsibility**

Strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity and avoid any conduct designed to gain unfair advantage in obtaining a grade. Academic dishonesty may include but is not limited to plagiarism, cheating, falsification of records, and collusion with others to defraud. Any student found guilty of academic dishonesty will be subject to disciplinary action which may include loss of credit, suspension, or dismissal.

#### **Student Appeal of Final Grade**

A student may appeal a final grade in a course if he or she is convinced that the grade issued is not consistent with the quality of his/her work done in the class. A student who appeals a grade must show that the composite of grades and/or credit given for tests, papers, class attendance and participation, and other requirements specified on the course outline is not

consistent with the final grade issued in the class. The student is responsible for presenting all work contributing to the final grade. If the instructor has retained any or all the student's work, the instructor is responsible for presenting this work. The instructor must provide a written statement which shows the computation of the grade in question.

All appeals must be initiated no later than the date specified as the last day to change grades and remove Incompletes in the regular academic semester following the semester in which the contested grade is issued. The resolution of the appeal is to be reached by the end of the semester which the appeal is initiated.

The student who wishes to appeal a grade is required to follow the procedure given below.

1. The student sets up a conference with the instructor and presents the evidence that the final grade-received is undeserved.
2. If the student is not satisfied with the results of the conference with the teacher, the student may request a conference with the chair of the department in which the instructor teaches. The Department Chair will arrange a meeting with the student and the instructor. The student must present evidence that the grade received is undeserved, as indicated in paragraph one above. If the department head determines that the grade is undeserved, he/she will so advise the faculty member and recommend that the grade be changed appropriately. The student will be apprised of the department chair's recommendation. If the department chair determines that the grade is just, he/she will apprise the student of this disposition. Copies of the department head's disposition will be forwarded to the Dean.
3. If the student is not satisfied with the decision of the conference with the department head and the instructor, the student may set up a conference with the Dean of the school in which the faculty member teaches. The student must present evidence that the grade received is undeserved. If the dean determines that the grade is undeserved, he/she will so advise the faculty member and recommend that the grade be changed appropriately and will apprise the student of the recommendation. If the dean determines that the grade is just, he/she will apprise the student of this disposition. The dean will forward to the Associate Vice President for Academic Affairs a copy of his/her disposition and all documents involved.
4. If the student is not satisfied with the decision of the dean, the student may set up a conference with the Associate Vice President for Academic Affairs. The student must present the evidence that the grade in question is undeserved.

5. The Associate Vice President reviews the information, decides based upon the evidence, and appries the faculty member and student of his/her decision. If the Associate Vice President advises the faculty member to change the grade and the faculty member refuses to comply, the Associate Vice President initiates a grade change for the student. The grade change is signed by all applicable administrators.
6. If the student is dissatisfied with a grade issues by a faculty member who is no longer employed at the College, the student presents the evidence to the department chair. The department chair makes a recommendation and forwards all documents to the Dean. The Dean makes a recommendation and forwards supporting documentation
7. to the Associate Vice President for Academic Affairs. The Associate Vice President reviews the documents and decides. If the decision is made to change the grade and the faculty member cannot be contacted, the Associate Vice President initiates a grade change for the student. The grade change is signed by all applicable administrators.
8. If the student is dissatisfied with the determination issued by the Associate Vice President for Academic Affairs, the student may appeal to the Vice President for Academic Affairs.
9. The reviews all material involved in the dispute and render a decision. The decision of the Vice President for Academic Affairs is final.

### **Class Attendance/Excuses**

Students may secure an official excuse for class absences caused by school sponsored extra-curricular activities, personal illness, death in family, severe family illness, court summons (not incarceration). Excuses may be obtained in the Office of Student Affairs in the Administration Building, Room 100. Satisfactory documentation is required. The Student Health Center is delegated to issue excuses to students who receive services from the Student Health Center staff based on the students' health assessment.

### **Cellular Phones, iPad, etc.**

It is the instructor's responsibility to keep the learning environment at an optimum level. Therefore, cellular phones, etc. must be in silent mode and cannot be used during class. This includes talking, texting, etc. Students caught using their devices in class may be subject to discipline, up to and including, being excused, and/or suspended from class.

## DRESS FOR SUCCESS

Students' dress at Benedict College should reflect high standards of personal self- image so that each student may share in promoting a positive, healthy, and safe atmosphere within the College community. The dress code is limited in time and place to College functions and educational facilities, including classrooms, the Cafeteria, the Campus Center, and the Chapel. Students are expected to follow the Benedict College Dress Code.

### Female:

- Do rags, stocking caps, hair wraps, sleep caps, bandanas and skull caps shall not be worn outside dorm rooms by any student enrolled at any time
- Baseball caps or hoods are not to be worn in buildings
- Clothing which allows undergarments to be visually observed is not permitted
- Sagging or unbelted pants is prohibited
- Shirts/tops must always be worn while in public or common areas of the College. Sports bras, bathing suit tops and undergarments must be covered.
- Midriffs or halters, mesh or netted shirts, tube tops, cut-off t-shirts, or "wife beaters" are not permitted
- Attire must not display obscene, profane, lewd, illegal, or offensive images or words.
- Pajamas, stocking caps, hair wraps, hair rollers and bedroom slippers shall not be worn while in public or in common areas of the College
- Dresses, skirts, or pants while are slit more than six inches above the knee are not permitted
- Short shorts or skirts that reveal buttocks are not permitted
- All students must wear shoes, boots, or other types of footwear made for outside wear

### Males:

- Do rags, stocking caps, bandanas and skull caps shall not be worn outside dorm rooms by any student enrolled at any time
- Baseball caps, hoods or other head covering are not to be worn in buildings
- Clothing which allows undergarments to be visually observed is not permitted
- Sagging or unbelted pants is prohibited
- Shirts must always be worn while in public or common areas of the College.
- Netted shirts, cut-off t-shirts, or "wife beaters" are not permitted
- Attire must not display obscene, profane, lewd, illegal, or offensive images or words

- Pajamas, stocking caps, and bedroom slippers shall not be worn while in public or in common areas of the College
- Clothing associated with women’s garb (dresses, skirts, short shorts, blouses, purses, pumps, etc., is prohibited

Some examples of appropriate dress and/or appearance include the following:

- **Classroom, Cafeteria, Campus Center, and College offices-** neat, modest, casual, or dressy attire
- **Formal programs in the Campus Center, Little Theater and Antidel Chapel-** business or dressy attire
- **Career Placement Activities/Interviews-**business attire
- **Social/Recreational Activities, Residence Hall Lounges (during visitation hours)-** modest, casual, or dressy attire

## STUDENT DECORUM POLICY DISCIPLINARY PROCEDURES

Students who violate the Student Decorum Policy will be subjected to disciplinary actions as outlined below:

**First Offense - A verbal warning** will be issued to the student by the College official who witnessed and/or received information regarding a conduct violation. A written record will be placed in the student’s file documenting the time, date, and details of the occurrence. The student may provide a written response (of reasonable length) to detail the occurrence from his/her viewpoint. The student’s written response will also be placed in the student’s file.

**Second Offense -** The student will be **referred to the Vice President of Student Affairs** in the Office of Student Affairs. The Vice President of Student Affairs will then review the information and proceed as outlined in the 2009-2012 Benedict College Student Handbook, page 37, Student Code of Conduct.

### Academic Responsibility

It is the responsibility of every student at Benedict College to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline. Whenever a student is uncertain as to whether

conduct would violate this rule, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor prior to engaging in such conduct. This Rule is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose.

### **Accomplice**

Students must report any crimes that they are a witness to the Campus Police Department. Any student at the scene of a crime on campus who stands by and watches the crime occur and does not report the crime immediately to the Campus Police Department will be held as an accomplice to the violation.

### **Alcoholic Beverages**

No student shall possess, consume or be under the influence of any alcoholic beverage while on campus, or while representing the College off campus, or entertain any guest on campus who possesses any alcoholic beverage.

### **Compliance with General Laws**

Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Any disciplinary action imposed by the College may precede and be in addition to any penalty imposed by an off-campus authority.

### **Property Damage**

Students are responsible for the proper utilization and preservation of all College furnishings, equipment, grounds, and facilities. Damage to or destruction of property owned or operated by the College, its students, faculty, administration, and staff, or of another institution is prohibited. Students who damage school property will be required to pay the full cost of repair and or replacement for such property. Conduct which threatens to damage, or create hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs is also prohibited by this regulation.

### **Disorderly Conduct**

Disorderly conduct includes any act that disrupts the peace. It includes, but is not limited to, assault, misconduct, threats to personal safety, fighting, throwing dangerous objects, throwing any object in a College dining facility or from the window of a College housing facility, making excessive noise and any other type of interference with the normal operations of the College or any type of disruption or conduct that interferes with the rights and opportunities of those who attend the College for the purposes for which the College exists.

## **Drugs**

The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, or controlled substance/drug is prohibited.

## **Firearms and Other Deadly Weapons**

The unauthorized possession or use of firearms or weapons of any other kind (including but not limited to dirks, slingshots, metal knuckles, razors, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous, provocative, or threatening manner is prohibited. Students found to be in possession of a firearm on campus – including but not limited to weapons found inside a dorm room, building or inside a vehicle parked on campus will be subject to immediate, permanent expulsion – no exceptions.

## **Flammable Materials and Fireworks**

The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke explosion, noxious odors, stain, corrosion or similar means; or possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the College.

## **Fire Hazards and Arson**

No person shall start a fire or create a fire hazard on College property without College authorization. Willful damage to property (as described in the Student Code of Conduct above) by fire shall be prosecuted as arson when appropriate. This regulation is also intended to prohibit the possession and/or use of candles, torches, incense burners, other open flame apparatus, as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas, such as residence hall rooms.

## **Fire Alarms and Safety Equipment**

No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment. Likewise, failure to promptly and completely evacuate any campus building or facility once a fire alarm has been sounded, or when directed under such circumstances to do so by a College staff member is prohibited. Students who cause a false alarm will be responsible for paying all fees associated with the response, including but not limited to fire and rescue services.

## **Health or Safety Directive**

Failure to Comply with Health or Safety Directive Failure to comply with any directive of any Benedict College administrator/employee issued on behalf of the College, any

Executive Order from the Governor of the State of South Carolina, or any local, state or federal law, regulation or mandate to address a health or safety concern including but not limited to natural disasters (e.g., tornado, earthquake, flood, hurricane, etc.), war, terrorist act, strike, public health outbreak (e.g., pandemic or wide-spread and/or infectious disease outbreak), fire, release of nuclear material or dangerous substance into the environment or other catastrophic event or major disruption of the College operations.”

### **Fraud or Lying**

Lying or fraudulent misrepresentation in, or with regard to, any transaction with the College, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the College or making a false statement to any College official.

### **Hazing**

The term "Hazing" as used in this section shall mean any conduct or method of initiation into a student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include, but not be limited to: whipping, beating, branding, forced calisthenics, prolonged exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Consent shall not be available as a defense to any violation of this section.

### **Misuse of Keys**

No student may use or possess any College key without proper authorization from the Physical Plant designated for staff. No student is allowed under any condition to have a College key duplicated.

### **Misuse of Telephones**

No student shall make or assist in making annoying telephone calls, or otherwise misuse or abuse telephone equipment at the College.

### **Misuse of College Documents**

Forgery, alteration, or misuse of any College document or record is forbidden, including furnishing false information, or withholding material information from the College.

## Official Requests

Students must comply with the reasonable and lawful requests of Benedict College officials acting in the performance of official duties. Students are expected to respond to official written or verbal requests directing them to meet with college officials or to appear at disciplinary hearings to respond to allegations or testify as witnesses when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may be considered a violation of an official request.

## Thefts or Misappropriation

Theft of any kind is forbidden, including seizing, receiving, or concealing property with knowledge that it has been stolen. Sale, possession, or misappropriation of any property, including Benedict College property, without the owner's permission is also prohibited. (Property that is found shall be turned in to the Campus Police Department).

## Use of College Facilities

Unauthorized entry into, presence in or use of College facilities, equipment or property that has not been reserved or accessed through appropriate College officials is prohibited. Students or student organizations authorized to use a building, or any area of the Benedict College campus must have in their possession, while occupying the building or area, the written authorization of the Director of Student Activities. The authorization must be presented to the Campus Police Department or to administrative officials upon request, and the users must ensure that the building is secure when they leave.

## Violation of College Policies or Procedures

Failure to abide by any published College policy contained within the Student Handbook is prohibited.

### Behavior at Athletic and Social Events (e.g., football games, concerts, etc...)

Benedict College students are expected to conduct themselves in a reasonable and inoffensive manner at all events. The use of offensive language and/or vulgar chants or signs is unacceptable and may result in the confiscation of Benedict College ID's, ejection from the facility and the possibility of additional disciplinary action.

## Hate Crime

A Hate Crime is any form of crime (e.g., assault, battery, vandalism, etc.) that is committed against an individual because of his or her race, ethnicity, religious affiliation, gender, or sexual orientation. A Hate Crime of any form is forbidden and subject to disciplinary action.

## **Physical Violence**

Respect for the human dignity of the individual is an essential cornerstone of Benedict College. Students expect to be free from violence, and threats or abuse and they have an obligation to respect these expectations in relation to fellow students. Physical violence in any form except self-defense, and then only to the limited degree necessary for self-protection, cannot be tolerated in a civil, educational environment. This category of misconduct encompasses but is not limited to rape, sexual assault, indecent assault/battery, assault/battery (simple and/or by means of a dangerous weapon), fighting/brawling, and relationship violence (girlfriend/boyfriend). Under no circumstance is physical violence an acceptable means to resolve problems, disputes, or interpersonal relations.

Violations in these areas of physical violence will be subject to review within the College's Student Judiciary System aside from civil or criminal Court actions and may result in sanction up to and including a College Restraining Order or College Dismissal.

## **Violations of Criminal Law**

In instances where a student is charged with a violation under the local, state, or federal law, the Vice President of Student Affairs, or designee, will review the nature of the criminal charges against the student and determine whether the matter warrants being referred to the College's judicial system for a hearing. A finding of guilty or an admission of sufficient facts in criminal court may be used as evidence against a student at an on-campus judicial hearing. In some instances, however, the on-campus proceedings may be heard concurrent with or prior to the criminal proceedings.

## **Protecting Confidentiality**

No user is to disclose confidential information unless disclosure is a normal requirement of that user's position and has been so authorized. All users with access to confidential data are to safeguard the accuracy, integrity, and confidentiality of that data by taking the precautions, and performing the office procedures, necessary to ensure that no unauthorized disclosure of confidential data occurs. Such precautions and procedures include the secure storage of data backups and the protection of sensitive data with access codes.

## **Off-Campus Criminal Violations**

The College reserves the right to charge a student with misconduct that arises off-campus if the individual is in violation of local, state or federal laws which materially or adversely affects the individual's suitability as a member of the Benedict College community and violates College student codes of conduct.

## Off-Campus Disturbances

Students who reside in off campus apartments have a responsibility as members of both the Benedict College community and the neighborhood community, to demonstrate respect and concern for all members of the local community. As a result, Benedict College imposes an obligation upon all its students to demonstrate responsible citizenship in the local neighborhood. Excessive or unreasonable noise, the illegal use and/or sale or distribution of alcohol or drugs, objects being thrown out of apartment windows, excessively large parties and/or rude and abusive language or behavior are not in concert with this obligation. Therefore, the College reserves the right to refer any student or students identified as being involved in this type of behavior to the Benedict College Student Judicial System for disciplinary action.

### Direct Threat

A “direct threat” is a significant risk of causing substantial harm to the health or safety of the student or others that cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations. A significant risk constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

## WRITTEN STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

A student who expresses a complaint about a personnel matter, policy, procedure, or action of the College and is not able to get the complaint resolved through conference with the applicable unit will be advised to state his/her complaint in writing and submit it to the Office of Student Affairs. The written complaint must be stated clearly, to include:

- ❖ Student information
- ❖ Nature of the complaint
- ❖ Reason for complaint
- ❖ Pertinent information to detail name(s), date(s), witness (es), address (es), specifics and dates.
- ❖ Proposed Resolution

The written complaint must be signed by the student and filed with the Office of Student Affairs as close to the actual incident as possible. Complaints not filed within 90 days will be considered on a case by case basis. Complaints will then be assigned to an Administrative Department for resolution. Involved parties will have an opportunity to

provide additional information to address the matter. A written resolution (if appropriate) will be prepared by the assigned administrator and forwarded to the complainant. If the student who expressed the complaint still feels the complaint has not been adequately resolved, the student may wish to have the complaint heard by the Student Grievance Committee. Once the Student Grievance Committee determines a resolution, the student has the option to appeal to the President, where the final determination will rest.

### **Student Grievance Committee**

The Student Grievance Committee, which is comprised of the same members who serve as the Student Judiciary Committee, reviews grievances concerning individual members of the College community, and when appropriate, facilitates resolution of such grievances. A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the College community that in any way adversely affects the status, rights, or privileges of any student. The burden of proof rests with the person making the complaint.

## **STUDENT SUPPORT SERVICES**

This section includes additional helpful information about the College and various Student Support Services:

- ❖ A listing of Campus Buildings
- ❖ Learning Resources Center
- ❖ Student Financial Services
- ❖ Student Transportation
- ❖ Counseling and Testing Services
- ❖ College Bookstore
- ❖ Campus Post Office
- ❖ Career Pathways Initiative and Service-Learning Programs
- ❖ Educational Support Services
- ❖ Special Student Services
- ❖ Service Learning and Leadership Development Program
- ❖ First-Year Experience

- ❖ Open Access Computer Laboratories
- ❖ Athletic Department (including Intramural Sports)
- ❖ Service Organizations
- ❖ Benedict College Intellectual Property Rights Policy

# CAMPUS BUILDINGS



**Administration Building**



**Alumni Hall**



**Antisdel Chapel**



**Army ROTC Building**



**Bacoats Hall**



**Community Center**



**Duckett Hall**



**Fine Arts/Humanities Center**



**Football Operations House**



**(Gressette Welcome Center)**



**Gambrell Hall**



**HRC (incl. Arena)**



**Goodson Hall**



**LRC (incl. Library)**



**Mather Hall**



**Mini Dorm**



**Jenkins Hall**



**Oak Street Honors Dorm**



**Stuart Hall**



**Haskell Avenue Residence Hall**



**Morgan Hall**



**Pratt Hall**



**Physical Plant**



**Parking Garage**



**Starks Center**



**Swinton Campus Center**

## **LEARNING RESOURCES CENTER (LRC)**

Benedict College, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs.

Learning Resources Center (LRC) Operating Hours:

### **First and Second Semesters**

**Monday – Thursday 8:00 a.m. – 11:00 p.m.**

**Friday 8:00 a.m. – 5:00 p.m.**

**Saturday 1:00 p.m. – 5:00 p.m.**

**Sunday 3:00 p.m. – 11:00p.m.**

### **Intercession**

**Monday - Friday 8:30 a.m. – 5:00 p.m.**

**Saturday – Sunday Closed**

### **Summer School Sessions**

**Monday – Thursday 8:30 a.m. 9:00 p.m.**

**Friday 8:00 a.m. – 4:00 p.m.**

**Saturday Closed**

**Sunday 3:00 p.m. – 7:00 p.m.**

### **Instructional Media Center Hours**

**Monday – Friday 8:30 a.m. – 12:00 noon**

**1:00 p.m. – 5:00p.m.**

**Saturday – Sunday Closed**

### **Archives Department Hours**

**Available Upon Request**

The library, an intrinsic part of Benedict College, observes certain holidays. Inquiries as to holidays observed and any for further information about the services offered may be made by calling the library at (803) 705-4773.

## **STUDENT FINANCIAL SERVICES**

The Office of Student Financial Services assists students in registering for each academic semester and provides different payment options to finance their education. Throughout the fall and spring semester, Student Financial Services staff meet with the seminar classes to speak to the freshmen and sophomores about the importance of submitting documentation on time, loan repayment, consequences of default, and staying in touch with the College and their counselors to ensure all funds awarded are received and posted. The Office of Student Financial Services is in Pratt Hall and can be reached at (803) 705-4547.

## **COLLEGE BOOKSTORE**

The College Bookstore carries all required and recommended new and used textbooks for college courses. Students can pick up their textbooks from the bookstore with their college ID's during the first month of classes. After this time, the bookstore begins to return books to the publishers to clear the shelves for the next semester.

Textbooks and other supplies required for your classes may be purchased at the Bookstore, which also stocks other items, including toiletries, stationery, a variety of T-shirts, sweatshirts, jackets, umbrellas, Caps & Gowns and Class Rings. Benedict College mementos, etc. The Bookstore is owned and operated by Follett Higher Education Group and is located at 2300 Haskell Avenue, the corner of Oak Street & Haskell Avenue. For additional information, please call (803) 705-4812.

## **CAMPUS POST OFFICE**

The Post Office is open Monday through Friday from 8:30a.m. to 4:00p.m. Postage stamps, stamped envelopes, and stamped postcards may be purchased from the Post Office, which is located on the second floor in the David H. Swinton Campus Center. Letters and small packages may also be mailed from the Post Office, which wraps packages properly for mailing for a small fee. Every student is assigned a box number for the duration of his or her stay at Benedict College. For additional information, please contact the Campus Post Office at (803) 705-4434.

## **CAREER PATHWAYS INITIATIVE AND SERVICE-LEARNING**

### **PROGRAMS**

The Career Pathways Initiative and Service-Learning Programs provide services for students, faculty, alumni, and employees. Our services include career coaching, resume development, experiential learning coordination, career readiness workshops, career assessments, field studies, and a variety of other services.

The Career Pathways Initiative enhances students' personal and professional growth and development through their matriculation and into their career field of choice by the plethora of care services that are afforded to students and by establishing business and community partnerships for the college.

This new initiative was made possible through funding from the United Negro College Fund and Lily Foundation allows the college to combine Career Services and the Service-Learning Program to form the unit. Additionally, Dr. Roslyn Clark-Artis, who brings progressive leadership and a culture of inclusion for students on campus and for all community stakeholders, has supported this initiative from its inception.

The Benedict College Career Pathways Initiative and Service-Learning Program supports faculty, staff, students, and community partners in the implementation of career pathways and career mapping. The goal of career pathways and career mapping is to help students become career ready through intentional services and activities that support career growth, career development, and career transition.

Purple Briefcase Ambassadors (PBAs) are those selected Benedict College leaders who will help support the Career Development Center initiatives as it relates to training, implementation, and maintenance of the career management system, Purple Briefcase. Oversight and training will be provided by the Career Development Center staff. The Office of Career Pathways Initiative and Service-Learning Programs is in the Business Development Center located at 2601 Read Street and can be reached at (803) 705-4815.

### **STUDENT SUCCESS CENTER**

The Student Success Center (SSC) provides a one-stop service center for academic and technological support for students. The SSC seeks to assist students in college-level work, thereby creating positive outcomes and improving the student retention rate. It also seeks to make academic provisions to accommodate disabled and special-needs students. Thus,

the SSC endeavors to reinforce and accommodate students' performance beginning with the freshman year of the general education curriculum and extending to coursework through the senior year.

**The Student Success Center is in the lower level of the Learning Resources Center and will be coordinated by the new position of Director of Retention.**

The Student Success Center provides the following services to students:

### **Academic Support Labs (English/Writing Lab and Mathematics Lab)**

The English/Writing Laboratory and Mathematics Lab are resources for all students. Professional learning specialists and student tutors support students with assignment completion, examination preparation, study skills, and test-taking skills, as well as assistance in using computers with writing or math assignments.

### **Tutoring Services and Student Success Sessions**

**Facilitated by the Office of Educational Support Services**, tutoring services are coordinated for students on a variety of subjects in support of academic achievement. Students may also arrange for group and project support. **Exam proctoring and sites; student tutorial programs; workshops; and orientation sessions for special academic activities are also coordinated for students.** In addition, special Study Nights are provided during a time close to the mid-term and final examination periods to prepare students for successful completion of academic requirements in all subject areas. Students are assisted by volunteer faculty, staff, and peer tutors and technology support staff.

### **Special Student Services**

The Office of Special Student Services provides reasonable assistance and services for students who need special accommodations that will aid them in achieving academic success. If a student has a documented disability, it is a student's responsibility to self-disclose as a student with special needs as soon as possible and provide appropriate and current documentation to request accommodations through the Office of Special Student Services.

### **Instructional Technology Training and Support**

Instructional Technology support staff are available to assist faculty and students in effectively utilizing various applications and platforms in support of our academic programs.

### **Academic Advising Services**

The SSC also seeks to engage students in a collaborative and supportive relationship that will assist them in achieving their education, career, and personal goals. Information about

the academic programs, learning resources, academic policies and procedures is available to assist students in successfully utilizing support resources and services.

The SSC's advising services also include the Academic Probation Management Program (APMP), designed to help students meet the college's Satisfactory Academic Progress (SAP) requirements. Through one-on-one advising sessions, academic enhancement workshops, and goal-specific programming, students receive specific, individualized, assistance with their academic goals.

## **SERVICE LEARNING AND LEADERSHIP DEVELOPMENT PROGRAM**

The Service-Learning and Leadership development unit is designed to enhance students' collegiate experiences by bridging their academic, personal, professional, and cultural development to cultivate an ethic of leadership and citizenship through curricular and co-curricular activities. Through academic study of leadership, developmental programs, and service-learning, students develop a sense of personal responsibility for finding solutions to the concerns of society. The unit works cohesively to effectuate the theme of success through personal accountability, commitment to excellence, effort, "Tiger Pride" and community engagement.

The units in the Service-Learning and Leadership Development Program are:

- ❖ New Student Orientation
- ❖ Leadership Development Seminars
- ❖ Leadership Development Institute
- ❖ Service-Learning Program

## **SERVICE LEARNING**

Benedict College students are required to engage in service-learning activities designed to effect change and build leadership through academic-based opportunities that enhance students' intellectual growth, civic responsibility, and career exploration. Students engage in service-learning via Leadership Development Seminar Courses and designated departmental courses. Each student is required to complete a minimum of 120 hours of service learning for graduation, except for transfer students. The Service-Learning Program is in Stark's Hall (Gressette Leadership Center) and can be reached at (803) 705-7426.

## NEW STUDENT ORIENTATION

New Student Orientation is an intensive program of activities that is initiated at the beginning of each semester to prepare new students for their collegiate experience. The orientation program is at the core of the College's efforts to retain students through Graduation, and students are encouraging to be active participants in the process. The New Student Orientation program is in Stark's Hall (Gressette Leadership Center) and can be reached at (803) 705-4763.

## OPEN ACCESS COMPUTER LABORATORIES

The general open computer laboratories are provided for all students regardless of specific disciplines and maintained by the Management Information Systems (MIS) Department. The open computer labs are in the following areas:

<b>Open Access Computer Labs</b>	<b>Hours of Operation</b>
Bacoats Hall	9:00 a.m. to 6:00 p.m.
Starks Student Center	9:00 a.m. to 6:00 p.m.
Duckett Hall 303B	9:00 a.m. to 6:00 p.m.
<b>Living and Learning Labs</b>	<b>Hours of Operation</b>
Gambrell Hall	9:00 a.m. to 12:00 a.m.
Goodson Hall	9:00 a.m. to 12:00 a.m.
Haskell	9:00 a.m. to 12:00 a.m.
Jenkins Hall	9:00 a.m. to 12:00 a.m.
Mather Hall	9:00 a.m. to 12:00 a.m.
Mini Dorm	9:00 a.m. to 12:00 a.m.
Oak Street	9:00 a.m. to 12:00 a.m.
Stuart Hall	9:00 a.m. to 12:00 a.m.

## ATHLETIC DEPARTMENT

Benedict College provides high-quality educational and athletic experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Intercollegiate Athletic Conference (SIAC), while simultaneously maintaining and

enhancing the academic profile and achievements of the student-athletes. The College's athletics programs are run in strict compliance with the SIAC, National Intercollegiate Athletic Association (NCAA), and Benedict College policies and procedures. Students may participate in 16 regular male and female sports teams as follows:

### **Male Teams**

Baseball  
Basketball  
Cross Country  
Football  
Tennis  
Indoor Track and Field  
Outdoor Track and Field

### **Female Teams**

Basketball  
Cheerleader Squads  
Cross Country  
Softball  
Tennis  
Indoor Track and Field  
Outdoor Track and Field  
Volleyball

### **Intramural Program**

Benedict College offers an Intramural Program designed to provide a wide variety of activities and sports for participation by all students. We currently offer for men and women: Basketball, Flag Football, Recreational Volleyball and Softball. This provides free play and recreational opportunities for all students, faculty, staff, and families, on a limited basis.

### **SERVICE ORGANIZATIONS**

Listed below are some of the local organizations that students may find helpful.

### **HIV/AIDS Information**

2000 Hampton Street, Columbia, South Carolina, (803) 576-2980. For more information about HIV infection and AIDS call toll free (800) 322-2437.

### **Alcoholics Anonymous**

For more information on local meetings, contact (803) 254-5301 (24 hours). Information is also available at their office at 3014 Devine Street, Columbia, South Carolina.

### **Women's Shelter**

3425-1/2 North Main Street, (803) 779-4706. Provides counseling and shelter for abused women, as well as legal and medical advocacy.

### **County Clerk**

Courthouse, 1701 Main Street, Columbia, South Carolina, 29201, (803) 576-1950. The County Clerk issues marriage licenses. They can also provide you with a form to register as a South Carolina voter.

### **Consumer Affairs**

2801 Devine Street, Columbia, South Carolina, (803) 734-4200. Mediates consumer/business problems and landlord/tenant problems. Helps individuals to understand their rights.

### **Employment Commission**

1550 Gadsden Street, Columbia, South Carolina, (803) 737-2400. Staffed by professional placement interviewers and is a good resource for students who are looking for summer, part-time, or full-time jobs.

### **Health Department**

2000 Hampton Street, Columbia, South Carolina, (803) 576-2980. The Code Enforcement Officer inspects off-campus apartments and issues Certificates of Occupancy. When renting an off-campus apartment, you should make sure it has a Certificate of Occupancy. A building will have this certificate if the Code Enforcement Officer has inspected the apartment in accordance with Chapter 2 of the State Sanitary Code.

### **Legal Services**

2109 Bull Street, Columbia, South Carolina, (803) 799-9668. Specializes in poverty law. You must be income eligible to use this service.

### **Department of Mental Health**

2414 Bull Street, Columbia, South Carolina (803) 898-4800. This agency provides many services including individual, group and family therapy, marriage counseling, a chemical dependency unit, vocational services.

### **Rape Crisis**

3700 Forest Drive, Suite 350, Columbia, South Carolina, (803) 771-7273. This agency provides crisis counseling; support through hospital, police, and court procedures for victims of rape, molested children, and individuals in relationships with rape victim; as well as educational services on rape/sexual assault.

### **Palmetto Health Richland Hospital**

Located at Five Richland Medical Park, Columbia, South Carolina, (803) 434-7000. Students utilize the emergency room for medical emergencies and when the College Health Services are not available.

### **Department of Motor Vehicles**

955 Park Street, Columbia, South Carolina, (803) 896-8623 (24 hours).

### **Planned Parenthood**

2712 Middleburg Drive, Columbia, South Carolina, (803) 256-4908. The agency provides gynecological diagnostic services, birth control supplies, and all types of counseling concerning contraceptives, problem pregnancy, sexually transmitted diseases, and other areas of human sexuality. For schedules of service, please call for information regarding appointments.

### **Social Services**

1535 Confederate Avenue, Columbia, South Carolina, (803) 898-7462. You can apply for food stamps and Medicaid at this office. You may be eligible if you: 1) have college work study, 2) work at least 20 hours a week at a part time job, 3) are the head of a household with one or more dependents, or 4) are disabled. When you go to your appointment be sure to bring all personal financial statements (bank books, checking accounts, etc.) a financial aid statement from the College, positive ID, and either your driver's license or something with your social security number on it.

### **Victim Assistance League**

1213 D Avenue, West Columbia, South Carolina 29169, (803)796-7357. Victim Assistance League contacts and assists persons identified as victims in police reports.

## BENEDICT COLLEGE INTELLECTUAL PROPERTY RIGHTS POLICY

### **Introduction**

The Intellectual Property Rights Policy at Benedict College is intended to clarify ownership of intellectual property rights, establish an opportunity for commercialization of works, inventions, and discoveries, and provide for equitable distribution of resources, monetary and other benefits accruing from Benedict College exploitation of these works, inventions, and discoveries.

This Intellectual Property Rights Policy at Benedict College is applicable to all faculty (including visiting faculty) and staff, as well as full-time and part-time students at Benedict College.

### **Definitions (as used in this Policy)**

“Intellectual Property” at Benedict College is defined as all materials subject to copyright, patent, trade secret, and/or trademark laws.

Copyright laws protect original works of authorship fixed in a tangible medium of expression. Examples of works that are potentially copyrightable include original writings, works of visual art, musical compositions and recordings, scholarly articles, tests, syllabi, computer programs, photographs, movies and other audiovisual works, dramatic works, compilations, and other artistic creations.

Patent laws protect useful and novel inventions and discoveries, including processes, machines, and articles of manufacture, compositions of matter, product designs, and improvements thereof. Examples of inventions and discoveries that are potentially patentable include computer programs, electronic devices, chemical compositions, manufacturing processes, and pharmaceuticals.

Trademark laws protect words, symbols, logos, names, and other devices (whether registered or not) that are used to identify and distinguish one person's, company's, or institution's goods or services from those of others. Benedict College owns several trademarks including registrations at the U.S. Patent and Trademark Office for the marks BENEDICT COLLEGE®, the Benedict Tiger logo, and the Benedict College Seal.

Trade secret laws protect economically valuable information, including formulas, processes, methods, compilations, techniques, systems, and other matter which is not generally known or reasonably ascertainable, and which is the subject of efforts that are reasonable under the circumstances to maintain secrecy of the information.

"Creator" is defined as the person (being a Benedict College employee or student) or persons who invent, author, or otherwise create the Intellectual Property. Please note that the Creator of Intellectual Property, depending on the circumstances, will not necessarily be the owner of such Intellectual Property.

"Net Adjusted Income" in relation to specific Intellectual Property is defined as equaling the gross revenue received by Benedict College from licensing or exploitation of such Intellectual Property, minus the current and projected expenses that Benedict College deems necessary to defend, enforce, maintain, register, and/or exploit the Intellectual Property.

"Significant Use of Benedict College Facilities or Resources" is the extensive use of Benedict College facilities (*e.g.*, laboratories, studios, etc.) or human resources.

"Significant Use of Benedict College Funds" means funds provided by Benedict College more than \$5,000 and used for developing Intellectual Property.

A "Work Made For Hire" is a potentially copyrightable work: (a) prepared by an employee of Benedict College within the scope of the employee's employment, or (b) specially ordered or commissioned by Benedict College as set forth in a written agreement and that falls within

one of nine enumerated categories of works that qualify as a "work made for hire" under the U.S. Copyright Act. Under U.S. copyright law, the owner of a Work Made for Hire is considered the employer—not the employee who may have created the work. An employee of Benedict College can include faculty, staff, and students that are employed by Benedict College.

## **Ownership of Intellectual Property Rights**

Intellectual Property may be owned by Benedict College, by the Creator of the Intellectual Property, or by shared ownership. The policy guidelines below are used to determine who owns Intellectual Property that is created by Benedict College faculty, staff, and students:

### **I. Circumstances Where Benedict College Owns Intellectual Property**

Except where specific exemptions are made, Benedict College will own Intellectual Property created by Benedict College employees or students in the following circumstances:

- A Work Made for Hire; or
- Works, inventions, and discoveries within the scope of the employment with Benedict College or resulting from the Significant Use of Benedict College Facilities or Resources or resulting from the Significant Use of Benedict College Funds. Where a work, invention, or discovery is created within the scope of employment, or through the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, the Creator agrees to execute any and all written agreements/documents necessary to transfer all right, title, and interest in the work, invention, or discovery to Benedict College; or
- Discoveries, inventions, and works subject to agreements that grant Benedict
- College rights of ownership; or
- Trademarks and other indicia that signify Benedict College as the source of goods or services.

## II. Circumstances Where the Creator Owns Intellectual Property

The Creator will own Intellectual Property created where all the following circumstances are met:

- A written agreement does not specifically transfer the rights or ownership in the Intellectual Property to Benedict College or a third party; and
- The discoveries, inventions, or works were made without the Significant Use of Benedict College Facilities or Resources, without the Significant Use of Benedict College Funds, and made outside the scope of employment; and

- The work created is not deemed to be a Work Made for Hire under U.S. copyright law; and
- The Intellectual Property, if a trademark, does not signify Benedict College as the source of goods or services suggest a sponsorship or endorsement by Benedict College where none exists, or otherwise infringe any rights that Benedict College may have.

All Creators at Benedict College will retain any copyrights in the creation of original works textbooks, research papers, and scholarship consistent with copyright laws, except:

- Where performed as a part of contractual obligations or specially commissioned by Benedict College or a third party; or
- When constituting a Work Made for Hire; or
- When created with Significant Use of Benedict College Facilities or Resources, or the Significant Use of Benedict College Funds. However, extensive use of a Benedict College facility ordinarily available to most or all employees and/or students (*e.g.*, library, personal office space, office computers) and used in the creation of original copyrightable works in the nature of textbooks, research papers, and scholarship will *not* constitute Significant Use of Benedict College Facilities or Resources.

Creators who choose to use materials in which they claim rights, in the course of creating Intellectual Property at Benedict College, will automatically grant Benedict College a free, perpetual, non-exclusive, and irrevocable license for use (including reproduction, distribution, display, performance, preparation of derivative works, and transmission) of such materials and Intellectual Property for educational and research activities.

Benedict College will continue to encourage faculty, staff, and students, whose works, inventions, and discoveries are made on their own time, outside of the scope of their employment, and without the Significant Use of Benedict College Facilities

or Resources or the Significant Use of Benedict College Funds, to work with the College to further develop such works, inventions, and discoveries. Works, inventions, and discoveries not owned by Benedict College are considered the property of the Creators and if the Creators choose, they may avail themselves of the opportunity to submit the works, inventions, or discoveries to Benedict College for consideration of possible patenting and/or commercialization and management under terms to be agreed between the Creators and Benedict College.

### III. Circumstances Where There is Shared Ownership of Intellectual Property

Benedict College and the Creator may, by written agreement, decide to share ownership of Intellectual Property.

### IV. External Sponsorship/Funding

The ownership of Intellectual Property resulting from research that is sponsored or funded (in whole or in part) by the federal government will be governed in accordance with federal law, including the Bayh-Dole Act. The ownership of Intellectual Property resulting from research or activities funded by other third parties will be determined by the agreement in place between Benedict College and the funding source. Where practicable, Benedict College will attempt to ensure that any external sponsorship/funding agreements explicitly enumerate Intellectual Property ownership issues.

### **Income from Certain Intellectual Property/Revenue Sharing**

Benedict College will share revenue that it receives from exploitation of patents or inventions with the inventors of such patents or inventions who are Benedict College employees, or as agreed upon. In some cases, specific provisions of grants or contracts may govern rights and revenue distribution regarding inventions or other Intellectual Property made in connection with sponsored research. As necessary, Benedict College may contract outside persons or organizations for managing, exploiting, enforcing, and/or defending

patents or inventions, and any royalty shares of expenses contractually committed to such persons or organizations may be deducted as expenses to calculate Net Adjusted Income.

#### Distribution of Income from Patents or Inventions

The Office of Sponsored Programs and Research will use the distribution formula listed below as a baseline to calculate and distribute the Net Adjusted Income from each license or other exploitation of the patent or invention. However, the final determination of net distribution will be commensurate with the College resources used to establish, maintain, and exploit such patent or invention.

Subject to final determination of net distribution as discussed above, Net Adjusted Income shall be distributed to persons other than Benedict College as follows:

- 30% to the employee-inventor,
- 10% to the Department(s) that supported the creation of the patent or invention, and 10 % to support the inventor's research group.

In the case of co-inventors, the percentage share allocated to the inventor as listed above shall be subdivided equally among the co-inventors, or as otherwise determined by Benedict College. In some cases, certain laws, regulations or provisions of grants or contracts may require that a lesser share be paid to the inventor, and Benedict College will honor such requirements. Distribution of Net Adjusted Income will occur on an annual basis.

#### Equity Interest and Income Received from Exploitation of Certain Intellectual Property

Benedict College, in licensing or otherwise exploiting patents or inventions, may elect to accept equity in lieu of cash payments, licensing fees, royalties, or other consideration. Benedict College may also incur the payment of commissions, other fees or charges and other expenses when such equity interests are disposed. All such expenses are considered development expenses to be subtracted from gross revenue in determining the Net Adjusted Income.

## **Trademarks**

Benedict College retains all rights to control the use of its name, trademarks (whether registered or unregistered), and other indicia of Benedict College. This reservation of rights includes use of the Benedict College name, trademarks, and other indicia that is on or in connection with materials not owned or created by Benedict College. Faculty, staff, students, and alumni may not use Benedict College's name, trademarks, and other College indicia in a way that would be likely to suggest sponsorship or endorsement by Benedict College, where none exists. Benedict College reserves the right to prohibit the use of its name, trademarks, and other College indicia in its sole discretion.

## **Intellectual Property Disclosure, Evaluation, Protection and Commercialization**

The Office of Sponsored Programs and Research is responsible for protecting, marketing, negotiating, and licensing of Intellectual Property at Benedict College. To protect the interests of the Creator and Benedict College, all creation of Intellectual Property in which Benedict College or a third-party sponsor may have an ownership interest must be disclosed timely.

**Therefore, before notifying outside parties (including sponsors) and for any Intellectual Property in which Benedict College or a sponsor may have an ownership interest, all Creators must submit a complete disclosure form in an approved format to the Office of Sponsored Programs and Research to ascertain if inventions, discoveries, works or other Intellectual Property have commercial value.**

The Office of Sponsored Programs and Research will then determine how to protect, develop, market and/or commercialize Intellectual Property on behalf of Benedict College. The Office of Research and Sponsored Programs will provide a timely response to creators and may employ outside evaluators and other consultants to review the disclosure, as well as to assist in the licensing, commercialization, and protection of the Intellectual Property.

## **Dispute Resolution**

Benedict College shall appoint an Intellectual Property Committee ("IPC") consisting of no fewer than three members with a Vice President or designee as the chairperson of the IPC. The IPC shall be responsible for the following:

- Review and recommend resolution on any Intellectual Property issues or disputes
- Decide upon appropriate disposition of Intellectual Property disclosures
- Resolve questions of Intellectual Property ownership
- Recommend expenditures associated with invention royalties
- Review and recommend changes in this Intellectual Property Rights Policy

If a Creator believes that the creation of Intellectual Property was made outside the general scope of his or her duties as an employee at Benedict College, or made without the Significant Use of Benedict College Facilities or Resources or the Significant Use of Benedict College Funds, and does not believe that the rights in the Intellectual Property vest in or must be assigned to Benedict College, the Creator shall, in the disclosure form, request that the IPC determine the respective rights of Benedict College and the Creator. In reviewing the request, the IPC evaluation of the request may be based upon criteria including:

- The circumstances under which the Intellectual Property was created and developed.
- Time overlap if any, between the Creator's official duties and when the Intellectual Property was created.
- The relationship between the subject-matter of the Intellectual Property and the Creator's scope of employment and job duties; and
- Procedures for patent application and Benedict College's involvement, if any.

### **Use of Third-Party Copyrighted Material**

Benedict College respects the valid intellectual property rights of third parties. Benedict College faculty, staff, and students shall not make reproductions, derivative works, public performances, distributions, or public displays of a work owned by a third party, unless the

copyright holder has granted prior written permission, the work is in the public domain, or the use of the work qualifies as "fair use" under the U.S. Copyright Act.

**NOTE:**

**This document may be superseded by legal instrument pertaining to a specific Intellectual Property agreement between the Creator and the authorized representative of the College.**