

1967
2010

43

years of Student Life
in Dinkins Student Center

Student Handbook

WINTHROP UNIVERSITY

Division of Student Life

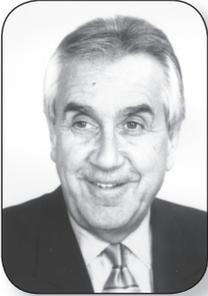
2009 - 2010

Live • Learn • Lead

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A Message from the President...



Dear Students:

Welcome to the Winthrop University community of learners! This is an exciting time in your life, when the world is full of many new experiences, challenges, opportunities and responsibilities.

At Winthrop, you will find a first-year experience intentionally designed to acclimate you to the world of higher learning. Part of this special journey of self-discovery means that you will live and learn from each other, as you encounter people and situations different from your experience to date. Revel in that opportunity, for it is through encountering such differences and reflecting on them that you will gain perspectives and insights that are an essential part of being a good citizen of the global society of the 21st century.

Winthrop's goal is to assist you in developing your capacity to be a leader in your profession and a leader in your community. With national-caliber faculty and staff who love young people guiding you throughout the years ahead, you will have the opportunity to participate in a highly personalized, engaging and progressively developmental series of experiences that will build within you the capacity to read, write and think about yourselves and the world around you in ever more meaningful and purpose-driven ways, both personally and professionally.

So immerse yourself in all the opportunities this campus has to offer. In that way, the Winthrop Experience will prepare you to live, learn and lead for a lifetime.

Anthony J. DiGiorgio
President

A Message from the Vice President for Student Life...



Dear Students:

The primary responsibility of the staff of the Division of Student Life is to provide developmental programs and support services which assist your progress through Winthrop. We work to enhance the quality of campus life, establish a sense of community and school spirit, and foster the overall maturation and ethical development of you and your peers. Our goal is to engage you in all that your university has to offer you. We know that if you fully engage

with your university, you will become a better person in and out of the classroom, and you will get better grades too!

Through our various programs and activities, the Division of Student Life attempts to cultivate a genuine appreciation for racial and cultural diversity among members of the campus community. Programs are intentionally designed to encourage you to engage actively in pursuing your educational objectives, life goals and personal growth and development. Guidance and support are provided so that each of you can achieve your personal best and contribute constructively to the University community and broader democratic society.

Please remember you were selected to join this rigorous institution and we rightfully have high expectations for you to continue achieving and learning "habits of intellect, habits of heart, and habits of appetite" that will serve you very well for your lifetime. We expect you:

- To graduate.
- To become an educated and ethical person.
- To smile and be friendly as you cross campus.
- To respect our beautiful campus environment.
- To make Winthrop University better for YOU having been here.

We care for your growth and attainment. Please use this handbook and, more important, become fully engaged with the programs and services described within it. Take full advantage of all Winthrop University has to offer and work to fulfill the student government's Dedication for Excellence. You will be glad you did fully engage in the Winthrop Experience.
Live. Learn. Lead.

Frank Ardaiole, Ed. D.
Vice President for Student Life

Alma Mater

*The Chapel holds our history
Each new day Tillman rings,
Your halls are rich with memories
To which we'll always cling.
A part of each one here remains
As a part of you we claim,
Alma Mater, may your name be grand,
Winthrop ever stand.*

*The friends we've made, the memories,
Will last a lifetime long,
We soar to reach the goals
We've set as Eagles bold and strong.
May others see our loyalty,
Ever honored you will be,
Alma Mater, may your name be grand,
Winthrop ever stand.*

Melody: Donna C. Durst '83

Text: Donna C. Durst and Lisa Breland Spangler '87

Student Handbook Purpose

The purpose of this handbook is to provide a general description of Winthrop University and many of its programs for students and to present detailed information regarding policies and procedures which affect students. In as much as the educational process necessitates change, the information, policies and procedures in this handbook represent a flexible program which may be altered where such alterations are thought to be in the mutual interest of the University and its students.

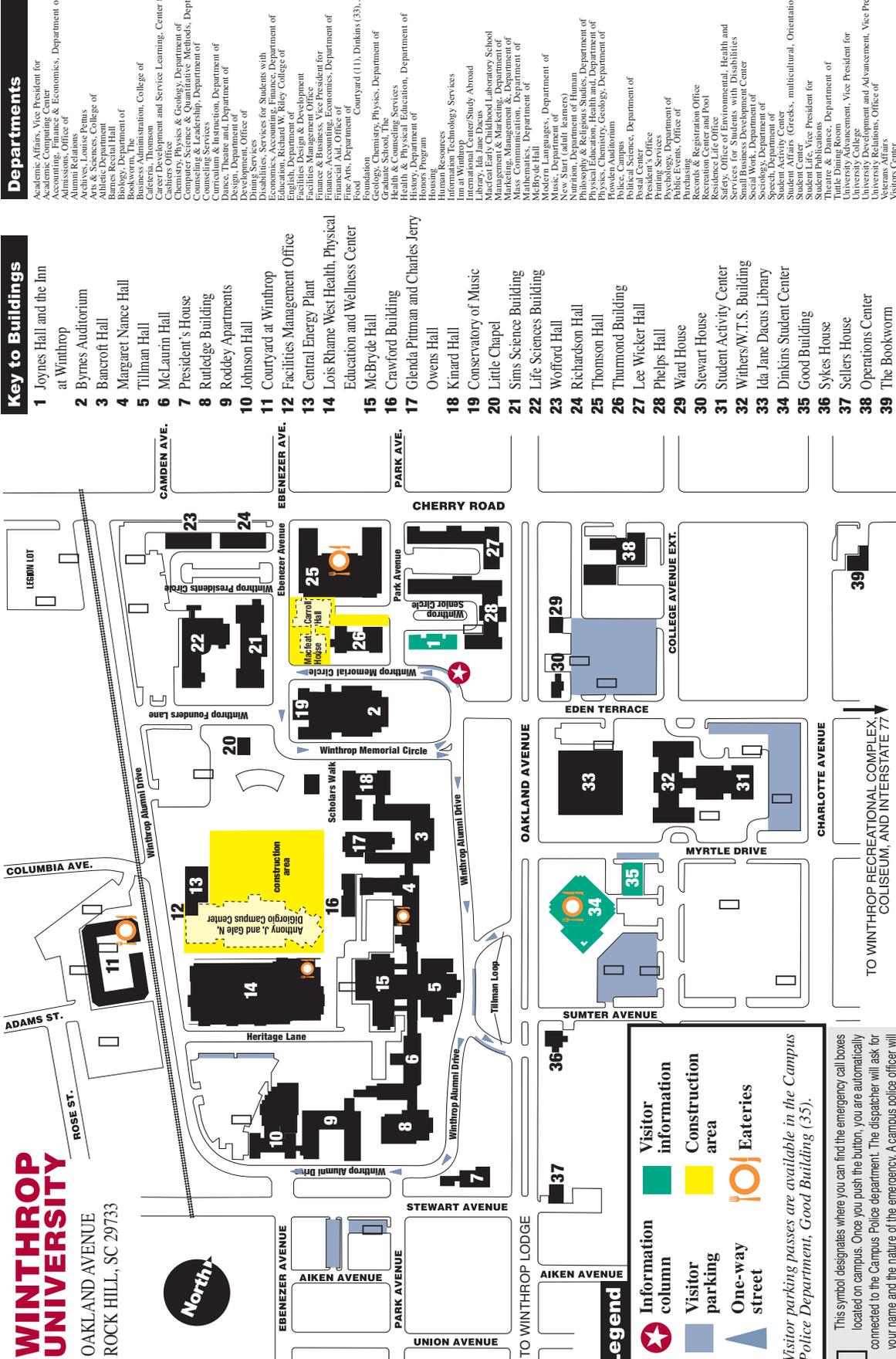
The University reserves the right to change without notice any provision with this handbook.

Winthrop University offers equal opportunity in its employment, admissions, and educational activities.

Cover Photo: Dinkins Student Center was named for John G. Dinkins, vice chair and member of the Board of Trustees who served from 1945-66. The building is a popular gathering spot for students, who frequent the postal center, the main floor lounge and game area, as well as the food court. The Division of Student Life will celebrate its 43rd year in Dinkins as students and staff prepare to move into the new Anthony J. and Gale N. DiGiorgio Campus Center during the summer of 2010.

WINTHROP UNIVERSITY

OAKLAND AVENUE
ROCK HILL, SC 29733



Key to Buildings

- 1 Joynes Hall and the Inn at Winthrop
- 2 Byrnes Auditorium
- 3 Bancroft Hall
- 4 Margaret Nance Hall
- 5 Tillman Hall
- 6 McLaurin Hall
- 7 President's House
- 8 Rutledge Building
- 9 Roddey Apartments
- 10 Johnson Hall
- 11 Courtyard at Winthrop
- 12 Facilities Management Office
- 13 Central Energy Plant
- 14 Lois Rhame West Health, Physical Education and Wellness Center
- 15 McBryde Hall
- 16 Crawford Building
- 17 Glenda Pittman and Charles Jerry Owens Hall
- 18 Kinard Hall
- 19 Conservatory of Music
- 20 Little Chapel
- 21 Sims Science Building
- 22 Life Sciences Building
- 23 Wofford Hall
- 24 Richardson Hall
- 25 Thomson Hall
- 26 Thurmond Building
- 27 Lee Wicker Hall
- 28 Phelps Hall
- 29 Ward House
- 30 Stewart House
- 31 Student Activity Center
- 32 Withers/W.T.S. Building
- 33 Ida Jane Dacus Library
- 34 Dinkins Student Center
- 35 Good Building
- 36 Sykes House
- 37 Sellers House
- 38 Operations Center
- 39 The Bookworm

Departments

- Academic Affairs, Vice President for Academic Computing Center
Accounting, Finance & Economics, Department of Accounting
Alumni Relations
Archives, Louise Remis
Arts & Sciences, College of Arts & Sciences
Bookworm, The
Business Administration, College of Business Administration and Service Learning, Center for Career Development
Cafeteria Office
Chemistry, Physics & Geology, Department of Chemistry
Counseling & Leadership, Department of Counseling & Leadership
Curriculum & Instruction, Department of Curriculum & Instruction
Design, Department of Design
Development, Office of Development
Dining Services
Disabilities, Services for Students with Disabilities
Education, Richard W. Riley College of Education
English, Department of English
Finance & Business, Vice President for Finance & Business
Financial Aid, Office of Financial Aid
Food, Department of Food, Nutrition & Dietetics
Foundation
Geology, Chemistry, Physics, Department of Geology, Chemistry, Physics
Health & Physical Education, Department of Health & Physical Education
History, Department of History
Honors Program
Human Resources
Information Technology Services
Inn at Winthrop
International Student Services
Library, Ida Jane Dacus
Manufacturing, Department of Manufacturing
Marketing, Department of Marketing
Mass Communication, Department of Mass Communication
Mathematics, Department of Mathematics
McBryde Hall
Middle Eastern Studies
Modern Languages, Department of Modern Languages
New Start (adult learners)
Nutrition, Department of Human Nutrition & Religious Studies
Philosophy & Religious Studies, Department of Philosophy & Religious Studies
Physics, Chemistry, Geology, Department of Physics, Chemistry, Geology
Powder Mill
Police, Campus
Post Office
President's Office
Printing Services
Public Events, Department of Public Events
Purchasing
Records & Registration Office
Recreation Center and Pool
Safety, Office of Environmental, Health and Safety
Services for Students with Disabilities
Small Business Development Center
Sociology, Department of Sociology
Speech, Department of Speech
Student Activity Center
Student Life, Vice President for Student Life
Student Publications
Tillman Hall
Tillman Day
Tillman Day
University Advancement, Vice President for University Advancement
University College
University Development and Advancement, Vice President for University Development and Advancement
Veterans Affairs
Visitors Center
Visual & Performing Arts, College of Visual & Performing Arts
Winthrop Galleries

Legend

- Visitor information column
- Visitor parking
- One-way street
- Visitor information
- Construction area
- Eateries

Visitor parking passes are available in the Campus Police Department, Good Building (35).

This symbol designates where you can find the emergency call boxes located on campus. Once you push the button, you are automatically connected to the Campus Police department. The dispatcher will ask for your name and the nature of the emergency. A campus police officer will immediately be sent to the location for assistance.

TO WINTHROP RECREATIONAL COMPLEX, COLISEUM, AND INTERSTATE 77



SEAN BLACKBURN
Assistant Dean of Students and Director of Leadership Studies



CINDY CASSENS
Director of Residence Life



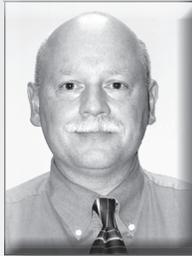
LEE ANN JOHNSON
Manager of Winthrop Bookstore



MICHELLE MANN
Director of Health and Counseling Services



BETHANY MARLOWE
Dean of Students



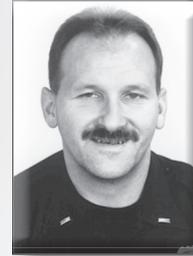
GRANT SCURRY
Director of the West Center, Recreational Services & Assistant Dean of Students



AMY SULLIVAN
Director of the Center for Career and Civic Engagement



PAM YURKOVIC
Director of Dining Services



FRANK ZEBEDIS
Chief of Campus Police

University Profile

Institutional Focus

Nationally recognized for its quality and value, Winthrop is a learning community that embodies the characteristics essential to being one of the best universities of its kind: a carefully selected student body of high academic achievement and cultural diversity; a national caliber curriculum of the arts, sciences and professions; a residential educational experience emphasizing personal identity and close relationships; and values that emphasize deep learning, quality teaching and engaged public service. Winthrop students have the opportunity to develop their individual capacities to become leaders in their professions and communities through a variety of highly personalized, engaging and progressively developmental academic and co-curricular programs predicated on national standards of excellence. The Winthrop Experience is one that prepares students to live, learn and lead for a lifetime.

History

Winthrop's history dates to 1886, when 21 students gathered in a borrowed one-room building in Columbia, S.C. David Bancroft Johnson, a dedicated and gifted superintendent of schools, headed up the fledgling institution, whose mission was the education of teachers. Winthrop has changed dramatically since moving to its permanent Rock Hill home in 1895, growing from a single classroom to a comprehensive university of distinction. Winthrop's historic campus is a setting of exceptional beauty, as is its recreational area known as The Farm. Today, nearly 6,500 students take courses in arts and sciences, education, business administration and visual and performing arts, all of which are supported by Winthrop's newest academic division, University College.

Academic Programs

Winthrop is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's and specialist degrees. A total of 38 undergraduate and 24 graduate degree programs are available in the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, and the College of Visual and Performing Arts. Within the four colleges more than 80 undergraduate and 40 graduate programs of study are offered through concentrations and options. An engaging liberal arts core provides the foundation for all degree programs. Additionally, the university is one of the few in the region that has achieved 100 percent national, specialized accreditation in all eligible programs.

Faculty

Winthrop's selective faculty recruitment process ensures that students learn from an outstanding faculty known for its focus on learning and student engagement. A student-faculty ratio of 14:1 fosters personal contact and close relationships. All classes are taught by faculty, and classroom

instruction is further enriched by the expertise of distinguished visiting scholars, artists and practitioners.

Student Life

A vibrant, highly residential student life program provides opportunities and services to foster student development along cognitive, personal, and interpersonal dimensions. Eight residence halls and the apartment-style Courtyard at Winthrop provide a variety of living arrangements on campus. Academic success communities and theme floors are designed to foster a supportive environment where students live, learn and have fun together. Further opportunities for service, participation and leadership are available through more than 170 clubs and organizations and an energetic array of recreational sports. The Dinkins Student Union board has earned national acclaim for its programming efforts. The Winthrop Eagles are championship caliber and compete in NCAA Division I. Scholar-athletes at Winthrop compete in men's and women's basketball, tennis, golf, indoor/outdoor track, cross-country and soccer; women's softball and volleyball; and men's baseball.

Alumni

Upon graduation, Winthrop students continue their education in prestigious graduate and professional programs or enter a wide variety of positions in business, education, medicine, the arts, government or law. Winthrop's exceptionally loyal alumni currently total more than 41,000 worldwide.

Campus

Approximately 20 minutes from Charlotte is Winthrop's tree-lined campus, which encompasses a rich architectural blend of neo-Georgian buildings and is included in the National Register of Historic Places. Behind its stately facade is a community of learners who engage in their educational pursuits in spacious academic facilities, enhanced with SMART technology, and in laboratories and performance venues suitably equipped for rising professionals. The campus' computing infrastructure provides a state-of-the-art learning environment, including high-speed Internet access from all campus buildings and residence hall rooms and wireless access at select locations.

One half of Winthrop's students live on campus, only a short walk from classrooms, dining locations, art galleries, Dacus Library, Dinkins Student Center and the Lois Rhame West Health, Physical Education and Wellness Center. A large, attractive recreational area surrounds Winthrop Lake and includes a 6,100-seat coliseum, a 2,000-seat ballpark, softball, track, soccer and tennis complexes, a 9-hole golf course, an 18-hole disc golf course, and numerous recreational athletic fields.

6/08 Most information based on fall 2007 data.

ACADEMIC ADVISEMENT

Interaction between faculty and students is an integral part of the learning process at Winthrop. Individual advisement sessions between students and their advisors provide opportunities for students to learn more about the philosophy behind the required degree program as well as career opportunities available for specific majors. Through informal discussion, the advisement process enhances and supplements the learning that takes place in the classroom.

The advisor's primary responsibility is to assist students in making appropriate decisions regarding academic programs and life/career goals. In addition, the advisor helps students clarify requirements for their specific degree programs. It is the student's responsibility to know his/her degree requirements and monitor progress toward completion of the degree.

Newly admitted students who have declared their intention to pursue a degree in a particular discipline are assigned advisors in the appropriate department. Generally, the advisor assignment is not changed unless the student changes his or her major.

Prior to registration, students are required to contact their academic advisor to obtain the appropriate registration form and discuss the courses they plan to take for the next term. Advisors must clear students for registration before students can register for classes on Wingspan. Students who have not declared a major are assigned to pre-major advisors until they declare their intention to pursue a particular degree program.

Academic Student Services

Each college maintains an office that provides a range of academic support services, including processing change of majors, approving transfer of credit from other institutions and clarifying questions regarding degree audits. Students may contact the offices below for assistance from 8:30am - 5:00pm, Monday - Friday. The location and phone number of each college's Academic Student Services office is as follows:

College of Arts and Sciences

106 Kinard, 323-2183

College of Business Administration

226 Thurmond, 323-4833

Richard W. Riley College of Education

144 Withers, 323-4750

College of Visual and Performing Arts

129 McLaurin, 323-2465

Pre-Major

106 Kinard, 323-4283

ACADEMIC COMPUTING

Winthrop University Academic Computing supports the instructional and research functions of the University. Within the Division of Computing and Information Technology, Academic Computing provides access to diverse computing resources. Over 20 computer laboratories supporting PC, Macintosh, Linux, and UNIX systems are available on campus for open access and instructional needs.

Microcomputer networks and laboratories provide computing resources for support of instructional and research applications. Typical applications include desktop publishing, database management, spreadsheet analysis, graphics,

communications, word processing, statistical analysis, and mathematical computation. Specific applications include Microsoft Office, Photoshop, Expression Web, Internet Explorer, Adobe Creative Suite, SAS, SPSS, Mathematica, and Microsoft Visual Studio. Some labs support additional software including AutoCAD and other design applications.

All main campus buildings and residence halls are connected to the campus network and Internet through fiber optic cable. Students are provided with consolidated computing services including web based email, central server storage space, and personal web pages.

For additional information on Academic Computing and other Information Technology services, procedures, and instructions, please refer to the Student Technology Handbook (also known as the "blue book"). To view general operational hours for Academic Computing labs, visit <http://www.winthrop.edu/acc>.

ACADEMIC CONDUCT COMMITTEE

Membership

Membership of the Committee on Academic Conduct consists of a non-voting chair to be appointed by the chief academic officer of the University and five voting members—two faculty members elected by the faculty, two upper class and/or graduate students appointed by the Council of Student Leaders, and one faculty member appointed by the chair or dean of the department or college in which an academic conduct case originates. The committee chair will serve for one year. One faculty member will be elected for a two-year term; the other faculty member will be elected for a one-year term. The students will be appointed to one-year terms. Each subsequent year one new faculty member will be elected to a two-year term. The faculty member appointed by the chair or dean of the department or college will serve only for the designated case. The chief academic officer will have such powers to appoint representatives as necessary for the summer interim.

Jurisdiction

The committee shall have jurisdiction in only two kinds of cases:

I. A case in which a student has accused a faculty member of violating stated course grading policies.

II. A case in which a student has reason to believe that an error has been made in computing or recording his or her grade for a particular assignment or for the course.

The committee will not hear cases in which a student simply feels that he or she has received unfair treatment.

Powers

The committee will be limited to recommending that a given grade remain unchanged, be changed to a different grade or be changed to a zero (for a particular assignment). The recommendation will be based on a majority decision of the five voting members. Copies of the recommendation will be forwarded to the student(s), department chair or academic dean. Protecting the anonymity of the parties involved, the committee will submit reports to Academic Council; these reports will be forwarded upon request to Faculty Conference and to the Council of Student Leaders.

Procedure

Students and faculty members should try to resolve problems informally. If no satisfactory solution is reached,

either the student, the faculty member, or both can contact the appropriate chair or the appropriate dean. The dean will then refer the case to the committee for a hearing within 10 school days. Referrals to the committee should be made within two weeks following the discovery of the alleged infraction and will not be accepted after that period except on majority vote of the committee. In all cases the burden of proof will rest on the plaintiff.

Records of all committee hearings and actions will be kept for no more than one year.

APPROPRIATE USE POLICY

May be found at winthrop.edu/guide/appropri.html.

WINTHROP UNIVERSITY STUDENT E-MAIL POLICY

May be found at winthrop.edu/guide/studentemail.htm.

OTHER TECHNOLOGY POLICIES AND GUIDELINES

In order to preserve the integrity of Winthrop University's technology infrastructure and to provide appropriate services to the campus population, please familiarize yourself with all Winthrop University technology rules, policies, and guidelines listed at <http://www.winthrop.edu/guide>. Due to the dynamic nature of technology, any changes or additions to the rules, policies, and guidelines will be indicated on this site.

APPLICATION FOR GRADUATION

The Application for Graduation serves as official notification to the Registrar of the student's planned graduation date and also generates the ordering of the student's diploma and other commencement-related notifications. Students should apply for graduation upon earning 87 hours. An official review of the student's record is performed to verify remaining degree requirements only upon receipt of the application for graduation. The Office of Records and Registration will notify students upon review completion of all remaining requirements.

A new degree review is required if a student has a change of major, minor, or concentration. It is the student's responsibility to notify the Office of Records and Registration of such changes. If a student is not enrolled at Winthrop for one calendar year, the review is void and will require completion of a new application for graduation.

Failure to file an application as specified above will result in a late fee. The application deadlines are February 1 for August and December graduation and September 15 for May graduation. A graduation application fee of \$50 will be assessed. If the application is filed after the deadline, a \$25 penalty is assessed. After the deadline for the next commencement has passed, a \$50 penalty is assessed.

ATTENDANCE POLICY FOR UNDERGRADUATES

Students are expected to attend classes and should understand that they are responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences.

Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an imme-

diately family member, or authorized representation of the university. The instructor will be responsible for judging the adequacy of cause for absence. The student is responsible for providing documentation certifying the legitimacy of the absence to his or her instructor in advance of such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no later than the date the student returns to class. If the instructor denies the adequacy of cause, then the student can appeal the denial to the Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity.

The instructor may establish the attendance requirements for the course. The following policy will be in effect unless the instructor specifies otherwise: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the Withdrawal from Courses section, a grade of F or U shall be assigned.

CULTURAL EVENTS REQUIREMENTS

The purpose of the cultural events requirement is to establish and foster a life-enriching pattern of cultural involvement. By graduation, each undergraduate student is required to attend three cultural events for every 20 hours completed at Winthrop University, not to exceed 18 cultural events.

Students may fulfill this requirement through any one of the following three methods or a combination of these methods:

1. Attend approved on-campus events. To receive credit the student must be scanned both in and out of the event. Students are expected to behave appropriately at all events and show courtesy to the performers and speakers as well as their fellow audience members.
2. Petition for credit for attendance at an event off-campus. This option requires a petition form (from the Cultural Events web site or contact the Office of Records and Registration), proof of attendance (ticket stub or program), and a one-page typewritten report.
3. Present a portfolio of past life experiences. All experiences cited must be post-high school. This option is designed for the non-traditional student with extensive past cultural experiences.

Each semester a calendar of on-campus events that have been approved as fulfilling the cultural events requirement is prepared. Events that are selected will be chosen from areas that are related to the arts such as plays, concerts, films, artshows, and dance performances or from lectures, panel discussions, and forums of general appeal. Selection of items from those final three areas is made on the basis of the speaker's reputation and ability to generate new ideas and discussion on topics of broad significance. This calendar will have events added to it over the course of the semester. The most current calendar is posted on the cultural events web page (<http://www.winthrop.edu/culturalevents>). It is the student's responsibility to obtain the schedule and confirm any

changes, cancellations, or additions that may occur.

For more information about an event, call the number listed with that event on the calendar. More information regarding the requirement, and the means of fulfilling the requirement, can be obtained by checking the cultural events web site or contacting the Office of Records and Registration, 323-2194.

FINAL EXAMINATIONS

The form of the final examination is determined by the instructor. However, a final examination may not exceed two and one-half hours in length. The times and places of final examinations are officially scheduled by the Registrar, 126 Tillman, and are posted on the Records and Registration website.

FINANCIAL AID

A Winthrop education is among the most valuable of investments, and the Financial Aid Office is committed to helping students find appropriate ways to finance their education.

Applying for Financial Aid

To apply for all types of need based aid including federal and state grants, work study, and loans, students must file a Free Application for Federal Student Aid (FAFSA). Detailed information about applying for aid can be found on the Financial Aid Web site at www.winthrop.edu/finaid. Winthrop's code number to use in filing a FAFSA is 003456.

Student Employment on the Campus

Some students are awarded Federal Work Study Program. At the beginning of the Fall Semester, the Financial Aid Office will host a job fair for these students where they may learn more about campus departments which plan to employ students. Federal Work Study students must obtain an authorization to work from the Office of Financial Aid in 119 Tillman prior to seeking a campus job.

Students who are not awarded Federal Work Study may still seek employment on campus. A list of all campus jobs is available at www.winthrop.edu/finaid. Click "Types of Financial Aid" and "Federal Work Study."

Scholarships

Students who have a cumulative GPA of 3.8 or higher at the end of each Fall Semester will be invited to apply for scholarships for the following year. Selections will be made by the scholarship committee in the Spring.

Important Information for financial aid recipients who are considering withdrawing from the University during the semester – Students who receive federal financial aid, including Pell Grant, SEOG, Perkins, or Direct Loans or whose parents have PLUS Loans will have a portion of their financial aid funds returned to the federal government if they withdraw prior to the 60% point in the semester. Federal guidelines permit students to retain only the portion of their financial aid funds "earned" during a semester. If you have federal aid and withdraw at the 50% point of the semester, 50% of your federal aid must be returned to the federal aid programs. This requirement may cause you to owe Winthrop University when aid is returned.

FLUENCY IN ENGLISH

A grievance policy exists for cases in which a student claims that a faculty member's fluency in English is not adequate to conduct a course. Students may consult

department or deans' offices to obtain the full text of the policy as well as grievance procedures.

GENERAL INFORMATION

Specific academic information such as grading and classification is available to students in the Winthrop University Catalog. Students should contact specific instructors for individual class procedures.

Each student is responsible for meeting requirements for graduation as stated in the catalog. A faculty advisor is available for counsel, but the final responsibility remains with the student.

THE GRADUATE SCHOOL

Winthrop's graduate programs, more than 24 in number, promote the growth and development of students seeking advanced study as well as provide the professional skills demanded of selected disciplines. To help students meet the requirements of graduate coursework, Winthrop offers The Graduate School Office, 209 Tillman. The Graduate School advises students on graduate admission procedures and requirements, maintains records on graduate status and courses of study, and provides students with general information regarding graduate study at Winthrop. See the Winthrop University Graduate Catalog or call 803/323-2204 or access our web site winthrop.edu/graduateschool.

HONORS PROGRAM

At Winthrop, academically high-achieving students have the benefit of a challenging educational experience predicated on the liberal arts and measured by national standards of quality. To provide students with intellectual challenges and to help them reach their full potential as educated persons, Winthrop encourages participation in the Honors Program for superior students.

The Honors Program, with its interdisciplinary approach to academics, offers individual seminar courses which are often team-taught, involve guest lecturers, or include visits to sites or events associated with the subject of study. Students may choose from honors sections of regular courses, special topics courses, in-class honors and independent study courses. There is also an option for transfer students. Contact Dr. Kathy Lyon, 7A Bancroft Annex, 323-2320, for more information.

INSTRUCTIONAL TECHNOLOGY CENTER

The Instructional Technology Center (ITC), located in 307 Withers, provides an instructional laboratory environment with computers and other technologies for use by pre-service and in-service teachers, college faculty, and staff. The ITC encourages and supports using technology as a tool to facilitate and enhance student learning. Student and graduate assistants are also available to help ITC patrons on an individual basis.

The technology center is filled with the latest equipment and software for use by students, faculty and staff in teacher education. The center offers computers with internal CD/ DVD burners, video editing stations, color scanners, digital still and video cameras, a color laser printer, Macintosh iBooks with firewire, and VHS to DVD conversion equipment. The ITC also has several PC laptop computers and projectors that faculty and students may check out and use for on and off-campus pre-

sentations. In addition, we offer an Assistive Technology Demonstration Lab complete with hardware and software for students with both physical and learning disabilities, as well as 300+ P-12 software titles available for preview.

The ITC also houses SC state adopted textbooks, sells computer and office supplies and has a letter cutter and laminator.

INSTRUCTIONAL SUPPORT LABS

Three on-campus facilities supplement students' academic programs.

The Writing Center, located in 220 Bancroft, assists students with their writing. Tutors work one on one (or in small groups when requested) with students in all phases of the writing process and on academic or personal writing projects in any discipline. Call 323-2138 for information regarding hours and services or visit the Center's web site at www.winthrop.edu/wcenter.

The Math Lab, 165 Bancroft. Hours to be announced during first week of classes. Contact the Math Department, 323-2175 for more information.

The Language Lab, 307 Kinard, offers individual web and computer-based foreign language practice. Hours vary. Contact the Modern Languages Department, 323-2231, for more information.

PRE-PROFESSIONAL ADVISING

To help students plan a course of study that will meet the requirements of some professional schools, Winthrop offers individualized advising with a faculty member in the appropriate field or department. Pre-professional advising is offered to students planning to study such disciplines as engineering, medicine, dentistry, veterinary medicine, other health-related professions and law. See the Winthrop University Undergraduate Catalog or contact the Arts and Sciences Office of Student Services, 106 Kinard, 323-2183, for information regarding programs and advisors.

UNIVERSITY COLLEGE

University College supports student achievement and engagement across the university by coordinating and developing programs from both academic affairs and student affairs. It also facilitates cooperation across disciplines to ensure that all Winthrop students, regardless of their ultimate degree goals, have a common academic foundation. Enhancing the freshman year experience and supporting overall student retention and success are shared objectives of all the dynamic elements of University College.

Specific components of University College include Winthrop University's Touchstone Program, our distinctive general education program; the Touchstone Core (ACAD 101: Principles of the Learning Academy, WRIT 101, HMPX 102, CRTW 201); the Common Book Project; the Honors Program; TRiO Student Support Services; Leadership Studies; the Office of Nationally Competitive Awards; the International Center; and the Teaching and Learning Center.

In addition, students who have not declared majors are advised through University College's Pre-Major Advising Center. The College also works with Orientation and New Student Programs, Multicultural Student Life, Academic Success Communities in the residence halls, and the Center for Career and Civic Engagement. For more

information regarding University College, please call 323-3900 or visit Suite A, Bancroft Hall Annex.

WITHDRAWAL FROM COURSES

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instances, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the advisor or academic dean and with the instructor is required.

Forms for withdrawing from courses after the end of the registration period are available in the Office of Records and Registration. If withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded. Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade. Documented extenuating circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his or her designee no later than the last day of classes for the course in question.

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to discontinue their college work during a semester or summer session should officially withdraw from the University. Students who wish to initiate the withdrawal process should go to the Office of Records and Registration, 126 Tillman Hall.

A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate. A student may withdraw after the course withdrawal deadline with documented extenuating circumstances. Such circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his or her designee no later than the last day of classes for the semester in question.

Failure to withdraw officially may seriously affect a student's eligibility for future readmission or for transfer to another institution.

CAMPUS SPACE RESERVATION SYSTEM

(On-Line Space Reservations)

This system is designed so that campus organizations, faculty, and staff members can reserve space in advance for planned events. The system is a quick, easy, and effective way to meet the space needs of Winthrop University. For additional information about the system, please refer to the Web site at www.winthrop.edu/spacereservations or call (803) 323-2247.

On-line Space Request and Support Forms

Most events where Winthrop University facilities are used require an on-line Space Request Form. These forms must be submitted in advance (minimum of 10 days advance will be accepted) of the event and must contain complete event information. Failure to submit an on-line Space Request, in a timely manner will result in denial of usage of the requested space for that facility. The form must also display detailed event description and purpose. Prior to submitting a space request, the date of the event must be checked for availability by referring to the schedule on the Campus Space Reservation System at www.winthrop.edu/spacereservations. An event is not confirmed or approved until an authorization is received by email, indicating that all associated parties have consented. If an event is canceled (for any reason), it is the responsibility of the sponsoring organization to contact the Campus Space Reservation System Coordinator, Space Use Manager, Facilities Management, Campus Police and Aramark if their services were requested through the reservation process. Otherwise, the sponsoring organization will be assessed charges and penalties.

Campus Police officers may be required at any Winthrop University associated event. It will be left to the discretion of the approving parties to determine the need for Campus Police presence. The sponsoring organization is responsible for any fee assessed by Campus Police. The sponsoring organization will be notified prior to the event of all associated charges. Adequate funds must be present in the organization's account before approval is granted for that space, or the organization must pay in advance.

Audio-visual requests are granted on a first come first serve basis and may not be available for all events. It will be left to the discretion of each Space Use Manager, Audio Visual Coordinator or Building Coordinator to govern and administer usage of equipment in each facility.

Any external group desiring space should contact the Office of Public Events, 323-2518, which will initiate and process all necessary paperwork. Request for the use of the Coliseum and adjacent playing fields by external groups should be made to the Director of Coliseum Operations.

To view the Space Use Policy please refer to: www.winthrop.edu/studentaffairs/spaceusepolicy/default.htm.

CENTER FOR CAREER AND CIVIC ENGAGEMENT

The Center for Career and Civic Engagement is home to three distinctive programs: Career Development, Service Learning, and Volunteer & Community Service. Career and Civic Engagement provides students with a comprehensive approach to career preparation, professional development, personal growth, and service to the community with experiential learning as a key component. Career and Civic Engagement is open from 8:30a.m. to 5p.m., Monday through Friday. Students are encouraged to visit any time during office hours or individual

appointments can be scheduled by calling 323-2141.

CAREER DEVELOPMENT

Career Development includes the exploration of career options beginning in the freshman year and continuing throughout graduation with job search and graduate school assistance. The staff is dedicated to teaching students effective job search skills that can be used in the initial job search, as well as in making subsequent career changes throughout their lives.

Services offered to assist students with their career development include career assessment tools (Strong Interest Inventory and the Myers-Briggs Type Indicator), career counseling, and a career library (both virtual and actual.) Students are also encouraged to take advantage of a variety of workshops and professional development activities including: resume writing, mock interviews, networking techniques, business and dining etiquette, and career fairs. EAGLElink is Winthrop University's online job search engine for jobs, internships, and volunteer opportunities.

Internships provide students with the opportunity to obtain professional experience in their major or field of interest while earning academic credit. Internships can be paid or unpaid depending on the employer and the nature of the position. Both full and part-time opportunities are available in all academic majors, allowing students to integrate classroom knowledge with real world experience.

Internships can help students to:

- Confirm the choice of a major
- Explore potential career choices
- Obtain marketable experience
- Develop professional contacts
- Earn academic credit and money

...all while being enrolled as a Winthrop student!

Career and Civic Engagement's Career Development program is located on the first floor of the Crawford Building. For additional information on Career Development please call 803-323-2141 or go to our web page at www.winthrop.edu/cce.

SERVICE LEARNING

The Service Learning program provides opportunities for students to participate in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment to the community. Through service learning, students develop a deep understanding of course material, gain hands-on experience, and explore personal interests, values and beliefs. In order to engage students outside the classroom, faculty members utilize the Center for Career and Civic Engagement to integrate service learning components into course curriculum. Additional opportunities offered include international service learning or individually-tailored service learning experiences. Career and Civic Engagement's Service Learning program is located on the first floor of the Crawford building.

VOLUNTEER AND COMMUNITY SERVICE

The Volunteer and Community Service program serves as the clearinghouse for volunteer opportunities for students, faculty, staff and community partners. These experiences vary from service learning, due to the fact that they are not connected to specific course work. Opportunities are created with the expectation

that student will learn from their service and connect their experiences to the knowledge gained while at Winthrop. Staff helps students find service opportunities that fit their specific talents, schedules, and desires while serving community needs. Each fall, a volunteer fair is held, allowing students to speak with representatives from non-profit agencies about volunteer opportunities. Additional ways students may engage in service are through: S.O.A.R. (a student-led service organization), the Winthrop Homework Clinic, Alternative Spring Break, and Blood Drives.

Career and Civic Engagement's Volunteer and Community Service program is located on the first floor of the Dinkins Student Center.

COLLEGE OF VISUAL AND PERFORMING ARTS

The College of Visual and Performing Arts is comprised of four academic departments: Design, Fine Arts, Music and Theatre & Dance. Each semester offers a new season of artistic experiences at Winthrop University with programs of performances, exhibitions, forums, and events for students, adults, young people, and families rich with innovation, experimentation, and enlivening entertainment. All students are welcome to audition for a selection of performances in Music and Theatre and Dance. The College of Visual and Performing Arts also houses the Winthrop University Galleries, Create Carolina Arts and Film Festival, Winthrop University's Medal of Honor in the Arts, and the Arts in Basic Curriculum Project. The College of Visual and Performing Arts is pleased to provide students with artistic opportunities of varying nature.

DACUS LIBRARY

The Ida Jane Dacus Library, adjacent to Dinkins Student Center, is an integral part of the university's instructional program. Students are encouraged to take the Virtual Library Tour to learn basic library procedures and the location of facilities within the library. Many full-text databases and bibliographic indexes along with DOC, the Dacus Online Catalog are available on the Dacus Library Online webpage.

For more detailed information on the library's holdings, hours, departments, and services, check Dacus Library Online at www.winthrop.edu/dacus or call the reference desk at 323-4501.

DINKINS STUDENT CENTER

The Dinkins Student Center houses the administrative offices of Student Affairs, Residence Life, and the Vice President for Student Life.

Students will find the following offices in the Dinkins Student Center: Dean of Students, Residence Life, Clubs and Organizations, Dinkins Student Union, Greek Life, Multi-Cultural Student Life, Orientation and New Student Programs and Volunteer and Community Service.

Dinkins Student Center is the home to the Winthrop's Post Office, the Dinkins Food Court and The Hot Zone. The Hot Zone is a wireless location designed to provide students and guests with access to the internet while sitting in a relaxing environment. Commuter students will certainly want to take advantage of these services.

Dinkins also includes lounge areas equipped with

televisions, pool, ping pong and foosball for use by Winthrop students and their guests. Organizations interested in reserving space in Dinkins should contact the Information Services Office, 323-2247.

The Information Services Office provides faculty, staff, students, and the community with information about the university and upcoming, on-campus events. Students can take advantage of a faxing service for a small fee and both students and the general public may purchase tickets for events hosted by the Dinkins Student Union. The web address is <http://www.winthrop.edu/studentaffairs/DSU/> for a complete listing of events posted by semester.

HEALTH & COUNSELING SERVICES

Eligibility for Service

The various services in Health and Counseling are available to all undergraduate, graduate, and New Start students who have registered and paid their Student Health Fees (included in tuition fees), are enrolled in the current semester, and have documented compliance with Winthrop University's immunization policy on file. Call for information about summer hours and eligibility. Health histories are to be updated every year. Counseling and Wellness Services are offered free of charge at all times. Services for Students with Disabilities offers services free of charge to Winthrop students with a documented disability. Testing Services is open to all members of the Winthrop community and the general public; call for pricing on various tests offered. Student or picture ID must be presented at each visit.

Location and Hours of Operation

Health and Counseling Services is located in the Crawford Building. Health, Counseling, Testing, and Wellness Services are located on the second floor. Services for Students with Disabilities is located on the first floor. All services are open during the fall and spring semesters Monday through Thursday 8:30 a.m. – 5 p.m. and Friday 9:30 a.m. – 5 p.m. Emergencies only after 4 p.m. Health and Counseling Services will close when university offices are closed. Call for summer hours.

After Hours and Weekends

Resident students are to contact their RA or RLC who will help them obtain medical or psychiatric care. In a medical or psychiatric emergency, students should contact Campus Police who will coordinate emergency services for students. All students who need non-emergency care can go to a local urgent care center. All charges incurred are the responsibility of the student.

Confidentiality

In accordance with professional guidelines and state and federal laws, the information a student shares with a staff member of Health and Counseling Services is not provided to anyone without the student's written consent. All professional interactions with students are covered by state law and professional ethics of confidentiality. In a medical emergency, where life or limb is threatened, the policy of confidentiality will be governed by one of reasonableness and accepted statutes. Other limits to confidentiality include where a staff member suspects clear and imminent danger to the student or others; or suspects current abuse of a individual under 18, the elderly, or an individual who cannot protect themselves due to a disability; or is court-

ordered to testify or provide counseling records. A student's permission must be given by written consent before Health and Counseling Services can release specific medical or counseling information or any portion of a medical or counseling record, including releases to parents, university officials, and external agencies.

Health Services

Medical services are provided by a team that includes certified and licensed nurse practitioners, registered and licensed nurses, pharmacists, registered pharmacy technicians, and registered laboratory technicians. Basic medical services include consultation, diagnosis, treatment and follow-up of acute illness or injury, such as asthma, back pain, common colds, skin conditions, abdominal pain, headaches, pneumonia and sexually transmitted infections. Work physicals and annual female GYN exams are provided. Mandatory immunizations are available. Office visits are offered at no charge. Some services (e.g. laboratory, pharmacy and medical supplies/procedures) will incur a minimal fee. All charges are billed to the students' account as "Health Services."

Pharmacy

The pharmacy, staffed with part-time registered pharmacists, maintains a formulary of prescription and over-the-counter medications and contraceptives. Students may also have prescriptions from other healthcare providers filled at the pharmacy. Medicine pick-up times are 4:30 - 5 p.m. on the day the prescription is ordered and 8:30 a.m. - 5 p.m. on subsequent days. If a student is unable to come to Health Services during these times, a friend may pick up the prescription for the student. Student or picture ID must be presented for pick up. Prescriptions and over-the-counter medications can be obtained for a discounted fee. A small restocking fee will be charged for prescriptions not picked up within 2 weeks. Please contact Health Services about pharmacy hours during the summer.

Laboratory

Some routine diagnostic laboratory tests can be performed at Health Services. Other ordered tests may be obtained on site and sent to an outside lab with results generally in 24 to 48 hours. All laboratory tests will incur a minimal fee.

Allergy Injections

Students previously seen by a physician or specialist at home may store and receive injections at Health Services. Physician instructions and orders must be supplied with the serum. Allergy injections are given Tuesdays and Fridays by appointment, during the fall and spring semesters. Call for information about summer hours and eligibility. Following injections, students must remain in Health Services for thirty minutes for observation. A minimal fee per injection is billed to the students' account as "Health Services."

Counseling Services

Counseling Services offers assessment, treatment, and referral services for a wide range of personal and mental health issues from friend, roommate, couples, and family conflicts to depression, anxiety, eating disorders, trauma, etc. Professional, licensed counselors offer short-term counseling on a free and confidential basis. Counselors make every effort to see a student in crisis immediately. After hours and on weekends, students in need of immediate assistance should contact their RA or RLC, Campus

Police, or go to the emergency room of the nearest hospital. Consultation and referral services are available to faculty and staff year round. Call for further information or to schedule an appointment.

Services for Students with Disabilities

The program director for Disability Services works to provide reasonable classroom, residence hall, and campus accommodations for students with documented disabilities. Accommodations are reasonable adjustments that help ensure students have equal access to their education. Students who need accommodations are responsible for providing appropriate, current documentation of their disability to the program director. Contact 803/323-3290 for more information about services and accommodations.

Wellness Services

Educational information on health-related topics such as sexually transmitted infections, HIV/AIDS, alcohol, tobacco, and other drug prevention, exercise, nutrition, eating disorders, and sexual assault is available to all students. Students are encouraged to call or drop by to consult with the wellness coordinator. Educational programs are presented upon request in residence halls and to student groups.

Testing Services

Testing Services offers registration information about and administers the following credit-by-examination and graduate school entrance examinations: CLEP, GRE, MAT, PCAT, and PRAXIS Series.

Visit Verification

Medical excuses are not provided by Health and Counseling Services staff to students for missing a class. Students are responsible for attending classes. Verification of the date of visit can be given to the student but it is up to the individual professors to decide whether an absence will be excused. Documentation of a visit or illness will not be granted to a student who was not seen by Health and Counseling Services staff. Visit documentation is only written for the day(s) and time the student was seen in Health and Counseling Services. Students are responsible for scheduling visits so as to have a minimal impact on academic requirements.

Important Phone Numbers

- Health Services
323-2206
- Dean of Students
323-4503
- Campus Police
323-3333
- Riverview Medical Clinic (Urgent Care Clinic)
1393 Celanese Rd, Rock Hill, SC
329-3103
- Piedmont Healthcare System (Hospital)
329-1234/800-578-4555
- York County Health Department (DHEC)
909-7300/909-7397 (FAX)
- Poison Control Hotline
1-800-922-1117

IDENTIFICATION CARDS

Winthrop student identification cards are issued in room 15 Tillman. The first ID card is free; replacements are \$10 each. ID cards are non-transferable and must be presented to appropriate university officials upon request. For specific questions concerning ID cards, call 323-4774.

INTERNATIONAL CENTER

The International Center (IC) of Winthrop University, located in 206 Tillman Hall, is the center of all international activity on campus. The IC offers services for the campus community, including Study Abroad, National Student Exchange, International Student and Faculty Services. The IC sponsors International Education Week each November, Taste of the World each February, the Around the World Floor through Residence Life, assists with planning social activities for our students and supports the efforts of Winthrop's Culture Club. The IC is staffed by a Director, the Study Abroad Coordinator, the International Student Advisor, the Office Manager and two Graduate Assistants. Our office hours are Monday-Friday, 8:30am-5pm. For more info, call 323-2133 or visit www.winthrop.edu/international.

Study Abroad

Open to students of all majors, study abroad is an opportunity for academic advancement, cultural and language immersion, and interesting travel. Winthrop maintains partner agreements with schools in Argentina, Australia, Bolivia, China, Costa Rica, Egypt, England, Finland, France, Germany, Ireland, Italy, Japan, Norway, Panama, Senegal, Spain, Sweden and Taiwan. Winthrop is also affiliated with other international programs with sites across the globe. Opportunities are available for semester, summer and short-term study, international internships, service-learning and volunteer programs. More information can be found in the IC in Tillman Hall and on the IC website.

National Student Exchange (NSE)

The NSE program allows Winthrop students to study for one semester or one year at a partner university in the US, Canada, Puerto Rico, Guam or the US Virgin Islands. Over 180 universities are members of NSE. Students participate in either their sophomore or junior years and upon return finish their undergraduate degree. For more info, visit www.nse.org.

International Student/Faculty Services

The IC offers support for the unique needs of int'l students, faculty and staff at Winthrop. The IC is responsible for the application and admission of undergraduate international students; maintenance of legal status through the Dept. of Homeland Security's SEVIS and SAVE programs; application process for H1B visas for employment at Winthrop and advising of all responsibilities while studying/working on a visa in the US. Each semester, the IC provides a comprehensive Orientation to all our new international students allowing them to become acclimated to the US, Rock Hill, Winthrop and prepared to be a successful global citizen.

LEADERSHIP WINTHROP

Coordinated through the Department of Student Affairs, Leadership Winthrop is a program designed to introduce students to leadership topics, promote self awareness and provides students an opportunity to actively participate in campus life and develop friendships with other leaders on campus.

Leadership Winthrop is a 9 week class that consists of an orientation, workshops, and a closing ceremony/reception. Topics include Breaking the Ice, Leadership Styles, Defining Your Scruples, Stress Management, Dealing With Conflict, Choosing Your Attitude, Cultural Diversity, Etiquette-Networking-Interviewing Tips, and Pulling It All Together. Workshop facilitators include Winthrop professionals, current student leaders and Leadership Winthrop alumni.

Leadership Winthrop meets once a week during Spring Semester from 3:30 to 4:45pm. Information concerning this opportunity will be distributed via the Dinkins Information Desk and the Winthrop Student Affairs website. For additional information on the program, stop by 106 Dinkins or call 323-2108.

MULTICULTURAL STUDENT LIFE

The mission of the Office of Multicultural Student Life is to provide a "more than me experience" for students. This experience is intended to challenge and to provide opportunities for those that rarely engage in diversity awareness, training, or interactions, and for those who desire to learn more about themselves and others.

In support of the strong academic character of Winthrop University, the Multicultural Student Life office provides opportunities to complement the classroom experience by offering special programs and assisting other offices in encouraging awareness of campus diversity. While the Office of Multicultural Student Life at Winthrop University focuses special attention to the needs of Winthrop's minority student population, Multicultural Student Life is committed to enhancing the academic, personal, cultural, and social development of all Winthrop University students.

Winthrop recognizes and celebrates, Kwanzaa, Hispanic/Latino Heritage, MLK Jr. Day, Asian Awareness and many other events of cultural interest. Additionally, special interest organizations such as the Multicultural Student Council, Association of Ebonites and the Roddey-McMillan Record (multicultural Student publication) offer additional opportunities for student to be active in multicultural activities. For additional information on Multicultural Student Life activities and programs, call 323-2248.

NEW START PROGRAM

New Start is a service program that helps adult students with the admissions and registration process, as well as provides them with an ongoing source of support and information. Call 323-2191 or stop by Joynes Hall for more information.

PARENT PROGRAMS

Parent Programs provide services that allow parents to engage and integrate into the Winthrop University community; serve as a source for information; and to "bridge" the relationship between family and the faculty/staff at Winthrop University. The services that the programs provide include: the "Parent Post" a monthly eNewsletter that covers issues important to parents; an easily navigable website for parents to get information on virtually anything they need to aid them in their student's college career; An email address and Hotline specifically for parents; and Family Weekend, a fun-filled, educational experience for families and students to share usually held at the beginning of the fall semester.

POST OFFICE AND CAMPUS MAIL

A Contract Station of the United States Post Office is located on the main floor of the Dinkins Student Center next to the elevator. Mail boxes are provided to resident students. Non resident students may rent a Post Office box for an annual fee that runs from September to August.

Service windows are opened Monday through Friday from 8:30am until 3:15 pm for postal business. Packages may be picked up until 3:25. The Post Office is closed on

Saturday and Sunday.

Your PO Box number and combination may be obtained in Wingspan. Each PO Box user is responsible the updating of their mail. If you move off campus you are expected to inform the Winthrop Post Office, and verify that we have your correct forwarding address. Every student **MUST** have an alternative address on file besides their PO Box number. The Winthrop address may **NOT** be used as a permanent address.

When a package or piece of mail arrives that cannot be boxed, a peach or pink slip will be placed in your box to inform you of its arrival. You must bring your notice and a picture ID to retrieve your article. You will receive an original notice and one week later a second notice, if your parcel is not picked-up within three days of your second notice your package will be returned to sender or destroyed, unless other arrangements have been made by you with the Post Office.

We are happy to assist you with any problems or questions that you may have regarding services available through our office. We do have a web site online, and hope by using the site you will be able to understand how we function. Please don't hesitate to contact us at anytime if you still have questions at 323-2293.

STUDENT PUBLICATIONS

The Board of Student Publications addresses the interests of Winthrop students through the promotion of high standards of journalism. Publications under the board's jurisdiction are The Johnsonian, The Anthology, and The Roddey-McMillan Record.

Qualifications for student editors are described in policy guidelines approved by the Board of Student Publications. Each editorial position has additional qualifications specifically related to the publication.

A copy of these guidelines may be obtained by contacting the Student Affairs Office, 323-2248.

The Anthology

The Anthology, a literary magazine, is published during the spring semester. The Anthology includes only material submitted by members of the Winthrop community since the publication is financed by student activity fees.

The Johnsonian

The Johnsonian is Winthrop's weekly student newspaper, informing and entertaining the student body. Opinions on the editorial page are those of the editorial staff. No experience is required to work on The Johnsonian; staff positions are open to all students. The Johnsonian is financed through student activity fees and advertising sales and is a member of the South Carolina Collegiate Press Association and the Associated Collegiate Press.

The Roddey-McMillan Record

The Roddey-McMillan Record is a monthly student newspaper that promotes awareness and understanding of issues concerning minorities for the betterment of the entire Winthrop community. The Roddey-McMillan was named for the leadership of Cynthia Maxwell Roddey and Sheila McMillan, two distinguished African American alumnae of Winthrop. Students interested in writing, designing, or marketing for this publication should contact the Roddey-McMillan office, located in Bancroft or call 323-2248.

UNIVERSITY RELATIONS AND PRINTING SERVICES

The Office of University Relations exists to promote Winthrop and facilitate effective communication within the college community and between the campus and the public. The guiding philosophy of the University Relations office is service to students, faculty, staff, administration, alumni and other constituencies.

University Relations' activities fall within five categories: news, publications, photography, periodicals, and Web services.

As official intermediary between the university and the news media, the Office of University Relations responds directly to news inquiries. The news bureau publicizes campus events, activities and other noteworthy accomplishments of students, faculty and staff.

The publications division of University Relations designs and edits brochures, flyers, posters, programs and other publications to serve campus communication needs. Advice on design, paper stock and printer selection is also available. All printed pieces that incorporate the university logo and/or are aimed at external audiences must be approved by the University Relations publications staff.

The Office of University Relations coordinates the campus' photographic needs. Extensive photo files, housed in the University Relations' office, can help with publications and presentations.

The Web services division of University Relations creates and maintains a Web presence for the University that is comparable with other professional Web sites. Templates, approved logos, design elements, helpful tools and links are available on University Relations' Web site to assist campus members with creating or enhancing their own sites.

Printing Services provides typesetting, printing and photocopying for students, faculty and staff. Jobs that need photocopying only should be submitted four or five working days in advance of the date due. Small jobs that require typesetting (such as letterhead, invitations, flyers, etc.) should be submitted two to three weeks in advance of the date due. Larger jobs (such as booklets or two-color posters) that need typesetting and design work should be submitted four to six weeks in advance. Jobs to be printed off campus that must go out on state bids should be submitted to University Relations at least eight weeks in advance of publication date.

Consultation and cost estimates are free on all projects accepted by University Relations as beneficial to the university as a whole for news, promotional or other value.

For more information, contact the Office of University Relations, 200 Tillman, or call 323-2236.

VEHICLE REGISTRATION AND PARKING

Students authorized to operate and park a motor vehicle on campus must register the vehicle at Campus Police, 526 Myrtle Drive, The Good Building, 323-3333. Registration for parking permits is as follows:

Resident Parking - students living in residence halls and Roddey apartments will use designated areas on a first come, first serve basis.

Commuter Parking - students living off campus and bringing a vehicle onto campus to attend classes, will use designated areas on a first come, first serve basis.

Courtyard Parking - students living in the Courtyard apartments will use designated areas.

Disabled - students classified for driving purposes as disabled may use disabled areas or as directed by Campus Police.

Parking on campus is a privilege and is restricted to designated areas. For additional information regarding parking, violations, or parking appeals process, visit the Campus Police website at www.winthrop.edu/campus-police or contact the Campus Police Office, 526 Myrtle Drive, The Good Building, 323-3333.

VETERANS AFFAIRS

Winthrop offers assistance in obtaining monthly educational benefits from the Veterans Administration to eligible veterans, children of deceased or disabled veterans, and disabled veterans.

Students applying for benefits for the first time or transferring to Winthrop must stop by the Office of Records and Registration, 126 Tillman, to complete the necessary forms. All students receiving veterans benefits must report to the Office of Records and Registration at the beginning of each semester or summer session to verify course load, graduation date and academic program.

The Veterans Administration requires each person receiving VA benefits to acknowledge and agree to all rules and regulations governing veterans eligibility at Winthrop. For further information on veterans benefits or the rules, regulations and procedures applying to them, contact the Veterans Coordinator, 323-3691.

WINTHROP BOOKSTORE (THE BOOKWORM)

A variety of students' academic and personal needs are met by the Winthrop Bookstore. Students may purchase new and used textbooks, as well as school supplies, general reading books, snacks, greeting cards, clothing and Winthrop gift items. A number of services such as photo-copying and ordering of class rings and graduation regalia are also provided.

Refund Policy

- Always have your receipt available.
- Always make sure new books have not been written in or underlined.

- Make sure shrink-wrapped "sets" are returned with all of the enclosures. Do not unwrap these sets, as they are nonreturnable if unwrapped.
- If you've dropped the class, a full refund is available for one month after the start of class.
- Other purchases may be returned for a full refund for one week after the start of class or within 2 days of your purchase after that date. No refunds are allowed the last two weeks of classes.
- Book buying guide prices are always available if your return is outside of these guidelines.
- Please be careful before opening shrink-wrapped sets. Many contain electronic media, and are only returnable if they are defective.

Acceptable forms of payment

The Bookstore accepts checks for store purchases. Third-party checks will not be accepted. A current and proper ID is required for check purchases. There is a service charge of \$30 on all returned checks. If unpaid, returned checks will be collected by law enforcement representatives. All checks should be made payable to Winthrop Bookstore. MasterCard, VISA, American Express and Discover (all \$5 minimum) are accepted. You may also add Bookstore Bucks to your Winthrop account through the Aramark web site or in their office in Thomson Hall.

Used book buy-back policy

The Winthrop Bookstore buys back books on a year-round basis. There is a major "bookbuy" the last two weeks of each semester. The store will buy back any current edition textbook at any time during the academic year. If the Bookstore has a book order for the upcoming semester, students will be paid 50 percent of the publisher's list price until quantity to cover is met. However, if no order has been received for the book or if quantity to cover is met, students will be given the market value for the book, as established by demand, edition and original price. Please check at the bookstore for more information.

Regular bookstore hours are Monday through Friday, 8:30 a.m.-9 p.m., Saturday, 9 a.m. - 6 p.m., and Sunday 1-6 p.m. For more information, call 324-3122

COUNCIL OF STUDENT LEADERS

The Council of Student Leaders is Winthrop University's official student voice to the Board of Trustees and administration. The structure was approved by the Winthrop University Board of Trustees in the fall of 2002 and consists of a representative body of Winthrop student leaders and other concerned students serving as a vehicle that provides students a significant role in institutional decision-making and self-governance.

The Council serves to strengthen relations among the administration, faculty, students, and the Rock Hill community while performing such functions as are necessary to advance student welfare.

In furtherance of its responsibility, the Council carries out the following tasks:

- Appointment of student representatives to University governance committees.

- Reviews and approves charter applications from student organizations in accordance with current University procedures as outlined in the Clubs and Organizations Handbook.
- Approves and distributes student activity funds to eligible campus clubs, programs and organizations under the guidelines of the Student Allocations Committee.
- Assists in planning and implementing campus-wide institutional events such as Homecoming and Convocation.
- Provides a forum for concerned students to raise and discuss issues relevant to the Winthrop Community.

For more information regarding the Council of Student Leaders or to learn how to become involved, call the Student Affairs Office at 323-2248 located in 218 Dinkins. Meetings are open to all and are held on Monday nights at 7:00pm in the Dinkins Auditorium.

DINKINS STUDENT UNION

Dinkins Student Union, the campus student association in charge of programming entertainment for the Winthrop community, offers numerous opportunities for interested students to become involved in student activities. Each semester DSU brings comedians, singers, bands, lectures, and novelty acts to campus. Leadership positions include the DSU president, vice president, secretary, historian, programming chairs and vice chairs, a publicity & public relations team, and a technical services position.

Many of the events that DSU sponsors are cultural events as that is part of DSU's mission of "providing a variety of educational offerings of an academic, social or cultural nature, outside of the classroom...promoting an appreciation of diversity...and to expose the university community to new ideas, activities and forms of entertainment."

For more information on the DSU Program Board, please refer to winthrop.edu/studentaffairs/dsu, come by the office at Dinkins 106, or call 323-2299.

GREEK LIFE

Winthrop University has 17 active nationally affiliated Greek organizations. Eight fraternities and nine sororities which are organized under three governing councils. These 17 organizations are committed to cultivating personal and professional growth while serving the campus and community. Greek Life offers an opportunity for students to develop their leadership skills while learning a greater appreciation for a true fraternal experience. Participation in Greek Life offers students a well-rounded academic experience as well as an opportunity to enhance communication skills and build character while promoting high academic standards. Each organization sponsors their own community service or philanthropic program and participate in a variety of campus wide projects. Becoming a member varies among the three councils.

- Interfraternity Council chapters conduct a 365 recruitment process where any man with 12 credits hours and a minimum 2.25 GPA may be eligible to join throughout the academic year.
- Panhellenic Council hosts a formal recruitment weekend each spring semester where any woman with 12 credit hours may enroll and participate.
- National Pan-Hellenic Council chapters have individualized intake processes whereby potential candidates seek membership. For more information about intake, contact the Coordinator for Greek Life.

For more information on Winthrop's Greek Life or to learn how to get involved, contact the Office of Greek Life at 323-2248 or visit the website at www.winthrop.edu/studentaffairs/greeklife.

INTERCOLLEGIATE ATHLETICS

Winthrop University offers 17 sports on the intercollegiate level including indoor/outdoor track, volleyball, basketball, tennis, golf, cross country, soccer and softball for women, as well as soccer, basketball, tennis, baseball, indoor/outdoor track, cross country and golf for men. Athletic grants-in-aid are available in all sports.

Winthrop holds memberships in the National Collegiate Athletic Association (NCAA) Division I and the Big South Conference.

Students may refer to the Winthrop Athletic Web Page www.winthropeagles.com, The Johnsonian and other

campus Publicity sources for times and dates of home athletic contests. For more information, contact the Athletic Department at 323-2129, ext. 6245 or 6246.

RECREATIONAL FACILITIES

Winthrop offers a wide range of athletic and recreational facilities to challenge students' abilities outside the classroom.

LOIS RHAME WEST HEALTH, PHYSICAL EDUCATION AND WELLNESS CENTER

The Lois Rhame West Health, Physical Education and Wellness Center is the site of both academic and wellness pursuits. Offices located in the facility include Health and Physical Education, Sport Management and Recreational Services. The West Center contains the following facilities: climbing wall, four racquetball courts, 8 lane - 25 yard pool, four basketball courts that can also be used for badminton and volleyball, a 1/8 mile track, an 8,000 square foot weight room, 2,000 square feet of cardio space with four additional cardio stations and two aerobic/activity rooms. For complete information about the West Center including policies and hours of operation please visit the following website: www.winthrop.edu/westcenter. You may also call 323-2652 or stop by 211 West Center.

A valid Winthrop University Student ID or guest pass is necessary for entry and use of the West Center.

Sand Volleyball Court

Two sand volleyball courts are located next to the Recreational Services Field and are available for use by Winthrop students. To reserve the court for structured use please call the Recreational Services Office, 323-2354.

Student Activity Center

The Student Activity Center is located adjacent to Wither/W.T.S. Building with the main entrance off of Eden Terrace. The facility is used for events ranging from Intramural Sports to weekend dances. This multi-purpose facility is scheduled through the Office of Recreational Services, 323-2354.

In addition to on-campus facilities, the University owns and maintains a 380-acre recreational area surrounding the Winthrop Coliseum and Winthrop Lake:

Disc Golf Course

An 18-hole disc golf course, located at the Winthrop Lake area, is open to students, faculty and staff. For scorecards and more information about the course please contact the Recreational Services Office, 323-2354.

Golf Course

The nine hole course is open to current Winthrop University Students, Faculty, and Staff for free by showing a Winthrop University ID. Immediate Family Members of WU Faculty and Staff will be allowed to play by showing their "Screamin Eagle Card." Screamin Eagle Cards can be picked up at the coliseum. All other guest must purchase a Daily Pass for \$10.00

Outdoor Education Center

A challenging ropes course that enhances students' team-building skills through a variety of problem-solving tasks is a favorite activity for student groups and organizations. Sessions are scheduled through the Department of Health and Physical Education, 323-3376.

Recreational Services Fields

Located at the recreation area are two lighted fields that are used for Intramural Sports and practices and matches for Club Sports. For more information regarding these fields please call 323-2354 or stop by 211 West Center.

Tennis Complex

The Tennis Complex is located near the Coliseum area. For complete information on use please refer to www.winthrop.edu/studentaffairs/spaceusepolicy/section7.htm

RECREATIONAL SERVICES

The Office of Recreational Services, part of the Department of Student Affairs, offers spirited and competitive activities involving intramural and extramural sports, fitness activities, special events, and aquatics. Over 40 activities are offered during the academic year, ranging from step aerobics to five-on-five basketball leagues.

The Office of Recreational Services is a valuable resource for students, faculty and staff who wish to pursue a healthy lifestyle. Through the various programs, participants can gain a multitude of personal benefits including improved levels of physical fitness and wellness, improved opportunities for social interaction, improved time management skills, the opportunity to engage in a group dynamic setting, the opportunity for a healthy means of stress relief, as well as the creation of a sense of ownership and belonging between students and the Winthrop community.

Unless otherwise specified, all enrolled students, and employed faculty and staff of Winthrop, are eligible to participate in events and activities offered through the Office of Recreational Services. Students, faculty and staff members are encouraged to participate in events and activities. Separate divisions and leagues are set up for males and females. Co-ed activities are also offered when possible. For more information, contact the Office of Recreational Services, 211 West Center, 323-2354 or visit our website winthrop.edu/studentaffairs/RecSports

CLUB SPORTS

Winthrop University is deeply committed to offering every student the resources and opportunities needed to enjoy sports and exercise at any level they choose. Through the Club Sports Program there are opportunities for competition, instruction and recreation. The Program is made up

of clubs and teams devoted to sports or other recreational activities that are generally not represented by any of Winthrop's varsity athletic teams. The current Club Sports offered at Winthrop University include:

Club Sports are advised through the Office of Recreational Services. For more information about Club Sports please call 323-2354 or stop by 211 West Center.

CHINESE MARTIAL ARTS	WOMEN'S SOCCER
FENCING	KENDO
FITNESS AND WELLNESS	PAINTBALL
MEN'S LACROSSE	RUGBY
WOMEN'S LACROSSE	SKYDIVING
OUTDOOR ADVENTURE	SWIM CLUB

STUDENT ORGANIZATION HANDBOOK

The Student Organization Handbook was created as a resource, policy manual, and helpful tool in keeping the 185+ clubs and organizations aware of the expectations, rights, and responsibilities granted to them by Winthrop. By maintaining active communication with the Department of Student Affairs and the Office for Clubs and Organizations through semesterly workshops and an annual registration, student organizations are afforded the opportunity to further the educational development of their members.

The Student Organization Handbook contains the following sections:

1. Chartering & Registration
2. Financial Information
3. On-Campus Resources
4. Leadership Resources
5. Winthrop Policy & Procedures
6. Vendors & Promotions
7. Planning Events & Programs
8. Traveling

View the complete Student Organization Handbook online at winthrop.edu/studentorgs.

The Office for Clubs & Organizations is located in 218 Dinkins Student Center, 323-2248.

DINING SERVICES

Winthrop Dining Services is proud to offer one of the finest dining programs in the country. Staying in touch with ever-changing food trends, we offer everyone's favorites from traditional American cuisine to authentic ethnic dishes from around the globe. Enjoy national brands including Subway, Java City, Freshens, Starbucks, Jump Asian Express and our newest location Einstein Brothers Bagel.

All campus resident students are required to purchase a meal plan. Non-resident students may purchase meal plans or Café Cash, too. With a variety of meal plans to choose from, you are sure to find the perfect fit for your needs. A meal plan makes eating on campus convenient – no matter where on campus you are, you're not far from a dining location.

Meal Plans & Café Cash

Meal plans include two parts – meals and Café Cash points. All-you-care-to-eat meals are used in Thomson Café. Café Cash points work like a debit card in all campus locations and athletic concessions at the Winthrop Coliseum and Ballpark for a la carte purchases. Café Cash points and meal plan information are stored on your Winthrop University ID card so your plan is safe and convenient to use. You may check your balance of meals or Café Cash at any dining location register on campus or online at any time. Additional Café Cash may be purchased in our office located at 112 Thomson Hall, by phone at 803.323.2119 or on our website at www.winthrop.edu/dining.

Meal Plan Options 2009-2010

- Ultimate Plan

21 Meals per week + \$100 Café Cash

- Gold Plan

13 Meals per week + \$200 Café Cash

- Silver Plan

9 Meals per week + \$225 Café Cash

- Eagle Plan

5 Meals per week + \$275 Café Cash

Commuter students may select any of the plans listed above or one of the following plans:

50 Flex Meals + \$290 Café Cash

25 Flex Meals + \$240 Café Cash

Or \$565 Café Cash

So Many Choices . . .

Thomson Café

Enjoy dining on campus in our all-you-care-to-eat residential restaurant. Choose from a wide variety of options – many prepared to your order. Enjoy sizzling grilled sandwiches and sides, piping hot pizza and pasta, a variety of vegetarian entrees, home style menus like grilled fish with a mango salsa and cous cous or hand-carved roast beef with creamy mashed potatoes and sautéed fresh green beans. Add a crisp side salad, soft-serve ice cream or a dessert warm from the oven to complete your meal. Thomson Café is open from 7:30am – 7:30pm. View our menus and nutritional information at www.winthrop.edu/dining.

Thomson Late Night is a popular option. Open from 8:30pm – midnight Sunday through Thursday, Thomson Late Night is a retail diner where you can relax with your friends around the big screen TV, or bring your laptop to study or catch up on email while you enjoy a snack.

Dinkins Food Court

Choose your favorites from Subway, Orville and Wibur's Just Right Wings, Grille Works, Jump Asian Express, or AFC Sushi. Or for a lighter option – grab a bowl or soup, a Grab & Go fruit cup or fresh made salad to make a great combo. Add a smoothie or ice cream treat from Freshens, a steaming cup of Starbucks We Proudly Brew coffee or a homemade dessert to finish your meal.

The Courtyard Food Court

Located in the Courtyard residence hall, this food court is fast, fun and flavorful! Enjoy a weekly hot entrée special from our Home Zone station or made-to-order grilled sandwiches and sides from Grille Works. Our express Grab & Go options makes it easy to eat well even when you're in a hurry with salads, sandwiches, fruit and desserts ready for you.

Java City

Whether you prefer espressos or soy lattes, Java City is Winthrop University's full service coffee house. Enjoy freshly baked desserts, sandwiches, crisp salads or steaming soup from early morning until late night.

Eagle Express and West Center C3 Express

You can pick up toiletries or buy a few groceries at our on-campus convenience store.

Einstein Bros. Bagel

Located in the Commuter Lounge in the West Center, this is our newest location offering fresh brewed coffee, bagels and shmears, salads, sandwiches, wraps and more.

For more information on Winthrop Dining Services, visit us online at www.winthrop.edu/dining, contact Pam Yurkovic, Director of Dining Services, at yurkovicp@winthrop.edu or visit our office at 112 Thomson Hall.

RESIDENCE LIFE INFORMATION

To meet the diverse needs of Winthrop's resident student population, a wide array of on-campus living arrangements are provided. Of the University's seven residence halls, Margaret Nance, and Wofford house women, while Richardson Hall is reserved for men. Lee Wicker, Phelps, Thomson Hall and the Courtyard provide co-ed living accommodations. Roddey Apartments offer 54 one and two-bedroom units.

Holiday Residence Hall Closing

The residence hall and dining service contract does not cover periods when classes are not in session, such as Fall Break, Thanksgiving, Semester Break and Spring Break.

Provisions will be made to house student teachers living on campus who are required to be on duty during a University holiday, but meal plans will not be available. Since the University is officially closed, no visitation or guests are allowed. Students will not be housed in the residence halls during the period from December commencement until the beginning of the spring semester, except those living in the apartments or the Courtyard.

During the last week of classes each semester, students are expected to vacate the residence hall within 24 hours of their last class or as otherwise notified.

RESIDENCE LIFE POLICIES

Residence Hall Alcohol Policy

The following guidelines have been established in regard to the possession and consumption of alcoholic beverages in the residence halls and apartments.

1. The University does not sanction the consumption or possession of alcoholic beverages by students; nor does it sanction the violation of federal, state, or local law. Responsibility for good conduct rest with students as adult individuals.
2. It is against federal and state law for any person under the age of 21 to purchase or knowingly have in his or her possession any alcoholic beverages.
3. It is against the City of Rock Hill code to "openly display or consume any beer or wine in or from any unsealed container" in any public place not "specifically licensed for public consumption...". In keeping with this code, consumption of beer and/or wine is permitted only in the following areas of campus: in the student's residence hall rooms and apartments who are of legal age; specific residential areas with the written permission of the Director of Residence Life; in ATS, The Shack and McBryde Hall.
4. No free flowing tap containers of alcohol are permitted in the residence halls or apartments, i.e., kegs, pony kegs, party balls, wine bag in a box, etc.
5. Consumption of alcoholic beverages is permitted in student residence hall rooms and apartments where the assigned residents of that particular room are of legal age. The room has a limit of 12 people in attendance, minimal noise and the room door must remain closed. The determination of when a party is excessive will be at the discretion of the Residence Life Staff. The Residence Life Staff may request students to leave a room or residence hall/apartment, if there is excessive drinking or rowdy behavior.

ior. A student may be prohibited from the residential area, after receiving a warning from the Residence Life Staff.

6. Group functions, at which beer or wine are served, may be held only at ATS, The Shack, or in McBryde with written permission from the Events Approval Committee. Special procedures must be followed for a licensed event where admission is charged.

7. Violations of this policy by students or organizations are subject to fines and/or administrative or judicial disciplinary action.

Bulletin Policy

Residence hall/apartment blackboards and bulletin boards are reserved for official notices. Only authorized persons may use them. Permission must be obtained from the Residential Learning Coordinator or Apartment Manager to have notices posted in the residence hall/apartment. Students are responsible for the removal of their posted information.

Key Policy

Students are responsible for their room key. Room keys are not to be duplicated. If a key is lost, the student is charged to recore the lock. A loan key is available at the hall office if a key is temporarily misplaced.

Poster Policy

1. Notices to be posted in a residence hall/apartment building must be approved by the Residential Learning Coordinator/Apartment Manager.

2. Departments and organizations are responsible for litter generated by their own handouts or handbills.

3. Advertising which promotes the use and/or sale of alcohol as the primary function of the event is prohibited.

Recreational

The following guidelines have been established to clarify the regulations regarding use of recreational space in the residence halls/apartments.

1. Permission to use recreational space in the residence halls/apartments must be obtained by submitting a Residence Hall Recreational Space Request to the Residential Learning Coordinator or Apartment Manager for approval.

2. The person making the request assumes responsibility for:

- A. Monitoring the group's behavior during the event
- B. Possessing an approved copy of the space request at the event
- C. Making sure that the space is left clean and in proper order
- D. Being the contact person for any damages

3. Priority for recreational space is given first to the residents of the particular residence hall/apartment building involved, for residence hall/apartment programs, activities and meetings.

4. The only groups allowed to schedule consecutive dates for recreational space are those sponsored by the individual residence hall/apartment involved.

Room Change Policy

Room changes start the first Friday after classes begin and must be approved in advance by the Department of Residence Life. Room changes made without the department's approval are subject to a \$25 fine. A room change must be completed within 24 hours from the time the move is approved. Student's must schedule a room inspection with a Resident Assistant to properly check out

of a room.

Room Painting Policy

Residence halls/apartments are painted on a rotating basis. Residents may not paint their rooms. Nails are not permitted in the room walls.

Solicitation

Door-to-door solicitation is prohibited in the residence halls/apartments. Official university business, newspaper solicitation and delivery are exempted, after authorization from the Director of Residence Life.

Telephones

Telephone service and Voice-Mail are provided to resident students in their residence hall rooms. However, telephones are not provided by the university; students should furnish their own phones.

Courtesy telephones are also located in each residence hall. For more information on campus telephone services, contact the Telecommunications Office at 323-2163.

Long Distance

Any calling cards or other service provider can be used to access long distance numbers, as long as the carrier can be accessed via a toll-free number. Winthrop University does not support "dial around" access numbers also known as "10-10" numbers. Students are not allowed to accept collect calls to a campus telephone under any circumstances.

Cable

Winthrop's residential cable television service provides approximately 62 channels free of charge.

Trash Policy

- Resident Areas

Each resident is responsible for cleaning excessive trash from the area around their room door. This includes the hallway, walls, and ceiling within a five-foot range from each door jamb. Failure to do so will result in a housing contract violation being filed.

- Public Areas

Excessive trash in bathrooms, elevators, kitchens, laundry rooms, lobbies, lounges, stairwells, etc., will be treated as public area damage. If those responsible for the excessive trash cannot be determined, a damage penalty will be assessed. The Residential Learning Coordinator will determine the limits of the area to be assessed, for example, all those residents that use a particular community bathroom.

Trespass Policy

The following statute will be strictly enforced: 1976 South Carolina Code of Laws -16-17-420, -16-11-640, -16-11-600.

It shall be unlawful:

- I. For any person willfully or unnecessarily (A) to interfere with or to disturb in any way or in any place the students or teachers of any college in this state, (B) to loiter about college premises or (C) to act in an obnoxious manner thereon; or
- II. For any person to (A) enter upon college premises or (B) loiter around the premises, except on business, without the permission of the President in charge.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than \$100 nor more

than \$1,000 or be imprisoned in the county jail for not less than 30 days nor more than 90 days.

Please be advised that any visitor on the campus comes within the jurisdiction of the code and is subject to arrest.

No student may invite guests of the opposite sex into a residence hall room or apartment before or after visitation hours. A non-student guest violating visitation hours will be considered a trespasser.

Visitation/Guest Policy

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

Visitation Options

Option 1 (Margaret Nance)

Days	Hours
Sunday – Thursday	9 a.m.-Midnight
Friday – Saturday	9 a.m.-2 a.m.

Option 2 (Phelps, Richardson, Wofford)

Days	Hours
Monday – Thursday	9 a.m.-Midnight
9 a.m. Friday – Midnight Sunday	Self-regulated

Option 3 (Lee Wicker, Roddey Apartments, Thomson, The Courtyard at Winthrop)

Days	Hours
Self-regulated	Self-regulated

Note: Overnight guests of the same sex are allowed in all residence halls, regardless of the visitation option. All guests must be registered at the front desk and abide by the Visitation/Guest Policy.

1. The definition of a guest:
 - a) A non-resident of a particular building who has a resident host.
 - b) In a co-ed building, a person of the opposite gender visiting a floor, who has a resident host.
2. Signs designating visitation/guest hours will be posted at building entrances.
3. Each host must escort his or her guest at all times and is responsible for the guest's behavior.
4. Stairwells and elevators are considered public areas and escorts are required.
5. All guests remaining after 8:00 p.m. must be registered.
6. Unregistered guests in a building after 8:00 p.m. will:
 - a) Cause the resident host to have to pay \$25.00 for failure to register their guest;
 - b) The guest will be asked to leave the residential area; and/or
 - c) Be subject to disciplinary action (students); and/or
 - d) Be subject to arrest for trespassing (non-students).
7. Guests will be expected to follow all policies of Winthrop University.
8. Guests will be required to leave the building at any time if so directed by Residence Life personnel.
9. Only 4 people are allowed in a room overnight, including the residents (up to 8 people in a four bedroom Courtyard Suite).

10. Guests are not allowed to stay more than 4 consecutive nights, no more than 7 nights per month. Nothing in this policy is to be construed as encouraging or permitting individuals who do not have a residence hall or apartment contract to live on campus. Registration records will be maintained to assist in identifying those who violate the intent of this policy. Violators and hosts are subject to disciplinary action.

11. Keys will not be issued to guests. Residents should not give student I.D.s and/or keys to guests at any time.

12. Residents must have permission from their roommates/suitemates before registering a guest. Residents may further restrict the visitation rights of their specific room by the completion of a community agreement to which all roommates agree.

13. After 8 pm residents must sign in guests at the apartment or hall office and show a picture ID for verification.

14. After midnight guests will be issued a Visitation/Guest Registration Card to carry with them as proof of registration and should expect to show this card to University personnel.

15. Guests and resident hosts must sign the Guest Sign-Out Log when departing the building at the end of the time period designated on the Visitation/Guest Registration Card. Failure to sign guests out may result in a monetary sanction.

16. Guests are to use designated bathroom and shower facilities only.

17. Hall Councils and Residence Life Staff may designate residential areas for resident use only.

18. Residents may initiate a recommendation through their Hall Council to restrict or expand the visitation policy of their building by a simple majority vote with at least 66% of the building residents voting. This recommendation is then presented to the Director of Residence Life for consideration

Designated Building Main Entrances:

Lee Wicker	Upper Porch Door facing Phelps
Margaret Nance	Front and Back Porch Doors
Phelps	Front and Back Porch Doors
Richardson	Front Lobby Doors facing Sims
Roddey	Left Porch Door
	Inner Left Corner Courtyard Entrance
	Wheelchair Accessible Door facing McBryde
East Thomson	Lower Lobby Door facing Lee Wicker
	Courtyard Door facing WestThomson
West Thomson	Entrance facing Richardson
	Courtyard Door facing East Thomson
Courtyard	Front and Back Lobby Doors(beneath the clock tower)
Wofford	Front Lobby Doors facing Life Sciences Building

RESIDENT STUDENTS' ASSOCIATION

As the voice of all on campus students, The Resident Students' Association (RSA) is the largest active student organization at Winthrop University. If you reside in one of the eight residence halls, you are a member.

The purpose of this organization is to enhance the residential experience of students by promoting unity among residence halls, assessing the needs of on-campus students,

and supporting personal development and academic success of residents through programming. In an effort to maintain quality programs and to keep abreast of current resident trends and issues, RSA is an active member of state, regional, and national residence hall organizations. At each level, conferences are held where resident student leaders from around the state and country come together and share ideas and concerns.

RSA represents the thoughts and ideas of 2,500 residential students and acts as a liaison between the residents and the University, residents who wish to voice their opinions through RSA are encouraged to attend the weekly meetings. Please visit www.birdnest.org/rsa for the meeting time and location. Residents who desire more direct involvement and wish to participate in the constant improvement of Winthrop University and its residence halls, may become one of two voting representatives for their building (each residence hall has two voting members – see your Residential Learning Coordinator or Apartment Manager to express your interest).

If you want to become a part of these exciting opportunities, Do More Than Just Live Here – be an active member of RSA!

HOUSING CONTRACT AND FEES

Housing contract and fees may be found on the following Web site: www.winthrop.edu/reslife.

RESIDENCE LIFE STAFF

The residence halls and apartments are divided into the north, central and south areas of campus. Each area is supervised by a full-time professional Assistant Director of Residence Life who is responsible for staff

development, facilities, programming and discipline.

Each residence hall and apartment building has a full time professional Residential Learning Coordinator or a graduate level Apartment Manager as the administrative head. Resident Assistants (RAs) and Assistant Apartment Managers are undergraduate students who are assigned to a floor in each building. The staff is skilled in helping students adjust to residence hall and apartment living.

SAFETY AND SECURITY

Students may enter and leave their residence hall at their discretion. All residence hall doors are locked 24-hours a day, 7 days a week. Students are to use only the main entrance door when entering or leaving the hall.

For security purposes most residence halls have a Night Host on duty from 11:00 p.m. to 7:00 a.m. When a student returns to the hall during these hours, he/she must present his/her ID card to the Night Host for identification purposes. A non-resident guest may be admitted if he/she has a picture ID and his/her name appears in the hall guest registry.

Additional Information

If you have questions regarding any residence hall policy or concerns not addressed in this section, consult the Courtyard at Winthrop Deluxe Suite Lease; Rules and Regulations, Rental Contract for Winthrop University Apartments; Apartment Guest Policy, Residence Hall Contract, Residence Life Resource Guide and the Student Conduct Code or contact the Department of Residence Life, 233 Dinkins, 803-323-2223. Web site winthrop.edu/reslife.

CAMPUS POLICE

The Campus Police Department is located at 526 Myrtle Drive in the Good Building. Its duties consist of protecting life and property, crime prevention and traffic control. Officers are available to assist students 24 hours a day. Campus Police can be reached by calling 323-3333 off campus and 3333 on campus.

Information on The Clery Act, Crime Statistics and Drug-Free Campus may be obtained by logging onto the Campus Police Web Site at www.winthrop.edu/campus-police.

Practices and Procedures

The safety and security of the Winthrop campus is coordinated by the Campus Police Department, an administrative unit within the Division of Student Life. These men and women are graduates of the South Carolina Criminal Justice Academy, and undergo continued training to maintain and upgrade their skills. All are trained in first aid, AED and CPR. All commissioned officers are armed and receive firearms training and testing at least twice yearly.

The primary duty of the Campus Police Department is to provide a safe and secure environment for the University community. The officers conduct foot, vehicular and bike patrols of the campus and residence hall areas 24 hours a day. On campus, Winthrop police officers enforce all regulations and laws - those of the University, the City of Rock Hill and the State of South

Carolina. The Winthrop police also have a close working relationship with the Rock Hill City Police and the York County Sheriff's Department. In addition to the commissioned police officers, the support staff of Campus Police operates the office and telephone 24 hours a day.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty member, employee, or visitor to Campus Police by dialing campus extension 3333. Upon receipt of the call, Winthrop police officers are dispatched immediately to the site of the complaint. They have full authority to take necessary action as warranted by the circumstances, including making arrests for any crimes committed. The officers prepare and submit reports detailing the incident and conduct follow-up investigations and actions as needed.

Winthrop police officers offer sessions each semester on topics of concern including personal safety, awareness and security, general crime prevention, rape prevention, and prevention of burglary and vandalism. Information on safety and security is offered to students and employees regularly through lectures, films, bulletins, crime alerts (when circumstances warrant), posters, brochures and the University student weekly newspaper.

The Winthrop campus is well-lighted, and further lighting improvements are made continuously, particularly in areas frequently traveled by students. In addition to a telephone jack in each residence hall room

available for students who own telephones and public hall telephones, there are some 42 outdoor emergency telephones strategically located throughout the campus. These are connected directly to the Campus Police Department. Additional sites are being considered for outdoor emergency phones.

All the fraternity and sorority houses (independently leased, operated, and not supervised by the University) are located off campus, within the City of Rock Hill. Most are in close proximity to the campus. They are patrolled by the Winthrop Police Department and Rock Hill Police Department.

All academic and administrative facilities and buildings are secured at night and on weekends, or whenever they are not in use. This is done by Campus Police Officers or designated representatives. Many areas of vulnerability are equipped with electronic monitoring and/or alarm systems, which signal the Campus Police Department when problems arise.

Access by students to secured buildings or areas is by written permission from the appropriate department chair. Students with permission must sign in at the Campus Police Department prior to being admitted. Any special events scheduled in the buildings or facilities are noted by on-line space request forms received by Campus Police prior to the event for Campus Police awareness.

The residence halls are staffed and access is monitored and limited. Exterior doors to each hall are locked 24 hours. A Night Host monitors all entries from 11:00 p.m. until 7:00 a.m. nightly. Entry is by student ID only. Night Hosts check all outside doors regularly throughout the night to assure that they remain locked. An electronic alarm system notifies the Night Host when a door is opened.

Campus Police Officers check the residence hall doors nightly, noting and correcting problems as needed. They are available to assist the residence life staff when needed.

Services and Programs

- Campus Police offers Victim Advocate services to those individuals that have been a victim of a campus crime.
- Offer sessions each semester on topics of concern including personal safety, awareness and security, general crime prevention, rape prevention, and prevention of burglary and vandalism.
- Provide information on safety and security to students and employees regularly through lectures, films and brochures.
- Provide engraving to identify personal possessions
- Register bicycles
- Maintain information on crime statistics
- Inspect campus facilities regularly, noting any discrepancies, which might affect safety and security, such as broken windows and locks, faulty lighting, smoke detectors or fire extinguishers.
- Monitors the lighting on campus, particularly in areas frequently traveled by students.
- Maintains and monitor all (42) outdoor emergency telephones strategically located throughout the campus. These are connected directly to the Campus Police Department.

- Patrol all fraternity and sorority houses (independently leased, operated, and not supervised by the University) off campus.
- Secures all academic and administrative facilities and buildings at night and on weekends, or whenever they are not in use.
- Provides electronic monitoring and/or alarm systems for areas of vulnerability.
- Admits students to secured buildings or areas with written permission from the appropriate department chair.

Safety and Crime Prevention Tips

For optimum effectiveness, the cooperation and involvement of students themselves in the campus safety program is also necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings. This involves taking simple precautions which help to avoid becoming the victim of a crime.

On the street and around campus:

- Do not walk alone, especially at night
- Do not take shortcuts. Stay in well-lighted areas or frequently traveled areas
- Do not wait for a ride alone - wait with a friend
- Be alert and aware of your surroundings
- Call a Campus Police Officer to provide an escort within the parameters of the campus and immediate vicinity when needed. For a non-emergency, please call at least 20 minutes in advance of needed escort time.
- Report any suspicious person to Campus Police
- Park cars in their assigned areas and keep them locked at all times
- Keep valuables out of sight, preferably locked in the trunk
- Have keys ready when you approach your car
- Lock doors at night and any time the room is unoccupied.
- Lock valuables up and keep them out of sight if possible
- Mark all items such as stereos, cameras and televisions with engraving. This service is provided by Campus Police free of charge.
- Register bicycles and make sure they are always secured with a sturdy lock
- Report lost or stolen keys immediately
- Do not let anyone else use keys that have been issued to you.
- Never prop external doors.

SEXUAL MISCONDUCT

Winthrop University is an educational community committed to common standards of integrity and respect for all of its members. Sexual misconduct will not be tolerated in the Winthrop community. Sexual misconduct can occur in many relationships and may involve sexual assault, sexual harassment, relationship violence, and stalking. This behavior interferes with the educational mission by:

- Endangering the physical and emotional safety of community members;
- Damaging trust in the community;
- Offending the dignity and violating the autonomy of community members; and

- Disrupting the academic progress of victims or survivors during their recovery.

A. Consent

Consent is the equal approval, given freely, willingly, and knowingly by each participant to desired sexual involvement. Consent is an affirmative, conscious decision - indicated clearly by words or actions - to engage in mutually accepted sexual contact. A person submitting to sexual contact due to intimidation, coercion, threat of force or force has not consented to contact. Consent cannot be given if a person's ability to resist or consent is impaired because of a mental or physical condition or intoxication. Resistance is not necessary in order to demonstrate lack of consent. At any time consent can be withdrawn by either partner communicated by words or actions. Previous sexual contact is not consent for future sexual contact.

Mood-altering drugs, including alcohol, can impair an individual's judgment and ability to consent to sexual contact. Slurred speech, slowed reflexes, loss of balance, inability to concentrate or track conversations may be signs that an individual is intoxicated and can not consent to sexual contact. Hangovers and memory loss may be delayed signs of intoxication and an inability at the time to give consent. An individual who is not conscious cannot by definition give consent. Intoxication is not a defense against sexual assault. For purposes of the disciplinary process, the use of any of these substances by an alleged assailant in a violation involving sexual misconduct will be considered when determining the appropriate sanctions and may result in a more severe sanction.

B. Sexual Assault

(1) Description

Sexual assault refers to any unwanted sexual acts that involve threats, physical force, intimidation or deception. Sexual assault can be defined as one or more of the following:

- Offensive Touching:** The touching of an unwilling person's intimate parts; touching an unwilling person with one's own intimate parts; causing an unwilling person to touch another's intimate parts.
- Non-Consensual Sexual Assault:** Unwilling or non consensual penetration of any bodily opening with any objects or body part.
- Forced Sexual Assault:** Requires the use of physical force and/or penetration. Coercion, the threat of immediate physical harm, the restriction of movement, and/or the administration of a drug, intoxicant or a physical substance that impairs the faculties of a person would all constitute forced sexual assault.

(2) Guide for a student who has been sexually assaulted
If a student is sexually assaulted, it is important that the victim go to a safe place and call the police (911 or 323-3333 for Campus Police). Making a report to the police does not require a victim to press charges, but she/he is encouraged to seek medical attention. If the victim does not want to contact the police, a friend or relative may transport the student to Riverview Medical Center.

It is strongly recommended that a victim of sexual

assault report the incident within a time period of 72 hours so that evidence can be collected. A thorough examination may be able to detect injuries of which the victim is unaware. All injuries and evidence collected will be documented in case the victim decides to take legal action.

If the victim chooses to go to Riverview Medical Center, a rape protocol examination will be performed at no cost as long as a police report is filed. Again, filing a police report does not require the victim to press charges. It is important that the victim not wash, eat or drink, smoke, brush teeth, change clothes, or use the bathroom in order to best preserve any evidence that may be found on the victim's body. If any of this is done, however, a rape protocol exam can still be performed. If the victim changes clothes after the assault, the clothing worn should be put in a paper bag and taken to the emergency facility.

When a victim undergoes a rape protocol exam, a Victim Advocate will accompany the victim if so desired. Sexual Assault Nurse Examiners (SANE) will do the exam and are registered nurses specially trained in treating sexual assault victims and are available 24 hours a day in order to ensure a higher quality of care. The SANE nurse will gather information from the victim about the crime before performing the physical examination. All victims have the option of receiving emergency contraception, referrals for future medical and psychological support, and receiving treatment for sexually transmitted infections. The exam will be paid for by the South Carolina Victim Assistance Network if the sexual assault is reported to law enforcement.

After 72 hours, the victim cannot receive a rape protocol exam, but she/he should schedule a medical examination with a private physician or through Health Services at Winthrop University by calling 323-2206. The victim may have internal injuries that need to be treated. A report can still be made after 72 hours. There is no time limitation on reporting a sexual assault.

If a sexual assault has just occurred and the victim calls Campus Police, the Victim Advocate will be contacted. The Victim Advocate will meet the victim either at the place where the incident occurred, at the police station, or at the emergency facility. An officer will be present to obtain pertinent information about the offender. If the victim knows the offender and/or can provide information, then law enforcement will try to locate the offender. The victim does not have to press charges. The officer taking the initial incident report will provide the victim with a document which describes her/his rights, local assistance and social service providers, and victim's compensation benefits.

Emergency housing is available upon request. The Victim Advocate will contact the victim the following day to ensure the victim is aware of all counseling services available. The victim's professors will be notified that the student will be missing class, however the nature of the victim's circumstances will not be revealed.

C. Other Sexual Misconduct

The University will take disciplinary action for other types of sexual misconduct, including but not limited to:

1. Using university computers to display in public

places obscene material that is offensive to others [as described in SC Code of Laws, Article 3., 16-15-305 (Obscenity)] or to access child pornography [as described in SC Code of Laws, Article 3., 16-15-395 & 405 (Sexual Exploitation of a Minor)].

2. Indecent exposure / exhibitionism.
3. Voyeuristic behavior.
4. Unsolicited offensive communications.
5. Sexual Harassment (see page 28)

D. Relationship Violence

1. Description

Relationship violence, for the purpose of this description and related procedures, may include but is not limited to:

- a. Physical abuse (e.g., slapping, pulling hair, punching)
- b. Threats of abuse (e.g., threatening to hit, harm or use of a weapon on another, or other forms of verbal abuse)
- c. Emotional/psychological abuse (e.g., harassment, name calling, manipulation) that creates and maintains a degrading environment; and
- d. Sexual abuse (e.g., forced sexual conduct and/or any behavior that meets the definition of sexual assault). Relationship violence is directed toward a current or former partner or spouse.

Relationship violence is a cycle of behavior that repeats over and over again and without intervention the violence tends to escalate and become more serious. These controlling behaviors are a violation of the Winthrop University Code of Conduct and the SC Code of Laws.

2. Guide for a student experiencing relationship violence

Seek medical attention as needed through Health and Counseling Services on campus or through after hour's emergency services listed at the end of this section.

Make a plan for safety. Once violence occurs it may occur again especially if the perpetrator believes that they are losing control. Contact Campus Police or the local police. Make arrangements for alternate housing.

Talk to a trusted person as relationship violence is traumatic and feelings can be overwhelming.

Utilize the confidential professional local and on campus resources available. They are listed at the end of this section.

E. Stalking

1. Description

Stalking generally refers to harassing or threatening behavior that an individual engages in repeatedly, such as following a person, appearing at a person's home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person's property. Stalking is not a one-time event, but rather a series of threatening incidents that, if not responded to, may end in violence.

Stalking often causes pervasive, intense fear and can be extremely disruptive for the victim. In addition to presenting a continual threat of physical and/or sexual violence, the stalker can erode the victim's sense of safety and personal control.

Online stalkers (Cyberstalkers) can easily disguise themselves by adopting several false identities and then harass the target through unsolicited emails, disturbing private or public messages on bulletin boards or in chat

rooms, and communiqués of actual threats of harm. In addition, stalkers may pose as the victim online in order to incite others to harass and threaten the victim. Online stalking may lead to other forms of stalking.

Charges for the described behavior could range from sexual assault to disorderly conduct or harassment, according to the Student Conduct Code and is a crime according to the State of South Carolina.

F. Reporting Incidents of Sexual Misconduct, Relationship Violence and/or Stalking

All students are encouraged to report any instances of sexual misconduct, relationship violence and/or stalking. Reporting the case to the campus or local police allows the authorities to better protect the victim, to gain access to the offender, to call attention to the offender's behavior, and to hold the offender accountable through the university judicial process and/or criminal justice system.

Victims are encouraged to document all incidents (e.g., keep notes and emails, track phone calls). This would help Authorities provide a comprehensive response to the victim. The victim may call Campus Police (323-3333), the Dean of Students (323-4503) or the Assistant Dean of Students (323-2140).

1. Reporting & Confidentiality

Students reporting incidents of sexual misconduct are often concerned for their privacy and have questions about confidentiality. At Winthrop University there is a difference between privileged reporting and limited confidential reporting.

a. **Privileged Reporting** consists of those communications that legally cannot be disclosed, without the reporter's consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. When reporting to a privileged source, the information shared between the reporting person and the care provider is privileged and ordinarily will not be disclosed, even to other members of the university community such as Campus Police or Student Affairs.

Examples of Privileged Reporting Resources:

Counseling Staff (Psychiatrists, Psychologists, Counselors, Social Workers)

Health Service Staff (Nurses, or Nurse Practitioners)

Campus Ministry (ordained minister, priest, or rabbi)

b. **Limited Confidential Reporting** consists of those communications that will not be disseminated to others except on a need-to-know basis. Primary to a limited confidential reporting source is balancing the wishes of the reporting person while protecting the overall university community and assuring the appropriate disciplinary measures are taken including criminal, civil, and administrative.

A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need-to-know basis.

Examples of Designated Limited Confidential Reporting Resources:

Residence Life & Greek Life Staff
Student Affairs and Dean of Students Office
Faculty or Staff

2. Parental/Legal Guardian/Partner Notification

When and if parents and/or legal guardians are contacted is a decision the victim should make unless there are extenuating circumstances. A member of the sexual response team such as the dean or assistant dean of students can assist a student with notification. In some instances when there is a significant health or safety concern, the university may need to notify the parents, guardian, or partner of the individual involved in the sexual assault. In making this determination, the university will consider the wishes of those involved, their personal safety, and the safety of the campus community.

3. Consultation

A victim, witness or friend may request a meeting with the Dean of Students to discuss the allegation and to determine if there is reason to believe that a conduct code violation has occurred. Disciplinary procedures will be reviewed at this meeting and the process for going forward within the university system will be discussed. A friend, advisor, or parent may be present at this meeting at the victim's request. A victim does not have to make an immediate decision but will have time to gather information and make an informed decision.

4. Campus Disciplinary Procedures for Cases Involving Sexual Misconduct

Complaints of sexual misconduct will be handled by the University according to the procedures outlined in the Student Conduct Code found in the Student Handbook unless otherwise specified in these procedures.

Students who accept or are found responsible for violations of the sexual misconduct policy will be subject to sanctions from the University as determined by the judicial body handling the case as outline in the Student Conduct Code. If found responsible, such behavior may result in expulsion or suspension from Winthrop University. In addition to individuals, a club or organization may be charged and found responsible for violation of Sexual Misconduct. Sanctions can include termination of the privileges of a registered student organization and termination of the registration of a registered student organization. All students and student or organizations are subject to the disciplinary procedures within the Student Conduct Code.

Processing an allegation through the Student Conduct Code does not prevent a simultaneous action being taken in the appropriate criminal court off campus. In addition to any sanction that may be imposed by the university, a perpetrator of sexual violence may be subject to criminal sanctions and personal civil liabilities independent of those imposed by the university.

5. Rights of the Victim

- The right to have his or her living arrangements, if in university housing, modified pending the outcome of disciplinary process if the accused lives near the victim.
- The right, where reasonable and possible, to have classes reassigned so as not to have to share classes with the accused.
- The right to be notified of the outcome of the relat-

ed campus disciplinary action for sexual assault. Questions or requests for additional information regarding any of the procedures outlined in this section should be directed to the Dean of Students, 212 Dinkins, 323-4503.

6. Services Available to Students

A. On-Campus Resources

Campus Police	323-3333
Dean of Students Office	323-4503
Health Services	323-2206
Counseling Services	323-2233
Residence Life	323-2223
Judicial Affairs	323-4503

B. Off-Campus Resources

Safe Passage Domestic Violence Shelter & Counseling,
329-2800

Rape, Abuse & Incest National Network,
1-800-656-HOPE / www.rainn.org

National Toll-Free Hotline, 1-800-659-0977

Sexual Assault Resource Center, 327-7558

Toll-Free 1-800-436-7273

Sexual Assault Nurse Examiner, 329-7263

16th Judicial Circuit Solicitor's Office, 628-3020

Rock Hill Police Department, 329-7200

Riverview Medical Center, 329-3103

York County Sheriff's Department, 628-3059

ALCOHOLIC BEVERAGE POLICY

Winthrop University does not sanction the consumption or possession of alcoholic beverages by students; nor does it sanction the violation of federal, state, or local law. Responsibility for good conduct rests with students as adult individuals. It is against South Carolina law for any person under the age of 21 years to purchase or knowingly have in his or her possession any alcoholic beverages. Any person who sells or gives alcoholic beverages to any person under the age of 21 is responsible to the law. Furthermore, any students or student groups sponsoring social events are the hosts responsible for complying with all applicable laws and university regulations.

It is against the City of Rock Hill code to "openly display" or consume: any beer or wine in any place not specifically licensed for public consumption. In keeping with this code, consumption of beer and wine is permitted only in the following areas on campus: In the students' rooms who are of legal age; in ATS, The Shack and McBryde Hall during University approved events.

ALCOHOLIC BEVERAGE CONSUMPTION AT WINTHROP ATHLETIC EVENTS AND ALL PUBLIC PLACES ON CAMPUS IS STRICTLY PROHIBITED.

Procedures for Serving Beer and/or Wine

I. Beer and wine may be served at group functions in ATS, The Shack, or McBryde only if permission to do so is secured in writing from the Events Approval Committee. A request for permission to serve beer and/or wine must be addressed on the online space reservation form.

Special Note: Free-flowing tap containers are not allowed.
 II. All beer and wine for licensed events (where an admission charge or donation is collected) must be ordered through dining services.

III. All beverages at licensed events must be sold and served by dining services personnel. A \$100 service charge for personnel, license and cleaning of taps and tap area assessed by the Dining Services. Appropriate forms should be submitted with the Request for Beer and Wine Permit.

IV. Beer and wine for non-licensed events must be purchased from a source other than the Dining Services and the sponsoring organization must be completely responsible for beverage delivery, setup and cleanup.

V. For any approved event at which individual students provide their own alcoholic beverage all BYOB guidelines must be followed. See the Program Director for Clubs and Organizations for details.

VI. At all events where alcoholic beverages are served, alternative non-alcoholic beverages and food must also be available. Supervision may be required to insure Alcoholic Beverage Policies are observed.

VII. The amount of beer and/or wine permitted for a function will be negotiated with the Program Director for Clubs and Organizations based upon the nature of the event, the number of people expected and the location.

VIII. Tickets may not be sold on campus for off-campus events where alcoholic beverages will be served.

IX. Consumption of alcoholic beverages in the Residence Halls is permitted in students' rooms and apartments where the assigned residents of that particular room are of legal age. The determination of when a party is excessive will be at the discretion of the Residence Life Staff. There is a limit of 12 people that can be in attendance, with minimal noise and the room door must remain closed.

Violations of Alcoholic Beverage Policy

Sanctions imposed against groups failing to follow established guidelines and policies may include but are not limited to: specified hours of University service, fines and/or loss of campus privileges for a specified period of time (e.g. event restrictions), educational sanctions, or recommendation for revocation of the organization charter.

A student or student organization that is found or accepts responsibility for a major incident or is an accessory to misconduct involving prohibited conduct outlined in the Student Conduct Code, will be held accountable according to the process outlined in the Student Handbook.

Administrators in the Division of Student Life will review minor incidents of alleged violations of University policies by Clubs and Organizations and determine sanctions as appropriate.

Appeals regarding actions and sanctions imposed by an Administrator may be submitted in writing to that Administrator for presentation to a review committee composed of the organization's advisor, two representatives from the Division of Student Life appointed by the Vice President for Student Life, and the Judicial Council Chair.

ASSEMBLY POLICY

Winthrop University has the fundamental respon-

sibility to provide Winthrop clubs, organizations and departments with space to assemble and conduct business. Winthrop also has the right to limit or restrict time, location and functional use of its facilities. Assemblies are permitted only at the Amphitheater and the steps of Byrnes Auditorium without prior written approval. All such assemblies may be conducted with sound amplification equipment as long as instructional and other university activities are not impeded. Any groups desiring assembly space in any campus building or in open areas other than the Amphitheater and the steps of Byrnes Auditorium must submit an on-line request or contact the Department of Student Affairs at 323-4503.

COPYRIGHT POLICY

To view Winthrop University's Copyright Policy please refer to the following website: <http://www.winthrop.edu/copyright>.

DISCRIMINATION COMPLAINTS

In keeping with the civil rights laws by which Winthrop University is governed, including Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1973, as amended, the following avenue is provided for students to pursue complaints alleging discrimination.

Students who believe that they have been subjected to unlawful discrimination by another student should contact the Dean of Students. Students who believe that they have been subjected to unlawful discrimination by a Winthrop employee should contact the Dean of Students, or the Associate Vice President for Human Resources. Students who believe that they have been subjected to unlawful discrimination under the Americans with Disabilities Act of 1990, including reasonable accommodation and access issues, should contact the University's ADA Compliance Officer through the Dean of Students.

GUEST POLICY

Students and student organizations are responsible for the conduct of their guests while they are on the Winthrop campus. Students and student organizations hosting non-Winthrop guests are expected to inform their guest of university policies, rules, and regulations and may be subject to disciplinary action for guest violations. Residence Life guest policies and passes are available at each hall office. See the West Center Information desk or call x2652 for recreation guest passes. Visitors to Winthrop University that desire to park on university property must obtain a visitor parking permit from the Campus Police Department.

HAZING POLICY

Hazing is a very serious offense and a violation of S.C. Law. Winthrop University student organizations and individual students should not condone or engage in this activity.

On November 4, 1978, the Winthrop Board of Trustees adopted the following as a policy statement concerning hazing:

The Board of Trustees of Winthrop University considers the hazing of students by fellow students to be contrary to the mission of the University and prohibits such activities.

HAZING is defined as any action taken or situation

created, intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on in or outside of the confines of the house; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University.

INCLEMENT WEATHER POLICY

It is Winthrop University's policy to provide instruction for students except in cases when extreme weather conditions make roads unsafe for travel. While Winthrop feels a responsibility to hold scheduled classes and maintain office support for those classes whenever possible, the highest priority is placed on the safety of its students, faculty and staff.

In case of hazardous weather, the Office of University Relations advises students, faculty and staff to first check the University's Emergency Information web site at winthrop.edu/emergency or their Winthrop e-mail, which will reflect the latest class and office schedules. Office members also notify, as quickly as possible, the following local media outlets regarding closings and delays:

Radio: WRHI-AM (1340), WRHM-FM (107), WFAE-FM (90.7), WPEG-FM (98), WRFX-FM (99.7), STAR-FM (104.7), LINKFM (107.9), WBT (1110 AM)

Television: WCBL-TV (CN2), WBTV (3), WSOC-TV (9), WCNC-NBC 6 (36), Fox Charlotte 18 WCCB-TV

Notices also may be listed in The Herald and Charlotte Observer's main or York section, provided that the decision to close or delay classes meets publication deadlines. Also, if possible, information will available on the campus alert line, 323-2222.

Students should use their discretion in judging the safety of traveling to the university during periods of inclement weather.

All are strongly urged to register for WU Alerts for critical emergency updates for your voice or text phone found on the Emergency Information web site.

OUTSIDE NOISE POLICY

Quiet Hours—Quiet hours shall be enforced outside of the residence halls every day of the week from midnight until 8 a.m. in the designated quiet zones. All other hours are courtesy hours. People will be able to assemble or meet in the quiet zones. However, any noise originating from these designated areas that is determined to be excessive and disturbing to the environment outside, near or inside the residence hall will not be tolerated.

Quiet Zones—Quiet zones are areas outside of all the residence halls and apartments. The quiet zones for every residential building are defined with the following designated areas:

The Courtyard – The parking lots and sidewalk inside the inner courtyard.

Roddey—The court yard, the parking lot between McLaurin and Breazeale, and the front area of Roddey to

the street that runs parallel to the front of Roddey.

Margaret Nance—The parking area between Margaret Nance and Crawford and the grassy front lawn from Margaret Nance to the street that runs parallel to the front of Margaret Nance.

Phelps—The parking area that is surrounded by Phelps and Joynes Conference Center, the parking area between Phelps and Lee Wicker, and the area between Phelps and Oakland Avenue.

Lee Wicker—The parking area between Phelps and Lee Wicker, the grassy and sidewalk area near Oakland Avenue between Phelps and Lee Wicker, the area between Lee Wicker and Oakland Avenue, the area between the front of Lee Wicker and Cherry Road and the area (including the street) between Lee Wicker and East Thomson.

East Thomson—The area (including the street) between East Thomson and Lee Wicker. Grassy concourse between East and West Thomson form the buildings to the metal fence on the Cherry Road side. The parking area between East and West Thomson and the cafeteria on the Thurmond building side.

West Thomson—Grassy concourse between East and West Thomson form the buildings to the metal fence on the Cherry Road side. The parking area between East and West Thomson and the cafeteria on the Thurmond building side. The area between West Thomson and Richardson (including the street between the two buildings).

Richardson—The area between West Thomson and Richardson (including the street between the two buildings). The area between Richardson and Wofford. The area on the Sims building side from Richardson to the "grassy island" area (the phrase "grassy island" is used because this area is surrounded by parking lots). The area between Richardson and the metal fence on the Cherry Road side.

Wofford—The area between Wofford and Richardson. The area between Wofford and the parking lot on the Water Street side. The area on the Sims building side from Wofford to the "grassy island" area (the phrase "grassy island" is used because this area is surrounded by parking lots). The area between Wofford and the metal fence on the Cherry Road side.

Violations of this policy may be subject to the disciplinary procedures outlined in the Winthrop University Student Conduct Code.

Rationale

The quiet zones are the outside areas of buildings where people live; and therefore, consideration for others within this residential community is an essential element. Quiet zones exist for each of the eight residence halls to assure consistency in the expectation and enforcement of the outside noise policy.

POSTING POLICY

In an effort to effectively convey information of importance to the Winthrop community, and at the same time to keep the campus free from litter, the following guidelines have been established for the posting of information to advertise or promote the events and programs of recognized student organizations, university departments, and academic units. Neither the contents of this policy nor the receipt of an approval for posting should in any way be understood as an endorsement of support by Winthrop University of the materials being posted or

the actual function(s) being advertised. In the interest of public safety, the University may make exceptions to this policy.

The purpose of this policy is to:

1. Provide guidelines and procedures by which groups and organizations can post materials.
2. Outline the approval process for posting materials on campus.
3. Explain the enforcement avenues of the policy.

Posting Guidelines:

- All postings should reflect only activities of recognized student organizations or academic departments.
- Postings or advertising which promotes the use and/or sale of alcohol as the primary function of the event is prohibited.
- Posted materials must clearly promote the activity publicized and the sponsoring university organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-university affiliate appears on the posting, it must not appear as the dominant message.
- Postings must be placed in approved designated places in each building. (Please refer to the Clubs and Organizations Handbook (www.winthrop.edu/studentaffairs/ClubsOrgs/Forms.html) for a detailed listing of approved locations)
- Off-campus vendors, off-campus organizations, businesses, entities, and individuals (see Solicitation and Vendor Sales Policy) are permitted to advertise on-campus by either (1) purchasing an ad in the university newspaper or other official university media and/or (2) posting reasonable amounts of advertising items on four main bulletin boards, three in the breezeway connecting McLaurin Hall to Tillman Hall, and one in the Dinkins Student Center on the back wall by the post office.
- Postings may not be placed on the exterior surfaces of any campus building, trees, lampposts, fences, rights of way adjacent to university academic, residential or support facilities, or on the windshields of cars.
- Notices to be posted in residence halls must be approved by the Residence Hall Director and follow all guidelines set by the Department of Residence Life.
- Organizations and departments are responsible for litter generated by their own handouts or handbills.

Approval Process:

- Student organizations that want to post flyers/posters/materials to advertise a sponsored program/event must follow the approval process for each building/location. (Please refer to the Clubs and Organizations handbook (www.winthrop.edu/studentaffairs/ClubsOrgs/Forms.html) for a detailed listing of guidelines). Each building has its own set of guidelines for approval and outline where postings may occur.
 - Table tents placed in Thomson Cafeteria and the Courtyard must be approved by the Program Director for Clubs and Organizations and the Department of Dining Services.
 - Table tents placed in the Dinkins Food Court must be approved by the Program Director for Clubs and Organizations or Coordinator for Information Services.
- Enforcement:

Violations of this policy by students or student organizations is a violation of the Student Conduct Code and will be subject to the university judicial process.

SAFE COMPUTING PRACTICES POLICY

In an effort to protect concurrently the rights of free expression and privacy, as well as encourage individual safe computing practices, a campus group including student leadership developed policy to provide guidance to members of the campus community as they engage with online social communities, blogs and similar uses of technology. Please visit the following website to view the Safe Computing Practices Policy: <http://www.winthrop.edu/safecomputing>.

SEXUAL HARASSMENT POLICY

It is the policy of Winthrop University that sexual harassment by its employees or students against other employees or students shall not be condoned. The University is committed to maintaining a workplace and a campus environment that are free of such harassment and will enforce federal guidelines as they relate to sexual harassment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as hugging, patting, pinching or brushing against another's body.

With respect to employment, unwelcome sexual advances, requests for sexual favors and other offensive physical, verbal, or visual conduct based on sex constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

A student who believes she or he has been subject to harassment by an employee should immediately contact either the Dean of Students in 212 Dinkins, ext. #4503 or the Associate Vice President for Human Resources in 303 Tillman, ext. #2273. Every effort will be made to maintain confidentiality about complaints and terms of resolution; however, confidentiality cannot be guaranteed.

If a student believes that he or she is being harassed by another student, please refer to Section IV, Prohibited Conduct, items C. and D. of the Student Conduct Code in the Student Handbook.

SKATEBOARD POLICY

SKATEBOARD and SKATING REGULATIONS

Skating with Knowledge

Whether on roller skates, in-line skates, roller blades, foot-propelled scooters, or skateboards, skating across the Winthrop University campus can be a means to get around from class or to your office. However, please remember that skaters share the campus with thousands of others. It is very important that skaters use safety, courtesy and caution, not only for their protection,

but for the other members of the university community. The University Campus Police Department intends these regulations to make everyone's skating safe, fun and convenient while on the Winthrop campus.

Skating: Guidelines & Rules

On the Winthrop University campus, the use of in-line skates and skateboards is permitted for individual transportation being used as a form of point-to-point transportation on sidewalks, in parking lots, and on university pathways designed for bicycle and pedestrian traffic. All skaters and skateboarders must yield the right of way to pedestrian and vehicular traffic at all times. Only cautious use of skates and skateboards will be permitted on campus. Skateboard and skate users shall obey all stop and yield signs and yield the right-of-way to pedestrians, motorized vehicles and bicycles while on pathways and to emergency vehicles in all circumstances. Skating and skateboarding for recreation are permitted on the roadway around Winthrop Lake subject to these guidelines.

The use of skateboards, roller skates, and in-line skates is PROHIBITED in all other areas of the campus including but not limited to steps and hand rails, wheelchair ramps, flower planters, brick patios, sitting walls, curbs and benches, retaining or landscape walls, the inside of buildings, streets, etc. Skating and skateboarding are NOT permitted in university buildings and their entrances.

Skating into Disciplinary Trouble:

If a skater or skateboarder breaks these guidelines and rules, there are consequences.

FOR STUDENTS: Subject to being charged with a violation of the Student Conduct Code including but not limited to item IV. G., Behavior or activities which endanger the safety of oneself or others.

FOR NON-STUDENTS AND VISITORS: Subject to being asked to leave campus and university property. For repeat offenders a trespass warning may be issued and an arrest is possible.

ALL VIOLATORS: Subject to having their skateboard and skate equipment confiscated by Campus Police. Adopted by Executive Officers - June 26, 2003

SMOKING POLICY

Smoking is prohibited in campus buildings and university-owned or leased vehicles. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, residence halls/apartments and community areas, which are the property of Winthrop University or those areas leased or controlled by Winthrop University.

Smoking is permitted on campus grounds in designated smoking areas only. All employees, faculty, staff, students, clients, contractors and visitors are expected to abide by the terms of the Campus Smoking Policy, both during and after campus hours, and during all university-sponsored events.

Implementing and Enforcing the Policy

The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All students, employees, faculty, staff and visitors share the responsibility of following and encouraging compliance with the policy. Current building managers will be responsible for monitoring compliance with the Campus Smoking Policy within their designated areas. Any problems should be

referred to the building managers. At university events where building managers may not be present, those persons responsible for conducting the event are responsible for monitoring compliance with the policy. For situations that may occur outside areas monitored by building and events managers, students, employees, faculty, staff and visitors share the responsibility of following and politely encouraging compliance with the policy.

Employees, faculty, staff and students who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies. Clients, contractors and visitors who fail to comply with this policy may be asked to leave the campus, have access to the campus denied and/or other appropriate measures taken to ensure future compliance with the policy. Should anyone refuse cooperation, Campus Police may be summoned to assist in the matter and respond accordingly, such as placing visitors on trespass notification should they fail to comply and are requested to leave university premises. Adopted by Executive Officers for August 1, 2006 Implementation

SOLICITATION AND VENDOR SALES POLICY

Solicitation on University property as a form of commercial speech is strictly prohibited without authorization from the University. Evidence of such authorization shall be displayed at all times while vendors are on campus (i.e., copy of reservation and/or reservation forms with the approved signatures). Any authorized solicitations by vendors or student organizations are subject to applicable University regulations, and local, state and federal laws. Solicitations may be approved for a specific area on campus. No solicitation shall interfere or conflict with the mission of the University or its occupants. Winthrop University reserves the right to limit or restrict time, location and functional use of its facilities.

Student organizations that wish to solicit on-campus must complete a solicitation form found on-line within the forms link of the clubs and organizations web page, or a hard copy may be obtained in 218 Dinkins. The Department of Student Affairs in 218 Dinkins must approve all completed forms before solicitation may take place.

Vendors

A vendor is any non-University related commercial business, entity, individual, or private organization that sells or promotes a product or service.

Off-campus vendors are permitted to advertise on-campus by either (1) purchasing an ad in the university newspaper or other official university media and/or (2) posting reasonable amounts of advertising items on four main bulletin boards, three in the breezeway connecting McLaurin Hall to Tillman Hall, and one in the Dinkins Student Center on the back wall by the post office.

Off-campus vendors that would like to come to campus must be properly registered and approved by the Student Affairs Office of Information Services (803) 323-2211 in the Dinkins Student Center. Please contact Information Services for a copy of the guidelines, agreement, and approval process.

Student organizations may sponsor vendors, but will need to submit the on-line reservation form for approval.

Vendors sponsored by student groups will be required to complete the Vendor Agreement form and comply with all duties as outlined in the agreement.

Any vendor that is determined to be in competition with our core university contracted student services that are essential to our educational mission such as the provision of housing, books, and food service will be denied approval.

Off-campus vendors may advertise to the campus community by purchasing an ad in the university newspaper by calling 323-3419.

Winthrop University does not in any form permit the solicitation of credit cards.

SPACE USE POLICY

For complete information regarding General Policies, Use of Space and Reservation Procedures, Special Limitations and Restrictions, Charges for Student and Internal Users of Space, Space Use Managers and Approval List, Facilities Management and Safety, Recreational Facilities Usage & Equipment and External Groups – Facility Fees and Charges associated with the Space Use Policy, please refer to the following Web site: www.winthrop.edu/studentaffairs/spacusepolicy/default.htm

STUDENT COMPLAINT PROCEDURES

Winthrop University wants each student to have a positive educational experience and feel comfortable to complain when any matter causes a student concern. To address and resolve complaints as quickly as possible, all students are encouraged to address their complaints initially to the office responsible for overseeing the immediate area causing the concern.

If students are uncertain to whom or where to address their written complaints, they can contact the Dean of Students in the Department of Student Affairs, 212 Dinkins Student Center or call 803/323-4503. The student and Dean (or designee) can schedule a meeting to discuss the complaint if the student desires. The Dean (or designee) will help the student in resolving the complaint. If unable to address the complaint immediately because of policy or procedural requirements, the Dean (or designee) will assist the student in directing the complaint to the appropriate university official or office better able to address the matter. Students with complaints involving the following should contact:

Academic Complaints: the Dean of the appropriate college or the Vice President for Academic Affairs, 115 Tillman Hall, 803/323-2377.

Accessibility for those with disabilities: Program Director of Services for Students with Disabilities, 110A Crawford building, 803/323-3290 {V/TTY}.

Athletics: Director of Athletics, Winthrop Coliseum, 803/323-2129.

Computer Services: Information Technology, 02 Tillman Hall, 803/323-2148.

Dining Services: Director of Dining Services, Thomson Cafeteria, 803/323-2119.

Facilities: Associate Vice President for Facilities Management, Facilities Management Office, 803/323-2261.

Financial Aid: Director of the Office of Financial Aid, 119 Tillman Hall, 803/323-2189.

Fee Bills: Controller, 019 Tillman Hall, 803/323-2165.

Grade Appeals: Registrar, 126 Tillman Hall, 803/323-2194.

Parking Appeals: Campus Police, Good Building, 803/323-2553.

Residence Life: Director of Residence Life, 233 Dinkins Student Center, 803/323-2223.

Sexual Harassment (Student v. Student): Dean of Students, 212 Dinkins Student Center, 803/323-4503.

Sexual Harassment (Student v. Faculty or Staff Member): the Dean of Students, 212 Dinkins Student Center, 803/323-4503; or the Associate VP for Human Resources, 303 Tillman Hall, 803/323-2273.

Telephone Services: Telecommunications, Sykes House, 803/323-2163; Help Desk 803/323-1000.

TAILGATING POLICY

Tailgating is defined as parking in a designated location/area and consuming food and beverages, including alcohol for those individuals of legal age for the premises outlined below as specifically approved for public consumption of beer or wine therein, prior to an intercollegiate athletic event. Winthrop University does not sanction the consumption or possession of alcoholic beverages by underage persons; nor does it sanction the violation of Federal, State or Local Law.

Tailgating Areas/Times

Tailgating will be typically permitted in the following areas only which are specifically approved for public consumption of beer or wine by those of legal age (unless additional locations are permitted for special events by the Director of Athletics and the VP for Student Life):

North and South paved parking lots at the Winthrop Coliseum.

Paved parking lot adjacent to Track/Soccer field

Paved softball parking lot

Tailgating is limited to directly behind your parked vehicle. Roadways cannot be blocked for any reason. Oversized grills may be directed to a designated location (when available) determined by Coliseum parking attendants or Campus Police.

Tailgating will not be permitted after the athletic event begins nor at the conclusion of any athletic event.

The above designated areas are the only locations approved for tailgating. Consumption of alcohol outside designated areas and/or time periods constitutes a violation of the Winthrop University tailgating policy. Violators are subject to prosecution under the Winthrop University Student Conduct Code, and the laws of the City of Rock Hill and the State of SC. Winthrop University Campus Police will maintain an active presence and patrol during all tailgating activities and respond accordingly to any violations.

The City of Rock Hill Ordinance regarding display or consumption of beer or wine in public place: It shall be unlawful to openly display or consume any beer or wine in or from any unsealed container on any public street or sidewalk, in any public parking area, or at any public gathering place, excepting premises specifically licensed for public consumption of beer or wine therein; provided that this charge shall not be asserted when any other charge is made relating to or growing out of consumption of beer, wine or whiskey. (Source: City of Rock Hill Municipal Code <http://www.municode.com/Resources/gateway.asp?pid=10044&sid=40>)

Additional Tailgating Regulations

The following's items are prohibited in tailgating areas: RV's, Glass Containers, Tents, Household furniture (sofas,

recliners, etc.), and Alcohol possessed by any person(s) under the age of 21.

Cleanup

All participants will be responsible for complete cleanup of their tailgating area. This includes proper disposal of garbage and charcoal.

Conduct

Individuals attending events at Winthrop University are

expected to conduct themselves in a manner respectful of the nature and character of the University. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to arrest. Students may also be charged with a violation of the Student Conduct Code.

STUDENT CONDUCT CODE

I. Preamble—General Conduct Policy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, so long as it does not adversely affect the rights of others. Believing in this concept, Winthrop University will protect freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students' living and study conditions and the administration of its affairs. It shall constitute a disruptive act for any member of the campus community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of University facilities, the rights and privileges of other members of the Winthrop community, or disciplinary proceedings. Moreover, Winthrop University is committed to improving the quality of student life by promoting a diversified educational and cultural experience. Therefore, racist conduct or other acts of bigotry will not be tolerated.

Rights and freedoms imply duties and responsibilities. Note should be taken that a student who exercises his or her rights as a private citizen—whether individually or as a member of a group—must assume full responsibility for his or her actions. All Winthrop students and employees must abide by local, state, and federal laws and with all published University policies and regulations. Violations of laws and regulations will subject the perpetrator to disciplinary action by the University and/or the appropriate civil or criminal court.

II. Authority and Responsibility

Responsibility for good conduct rests with students as adult individuals. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. Organizations wishing to become chartered that violate Winthrop policy or do not fulfill requirements to be a chartered organization can still be subject to this conduct code and possible restrictions outside the code. Restrictions will be overseen by the Program Director of Clubs and Organizations and monitored by the Dean of Students office if no formal charges are brought. All members of the campus community are expected to use reasonable judgment in their daily campus

life and to show due concern for the welfare and rights of others.

This code is promulgated in accordance with the policies of the Board of Trustees of Winthrop University. The Vice President for Student Life as the President's designee in these matters shall normally obtain the advice of the Judicial Council before recommending changes in rules governing student rights, responsibilities and conduct. Under normal circumstances, the Vice President for Student Life will designate the responsibility for the operation of the Student Conduct Code to the Department of Student Affairs, particularly the Dean of Students. This responsibility includes formulating and implementing operating procedures for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal and educational manner. The Dean may further delegate responsibility to various judicial bodies and administrative staff.

The President of Winthrop University is authorized to assign disciplinary cases to special hearing committees or officers as the President deems appropriate.

III. Application of Laws and Off-Campus Activities

Winthrop University is not a sanctuary beyond the reach of the criminal laws of the United States, the State of South Carolina, and the City of Rock Hill. While the rules and regulations of Winthrop University are not meant to duplicate general laws, there are some aspects in which the lawful interests of the institution as an academic community coincide with the broader public interest treated in general laws. Students, or student organizations, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards. Winthrop students, or student organizations are subject to the provisions of this Student Conduct Code while on University premises or University-related premises, and when involved with off-campus Winthrop activities. Students, or student organizations will be held accountable to this code for their off-campus activities when it can be ascertained the off-campus act has a direct detrimental impact on the University's educational functions. Any disciplinary action imposed by Winthrop may precede and be in addition to any penalty imposed by an off-campus authority.

IV. Prohibited Conduct

The following constitutes the official record of general violations of conduct rules and regulations at Winthrop University. Students and student organizations are expected

to abide by these regulations. These regulations are not designed to define prohibitive conduct in exhaustive terms. Additional rules and regulations may be adopted and will be promulgated through campus communication channels. A student or student organization that is responsible for misconduct or is responsible for being an accessory to misconduct shall be subject to the sanctions authorized by this code. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report violations. Areas of misconduct include:

A. Disruption of classes, seminars, research projects, or activities of the University.

B. Actual or threatened physical assault or injury to persons.

C. Actual or threatened sexual assault or a sexual misconduct violation – This includes, but is not limited to, behaviors described as actual or threatened sexual assault, offensive touching, non-consensual sexual assault, relationship violence, stalking, or other sexual misconduct. See a description of sexual misconduct under Campus Safety and Security on page 28 of the Student Handbook.

D. Harassment and/or intimidation – Conduct causing alarm or recklessly creating a risk by: making unwelcome sexual advances, or requests for sexual favors, threatening to commit crimes against persons or their property or the face to face use of “fighting words” by students to harass any person on University property or other property to which the student conduct code applies is prohibited. “Fighting words” are those personally abusive epithets which, when directly addressed to any ordinary person, in the context used and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. This also covers harassment or intimidation of persons involved in a campus disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities.

E. Disorderly conduct — Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, hazing, and boisterous or threatening conduct which is unreasonable for the area, time, or manner in which it occurs.

F. Drugs — The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics, or drug paraphernalia in accordance with State statutes.

G. Behavior or activities which endanger the safety of oneself or others — This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and tampering, damaging, or misusing fire equipment.

H. Possession and/or use of firearms, fireworks, dangerous weapons and hazardous chemicals — Winthrop University is unwilling to allow even the mere presence of dangerous weapons. While some objects are clearly dangerous, what is used dangerously may also be considered a weapon.

I. Damage to property — Damage, destruction, or defacement of University property or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

J. Theft of property — Theft of University property or possession of stolen University property or property of any person.

K. Misuse of University documents — Forging, transferring,

altering, or otherwise misusing any Winthrop document, including identification cards, course registration material, or other document or record.

L. Unauthorized use of the name or insignia of the University by individuals or groups.

M. Unauthorized presence in or forceful entry into a University facility or University-related premises.

N. Misuse of telephone — No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.

O. Violations of any of the restrictions, conditions or terms of any sanctions resulting from a previously held disciplinary hearing or failure to complete conditions or terms within the designated time.

P. Misappropriation or misuse of student organization funds or property — This includes, but is not limited to, over-extension of the budget of a student organization; spending receipts prior to proper deposit; and unauthorized personal use of equipment.

Q. Computer abuse — This includes, but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; and disruptive or annoying behavior on the University’s computer systems.

R. Providing false information — In the application for admission, petitions, requests, disciplinary hearing or other matters of record and transaction with officials of Winthrop University.

S. False reporting of an emergency — The false report of a bomb, fire or other emergency in any building, structure or facility by means of activating an alarm or in any other manner.

T. Failure to identify oneself when requested by persons in authority who are in the process of discharging their responsibilities.

U. Unauthorized use or possession of keys — No one may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.

V. Sale of textbooks — The sale of a textbook by any student who does not own the book is prohibited without prior authorization from the owner of the book.

W. Violation of the University’s alcoholic beverage policy.

X. Violation of the University’s fund-raising, solicitation, canvassing, assembly, and posting policies.

Y. Violation of the University’s hazing policy.

Z. Violations of the Residence Hall contract not specifically listed under Judicial Board or Residence Life Office jurisdiction.

AA. Violations of University policies and procedures-Failure to abide by any published University policy or procedure is prohibited, including the General Conduct Policy.

BB. Unauthorized or misuse of University property or equipment.

CC. Commission of any act which is a violation of a criminal law of the United States.

DD. Violations of the Academic Misconduct Policy.

V. Student Academic Misconduct

A fundamental tenet of all institutions of higher learning is academic honesty. Academic work must depend upon respect for and acknowledgement of the research and ideas of others. Misrepresentation of someone else’s work as one’s own is a most serious offense in any academic setting.

Academic misconduct in any form cannot be condoned. Academic misconduct includes but is not limited to provid-

ing or receiving assistance in a manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations; presenting, as one's own, the ideas or words of another for academic evaluation without proper acknowledgement; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the professors involved. In addition, academic misconduct involves attempting to influence one's academic evaluation by means other than academic achievement or merit. More explicit definitions of academic misconduct specific to certain academic disciplines may be promulgated by academic departments and colleges.

One who knowingly cooperates with another in an act of academic misconduct is an accessory to that academic misconduct. Thus a student who writes a paper or does an assignment for another student is an accomplice and will be held accountable just as severely as the other. Any student who knowingly permits another to copy from his or her own paper, examination or project shall be held as accountable as the student who submits the copied material.

The following procedural guidelines are to be followed in matters of alleged academic misconduct:

A. During the course of an examination or other exercise, an instructor or proctor who observes suspicious behavior such as copying or collusion may warn the individuals involved of the appearance of their actions and request them to cease immediately. Continuation of such behavior can be considered evidence of academic misconduct. The professor is not obligated to warn students beforehand and the cessation of the suspicious behavior does not relieve the student of a later judgment of academic dishonesty.

B. A remarkable similarity between works supposedly completed independently that are submitted for evaluation may be considered evidence indicating academic misconduct.

C. When a professor believes there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor shall notify the student in writing. Notification should occur within 30 days of discovery of the academic misconduct. The notice shall indicate that unless the student requests a hearing, the professor shall impose the appropriate academic consequences warranted by the circumstances and that a disciplinary hearing may be initiated. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. Students may not withdraw from a course to avoid an F grade as the academic consequence for a violation. For less serious offenses regarding small positions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit. The faculty member is responsible for saving the evidence of academic misconduct in its original form and need not return any of the papers or other materials to the student. Copies of the student's work and information about other evidence will be provided to the student upon request.

D. The student is given seven days from this first written notice to respond. If the student acknowledges responsibility or if the student does not respond to the written notice, the academic consequences shall be imposed by the professor who will also submit a report to the Dean of the college and the Dean of Students.

E. If the professor requests or if the student has a prior disciplinary record or unusual circumstances exist, the Dean of

Students can initiate a hearing utilizing the regular discipline process as stipulated in the Student Conduct Code which may alter the student's status with the University.

F. If a student chooses to contest the charge of academic misconduct the student may request in writing to the professor with a copy to the Dean of Students, a disciplinary hearing to determine the facts of the alleged misconduct. The Dean of Students shall initiate the regular disciplinary process. The purpose of the hearing is to determine the student's responsibility for the alleged academic misconduct. If the student is judged by the hearing authority as stipulated in the Student Conduct Code to be responsible for a violation, the professor shall determine the appropriate academic consequences within the course and the hearing authority will decide what regular disciplinary sanction, including suspension or expulsion, will be imposed. If the hearing authority determines the student was not responsible for a violation, no academic consequences within the course can be imposed by the professor.

G. The Dean of Students is responsible for assisting students, professors and hearing authorities in matters of process and procedure associated with Winthrop's academic misconduct policy. The Dean of Students will inform the Dean of the College in which the student is enrolled that the case has been reported and of any final action taken by the professor and/or the hearing authority.

VI. 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 University prior to resolution, the disciplinary process can continue at the discretion of the University. If a hearing is not pursued upon the separation of the student, the pending charges will be resolved, at the discretion of the University, prior to any future readmission.

A. Initiation of Charges — The Department 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 University. The Department 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 Department of Student Affairs against a student for alleged violation of University policy. In the absence of sufficient information as determined by the Dean of Students or designee, a complaint will be dismissed.

B. Notification of Charges — Once it is determined that disciplinary proceedings will be initiated, the accused student or student organization will be provided written notification of the charges. Notification will specify the alleged violation of this code. Notification will also inform the accused student to arrange immediately a pre-hearing interview with the Dean of Students or designee.

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.

C. 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 University community must

be consistent with the educational mission of the institution.

At the pre-hearing interview with the Dean of Students or designee, the charged student will have all the disciplinary options outlined below fully explained:

1. Plead not responsible to the charge(s) and have a regular hearing before the Judicial Council where a determination of responsibility will be made. If held responsible by the Judicial Council, an appropriate sanction(s) will be determined.

2. Plead not responsible to the charge(s) and request an administrative hearing before the Vice President for Student Life or designee where a determination of responsibility will be made. If held responsible by this administrative hearing officer, an appropriate sanction(s) will be determined. The Vice President or designee may decline to conduct the hearing, in which case the matter must be heard by the Judicial Council.

3. Accept responsibility for the charge(s) and elect for the Judicial Council to determine an appropriate sanction(s).

4. Accept responsibility for the charge(s) and elect for the Dean of Students or designee to determine an appropriate sanction(s). The Dean of Students or designee may decline to conduct the hearing, in which case the matter must be heard by the Judicial Council.

D. Pre-Hearing Interview - When the Department of Student Affairs determines that official proceedings will be initiated, the accused student or student organization is responsible for arranging a pre-hearing interview with the Dean of Students or designee. The purpose of the pre-hearing interview is to insure that the accused will be sufficiently familiar with the disciplinary process in order to adequately prepare and present a response at the hearing. At this interview the accused:

1. Will be advised immediately of the right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.

2. Will be advised of the alleged violations and an explanation of the prohibited conduct will be provided. The student will be advised if suspension or expulsion is possible as a result of the hearing.

3. Will be advised of the identity of witnesses or others who will testify, the general content of their testimony, and the content of any written material or physical exhibit which will be presented at the hearing. If additional information or new witnesses are to be presented at the hearing, the accused student will be informed at least three days prior to the hearing date and the information will be made available for the student's review.

4. Will be advised that a list of those witnesses requested by the accused student must be provided and any written statements by those witnesses must be included in the case file three days prior to the hearing. Any additional written information must be available to the Department of Student Affairs at least three days prior to the hearing date, for a determination of relevancy, and to be included in the case file for the hearing authority to review.

5. Will be advised that an advisor may be present at the hearing. The advisor may not address the hearing officer or panel or other persons at the hearing unless permitted by the hearing officer or panel. The role of the advisor will be to consult with the accused at reasonable intervals during the course of the hearing.

6. Will be advised to consult further with the Dean of Students or designee concerning any questions or interpretations of

procedure.

7. Will be advised that hearings are scheduled to provide the accused student a minimum of five days from the date of notification of charges (excluding weekends and holidays) during which to prepare a response.

8. Will be advised that any request for a delay of the hearing must be in the form of a written petition to the Department of Student Affairs, which schedules hearings and determines whether a delay will be granted. Such a delay will not affect the student's status.

9. Will be advised that the Department of Student Affairs may choose to delay the hearing for good cause. Such a delay will not affect the student's status.

10. Will be advised of options for resolution of disciplinary charges.

E. Failure to Respond - If the charged student or student organization has been properly notified of the charges and hearing date, and still does not attend the scheduled hearing, the hearing will be conducted by the Vice President for Student Life and a determination will be made based upon the available information. The accused will be considered properly notified when the formal charge letter, the Student Conduct Code and the letter scheduling the hearing have been delivered to the student's address as indicated in the most current Student Directory compiled by the Registrar's Office.

F. Dismissal of Charges - If the Dean of Students or designee determines as a result of the pre-hearing interview that insufficient information exists to justify a hearing, the charge will be dismissed.

G. Hearing Procedures

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 may be conducted in the accused's absence.

c. Refuse to answer any questions or make a statement; the hearing authority shall make its decision solely on the basis of information presented at the hearing.

d. Challenge the presence of a Judicial Council member for cause. Cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident. The removal of a Judicial Council member for cause will be at the discretion of the remaining council members as determined by majority vote.

e. Confidentiality. All hearings shall be conducted in private session. All statements, information, or comments given during hearings will be held in the strictest confidence by members of the Judicial Council, University staff, witnesses and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Department of Student Affairs.

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.

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. While written statements are admissible, the accused shall have the opportunity to question and rebut the testimony, unless extenuating circumstances preclude this option.

Any written witness statements must be available in the file for review three days prior to the hearing date.

4. Witnesses shall be present during a hearing only during the time they are testifying unless the violation is one in which there is a specific individual victim.

5. Cases in which there is a specific victim include but are not limited to violations of sexual misconduct or physical assault. In such cases, the victim may be present throughout the hearing and may also have an advisor present. Questioning of the victim by the accused student will be directed to the Council and the chair of the Council will direct the question to the victim.

6. The Dean of Students or designee is responsible for scheduling, coordinating, and presenting all cases.

7. The Dean of Students or designee will make a tape recording of all hearings, where a student pleads not responsible or when a charged student requests it. The accused shall have the right, upon request, to listen to the recording in the presence of a staff member of the Department of Student Affairs. The accused may request a duplicate copy of the recording within a period of six months from the date of the hearing and must assume the cost of this expense.

H. Hearing Decisions

1. Upon completion of the hearing, the hearing authority shall in private session consider the information presented to determine responsibility or to drop the charges due to insufficient information.

2. The hearing authority shall consider only the information presented at the hearing, and responsibility can only be determined by clear and convincing information.

3. In a Judicial Council hearing, a majority vote of council members shall be required to find the accused responsible and to assign a sanction. Four members constitute a quorum. The Dean of Students or designee may offer an opinion regarding appropriate sanctions.

4. If responsibility is acknowledged or determined, prior to the determination of the sanction(s), the hearing authority shall allow the introduction of information concerning the past conduct record of the accused and a victim impact statement which details the impact on the victim the violation caused. The statement may be written or oral. These will be provided by the Dean of Students or designee in the presence of the accused.

5. If the student found responsible does not choose to be present, the student's prior record and victim impact statement will be introduced in his or her absence.

I. Notification of the Decision

1. Upon completion of all deliberations, the hearing authority will notify the Dean of Students or designee of the full decision.

2. The written decision from the hearing authority shall consist of written confirmation of the decision including the findings of fact, the determination of responsibility, the complete description of any sanction imposed or the decision to drop the charge(s) due to insufficient information. The hearing authority will generally send the letter to the Dean of Students or designee within 24 hours after completion of the hearing.

VII. Disciplinary Sanctions

The purpose of imposing sanctions are twofold: to protect the University community from behaviors that are detrimental to the educational process of the community; and to assist students in identifying acceptable parameters of their activities and

consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the conduct regulations of the University. The following disciplinary sanctions may be imposed upon a student responsible for a violation either singly and/or in combination:

A. **Expulsion** — Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date of notice of the expulsion, or later if so stated in the notice; and shall be entered into the student's permanent record (transcript).

Students separated from the University by expulsion may not enter University premises or University-related premises without securing prior approval from the Vice President for Student Life.

B. **Suspension** — Suspension is temporary disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension or later if so stated in the notice; shall be entered into the student's permanent record (transcript); and shall prescribe the date and conditions upon which the student may petition for readmission. Conditions for readmission may include, but are not limited to, disciplinary probation for a specified length of time; non-residence on campus; restricted visitation to specified campus facilities; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the University.

Students separated from the University by suspension may not enter University premises or University-related premises without securing prior approval from the Vice President for Student Life.

The suspension notation will be removed from the student's permanent record, by the Registrar, upon the student's graduation. The suspension notation can also possibly be removed earlier by petitioning the Vice President for Student Life.

C. **Residence Hall Separation** — Residence Hall Separation involves removal from the campus residence hall community for conduct which clearly demonstrated an inability to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified number of semesters. Such separation prohibits accessibility to all or designated residence halls and associated dining facilities. Visitation will not be permitted without securing prior approval from the hearing officer or panel. In no case will separation be less than the remainder of the semester in which it takes place.

D. **Disciplinary Probation** — A period of review and observation during which a student has been officially notified that his/her conduct, although not serious enough to warrant suspension, was very inappropriate. Subsequent violations of University rules, regulations or policies (even after a particular probationary period expires) could result in a more severe sanction.

Disciplinary Probation is a status which may involve restrictions, conditions or terms imposed for a definite period of time. Restrictions, conditions, or terms of probation may include but are not limited to: ineligible-

ity to participate in campus activities or events; periodic contact with a designated member of the campus community; restrictions on accessibility to University facilities and/or housing areas; and change of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period. Failure to comply with the terms and conditions of the probation or additional behavior in violation of this code during the probationary period will likely result in more serious disciplinary action.

E. Disciplinary Warning – Disciplinary Warning involves written notice to the student indicating that specific behavior or activity was in violation of this code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Disciplinary Warning may also involve conditions, such as those listed above, that are intended to be educational in nature.

F. Restitution – Restitution is not a fine; it is reimbursement for actual damage to, destruction of, or misappropriation of University property or property of any person which results from conduct in violation of this code; or is compensation for services provided such as alcohol education. The administrative hearing officer or hearing panel will determine the appropriate reimbursement.

G. Termination of the Privileges of a Registered Student Organization — Termination of the Privileges of a Registered Student Organization is the loss of any or all privileges of a registered student organization. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

H. Termination of the Registration of a Registered Student Organization — Termination of the Registration of a Registered Student Organization is the discontinuation of the registration of the registered student organization. This means the organization can no longer function. Imposition of this sanction does not preclude disciplinary charges against individual members of the organization.

I. Creative Sanctions- As deemed appropriate by the hearing officer, sanctions such as reflective papers, fines, work projects or other creative sanctions.

J. Parental Notification for Violating the University's Drug or Alcoholic Beverage Policy- When found responsible for violations of these conduct standards, the hearing authority may decide to notify the responsible students' parents or legal guardians of these violations as allowed by Federal law. This will only occur after the hearing authority has discussed this possible notification with the student and the student is under 21.

VIII. Appeals

Appeals must be presented, specifically described in writing to the next level of authority in the disciplinary chain of command. An appeal is not a new hearing. It is a review of the record of the original hearing. The accused student and his/her advisor has the right to review the accused student's disciplinary file, including any tape recording of the hearing.

An appeal may be dismissed if not sought on proper

grounds. If an appeal is upheld, the case with procedural specifications shall be referred to the original hearing officer/panel. Any sanction imposed as a result of a hearing shall remain in effect during the process of appeal. The appeal officer has the authority, under extenuating circumstances, to defer the imposed sanction while an appeal is in process.

In any event, sanctions may not be increased as a result of an appeal.

An appeal may be sought on two grounds:

A. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing within five days (excluding weekends and holidays) of the announcement of the decision.

B. On a claim of new evidence or information material to the case which was not available at the time of the hearing. Appeals on such grounds must be presented, specifically described, in writing within five days (excluding weekends and holidays) of the new evidence having been discovered.

The following is the disciplinary chain of command:

Hearing Authority	Appeal Officer
Judicial Council	Vice President for Student Life
Dean of Students or designee	Vice President for Student Life
Vice President for Student Life	President

IX. Summary Suspension

A. Summary suspension is an action which requires a student to immediately leave University property, and not return during the suspension period, and/or comply with other stated conditions for a specified period. Summary suspension may be imposed upon a student by the Vice President for Student Life or a designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health, or welfare of herself/himself, other persons, or property. This summary action is warranted by potential or threatened danger or disruption, but is utilized only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures.

Summary actions authorized by this policy include:

1. Temporary suspension of a student's eligibility for enrollment or attendance, as well as denial of the student's access to University facilities or property. A student may be summarily suspended for a specified period of time or the suspension may be scheduled contingent upon certain events or conditions.

2. Temporary suspension or limitation of a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This summary action may prohibit a student's presence on University property or certain facilities, or impose conditions which must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.

3. Temporary suspension or limitation of a student organization's eligibility to enjoy certain privileges, participation in or attendance at certain events (or certain kinds of events), access to University facilities or property, or university recognition.

B. When a student is summarily suspended, she or he is given a copy of this policy and notice explaining the reason for, and duration of the suspension, as well as any conditions

that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Vice President for Student Life or a designee within five business days from the date of the request. This meeting shall be held to consider only the following issues related to the summary action:

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

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

C. Following the imposition of summary suspension, standard University disciplinary procedures shall be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures shall be initiated within 10 University business days from the effective date of the summary action.

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

X. Disciplinary Files-Retention and Access

Disciplinary files are retained by the Department of Student Affairs and are considered part of the educational record. A student's disciplinary file is not released outside the University without written consent of the student. Disciplinary information will be provided within the University to individuals who are determined to have a legitimate, educational interest in obtaining this information in accord with the Family Educational Rights and Privacy Act of 1974 (as amended).

A student's disciplinary file is retained for a specified length of time. The maximum sanction imposed determines how long a file is retained before being destroyed.

- Permanently Maintained: Expulsion, Termination of Registration of a Registered Student Organization
- Maintained Three Years After Graduation: Suspension

- Maintained Until Graduation: Residence Hall Separation, Academic Misconduct
- Maintained Until Graduation or Seven Years from Date of Hearing (whichever is earlier): Disciplinary Probation, Disciplinary Warning, Restitution
- Maintained Three Years from Date of Hearing: Termination of the Privileges of a Registered Student Organization

The sanctions of Expulsion and Suspension are the only disciplinary sanctions that are entered into a student's permanent record (transcript). A student's disciplinary file is maintained separately from any other academic or official file at the University. In cases where the accused is found not responsible, no official disciplinary file will be retained. When charges are dropped, due to insufficient information, an official disciplinary file will be maintained until graduation or seven years from the date of the hearing.

XI. Judicial Council

A. The Judicial Council in addition to being a hearing authority shall serve as an advisory board to the Vice President for Student Life with regard to formulating and implementing appropriate policies and procedures in discharging responsibility for the total operation of the Student Conduct Code.

B. Any recommendation of the Judicial Council shall be forwarded to the Vice President for Student Life for approval and implementation. When appropriate, the Vice President will inform the President of Winthrop University who retains the right to make final decisions in accordance with the governance policy of the institution.

C. The Judicial Council shall consist of the following members: a Chair appointed from the faculty by the President of the University, two faculty members elected by the faculty, and two students appointed by the Council of Student Leaders. When deemed necessary by the Vice President for Student Life a four person council may hear a case.

It shall be the prerogative of the President of the University to appoint alternate members of the faculty to serve during holidays and the summer months.

RESIDENCE LIFE JUDICIAL PROCESSES JURISDICTION

The Courtyard at Winthrop Deluxe Suite Lease; Rules and Regulations, Rental Contract for Winthrop University Apartments; Apartment Guest Policy, Residence Hall Contract, Residence Life Resource Guide, and the Student Conduct Code

Residence Life

The Department of Residence Life shall address alleged violations of the rules and regulations specifically mentioned in the areas listed in the above jurisdiction section. You may pick up a hard copy of the provisions set forth in these documents from the Department of Residence Life located in 233 Dinkins, or view them on the Residence Life Web site at: www.winthrop.edu/reslife.

PROCEDURES

1. Filing complaints and contract violations

a. Complaints

(1) Any member of the campus community inclusive of faculty, staff, administration, student body and campus service personnel may initiate a complaint against a resident student. Such a complaint will be made to the Director of Residence Life or designee. No charge of contract violation will be made by the Director of Residence Life or designee without a written statement from the complainant.

(2) When a complaint has been made, the Director of Residence Life or designee will conduct an investigation to determine whether a contract violation has occurred and if a student will have charges brought against him/her.

b. Contract Violation Charges

(1) When the available information justifies a contract violation charge, the Director of Residence Life or designee will file the contract violation and decide the method of processing the violation. Criteria that are considered in determining the violation processing method are previous disciplinary history and the severity of the alleged contract violation.

(2) Contract violations are processed whether administratively or with a hearing before the Director of Residence Life or designee.

2. Residence Life Disciplinary Process

a. Administrative Process

(1) The complaint will be evaluated by the Director of Residence Life or designee, a proposed penalty assessed and the student notified in writing by mail.

(2) Included will be instructions so the student can request a review of the Director of Residence Life or designee's decision and/or sanction in writing to the Director of Residence Life or designee, within 72 hours (exclusive of weekends and holidays when classes are not held) of the date of the written notification. If the student requests a review, the Residence Life Hearing process in 2b, will be followed.

b. Residence Life Hearing

(1) The complaint will be evaluated by the Director of Residence Life or designee and a hearing will be scheduled.

(2) The Residence Life Office will contact the student

by telephone or mail notifying the accused of the time and place of the hearing before the Director of Residence Life or designee.

(3) A student may choose not to appear at his/her hearing. The student's absence will not influence the decision.

c. Residence Life Hearing Procedures

(1) The Director of Residence Life or designee will make a tape recording of the hearing when the student requests it.

(2) The following rights will be read to the accused by the Director of Residence Life or designee at the beginning of the hearing:

a. The right to a review of the charges, available information and possible sanctions.

b. The right to have the hearing conducted in a private session.

c. The right to decline to make any statements to avoid the possibility of self-incrimination. Refusal to speak or to answer questions shall not be interpreted as evidence of responsibility.

d. The right to appeal the decision of the Director of Residence Life or designee.

(3) The Director of Residence Life will furnish a copy of all written materials, at the student's request.

(4) After the available information has been reviewed and discussed with the student, the Director of Residence Life or designee will render a decision and notify the student by mail.

(5) A written copy of the Director of Residence Life's or designee's decision shall be sent to the student with the notation advising the student of his/her right to appeal the decision in writing to the Vice President for Student Life within 72 hours (exclusive of weekends and holidays when classes are not held) of the written notification on the grounds that a. an error was made in the hearing procedure; b. there is new information material to the case which was not available at the time of the hearing.

Sanctions

Possible but not exclusive sanctions are:

1. Reprimand. A formal rebuke for inappropriate behavior that is detrimental to the residential community or to the resident.

2. Residence Life Office Probation. A formal written statement that any further incidences or violations of the Residence Life Contract or Student Conduct Code will result in a formal judicial charge being filed with the Dean of Students.

3. Restitution and Fines. A work project or a monetary fine.

4. Room Assignment Changes. A student can be required to relocate from their present room to another room or residence hall.

Core Commitments: Educating Students for Personal and Social Responsibility

1. ACHIEVING EXCELLENCE:

Developing a strong work ethic and consciously doing one's very best in all aspects of college.

2. CULTIVATING PERSONAL AND ACADEMIC INTEGRITY:

Recognizing and acting on a sense of honor, both by being honest in relationships and by upholding academic honor codes.

3. CONTRIBUTING TO A LARGER COMMUNITY:

Recognizing and acting on one's responsibility to the educational community, the local community, and the wider national and global society.

4. TAKING SERIOUSLY THE PERSPECTIVES OF OTHERS:

Recognizing and acting on the obligation to inform one's own judgment; relinquishing a sense of entitlement; and engaging diverse and competing perspectives as a resource for learning, citizenship, and work.

5. REFINING ETHICAL AND MORAL REASONING:

Developing moral reasoning in ways that incorporate the other four responsibilities and using such reasoning in learning and in life.

Dedication for Excellence

As a member of the Winthrop community, I agree to dedicate myself to the pursuit of intellectual, cultural, personal and social growth.

To show commitment to future excellence and achievement at Winthrop University, I affirm the following:

Freedom of Speech

I will respect the right of others to express themselves as guarantees by the First Amendment of the Constitution of the United States.

Academic Integrity

I will dedicate myself to the ongoing pursuit of knowledge and truth.

A Diverse Cultural Environment

I will respect the integrity of each person and value individuals for the creations, achievements and contributions with which each enriches our community.

Personal Responsibility

I will assume full responsibility for myself in all respects. . .my actions, thoughts, personal growth and development.

Social Responsibility

I will contribute to the University community and leave Winthrop a better place for my having been there.

Consideration of Others

I will demonstrate a concern for the welfare and rights of others and I will respect the dignity of all persons.

Adopted April 1994 by Student Governance

Student Handbook
2009-2010

Winthrop University - Division of Student Life