



**CLAFLIN**  
UNIVERSITY

***2025-2026***

# **Student Handbook**

**The World Needs Visionaries**

Dr. Dwaun J. Warmack, President

# CLAFLIN UNIVERSITY CODE OF ETHICS

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

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

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

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

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

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

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

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

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

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

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

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

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

We shall be accountable to adhering to this code.

*Source: President - August 13, 2004*



## **TABLE OF CONTENTS**

<b>CLAFLIN UNIVERSITY CREED</b>	<b>4</b>
<b>VICE PRESIDENT’S MESSAGE</b>	<b>5</b>
<b>THE CLAFLIN STORY</b>	<b>6 - 7</b>
<b>MISSION/VISION/PRINCIPLE/PHILOSOPHY/FACTS</b>	<b>7 - 8</b>
<b>STUDENT HANDBOOK</b>	<b>9 – 70</b>
<b>ORGANIZATIONS ADVISORS’ DIRECTORY</b>	<b>71 – 72</b>

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

**THE CLAFLIN UNIVERSITY CREED**  
**INTEGRITY...** I will practice and defend academic and personal honesty.

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

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

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

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

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

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

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

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

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

# VICE PRESIDENT FOR STUDENT DEVELOPMENT AND SERVICES



Dear Students,

As Claflin University continues to celebrate its long and rich history of more than 156 years, I am pleased to welcome new and returning students for the 2025-2026 academic year.

The purpose of the Student Handbook is to get you acquainted with the services and activities available for students, your rights and responsibilities as a student as well as the institution's procedures governing academics and student code of conduct. You are highly encouraged to review this important document and use it as a guide and commitment to upholding the institution's values of integrity, professionalism, respect, and fairness.

Your success at Claflin is a shared responsibility among a talented group of faculty and staff who are dedicated to helping you achieve your academic and career goals; therefore, you are encouraged to get become a fully engaged student, become a visionary leader, and experience the many campus-wide support services, programs, events and activities that will enhance your intellectual, social, personal, and career opportunities.

Whether you participate in athletics, intramurals, student government association, undergraduate research, community service, service learning, study abroad, internship, or experiential learning, Claflin is committed to your success and value you "by providing a safe, wholesome and healthy environment that fosters mutual respect, diversity, and inclusion.

Thank you for choosing Claflin University and I wish you a successful academic year.

Sincerely,

Leroy A. Durant

A handwritten signature in black ink, appearing to read "L. Durant", with a stylized flourish at the end.

Leroy A. Durant, PhD

Vice President for Student Development and Services

# THE CLAFLIN STORY

Claflin University was founded in 1869 by Methodist missionaries to prepare freed slaves to take their rightful places as full American citizens. The University takes its name from two Methodist churchmen, Massachusetts Governor William Claflin and his father, Boston philanthropist Lee Claflin, who provided a large part of the funds to purchase the campus.

Dr. Alonzo Webster, a minister and educator from Vermont and a member of Claflin's Board of Trustees, secured Claflin's charter in 1869. The charter forbids discrimination of any sort among faculty, staff and students, making Claflin the first South Carolina University open to all students regardless of race, class or gender.

Claflin opened its door with Dr. Webster as its first president. He came to South Carolina to teach at the Baker Biblical Institute in Charleston, an institution established by the S.C. Mission Conference of 1866 of the Methodist Episcopal Church for the education of African American ministers. In 1870, the Baker Biblical Institute merged with Claflin University. An act by the South Carolina General Assembly on March 12, 1872, designated the South Carolina State Agricultural and Mechanical Institute as a part of Claflin University and established a separate institution which eventually became South Carolina State University.

Since the administration of Dr. Webster, Claflin has been served by nine presidents: Dr. Edward Cooke (1872-1884); Dr. Lewis M. Dunton (1884-1922); Dr. Joseph B. Randolph (1922-1944); Dr. John J. Seabrook (1945-1955); Dr. Hubert V. Manning (1956-1984); Dr. Oscar A. Rogers, Jr. (1984-1994); Dr. Henry N. Tisdale (1994-2019); and Dr. Dwaun J. Warmack (2019-Present).

Dr. Cooke left the presidency of Lawrence College to become the second president of Claflin. During his administration, a disastrous fire destroyed the Fisk Building, a proud monument designed by Robert Bates, recognized as the first certified Black Architect in the United States. In 1879, the first college class was graduated.

The Reverend Dr. Lewis M. Dunton, former vice president and development officer, was Claflin's third president. Dr. Dunton, a graduate of Syracuse University, was a practical educator. Under his administration the law department was set up under the Honorable J.J. Wright, a former Associate Justice of the S.C. Supreme Court; graduates were admitted to the South Carolina Bar.

Dr. Joseph B. Randolph, Claflin's fourth president, was the former president of Samuel Houston College and former dean of Wiley College, as a professional educator, he placed emphasis on a complete liberal arts education to inspire students intellectually, culturally, and spiritually to launch into varied fields.

Dr. John J. Seabrook, director of Morgan Christian Center, Baltimore, Maryland, became the fifth president of Claflin. Dr. Seabrook persuaded the South Carolina Annual Conference to increase substantially its annual giving to Claflin. The endowment was increased, and the curriculum was expanded.

Dr. Hubert V. Manning was appointed Claflin's sixth president. He was a Methodist minister and former associate professor at Claflin. Under Dr. Manning's leadership the faculty was strengthened, the endowment increased, and the physical plant was significantly expanded.

Dr. Oscar A. Rogers, Jr., former dean of the Graduate School at Jackson State University, became Claflin's seventh president. Under his administration the enrollment and endowment increased, the Grace Thomas Kennedy building was constructed, the financial base of the college improved, and two capital campaigns were completed.

Dr. Henry N. Tisdale, Claflin's eighth president, was former senior vice president and chief academic officer at Delaware State University. Dr. Tisdale brought a wealth of scholarly achievement and demonstrated leadership to the University. He declared academic excellence the number one priority for Claflin. His first steps, designed to enhance the academic environment, included the establishment of the Claflin Honors College and the Center for Excellence in Science and Mathematics, and the national accreditation of more than a dozen academic programs. Graduate programs established include the Master of Business Administration, the Master of Science in Biotechnology and the Master of Education. Facilities enhancements included construction of the Living and Learning Center, Legacy Plaza, the Student Residential Center, the Music Center, the James and Dorothy Z. Elmore Chapel, the Molecular Science Research Center and Claflin Commons. In October 2016, it was announced that Claflin raised more than \$105 million in its *Imagine the Possibilities* Capital Campaign. Under Tisdale's visionary leadership, Claflin University is gaining recognition as one of the premier undergraduate teaching and research universities in the world. After 25 years of visionary leadership, Dr. Tisdale retired July 31, 2019.

Dr. Dwaun J. Warmack was elected to serve as the ninth president of Claflin University, effective August 1, 2019.

---

## CLAFLIN UNIVERSITY VISION

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

## MISSION STATEMENT

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

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

## CLAFLIN'S GUIDING PRINCIPLES

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

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

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

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

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

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

## THE PHILOSOPHY

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

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

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

## FACTS ABOUT ORANGEBURG...

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

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

Orangeburg has the following educational facilities in addition to Claflin University: nine elementary schools, two middle schools, one senior high school, two other colleges, one technical college, and one vocational training center. Orangeburg has one local newspaper, The Times and Democrat, which is published daily.





## STANDARD INFORMATION

### NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

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

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

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

- To officials of another school in which a student seeks or intends to enroll or is already enrolled;
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local

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

**Claflin designates the following information from a student's education record as "directory information":**

- Student's name, address, telephone listing, electronic mail address, photograph, and date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Degrees, honors, and awards received
  - Most recent educational agency or institution attended.
4. **The right to file a *complaint* with the U.S. Department of Education concerning alleged failures by Claflin to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

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

5. **Notification of Parents**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.; 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Claflin University reserves the right to notify parents/guardians of dependent students regarding a conduct situation. Where a student is not a dependent, Claflin may contact parents/guardians to inform them of situations in which there is a health and/or safety risk, any conduct violation relating to alcohol and drug policy violations, and when a student is removed from the University.

## **STUDENTS**

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

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

## **STATEMENT OF STUDENT RIGHTS AND FREEDOMS**

- Claflin University endorses the principles of academic freedom to teach, freedom to learn, freedom to think, freedom to speak, freedom to write, and freedom to publish. The Institution also endorses our citizenship freedoms, including freedom of peaceful assembly to petition for redress of grievances.
- The University recognizes the desirability of constructive change. It invites criticism from students, faculty, and other concerned persons and welcomes the opportunity to work within the University framework with the Student Government Association and other lawfully constituted bodies to make necessary revisions in programs and procedures of the University.
- Academic freedom is not academic license. Therefore, in the interest of ensuring the education teachers are here to give and which students are here to receive, Claflin University will not tolerate threats or intimidation, the use of physical force, violence, or physical obstruction which infringes upon the freedom of others and denies the opportunity for teachers to teach and for students to learn. The Institution maintains that the rights and freedoms of students do not include the rights to hamper and restrain the movement of others, to interfere with University operations, including the conduct of classes and the performance of office work, to obstruct movement into, through, and out of school buildings, to disrupt school operations, to seize and occupy school buildings, or to injure persons or damage or destroy property. The rights of those who want to learn and attend classes will be protected.
- Claflin University affirms that the University supports the basic principle that free inquiry and free expressions are fundamental and indispensable rights which should be enjoyed by all members of the academic community. Therefore, students who use threats and intimidation, physical force, and/or physical obstruction in an attempt to force their wills upon others will be held fully responsible, and discipline for such action by the University disciplinary process will be prompt and sufficient to the cause.
- Claflin University (chartered Claflin University) is organized along lines of authority and responsibility clearly defined in its charter and bylaws; it strives to maintain regularly established channels for communication among its various sectors and constituencies, and is operated on the principle that mutual respect shall govern all relationships among its trustees, administrators, teachers, students, and alumni.

## STUDENT RIGHTS AND RESPONSIBILITY

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

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

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

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

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

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

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

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

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

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

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

## **GENERAL GRIEVANCE PROCEDURE or COMPLAINT**

Whenever a student has a complaint or grievance against a faculty, staff, or student, the first attempt should be to settle the matter through a conference with the involved individual. If the matter cannot be adjusted amicably or resolved, the complainant should complete the online Complaint Form at <https://www.claflin.edu/cul/>.



Based on the details of the complaint, the form will be forwarded to the appropriate Vice President, Dean, Department Chair/Director, or appropriate supervisor to mediate the complaint.

- A written report shall be maintained of all conferences conducted and the decision reached on the merit of each complaint. The report shall contain the student's statement of the complaint and the date(s) action was taken.
- If the student or the faculty/staff is dissatisfied with the action taken, the matter may be appealed to the Dean of the School, Vice President/Provost, or appropriate supervisor in which the instructor/staff is employed. In such case, a written report of previous meetings will be presented to the Dean/Vice President/Provost by the Department Chair/Director or appropriate supervisor for further action.

Types of student complaints include, but not limited to the following:

- Academic (incorrect grade, improper classroom management, etc.)
- ADA/Disability Services
- Athletics
- Discrimination (race, gender, disability, etc.)
- Facilities
- Faculty
- FERPA (Privacy)
- Financial Aid
- Harassment
- Sexual Assault
- Residential
- Safety & Security
- Staff
- Student Services
- Technology
- Other (Not Listed)

Complaints or concerns not appearing on this list may be considered if violations of students' rights allegedly are involved.

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



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

## **CODE OF HONOR**

### **INTRODUCTION**

The tradition of honor stands at the forefront of the rich legacy and heritage of Claflin University. The core values of honesty, integrity, scholarship, and high moral character in the pursuit of excellence are central to the University's mission, vision, and culture.

Claflin defines honor as academic integrity, moral and ethical conduct, and pride of membership in a community of scholars that values leadership, achievement, individual responsibility, and service to the community, society, and humanity.

### **RATIONALE**

The purpose for a Code of Honor at Claflin University is to build and maintain an environment wherein academic integrity and the resulting behavior may flourish and be perpetuated for future generations. The Claflin Code of Honor embraces the importance of honesty, trust, fairness, respect, and responsibility, and lifts up these values as integral parts of the institution's culture.

### **POLICY STATEMENT**

Claflin University prohibits all forms of academic or scholarly dishonesty, including written or oral examinations, term and research papers or theses, modes of creative expression, and computer-based work. Scholarly dishonesty includes lying, cheating, plagiarism, collusion, and the falsification or misrepresentation of experimental data. (For social behavior, see *Claflin University Student Handbook: Code of Conduct and Code of Ethics*).

### **HONOR PLEDGE**

In my enrollment at Claflin University, I do hereby solemnly pledge that I will adhere to the Code of Honor. *As a Claflin University student, I do solemnly pledge to uphold the integrity of Claflin University. I will not participate in nor tolerate dishonesty in any academic endeavor.*

### **COUNCIL FOR THE CODE OF HONOR**

The Claflin University Council for the Code of Honor shall be comprised of seven students. Four will be nominated by the Deans, one by the Director of Continuing and Professional Studies, one by the Vice President for Student Development and Services, and one graduate student who must be in good standing. Nominated undergraduate students must be Sophomores and above with a minimum grade point of 2.5. Each member may serve a term of two years. The first appointment cycle will be staggered in which one-half of the Council is appointed for a one-year term and the other half for a two-year term. Students shall be recommended to the Provost for approval by the President. A faculty consul shall be appointed to advise the Council for the Code of Honor. The Council for the Code of Honor shall hear, deliberate, adjudicate, and make recommendations to the Provost for final disposition.

### **DEFINITION OF VIOLATIONS**

**Academic Dishonesty** – This includes any other act (not specifically covered in previous provision(s)) that compromises the integrity of a student or intrudes on, violates, or disturbs the academic environment of the

University Community. Examples include attempting or agreeing to commit, or assisting or facilitating the commission of, any scholastic dishonesty, failing to appear or testify without good cause when requested by the Council for the Code of Honor, failing to keep information about cases confidential, supplying false information to the Council for the Code of Honor, and accusing a student of a violation of this Code in bad faith.

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

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

**Plagiarism** – Plagiarism encompasses the deliberate or accidental duplication of another person's words or ideas while falsely claiming them as one's own. It is strictly prohibited to submit graded or ungraded works that are either created by generated artificial intelligence or written by ghostwriters (whether paid or unpaid). Examples included, but not limited to, failing to properly cite direct quotes or whole documents, the false utilization of copyrighted material, the failure to give credit for someone else's ideas and the use of AI without proper attribution or the express permission of the course professor.

## **PROCEDURES FOR REPORTING VIOLATIONS**

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

## **STUDENT RIGHTS AND DUE PROCESS**

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

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

## **SANCTIONS**

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



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

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

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

## **STATEMENT OF POLICY CONCERNING ALCOHOL, SMOKING, AND DRUGS**

One of the basic functions of the Board of Trustees is to institute policies for Claflin University. The following statement was approved by the Board October 15, 1970.

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

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

### **Philosophical Statement on Alcohol at Claflin University**

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

### **Policy on Smoking/Vaping**

Smoking is prohibited at Claflin University. The University prohibits the use of smoking products (smoking products is defined as tobacco product, cigarettes, cigars, marijuana/cannabis, personal e-cigarette ("electronic cigarettes") and all vaping devices in any indoor area, in all university properties, including outdoor seating, or viewing areas of sports or social events and recreational areas. Smoking is also



prohibited outdoors within 50 feet of all University buildings (including off-campus housing).

### **Standards of Conduct**

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

### **Disciplinary Sanctions**

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

## **NON-DISCRIMINATION NOTICE**

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

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

Title IX of the Education Act of 1972 is a federal law which prohibits sex discrimination, including sexual harassment and sexual misconduct. The University President has designated the following official as the University's Title IX Coordinator, assigned to address any and all inquiries regarding the application of this Non-Discrimination Notice and related policies:

Ms. Mary A Oakman, Claflin University  
Associate Vice President of Human Resources/Title IX Coordinator  
400 Magnolia Street | Tingley Hall, 1st Floor, Suite 4 | Orangeburg, SC 29115  
Telephone: 803-535-5268 Email: [confidential@claflin.edu](mailto:confidential@claflin.edu)



In addition, individuals may also contact the Office for Civil Rights (OCR). The designated location of the OCR for South Carolina is:

Washington DC (Metro) Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW | Washington, D.C. 20202-1100  
Telephone: 800-421-3481 | Fax: 202-453-6021 | TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## **TITLE IX: PROHIBITION AGAINST SEXUAL MISCONDUCT AND HARASSMENT**

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

### **CATEGORIES OF MISCONDUCT**

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

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

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

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

- Submission to such conduct is made either explicitly or implicitly a condition of employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions.
- Such conduct has the purpose or effect of substantially interfering with academic and professional performance or of creating an intimidating, hostile, or demeaning employment or educational environment.

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

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

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

violence laws of the jurisdiction in which the crime of violence occurred; (5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

### **Consent**

Consent involves a freely given mutual agreement about sexual activity, with a shared understanding of the act to which all parties are consenting. Consent is invalid under the following circumstances:

- When it is obtained through the use of fraud or coercion—whether physical force, threats, or intimidation.
- When it involves
  - Minors under the age of consent, as defined by South Carolina state law.
  - Persons whose mental disabilities prohibit sound judgment about actions and their consequences.
  - Persons physically or mentally incapacitated as a result of alcohol or other drug consumption, whether voluntary or involuntary.
  - When it is assumed merely because of a previous and/or a current sexual relationship, a person's attire, and/or money spent on a date.
  - Consent cannot be inferred from silence or lack of resistance alone.

*Consent may be withdrawn at any time.*

### **Retaliation**

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

## **CLAFLIN UNIVERSITY AMERICANS WITH DISABILITIES ACT POLICY**

### **Rights and Responsibilities of Students with Disabilities**

**Students with disabilities at the University have the right to:**

- A. Access courses, programs, services, activities, and facilities offered through the University.
- B. Work, learn, and receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
- C. Confidentiality of all information about their disability except as disclosures are required or permitted by law.

### **Students with disabilities at the University have the responsibility to:**

- A. Meet qualifications and maintain the essential University standard for courses, programs, services, and activities.
- B. Self identify as an individual with a disability and seek information, counsel, and assistance when necessary.
- C. Demonstrate and/or document (from an appropriate licensed professional) the disability.
- D. Follow procedures for obtaining reasonable accommodations.
- E. Request specific accommodations in a timely fashion, and ensure that the professor/instructor is aware of needed accommodations prior to each instance (e.g., each exam).
- F. Understand the intent of the law...the law was meant to give equal access, not an unfair advantage. Therefore, students are obligated to meet essential program requirements and are not entitled to accommodations that will eliminate, modify, or fundamentally alter the requirements of the course regardless of disability classification/status. Students must satisfy essential academic requirements and standards of the institution.

### **Grievances**

Students with disabilities are responsible for contacting the Office of Student Disability Services if reasonable accommodations are not implemented in an effective or timely manner. Our office works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of their disability may file a grievance with the Americans with Disabilities Act Coordinator in the Office of Counseling, located on 897 Goff Avenue, or by phone at (803) 535-5285.

### **Formal Grievance Procedure**

1. A formal grievance is a complaint in writing from the student to the Americans with Disabilities Act Coordinator. The written complaint should be filed within two weeks of the event to which it refers and should include the following as appropriate:
  - A. Complete a complaint form
  - B. Statement of allegation
  - C. Description of the alleged facts
  - D. Summary of steps he/she already has taken in attempt to resolve the problem
  - E. Name(s) of the person(s) thought to be responsible for the alleged events
  - F. Other facts considered to be pertinent to the case
  - G. Signature of the person initiating the complaint
2. The investigation includes, but need not be limited to:
  - Meeting(s) with the person aggrieved and the person(s) or representatives of the department.
  - Consultation with others deemed necessary to provide a thorough investigation.
3. The grievance procedure is designed for any student who does not agree with the academic accommodations offered by Disability Services or when an instructor refuses to allow the accommodations.
4. The Americans with Disabilities Act/Section 504 Coordinator considers the facts of the case and presents a report to the Vice President for Student Development and Services. The report includes findings of facts and recommendations. [Every precaution is taken to ensure the confidentiality of information obtained.] The Vice President makes every effort to conclude the investigation promptly and render an appropriate decision.

## **CONFIDENTIALITY AND RELEASE OF INFORMATION**

The Office of Student Disability Services is committed to ensuring all information regarding a student remains confidential as required by law. For more information, see Claflin's FERPA Policy. This information may include grades, biographical history, disability or medical information, medical records, and case notes. No one has immediate access to student files in our office except authorized staff. Any information regarding a disability gained from medical or psychological evaluations shall be considered confidential and shall be shared with others within the institution on a need-to-know basis only.

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

## **ANTI-RETALIATION**

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



# STUDENT CODE OF CONDUCT

## INTRODUCTION

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

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

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

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

## STUDENT CODE OF CONDUCT VIOLATIONS AND SANCTIONS

### **I. Academic Dishonesty or Misrepresentation**

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

Sanctions for Section I Violations

*Up to and including disciplinary suspension or expulsion from Claflin University.*

### **II. Sexual Conduct**

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

bullying, intimate partner violence, sexually based intimidation, stalking, sexual assault, and rape. Ms. Shirley Biggs has been designated as the University's Title IX Coordinator. Her office is located in the Office of Human Resources, 1<sup>st</sup> floor of Tingley Hall. She can be reached by phone at (803) 535-5268 and via email at [confidential@claflin.edu](mailto:confidential@claflin.edu).

### ***Student Pregnancy Policy***

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

### **Available Services**

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

### **Accommodations**

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

When a student returns to school from a pregnancy related absence, she will be allowed to return to the same academic and extracurricular status as before her leave began.

Upon the student's request, Claflin may offer the student reasonable alternatives to making up missed work, such as re-taking a semester, taking part in an online course (if available) or allowing the student additional time in a program to continue at the same pace and finish at a later date. The pregnant student must be given the opportunity to receive the participation or attendance credit if applicable for that class.

In addition to participating in all academic activities, pregnant students may participate in extracurricular activities such as school clubs, class activities, sports, and other school sponsored organizations, at their discretion.

Adjustments to the regular student program that are reasonable and responsive to the student's pregnancy status shall be made upon the student's request (i.e., providing larger desk or allowing frequent trips to the water fountain or restroom).

### **Resident Life Pregnancy Policy**

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

### **Anti-Discrimination Policy**

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



### **III. Threats and Violence**

- a. Assault - threatening bodily harm to include verbal threats or threatening actions.
- b. Assault with a weapon.
- c. Battery (physical violence) - an encounter with physical blows or other personal violence, which includes pushing, shoving, and other acts of physical abuse, between two or more persons.
- d. Battery with a weapon.

#### **Sanctions for Section III Violations**

*Up to and including expulsion, which is mandatory when a weapon is involved.*

### **IV. Abusive Language, Verbal Abuse, Harassment, or Bullying**

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

#### **B. *Harassment and Bullying***

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

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

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

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

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

***Note: Forms and procedures for reporting Bullying/Harassment complaints are available in the Office of the Assistant Dean/Executive Director of Residential Life and Student Conduct for students and the Office of Human Resources for employees.***

### **V. Residence Hall Visitation**



Being in areas of the residence halls that are not open to the public and/or in the company of a member of the opposite sex without specific permission from staff is prohibited. Opposite sex residence hall visitation is permitted in the lobby areas only and during established visitation hours. Scope includes all hallways, stairways, student rooms, bathrooms, auxiliary rooms, or other residential units owned or administered by the University. Violations include:

- A. Male student in women's residence hall. \*
- B. Female student in men's residence hall. \*
- C. Aiding or facilitating entrance or presence of unauthorized person(s) in the residence halls.

\*Except in permitted areas during visitation hours.

#### **Sanctions for Section IV Violations**

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

### **VI. Unauthorized Use of University Facilities**

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

#### **Sanctions for Section VI Violations**

*Up to and including disciplinary suspension for one year.*

### **VII. Undesirable Behavior**

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

- A. *Civil or Criminal Offense*
- B. *Theft* - Regardless of where it occurred, stealing from another person, agency, institution, or the University
- C. *Arson* - Willfully setting a fire in university buildings or on University property.
- D. *Drug Possession or Using* - Possessing, using, or the reasonable suspicion of possession or use of narcotics or drugs in any form. Reasonable suspicion includes the presence of odor of marijuana and/or drugs in any form. This also includes the possession of drug paraphernalia.
- E. *Drug Distribution and/or Sale of Narcotics or Drugs.*
- F. *Altering, forging, possessing, duplicating, or using* (without authorization) documents or records belonging to the University.
- G. *Possession or use of, or intoxication from alcoholic beverages*, in opened or unopened containers, anywhere on university-owned property, including cars and other vehicles.
- H. *Vandalism* - deliberate or willful vandalism of or damage to property belonging to the University or to an individual.
- I. *Bringing weapons or firearms on campus* - unauthorized use, possession, or storage of any weapon or explosive on campus.
- J. *Aiding and abetting*, or failing to report, any of the above offenses.
- K. *Littering* - students shall dispose of bottles, cans, paper, and other forms of litter in the receptacles provided.

- L. *Unauthorized Sale of Textbooks* – The sale of a textbook by any student who does not own the book is prohibited without written authorization from the owner of the book. Books that are found should be turned in either to the Claflin University Bookstore or the Office of the Vice President for Student Development and Services.
- M. *Misuse of Telephones and/or other Communication Technology*, or otherwise misuse or abuse of communication equipment at the University. Communication equipment includes, but is not limited to, computers, electronic mail, voice mail, pagers, beepers, printers, etc.
- N. *Abduction or Kidnapping*. The enticing, persuading, or forcible seizing and carrying of any student, faculty, staff, or University official from one place to another without that person's consent.
- O. *Hazing*. Participation in any act which is degrading or injurious, or in which another is held against his/her will, or which endangers the mental or physical health or safety of another.
- P. *Stalking*. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffer substantial emotional distress.
- Q. *Sexual Conduct*.
- Distribution of printed materials that are libelous, sexually explicit, pornographic, or that encourage violation of public laws or College regulations.
  - Indecent exposure or conduct (including sexual activities to which all parties are consenting participants).
  - Lewd, indecent, or obscene conduct or expression, or other moral or decency offenses. This includes peeping Tom and indecent language on a telephone, and crimes against nature.
  - Sexual misconduct (including sexual activities which involve a non-consenting party or parties). This includes rape, sexual assault, and sexual harassment.
- R. *University Policy Violation* - Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
- S. *All hostile, threatening, or intimidating behavior* that by its very nature would be interpreted by a reasonable person to threaten or endanger the health, safety, or well-being of any person is contradictory to the University's mission and therefore not acceptable. Examples of such prohibited behavior may include, but are not limited to:
1. An act that alarms or seriously disrupts another person's ability to participate in an aspect of university life; or
  2. Communicating verbally, either directly or indirectly, through another party, by telephone, regular or electronic mail, voice mail, or any verbal, mechanical, electronic, or written communication in a manner likely to cause injury, distress, or emotional or physical discomfort; or
  3. Any form of harassment, including sexual harassment or harassment based on perceived or actual identities.
- T. Although mask wearing is no longer mandatory, students are encouraged to wear face masks, especially if student(s) come into contact with someone who has tested positive for Covid-19. If this is the case, it is strongly recommended that you quarantine (**see guidelines under "Quarantined"**).
- *Testing*: Students who test positive for COVID-19 must immediately notify the Student Health Center and the Vice President for Student Development and Services Office
  - *Quarantined* – Students who have tested positive for COVID-19 should quarantine per Center for Disease Control guidelines. Claflin University' policy is that students who live within four (4) hours of their residence must quarantine at home while students who live outside of that distance must shelter-in place as directed by the Student Health Center and the Vice President for Student Affairs.
  - *Contact Tracing*: Roommates and others who have come into contact with any student

who tests positive will be notified, through contact tracing, that they have had close contact with a person who has tested positive and will be referred for a COVID-19 test and should self-quarantine until test results are available.

Wearing a face covering has been shown to slow the spread of COVID-19. By not wearing face covering, you are potentially endangering the health of others. Analysis of the COVID-19 virus shows that it can be spread by those who are not showing symptoms. Student Covid-19 Policy (#400.08)

- U. *Rape* - Forcing or coercing another to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by intoxicating or narcotic agent administered by the offender(s). See University Policy No. 200.29: Sexual Misconduct and Harassment Policy.
- V. *Gambling* - Illegal gambling on University premises is strictly prohibited.
- W. *Disorderly Assembly*. Participating in an on-campus or off-campus demonstration, riot, or an activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. It is strictly forbidden for any group to gather in such a manner as to disturb the public peace, to do violence to any person or property, to interfere with its faculty or staff in the performance of their duties, or otherwise by such gathering bring disgrace or disrespect to the University.
  - \* This includes surprise attacks by a group of students on University premises. Any student who encourages or in any way participates in the formation of or prolonging of such a gathering is subject to IMMEDIATE DISMISSAL from the University.
  - \* CAVEAT: Students involved in group violations will be treated as though the act occurred on an individual basis. Refer to the Rights and Responsibilities section of the handbook (Speech and Expression and Assembly and Demonstration).
- X. *Extortion*: The act or practice of obtaining something or compelling some action by force, coercion, intimidation, or threat is prohibited.
- Y. *Summary Suspension/Expulsion for criminal conviction* - The Assistant Dean/Executive Director of Residential Life and Student Contact may summarily suspend or expel any student, pending a hearing at a later date, if requested, who is convicted of or pleads guilty to a criminal offense of a kind which interferes with the educational orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, moral, welfare, or property of the members of the academic community. A student who fails to respond to an Administrative request to appear within three (3) business days shall be placed on Judicial hold and/or prohibited from attending classes and participating in extra-curricular activities until compliance with the Administrative request to appear is effected.
- Z. *Intimate Partner Violence* includes any act of violence or threatened act of violence, including emotionally abusive behaviors, that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of harassment or misconduct prohibited in this Policy, including sexual assault, stalking, and physical assault. Intimate Partner Violence includes "dating violence" and "domestic violence," as defined by VAWA:

Dating Violence: Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship,

and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: Domestic Violence is defined as a felony or misdemeanor crime of violence committed (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; and/or (5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- AA. *Disorderly Conduct or Expression* - conduct which is offensive or annoying to others or is disruptive to the rights of others. This includes disorderly behavior on or off campus while under the influence of alcohol or drug use.
- BB. *Disturbance of Campus Activities* - obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
- CC. *Failure to Comply* - Failure to comply with the directions of university officials when requested; failure to comply with disciplinary sanctions. This includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building during a fire alarm, or refusing to present an ID upon request.
- DD. *Fire Safety Tampering* - turning in a false alarm, by any means, including a telephone call or warning device; theft of or tampering with fire safety equipment.

### **Sanctions for Section VII Violations**

- i. *Up to and including disciplinary suspension or expulsion*
- ii. *Fine*: A specific monetary amount ranging from \$100 to \$350 which may be included with a period of disciplinary probation. A fine may be issued for each individual violation or as an aggregate amount.

## **THE HEARING PROCEDURE**

### **A. Procedure**

1. Any student or group of students deemed in violation of any of the items in the Student Code of Conduct or any of the regulations and policies of the University (other than Policy No. 200.29: Policy on Sexual Misconduct and Harassment) shall have their situation reviewed under the established policies.
2. Three principals are normally involved in a hearing--the person filing the complaint, the person charged with the complaint, and the hearing body (either an administrative officer or the Assistant Dean/Executive Director of Residential Life and Student Conduct). The purpose of campus disciplinary proceedings is to provide an opportunity for any student or group of students charged with violating University regulations to be heard concerning the charges. Formal rules of evidence will not be applied.

### **B. Case Referrals**

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

Services, or Residential Life.

2. Any person may refer a student or a student group or organization suspected of violating the Residence Life policy to the Assistant Dean/Executive Director of Residential Life and Student Conduct or Campus Police.
3. The letter or completed Incident Report Form is to be returned within 24 hours of the incident to the Assistant Dean/Executive Director of Residential Life and Student Conduct for reporting housing and Student Code of Conduct violations.
4. Any violations which occur in the residence hall which fall under the Student Code of Conduct shall be referred directly to the Assistant Dean/Executive Director of Residential Life and Student Conduct.

#### **C. Informal Resolution Conference**

1. If a student displays inappropriate conduct regarding the University's rules and regulations, an Informal Resolution Conference with the Assistant Dean/Executive Director of Residential Life and Student Conduct will be conducted to establish the facts. The incident may be resolved at this level, in which case the hearing body will set out how the matter has been resolved (in writing if necessary) and the matter will be declared closed. If the matter is not resolved in the Informal Resolution Conference, it shall be referred to the Student Code of Conduct Judicial Board for resolution.
2. After conducting the informal resolution conference, the Assistant Dean/Executive Director of Residential Life and Student Conduct has the authority to send the case directly to the Student Code of Conduct Judicial Board, or to another hearing authority.
3. Students or groups who decide not to respond or fail to contact the Assistant Dean/Executive Director of Residential Life and Student Conduct to reschedule the conference will have their case forwarded to the Student Code of Conduct Judicial Board for inclusion in the formal judicial process.

#### **D. The Student Code of Conduct Judicial Board**

1. The Student Code of Conduct Judicial Board consists of nine members, that consist of faculty, staff, and students appointed by the Vice President for Student Development and Services. Faculty, staff, and student alternates are also selected and appointed by the Vice President for Student Development and Services. The Vice President for Student Development and Services shall be responsible for soliciting nominations, screening, and training the Student Code of Conduct Judicial Board.
2. The duties of the Student Code of Conduct Judicial Board include hearing and rendering a decision in all cases referred to it under the Student Code of Conduct. This committee reports its decisions and recommendations to the Assistant Dean/Executive Director of Residential Life and Student Conduct.
3. Members of the Judicial Board who are charged with any violation of the Student Code of Conduct or with a criminal offense may be suspended from their judicial positions by the Vice President for Student Development and Services. Members found guilty of any such violation or offense may be disqualified from any further participation on the Judicial Board. Additional grounds for removal may be established by the Vice President for Student Development and Services.
4. All proceedings of the Student Code of Conduct Judicial Board will be taped and/or transcribed. There will be no taping or transcription during Judicial Board deliberations. The tape recording or transcription will not be retained once all

appeals have been exhausted.

### **Reserved Powers**

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

### **Interim Suspension**

The Vice President for Student Development and Services may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to himself or herself, or to others.

During the period of such a suspension, the student shall not, without prior permission of the Vice President for Student Development and Services or his designee, enter or remain on the campus of Claflin University other than to attend the scheduled hearing. Violations of any conditions of the interim suspension shall be grounds for expulsion from the University.

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

### **Sanctions**

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



period of time, or an active obligation to complete a specific activity. This sanction may include, for example, restricted access to the campus or parts of campus, denial of the right to represent the University in any way, denial of housing, parking, or driving privileges on campus, required attendance at a workshop, participation in community service, etc.

7. Other Sanctions: other sanctions may be imposed instead of, or in addition to, those specified as stated in items 1 - 6.

### **Administrative Hearings Before the Judicial Board**

- A. The Student Code of Conduct Judicial Board or other designated hearing body, will be presided over by the Chairperson, or his/her designee. The presiding officer will have control over the proceedings and shall take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing.
- B. The parties shall abide by the presiding officer's decisions except when a Board member objects to a decision to accept or reject evidence in which case the majority vote of the Board members present will govern.
- C. In all proceedings before the Judicial Board or other designated hearing body, the student will be informed, in writing, of reasons for appearance before a disciplinary hearing body. The University will move as expeditiously as possible to hear the case.
- D. Both the party charged and the party who filed the complaint may be present at the hearing, with or without counsel, and/or witnesses and such hearing shall be closed and confidential to all but the principal parties.
- E. The student may appear in person to present his/her defense to the judicial body, and may call witnesses on his/her behalf. Should the student fail to appear, and it has been determined that he/she did receive the required notice of the hearing, the hearing will be held in his/her absence.
- F. If the party who filed the complaint does not appear at the hearing and it has been determined that the party did receive the required notice of the hearing, the case, at the discretion of the Board, may be dismissed.
- G. The student may be accompanied by counsel or a representative of his/her choice. This person may preferably be a member of the faculty, staff, or student body from the University. The counsel or representative may advise the student during the proceedings and make a closing statement on behalf of the student, but shall not be permitted to ask questions. The party charged shall notify the Chairperson of the Judicial Board or the hearing officer in writing, at least 24 hours prior to the hearing, if there will be representatives or witnesses and provide a list of representatives and witnesses with the notice.
- H. Students may refuse to answer questions which might tend to incriminate them.
- I. The student shall have the opportunity to raise questions regarding all witnesses to the hearing officer. No testimony shall be received in the absence of the accused student unless he/she willfully withdraws him/herself from the proceedings while such testimony is being offered.
- J. Written testimony may be submitted in lieu of personal appearances if signed by the affiant and witnessed by a notary public. The party charged shall be notified in writing.

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

### **Appeals**

Any student who feels that he/she has been treated unjustly as to the recommendation of the Judicial Board either on the issue of fact as to the commission of the offense or as to the severity of the disciplinary sanction imposed may within two days of receipt of the decision, appeal in writing to the Vice President for Student Development and Services. Should the right to appeal be exercised, the Vice President for Student

Development and Services shall appoint an ad hoc committee to review the case. Any action assessed by the Student Code of Conduct Judicial Board shall be held in abeyance until the Vice President for Student Development and Services reviews the findings of the ad hoc committee and announces the final decision.

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

## **LEAVE OF ABSENCE**

### **Voluntary Leave of Absence:**

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

### **Mandatory Leave of Absence:**

Claflin provides support services to address the medical needs of students. On occasion, students may experience health needs requiring a level of care that exceeds what the University can appropriately provide. In such situations, students may take a voluntary leave of absence as described above. In certain situations, the University may require withdrawal of a student for medical reasons when:

- a) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student's behavior and other relevant information, that the student's medical, psychological, or substance-related condition prevents him/her from safely and/or effectively participating in the University's academic programs and/or the residential life of the University, such that the student is not otherwise qualified to attend the University; or
- b) There is a reasonable basis to believe, based on a case-by-case, objective assessment of the student's behavior and other relevant information, that as a result of the student's medical, psychological, or substance-related condition, the student has threatened, or poses a significant risk of threatening, the health or safety of others; or engages in behavior that is unduly disruptive of others in the Claflin community. (Behavior that is "unduly disruptive" includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others.)

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

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

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

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



### **Appealing a Mandatory Leave of Absence**

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

### **Reinstatement**

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

### **ACCREDITATION**

Claffin University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4907; Telephone number: 404-679-4501) to award the bachelor's degree and the Master of Business Administration degree. It is also approved by University Senate of the United Methodist Church. Its Education program is accredited the National Association for the accreditation of Teacher Education (NCATE) and by the South Carolina State Board of Education.

The Division of Business Administration is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the Bachelor of Science in Business Administration and in Organizational Management.

### **ACADEMIC HONORS**

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

1. **President's Honor List** - Those students who have earned a minimum of 12 semester hours in a semester, who have a scholastic GPA of 4.00 for that semester, and who have not received a course grade of below "C" in that semester.
2. **Dean's List** - Those students who have earned a minimum of 12 semester hours in a semester, who have a scholastic GPA of 3.50 to 3.99 for that semester, and who have not received a course grade below "C" in that semester.
3. **Honor Roll**- Those students who have earned a minimum of 12 semester hours in a

semester, who have a scholastic GPA of 3.00 to 3.49 for that semester, and who have not received a course grade below “C” in that semester.

Grades earned in developmental courses may not be used to qualify for academic honors.

### **Honors and Awards Week**

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

### **Honors at Graduation**

These grades of high honor are conferred at graduation.

1. Summa Cum Laude (3.90 - 4.00)
2. Magna Cum Laude (3.75 - 3.89)
3. Cum Laude (3.50 - 3.75)

Students who earn a minimum of 90 hours at this institution (Claflin University) are eligible to graduate with the same honors as regular students. Students who earn a minimum of 60 hours at this institution (Claflin University) are eligible to graduate with any other honors other than Summa Cum Laude. A student who has at any time been suspended or subjected to other disciplinary actions by the Student Code of Conduct Judicial Board of the University will not be graduated with honors.

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

### **Administration**

#### **Tingley Memorial Hall**

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

### **Academic Buildings**

#### **Bowen Hall**

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

#### **Calhoun-Downs-Laymen Hall**

Constructed in 1949. This two-story brick structure has been remodeled and houses the Department of Nursing, and the Department of Art.

#### **Grace T. Kennedy Business and Communications Building**

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

#### **Jonas T. Kennedy Health and Physical Education Center**

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

#### **Lee Building**

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

#### **W. Vernon Middleton Fine Arts Center**

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

### **James S. Thomas Science Center**

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

### **Molecular Science Research Center**

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

### **Residence Halls**

#### **C. L. Asbury Hall**

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

#### **Fred P. Corson Hall**

The Fred P. Corson Hall was erected in 1964. Accommodating 61 females, the three-story, air-conditioned brick structure, a two-floor residence area with laundry facilities and student lounge. The building is fully equipped with wireless data access for each resident, and a small computer laboratory. The first-floor houses Academic Success Center, Financial Aid, TRIO program, and Student Support Services.

#### **Mary E. Dunton Hall**

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

#### **High-Rise Residence Hall**

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

#### **SRC South**

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

#### **SRC North**

Female, Capacity-72/3 floors, Computer Lab, Student Lounges, Free Laundry Facilities, Single Room Suites equipped with cable, telephone, and internet access.

#### **SRC West**

Female, Capacity- 72/3 floors, Computer Lab, Student Lounges, Free Laundry Facilities, Single Room Suites equipped with cable, telephone, and internet access.

#### **SRC East**

Female, Capacity- 48/3 floors, Computer Lab, Student Lounges, Free Laundry Facilities, Single Room Suites equipped with cable, telephone, and internet access.

### **Kleist Hall**

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

### **Claflin Commons**

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

### **Other Buildings**

#### **Campus Bookstore**

The Claflin University Bookstore is located on the lower level of the old Campus Center. Hours of operation are 8:00 A.M. to 5:00 P.M., Monday through Friday. Store hours are extended during the start of each semester. Along with textbooks and school supplies, the store is managed by Barnes and Noble.

#### **The Campus Gift Shop**

The Campus Gift Shop is located in the new Student Center. The store offers general reading books, posters, a variety of snacks, gift items, and school paraphernalia. The store is managed by Barnes and Noble.

#### **Campus Center**

This two-story building with a multi-purpose room, houses the offices for the Assistant Dean/Executive Director of Residential Life and the Office of International Students Admissions.

#### **Dunwalton**

In honor of the late Dr. Lewis M. Dunton, the name Dunwalton was retained for the residence of the president. The structure is modern in design and has adequate space for entertaining University guests. The building was erected in 1971 on the site of the former home of the late Dr. and Mrs. Dunton.

#### **James and Dorothy Z. Elmore Chapel**

The chapel was erected in 2007. The main sanctuary seats 500 and 52 choir chairs. The lower level houses the Department of Philosophy and Religion, Chaplain's Office, and classrooms. The walls of the Chapel hold within them a sanctuary of outstanding beauty and presence. In consecration, it will also become a place for spiritual reflection and religious service and for the edification of the University's students and the campus and community beyond.

#### **Ministers' Hall**

Minister's Hall was erected in 1913. This brick structure was used as the University dining hall until fall 1984. The building is being renovated into a Performing Arts Center with a 200 seat auditorium, service kitchen, and a meeting room. The building is listed in the National Register of Historic Places.

#### **Trustee Hall**

Erected in 1895, Trustee Hall is the oldest structure on campus and is located in the National Historic District. The facility has one classroom, several faculty offices, and the Department of Humanities and Social Sciences. This building is listed in the National Register of Historic Places.

#### **Goff House**

The Student Outreach and Retention Center (SOAR) were erected in 1985. This building houses the TRIO program Upward Bound.

### **Hubert Vernon Manning Library**

The Hubert Vernon Manning Library, named for the sixth president and occupied in 1967, is a handsome two-story structure with a half-basement. The exterior is predominantly glass with brick, concrete, and slate. The library has a seating capacity of 300. Located in the library are the Wilbur R. Gregg Black Collection, named for the late Rev. Wilbur R. Gregg, a former faculty member who contributed to the development of the collection, and the Claflin University Archives.

#### **Hours of Operation**

##### **Regular Term Hours:**

Monday – Thursday - 8:00 a.m. - 10:00 p.m.  
Friday - 8:00 a.m. - 6:00 p.m.  
Saturday - 10:00 a.m. - 2:00 p.m.  
Sunday - 3:00 p.m. – 9:00 p.m.

##### **Summer Term and Intercession Hours:**

Monday-Thursday - 8:00 a.m. - 8:00 p.m.  
Friday - 8:00 a.m. - 5:00 p.m.  
Closed on Saturday and Sunday.

### **New Claflin University Student Center**

The three-story building offers a range of amenities, including: A state-of-the-art movie theater with a concession stand; game room and multi-purpose room for entertainment and events; spacious ballroom and conference areas for meetings and gatherings; a rooftop entertainment area with breathtaking views; a duplex food court featuring a variety of popular restaurants, including Qdoba, Papa John's Pizza, and Starbucks Coffee. Convenient access to the University's Post-Office and Print Shop and the Claflin Gift Shop. Office spaces for key university departments, including the Vice President of Student Development and Service, the Student Government Association, Assistant Dean for Student Engagement and Leadership, and the Career Services.

## **RESIDENCE HALL FIRE SAFETY**

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

### **Electrical Appliances**

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

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

Appliances such as irons and curling irons should never be left unattended; they should be unplugged after

use and not stored until they are cool to the touch.

### **Fire Drills**

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

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

### **Fire Alarm Pull Stations**

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

### **Tampering with Fire Equipment**

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

### **Fire Doors**

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

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

### **Smoke Detectors**

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

### **Fire Extinguishers**

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

### **Elevators**

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

### **Health and Fire Safety Inspections**

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

### **In the Event of a Fire**

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

### **Sound the Alarm**

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

### **Dress**

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

### **To Survive a Fire**

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

### **If you get trapped**

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

### **VAPCheck the hallway**

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

### **If you are on fire**

Stop, Drop, and Roll! If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling smothers the flames.

### **Physical Disabilities**

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

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

## **Living Learning Center Instructions for Fire Drill and Fire Safety**

### **A. When signal is sounded**

1. All persons should remain calm.
2. Close all windows but do not lock them.



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

**B. When fire occurs**

1. In case of fire or smoke, alert all persons in the building and evacuate at once. Keep doors and windows closed if possible. Smoke inhalation causes more deaths than actual burning.
2. Make certain the fire department is notified, then the University maintenance and Police offices.
3. After persons are evacuated and alarm has been turned on, an attempt to extinguish small fires with fire extinguishers may be tried. Do not jeopardize yourself.
4. In high rise buildings, do not use elevators. Leave one elevator at ground level for the fire department's use.
5. Have someone contact arriving firefighters to give location of fire or smoke
6. Keep students clear of the building and prevent any re-entry of the building until fire department gives the all clear signal.
7. Discourage all careless smoking habits and impress on students the necessity of all electrical appliances being turned off when leaving the room, even for short periods of time. (irons, hot plates, percolators, etc.)

## **SEMESTER GRADES AND POINTS**

*The grading system outlined below is for use by all departments of the University: Grade Significance Quality Points:*

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



Where a student receives a grade of “D” in a major course or English 101 or 102, or Math 111, the course must be repeated until a grade of “C” is earned. “I”, Incomplete, is given in exceptional cases where the student had been passing and gives evidence of ability to pass the course if granted an opportunity to complete an assignment which was not completed by the termination of the course. Grades of “I” must be removed within the first nine weeks of the subsequent semester in residence. Grades of “I” are not removed within the first nine weeks of the subsequent semester in residence automatically become failing grades of “F”.

To remove grades of “I”, the faculty member must report the change on a Change of Grade Form to the Office of Enrollment Management by the deadline for submission of mid-term grades.

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

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

### **GRADE POINT AVERAGE**

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

### **REGISTRATION**

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

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

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

### **CHANGES IN REGISTRATION**

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

No entry should be made on the student’s grade record for courses dropped within the period when changes

in schedule are permitted. A grade of Withdrew Passing (WP) or Withdrew Failing (WF) should be awarded for all courses dropped after the expiration of this period.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS**

Claflin University's standards for measuring satisfactory academic progress are as follows: 1). **Qualitative Standard** measures a student's success by analyzing the cumulative grade point average (GPA). In order for a student to meet CU's Qualitative Standards he/she must pass **80%** of hours attempted and meet the minimum cumulative grade point average requirements for satisfactory academic progress. 2). The chart below outlines the required GPA based on the number of hours attempted:

<u>Cumulative Hours Attempted</u>	<u>Minimum Cumulative GPA</u>
0 - 29	1.75
30 - 59	1.85
60 and above	2.0

*(please refer to the catalog for full policy)*

## **CLASS ATTENDANCE**

Class attendance is an essential part of a student's growth. Regular attendance in all classes for which a student is registered is crucial for academic success. As such, it is imperative that all students attend every class, regardless of the reason for their absence. However, we also understand that there are circumstances beyond our control.

Students are only permitted a limited number of allowable absences per semester, which is equivalent to the frequency of their course's regular weekly meetings. Instructors are to report excessive absences to the Vice President for Student Development and Services. The number of permissible excused absences is at the sound discretion of the individual teachers, based upon the circumstances involved.

Double absences are charged for each unexcused absence from class on the day prior to and following each holiday. All excuses for **absences must be uploaded into Excuse Absence Portal** and for the approval of the Vice President for Student Development and Services and other designated officials.

Students who may be required by the University to miss classes while attending to University's business or affairs shall be exempt from this regulation only to the extent that their excessive absences result from the performance of such University business or affairs.

Absence from class for any reason does not exempt the student from responsibility for any assigned work.

## **POLICY ON FINAL EXAMINATIONS**

**Academic Senate Regulations specify that final examinations are required in all undergraduate courses, unless an exception has been approved by the Undergraduate Council (UGC).**

1. Final examinations may not be given at any time before examination week without the explicit approval of the Vice President of Student Development and Services.
2. **No student may be excused from assigned final examination unless dire emergencies.** Documentation must be submitted within the Excused Absence Portal before final grade submission.

## **GUIDELINES FOR EXCUSES FROM CLASS**

## **I. Time for Presentation of Excuses**

ALL EXCUSES FOR ABSENCES FROM CLASSES MUST BE PRESENTED BY STUDENTS WITHIN **SEVEN (7) DAYS** OF THEIR RETURN TO CLAFLIN UNIVERSITY.

**Falsification, forgery, or misrepresentation of information to any University official in order to be excused from classes or assignments is prohibited and could lead to disciplinary actions. Students will not be granted early travel excuse during exams, unless in cases of dire emergencies.**

## **II. Grounds for Issuing Excuses**

1. Illness of student or medical conditions (including pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from pregnancy related conditions).
2. Serious illness or death of immediate family member.
3. Authorized representation of students at a university's event or activity.
4. Late registration because of financial aid difficulties beyond student's control and verified by the Director of Financial Aid.
5. A court appearance that is legally required and unavoidable and cannot be rescheduled.

## **III. Documentation Required**

1. Excuses based on illness or medical conditions (including pregnancy and related medical conditions as outlined above) require a statement by a physician or the University nurse which gives the exact time for which an excused absence is recommended.
2. Excuses based on serious illness of immediate family member or dependent. A medical confirmation note from the medical provider involved in the care of the student's immediate family member or dependent. **Students may not submit hand-written or type notes from self or a family member as a valid excuse.**
3. Excuses based on the death of a family member will require verification: funeral program or statement from the involved funeral director.
4. Excuses based upon authorized representation of Claflin University should be verified by a written statement from the President, Vice President for Student Development, or Provost, depending on the source of authorization.
5. Excuses based upon a legally required court appearance should be verified by a copy of the document requiring such appearance.
6. Excuses for late registration based on financial aid difficulties shall require a statement from the Director of Financial Aid. The record of each student's attendance in classes starts with the date that the class officially begins and not the time of reporting to class.

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

## **IV. Procedures to Obtain an Excuse**

1. Obtain documentation as outlined above.
2. Complete the electronic online Excuse Form within 7 days of excused absence.
3. Attach the appropriate documentation to the Excuse Form and Submit for approval.
4. Excuse Form decisions will be sent directly to the faculty members listed from the Provost Office.



**Under no circumstances will excuses be approved beyond the 7-day deadline.**

## **V. Academic Guidelines**

1. A student's major advisor, Department/Dean, and the Provost must approve a student's major

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

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

## **UNIVERSITY POLICE/SECURITY OFFICERS**

The chief purposes of the officers are to protect students, faculty, and staff, and to enforce state and local laws on campus and school property. The officers have the authority to arrest violators.

1. Students will not be allowed to park in reserved parking spaces.
2. Regulations regarding speed limit, pedestrians, right-of-way, and reserved parking spaces will be strictly enforced.
3. The office is open twenty-four hours a day.
4. Office personnel will use the Student Handbook as a guide for the residential hall hours.
5. For Security reasons, after 6:00 pm, all non-residents and persons who are not off campus students or persons who are not faculty and staff will park their vehicle in the gravel parking lot on Goff Avenue. After 12:00 midnight, ALL VEHICLES entering the campus must have a Claflin University decal and park in designated legal parking spaces.
6. Loitering is not permitted in or about any residential hall after visiting hours, 12:00am.
7. Officers patrol the residential halls and all Claflin University property on and off campus

### **“A Safe Campus Is Everyone’s Responsibility”**

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

### **Reporting of Crime**

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

### **Campus Police Department: Extension 5444**

### **Emergency: Police, Fire, Ambulance Dial 911**

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

## **MOTOR VEHICLE REGULATIONS**

### **Traffic and Parking Regulations**

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

## **UNIVERSITY TESTING PROGRAM**

Various standardized and non-standardized tests are administered to students at different stages of their University work to ensure high academic standards, proper guidance, effective evaluation of the student

achievement against national norms, and placement in certain courses. All tests administered by Claflin are requirements for graduation.

All students who have one or more years of high school credit in French or Spanish, and wish to continue to study the same language, will take a placement exam in that language upon entering Claflin. Students must enroll in the course prescribed by the exam. Students may exempt the entire foreign language requirement, or they may be required to begin at any level, based on the results of the placement evaluation.

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

### **English Proficiency Examination**

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

#### **A. The portfolio will contain the following:**

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

#### **B. Requirements for the two out-of-class essays. The revised essays must:**

- a. Be typed in MLA format on standard white paper
- b. Use 12-point Times New Roman font
- c. Earn a minimum grade of "B"

### **Departmental Exit Examinations**

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

### **Other Examinations**

#### **1. Mid-term and Semester Examinations**

In addition to periodic quizzes, formal examinations are given in all classes at the end of nine weeks and at the end of each semester.

#### **2. National Tests**

The University is a testing center for:

- i. The Millers Analogies (MAT)
- ii. American College Test (ACT)
- iii. Major Field Assessment Test (MFAT)

### **College Level Examination Program (CLEP)**

Credit by examination will be granted to students who present acceptable scores on general and/or subject

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

## **Placement Examinations**

### **I. Freshmen and Transfer Students**

- A. Where applicable, students will be required to take Mathematics and English placement tests.
- B. Students must begin with foreign language course number 101 unless they take the prescribed placement test in the language they choose to study.

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

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

### **IV. Senior Examinations**

All seniors are required to pass departmental exit examinations.

## **DRESS CODE**

### **Policy Statement**

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

### **Statement of Purpose**

This policy establishes guidelines for student attire at Claflin University.

### **Applicability**

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

### **Appropriate Attire**

Top and bottom coverings should be worn at all times. Examples of appropriate attire for various occasions include:

- A. Classroom, cafeteria, or University offices - casual or business casual;
- B. Formal programs – Matriculation Day, Chapel, Convocation, Founder’s Day and other college functions – Business or business casual;
- C. Interviews – Business;
- D. Social/recreational activities, residence hall lounges (during visitation hours)— modest, casual, or business casual; and
- E. Galas or balls – Formal and semi-formal attire.

### ***Inappropriate Attire/Appearance***

Examples of inappropriate attire and/or appearance include but are not limited to:

- A. Caps, dude rags, skull caps, stocking caps, bandanas, bonnets, and/or hoods in classrooms,

- cafeteria, or other indoor, or outdoor campus venues/university property; these items can be worn in the privacy of student's residence halls only;
- B. Head coverings and hoods for men in any building; baseball caps, bonnets, and hoods for women in any building;
  - C. Sunglasses or shades in class or at formal programs;
  - D. Clothing with derogatory, offensive, and/or lewd messages either in words or pictures;
  - E. Men and women's pants that are worn low enough to reveal underwear, undergarments, or secondary layers of clothing;
  - F. Pajamas worn in public or in common areas of the University; and
  - G. Sleeveless and/or undershirts worn outside of residence hall without a conventional t-shirt underneath.

### **Exceptions**

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

### **Noncompliance**

Failure to comply with this policy is a violation of the University's Code of Student Conduct. Students may be given a verbal warning to correct their attire by the administration, faculty, or staff. A student who elects not to abide by the directives of the administration, faculty, or staff is in violation of the Code of Conduct for "failure to comply" and as such, will be referred to the Vice President for Student Development and Services. Violators will be subject to the Code of Conduct and sanctions up to, and including, expulsion.

## **DEPARTMENT OF ATHLETICS**

### **Athletic Organizations**

#### **The Claflin Cheerleaders**

In addition to cheering at basketball games and leading pep rallies, the cheerleaders' goal is to bolster University spirit and to further the ideas of sportsmanship on campus.

#### **Intercollegiate Teams**

Men and Women Basketball

Baseball

Softball

Track and Field (Men and Women)

Cross-Country (Men and Women)

Volleyball

#### **Athletic Participation**

All students must adhere to the rules and regulations of the Claflin University Student Code of Conduct and maintain regular class attendance. Athletes will not be permitted to formally represent the University if placed upon disciplinary probation or suspension.

All student athletes must also maintain satisfactory academic progress as outlined by the University (2.0 GPA) and the National Collegiate Athletics Association (NCAA).

Claflin University students who choose to participate in intercollegiate athletics are subject to random drug testing.

## **FINANCIAL AID TO STUDENTS**



### ***Programs of Financial Assistance***

The Financial Aid Program at Claflin University attempts to remove financial barriers to students and parents by making every effort to meet the demonstrated needs of all students to the extent funding will permit. Financial Aid includes scholarships, grants, loans, and employment, which may be offered to students singly or in combination. We believe that a quality Financial Aid Program contributes to a student's success in college, helps to prepare the student for the workplace, graduate, and professional school. The Financial Aid Office strives to provide for the timely delivery of financial assistance to eligible students. The Financial Aid Office is located in Corson Hall, First Floor.

### ***How to Apply for Financial Aid***

1. Claflin University Financial Aid Forms: To be considered for financial aid, you must first apply and be accepted for admission. If you are an entering freshman or transfer student, complete the Claflin University Financial Aid Forms when you apply for admission. Return the form to the Office of Student Financial Aid.
2. Free Application for Federal Student Aid (FAFSA): All applicants who wish to be considered for federal and state financial aid must fill out a Free Application for Federal Student Aid. You may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You and your parents must apply for a pin number at [www.pin.ed.gov](http://www.pin.ed.gov) to sign the application online. The application will not be processed without the appropriate signatures. Completing the FAFSA will determine your financial aid eligibility. Be sure to have Claflin's school code on the FAFSA so that we may receive your information.
3. South Carolina Tuition Grant Application. Application for a South Carolina Tuition Grant is made by completing the Free Application for Federal Student Aid before June 30. By submitting the FAFSA to the central processing and listing Claflin University as first choice in the college choice section, the South Carolina Tuition Grants Commission will be able to electronically receive your application from the central processing. If you meet the other requirements, you will automatically be considered for a South Carolina Tuition Grant.

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

## **FOOD SERVICE**

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

### **The following regulations are to be followed:**

- A. Students are prohibited from playing radios/tape players in the dining hall.
- B. **Smoking/Vaping is not permitted in the dining hall.** Line cutting will not be tolerated.
- C. If any difficulty should arise at the counter, the individual should see one of the persons in charge rather than hold up service.
- D. Students who have lost their ID cards must pick up a new ID/ meal pass from the Office of the Dean of Student with presentation of picture ID. The cost for a replacement meal card is \$75.
- E. Food, dishes, silverware, or other equipment may not be taken from the cafeteria without permission of the dining hall manager. Violators will be charged with theft.
- F. Visitors (persons who do not hold meal cards) must pay for their meals unless payment is made by their hosts.
- G. Meal tickets may not be used by anyone other than those to whom they are issued. Students who use another person's meal card or who allow others to use their meal cards will be charged

- with violation of the Student Code of Conduct.
- H. Proper attire, including shirts and shoes, must be worn in the cafeteria and for all dining events. Men are to remove hats and caps (an exception will be made if head coverings are worn for religious reasons. *See Dress Code*).
  - I. Students who are sick and cannot leave their rooms to have meals in the cafeteria should notify the Nurse, their Resident Manager, or Resident Assistant to make arrangements for meals.
  - J. Only valid meal cards will be accepted in the cafeteria.
  - K. The dress code is in effect for all formal dining events in the cafeteria and elsewhere on campus.
  - L. Students must not move tables and chairs.
  - M. Students should place all utensils used for meals at the Drop Tray Area. Do not put them in the trash.

## FOOD SERVICE HOURS

Breakfast	Monday - Friday	07:00 A.M. - 09:00 A.M.
Lunch	Monday - Friday	10:30 A.M. - 1:30 P.M.
Dinner	Monday - Friday	5:00 P.M. - 7:30 P.M.
Brunch	Saturday	10:00 A.M. - 1:00 P.M.
	Sunday	10:00 A.M. - 1:00 P.M.
Dinner	Saturday & Sunday	5:00 P.M. - 7:00 P.M.

*\*Food Service will post holiday hours of operation*

## STUDENT HEALTH CENTER

Claflin University maintains a high regard for the general health and well-being of all its students. This department is supported from the general funds and students' fees.

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

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

**Weekends:** All illnesses and accidents are referred to MUSC Emergency Room.

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

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

- A. Student health services to all students.
- B. One staff Nurse, 1 Nursing Assistant, and one Physician.
- C. Clinic with the University physician is held on Tuesdays and Wednesdays.

## **Health Center - Clinic Hours & Services**

### **Regular Hours:**

Monday–Friday: 8:00 AM – 5:00 PM (Closed Weekends and Holidays)  
- Nurse Triage begins at 4:00 PM prior to MD clinic

Free Telehealth and Mental Health Services - TimelyCare: [timelycare.com/claflin/auth/login](https://timelycare.com/claflin/auth/login) or call 1-833-484-6359. You must register with your claflin.edu email address. Services are available 24/7.

### **The Clinic Hours**

After-Hours Clinic (MD Clinic): Tuesday & Thursday, 5:00 PM – 6:45 PM

*\*(Hours/Dates are subject to change)*

*\*After hours, contact residential managers and/or campus police.*

### **Physical Examination**

All students are required to have a physical examination before entering Claflin. The health form is kept in the student's health folder to enable the University physician to give necessary health advice or prescribe medical attention.



## STUDENT ORGANIZATIONS & ACTIVITIES

### CLASS ORGANIZATIONS

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

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

### ACADEMIC CLUBS

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

### NATIONAL HONOR SOCIETIES

#### Alpha Kappa Mu National Honor Society

Founded in 1937 and admitted to the Association of College Honor Societies in 1952, the Alpha Kappa Mu National Honor society has as its main objective the promotion of scholarly endeavors. Members are limited to junior and senior students whose cumulative grade-point average is at least 3.0 on a 4.0 grading scale.

#### Delta Mu Delta

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

#### Pi Gamma Mu

Founded in 1924, Pi Gamma Mu is the leading honor society which encourages excellence in the sciences. Juniors, seniors, and graduate students become eligible to join when they meet the following criteria membership: upper 35% of the class, a grade point average of "B" or better, and 20 semester hours in

science courses. Faculty and administrators may also accept the privileges and responsibilities of members of the collegiate chapter.

#### Pi Lambda Theta

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

#### Chi Alpha Sigma National College Athlete Honor Society

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

#### Sigma Tau Delta International English Honor Society: Alpha Iota Zeta Chapter

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

#### Theta Alpha Kappa National Honor Society

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

### **Residence Hall Organizations**

#### **Residence Hall Councils**

Student government of the residence halls rests with the Residence Hall Council of each hall under the supervision of the hall’s resident manager.

### **Religious Organizations**

Oxford Club

Sigma Phi Lambda- Christian Sorority

Student Christian Association

### **Music Groups**

Gospel Choir

Concert Choir

Jazz Ensemble

Music Department Organization

### **Publication Group**

#### **Les Memoirs (The University Yearbook)**

The Editor shall be elected from the outgoing Les Memoirs staff and shall be a senior. The Assistant Vice President for Communications and Marketing or designee shall be a member. Other members on the staff shall be voted upon by the members of the staff.

### **Social Organizations**

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

### **Developmental Organizations**

Claflin University Ambassadors  
National Pre-Alumni Council of the University Fund

Upon registration at the University, each student will automatically become a member of the Claflin University Chapter of the National Pre-Alumni Council. The purposes of this organization are:

1. To create and maintain in the Pre-Alumni of member colleges an abiding sense of personal commitment to an individual responsibility for the life and growth of the University;
2. To affirm the Council goals by encouraging a fraternal spirit among the pre-alumni of the member college, and to keep them aware of, dedicated to a life of service and value;
3. To give maximum assistance in raising funds during annual campaigns;
4. To stimulate awareness among University students the need for becoming an active member in their respective alumni associations.

### **Civic Organizations**

#### **The National Association for the Advancement of Colored People (NAACP)**

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

### **INTRAMURALS**

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

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

### **ADDITIONAL ORGANIZATIONS**

- American Chemistry Society
- Pre-Med Club
- American Marketing Association
- Pre-Law Club
- Artist League
- SIFE
- League of BEEP Associates
- GRE Club
- Cheerleaders Club
- The Panther Club
- Young Democrats
- Tour Guide Association
- Friends of Earth
- Track Phi Track

- UMAAD
- Yearbook
- Mass Communication Club
- Pre-Engineering Club
- Student Government Association
- Phi Beta Lambda Business Fraternity
- Wesley Foundation United Methodist
- Sigma Tau Delta English Fraternity
- National Society of Black Engineers

### **GREEK LETTER ORGANIZATIONS**

There are five national Greek fraternities and four national Greek sororities at Claflin University. Fraternities and sororities are social organizations that promote leadership, involvement, and service. The University is committed to the growth and development of the Greek system by implementing programs and workshops to facilitate the many aspects of Greek life.

#### **The Fraternities**

Alpha Phi Alpha (Delta Alpha Chapter)  
Phi Beta Sigma (Omicron Chapter)  
Iota Phi Theta

Kappa Alpha Psi (Gamma Nu Chapter)  
Omega Psi Phi (Lambda Sigma Chapter)

#### **The Sororities**

Alpha Kappa Alpha (Gamma Nu Chapter)  
Zeta Phi Beta (Mu Chapter)

Delta Sigma Theta (Gamma Chi Chapter)  
Sigma Gamma Rho (Theta Chapter)

#### **The Pan-Hellenic Council**

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

#### **Membership in Sororities or Fraternities**

**A student must meet the University requirements to be eligible to participate in membership intake:**

- Be registered as a full-time student at Claflin University at the time he/she is being considered for membership intake;
- Have a minimum cumulative GPA of 2.80 and a minimum semester GPA of 2.80;
- Have earned a minimum of 36 credit hours;
- The Office of Business Affairs or satisfactory arrangement for payment of all bills;
- Not be on academic and/or disciplinary probation; and
- Maintain the required GPA of 2.80 or better to be an active member of their organization.

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

Claflin University's membership selection/intake process takes place during a six to eight-week period during the spring semester.

Continuing education students need to make inquiry to the individual organization for membership eligibility criteria.



### **Other Guidelines Affecting Greek-Letter Organizations**

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

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

2. An advisor must be present at all meetings and activities of the organizations.
3. Each advisor to a Greek-letter organization must be affiliated with a Greek-letter organization and must be approved by the Vice President for Student Development and Services.
4. All Greek activities must be held on campus unless the sponsoring group has received prior approval from the Vice President for Student Development and Services to sponsor the activity off campus.

### **SPECIAL NOTE**

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

### **DISCIPLINARY ACTION (ALL STUDENT ORGANIZATIONS)**

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

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

### **GUIDELINES COVERING STUDENT ACTIVITIES AND ORGANIZATIONS**

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

#### **1. Registering Student Organizations**

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

- A. Name
- B. Purpose
- C. Sponsor(s) and/or advisor(s)
- D. Officers
- E. Time and place of regular meetings
- F. Proposed programs and approximate dates for activities during the year

*Forms for this report are available in the Office of Student Life, in the Campus Center. Newly formed organizations must also submit (in addition to the above) a copy of their proposed constitution and by-*

*laws.*

## 2. Scheduling of Activities

- All student-sponsored activities must be approved by the Assistant Dean for Student Engagement and Leadership. After proper signature approval, a copy of the form will be sent to the organization's advisor at least one week in advance of the event.
- The Student Activity Application Form for filing is available in the Office of Student Life located in the Campus Center. After proper signature approval, a copy of the form will be returned to the organization's advisor. The advisor or his/her appointee must be present at all activities of student organizations.
- Social events held proceeding a school day must end at 11:00 p.m., except on Friday, when they must end by 1:00 a.m. Saturday evening activities must end by 12:00 midnight.
- Lyceum features and institutional programs take precedence over any other scheduled activity.
- Sunday social programs are reserved for activities of a religious or cultural nature.
- All student activities must be held on campus, unless clearance is received from the Vice President for Student Development and Services to hold the activity elsewhere.
- Social activities will not be scheduled after 10:00 p.m. the night before midterm examinations nor during the week of final examinations.
- The Vice President for Student Development and Services has the right to revoke approval of any date or affair if an organization fails to follow the policy on scheduling student activities or if the organizations' practices violate the Student Code of Conduct.
- Student organizations are encouraged to sponsor assembly programs during the academic year.
- Each Wednesday, from 6:00 p.m. - 7:00 p.m. is reserved for Power Hour. No social activities are to be scheduled during this hour.
- Guidelines for pageants must be approved by the Office of Student Life prior to extending invitations to proposed participants.
- Organizations must submit to the Office of Student Life for approval of an off-campus speaker or guest prior to extending an invitation to the speaker or guest.
- The following activities may be sponsored in the Jonas T. Kennedy Center, Tullis Arena, by the Student Government Association:
  - The Homecoming Concert
  - The Spring Concert
- All student organizations must submit their proposed activities for the upcoming academic year (as part of their End of the Year Report) to the Office of Student Life on or before May 1.
- Organizations should establish regular meeting times and places to minimize scheduling conflicts.

## 3. Student Trips

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

## 4. Posting Guidelines

- A. All notices to be posted must be stamped by either the Office of Student Engagement or the Director of Claflin University Student Center.

- B. Persons or groups responsible for the postings of notices are also responsible for removing such notices immediately following the event or within a day after the event.
- C. All notices must be in correct English.
- D. **Handbills, pamphlets, newspapers, and other writings are treated in the same manner as notices and therefore must receive administrative approval prior to posting or distributing on campus.**
- E. Postings will be removed if regulations are not followed.

#### **5. Role of Organization Advisor**

- Normally, only Claflin University faculty and staff, on recommendation by the organization and approved by the administration, may serve as advisors to student groups. However, in some instances, community members may be recommended as advisors. The organization advisor has the following responsibilities:
- The advisor or his/her designee must be present in order for an organization meeting to be a bona fide meeting.
- The advisor should insure that the organization's activities, programs, and other forms of entertainment are in good taste and reflect favorably upon the University.
- The advisor should assist in scheduling all activities on the student activity calendar.
- The advisor must secure approval (by securing the proper signatures on the travel form) prior to taking a group off campus.
- The advisor reviews the group's operations for consistency with the University's regulations and policies.
- The advisor assists the organization with the proper management of the group's funds and the filing of the End of the Year Report.
- The advisor actively participates in leadership training when offered by the University.
- Characteristics of a good advisor:
  - plans with the group;
  - helps group find solutions to problems;
  - knows University and national policy where it applies;
  - encourages group members to regularly consult with him/her;
  - prompt and reliable;
  - familiar with parliamentary procedure for conducting a business meeting;
  - firm but fair;
  - loyal to the group;
  - able to develop leadership responsibility in the officers and makes sure they are informed of what is expected of them.

#### **6. Fund Raising Policy**

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

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

#### **7. Solicitation by Student Organizations**

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

- A. All solicitations (fundraising) must be approved by the Office of Student Life.

- B. The Office of Student Life shall issue a form of identification to the students that are authorized to solicit.
- C. An announcement must be sent to the local newspaper prior to the solicitation of funds stating the name of the organization, the purpose, the dates when solicitation will begin and end, and the names of the persons to contact for further information. This is to be coordinated through the Communications and Marketing.

### **8. Publicity of Events**

It is the official policy of Claflin University regarding student organizations making use of television, radio, and newspaper announcements that such announcements be reviewed and approved by the Office of Student Life. Subsequently, subject announcements will clear through Communications and Marketing before any contact is made with any of the public media.

### **9. End of Year Report**

Each organization is required to file an End of the Year Report in the Office of Student Life on or before May 1. The report must include the following information:

- A. A list of all academic year activities accomplished by the organization;
- B. A detailed financial statement covering all academic year expenditures;
- C. The recommended advisor for the next academic year;
- D. Proposed activities for the next year (include desired date, time, and location);
- E. Signature of the organization president, secretary, treasurer, and advisor.

## **STUDENT GOVERNMENT ASSOCIATION**

All students of Claflin University are encouraged to be active members of the Student Government Association. The office of the Student Government Association is located in the Campus Center. The role of this organization is to represent the students in matters relating to the general welfare of the student body in accordance with the powers invested in it by the University Administration and/or Board of Trustees. The Student Government Association is the official representative of the students and offers opportunities to share concerns, express opinions, jointly participate in the resolution of problems, and make recommendations to the proper officials of the University. The Association and its representatives on committees provide students a role in institutional decision making. In order to insure that there will be consistent contributions from students in the policy making of the University, a number of committees have been established, with proportional representation from this group on each committee. These committees make recommendations to the faculty or to the executive committee of the University: academic affairs committee, admissions committee, athletic committee, discipline committee, financial committee, and library committee.

## **CLAFLIN UNIVERSITY ROYAL COURT**

The Claflin University Royal Court (i.e., Miss Claflin, Mister Claflin, Miss 1869, Mister 1869, Miss Orangeburg and Maroon, and Mister Orangeburg and Maroon) was established 2020 to support and represent the mission and vision of the institution; as well as; all facets of the University's student population.

The mission is to provide a moral, cultural, ethical environment that is conducive to the development and image of Claflin University and the student body in which they represent. The royal court is committed to supporting and inspiring students by exemplifying scholarship, academic excellence, leadership, character, etiquette, community service and civic engagement, ethical conduct, and public speaking.

The royal court functions under established constitution and by-laws and a titleholder contract. Below are the minimum eligibility requirements:

- 3.0 cumulative and 2.8 semester grade point averages

- No judicial record/disciplinary record within or outside the institution

All other requirements and guidelines are outlined in the Claflin University Royal Court Constitution, Title Holder Contract, and Handbook.

Members of the royal may only hold a position for one academic year. Students are unable to hold the same position more than once. Royal court members are assessed a one-time non-refundable \$500 dues to support their reign. The royal court operates separate from the student government association and student activities board.

### **IDENTIFICATION CARDS**

Upon registration each new student is given an identification (ID) card which he/she is required to carry with him/her at all times. This card is not transferable and any student who uses another student's ID card or allows another person to use his/her ID card is subject to disciplinary action. The first card is FREE; if misplaced, a new card will cost \$25. Arrangements for replacement ID cards are made through the Office of Student Life. The card will be revalidated each semester.

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

The card must be shown or rendered to appropriate University officials, including Campus Police officers and resident assistants, upon request. It must be surrendered when the student withdraws or is suspended or dismissed from the University or upon the request of University authorities.



# OFFICIAL INFORMATION

## STUDENT SERVICES

### RESIDENTIAL LIFE/STUDENT HOUSING

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

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

### RELIGIOUS LIFE

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

- Holy Communion
- Memorial Services
- Meet Me at the Flag Pole (National Student Day of Prayer)
- Assembly Programs
- Power Hour

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

### **THE ALICE CARSON TISDALE HONORS COLLEGE**

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

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

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

### **Admission to the Honors College**

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

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

- High school grade point average of 3.00 or better
- SAT or ACT scores
- High school rank
- Level of high school course work
- Letters of recommendations- academic and character
- Leadership qualities and participation in school and community services
- Giftedness and unique talents
- World Education Services evaluation (or other approved services), where applicable

Sophomores and juniors currently matriculating at Claflin University are also invited and encouraged to apply to the Honors College. Students who have a cumulative earned college 3.5 GPA or higher and have



demonstrated outstanding leadership qualities or talents while attending Claflin, are invited to apply through the Honors College Office during the summer term of each academic year. The Honors College Advisory Board will make recommendations, and students awarded admission will be notified during the month of July.

### **Levels of Scholarships**

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

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

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

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

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

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

### **FRESHMAN COLLEGE**

The Freshman College is a first-year program designed to offer services specially tailored to address the unique needs of students in transition to college. Freshman College is located in Bowen Hall, ext. 5282.

### **COUNSELING CENTER/ADA SERVICES**

The Counseling Center/ADA Services provides personal counseling services to students in distress due to a personal conflict or stress resulting from the challenges of coping in a collegiate environment. The Counseling Center is located at 897 Goff Avenue; 803-535-5285. All counseling services are confidential.

### **ACADEMIC SUCCESS CENTER**

The Academic Success Center (ASC) is a campus-wide department that provides academic support service, academic counseling, and other support services to improve student success. ASC is located in Corson Hall, Suite 106; 803-535-5604; [asc@claflin.edu](mailto:asc@claflin.edu).

## **CAREER DEVELOPMENT**

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

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

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

## **PROFESSIONAL/CONTINUING STUDIES/GRADUATE PROGRAMS**

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

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

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

## **ASSEMBLY PROGRAM**

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

## **CLAFLIN UNIVERSITY ASSEMBLY PROGRAM GUIDE**

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

## **REV. ALONZO WEBSTER WRIGHT LYCEUM PROGRAM**

The University provides for the "out of class" intellectual and cultural development of its students by

sponsoring The Lyceum Series. Lectures, drama productions, and concerts comprise the year's program. Vocational and religious activities are also offered. The Lyceum program will bring to the University and Community well known and professionally established musicians and leaders in the Humanities and trailblazers in the Sciences.

### **MILITARY SCIENCE ARMY RESERVE OFFICER TRAINING CORPS (ROTC)**

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

### **OBJECTIVES**

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

### **PROGRAM OFFERINGS**

All students are encouraged to pursue, as electives, Basic Course ROTC studies for a period of two years. These courses may be taken in lieu of physical education. This is a prerequisite for enrollment in the advanced course unless the student is participating in the Advanced Placement Program of the Two-Year Commissioning Program. The advanced course is a two-year program which includes attendance at Advanced Camp is a six-week summer training camp at Fort Bragg, North Carolina.

### **PROGRAM REQUIREMENTS**

#### **Basic Course ROTC**

1. To participate in the basic program, students must meet the following requirements:
2. Be enrolled as students at Claflin University;
3. Be physically qualified (Program is no more strenuous than the basic physical education programs);
4. Comply with loyalty requirements and not be a conscientious objector; and
5. Be U.S. citizens or receive approval from Headquarters, Department of the Army.

#### **Advanced Course ROTC**

To participate in the advanced course programs, students must meet the following requirements:

1. Meet the requirements for the Basic Course (as discussed in Program Offering above);
2. Complete satisfactorily an Army medical examination;
3. Be selected by the Professor of Military Science (PMS);
4. Be enlisted in the Army Reserve (ROTC);
5. Agree to accept a commission, if offered, and serve for prescribed period (normally three years) on active duty in the Army Reserve or Army National Guard;
6. Be a citizen of the United States;
7. Be at least seventeen years of age;
8. Be eligible for appointment as a Second Lieutenant prior to reaching thirty years of age;
9. Comply with loyalty requirements;
10. Meet any other requirements prescribed by the Department of the Army.

### **THE SCHOLARSHIP PROGRAM**

The Army ROTC Scholarship Program awards four-, three-, and two-year scholarships to eligible students

on a competitive basis. Each scholarship pays for full tuition and books and includes an allowance for lab fees and other educational expenses.

### **CLAFLIN UNIVERSITY ROTC LIAISON**

For more information on the opportunities available through the Army ROTC Program, contact the Claflin University Liaison Officer, the Vice President for Student Development and Services, Student Center, Room 268, Phone: 803-535-5341.

## **STUDENT RECORDS**

In order to achieve educational goals, provide direction to students, and extend service to society, the University must maintain records. All policies and practices concerning records shall be based on respect for the privacy of the individual student. All records are open to each student concerned. For further information, see Claflin's FERPA Policy.

### **I. General Principles and Practices**

#### **A. Confidentiality**

Information relating to individuals which is obtained by the University personnel, including faculty and students, during the course of their duties shall be respected as confidential. \*A student at Claflin has a right to expect that any personal data furnished for any records of the University will be treated as confidential information \*to the extent possible and as required by law (see FERPA Policy).

#### **B. Information Which May be Released**

Information which appears in a directory or has appeared at one time or another in publications that are available to the public is a matter of public record and may be released at any time.

#### **C. Requests from Prospective Employers**

Record information may be sent to prospective employers at the request of the student concerned.

#### **D. Requests from Other Educational Institutions**

The University will send written reports to other educational institutions to which a student has applied for transfer upon release of received information signed by the student.

#### **E. Student Access to Records**

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

#### **F. Requests from University Personnel**

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

#### **G. Department Records**

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

### **II. Types of Student Records**

- A. Permanent academic records
- B. Disciplinary records
- C. Personnel and placement records

- D. Health service records
- E. Student aid records
- F. Departmental records.

### **III. Maintenance and Use of Records**

#### **A. Permanent Academic Records**

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

#### **B. Disciplinary Records**

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

#### **C. Placement Records**

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

#### **D. University Health Service Records**

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

#### **E. Office of Financial Aid Records**

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

### **RECORDS**

- Records shall be created for all reported cases of student misconduct.
- Disciplinary records are considered academic records and are protected by the Family Educational Rights and Privacy Act (FERPA). Records may be released to university officials on a need-to-know basis only.
- All disciplinary records are the property of Claflin University and are maintained in the Office of the Vice President for Student Development and Services. The University reserves the right to maintain these records for any time depending on the severity of the infraction. Major offenders involving criminal charges or suspensions and expulsions shall be maintained indefinitely.
- A tape recording shall be made of every judicial board hearing. The tape recording shall be the property of the University. Neither the complainant nor the accused shall be allowed to make a

separate recording of any type. Under no circumstances will a copy of the recording be released except in the case wherein the records are subpoenaed by a court order.



## SOUTH CAROLINA CODE OF LAWS

### Drinking Prohibited

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

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

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

This section shall not be construed to prohibit transporting beer or wine in a closed container, and this section does not apply to a vehicle parked in legal parking places during functions such as sporting events where law enforcement officers are on duty to perform traffic control duties. A person who violates the provision of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than one hundred dollars or imprisoned not more than thirty days.”

“Section 63-19-2440. It is unlawful for any person under the age of 21 to purchase, or knowingly have in his possession, any beer, ale, wine, or any other similar malt or fermented beverage. Possession is prima facie evidence that it was knowingly possessed.”

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

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

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

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



#### **\*Penalties. (16-3-530)**

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

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

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

#### **Riding on a Vehicle Portion Not Designed for Passengers.**

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

#### **Automobiles: Sleeping In.**

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

#### **Carrying of Weapons Prohibited.**

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

#### **Breach of Peace; Disorderly Conduct; Drunkenness in Public.**

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

### **TRESPASS**

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

### **WEARING MASKS AND THE LIKE**

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

### **VIOLATIONS OF LAW AND UNIVERSITY REGULATIONS**

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

### **WITHDRAWAL FROM UNIVERSITY**

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

Medical Withdrawal, when approved, withdraw a student from a semester for medical reasons. A student may request a Medical Withdrawal (MW) from the University before the end of a given semester (last day of class before finals begin) if, during the course of that same semester, they encounter a physical or mental condition and/or experience a serious injury that prevent them from meeting the normal expectation of a student. The severity and duration of the condition must be such that it would not be reasonable for the student to make up any absence for missed work.

The request must be clearly supported with documentation by a healthcare provider seen during the semester in question. Requests for a MW are made by the student through the process of filling out the withdrawal form. The office of the Vice President holds the ultimate authority to approve a MW. The student will receive a decision via email once all of their information have been submitted and reviewed.

### **LOST AND FOUND**

Articles lost or found should be reported or taken to the Office of the Vice President for Student Development and Services located in The Student Center. Upon proper identification, such items will be returned to the owner or the police front booth.

---



## CLAFLIN UNIVERSITY 2025-2026 ORGANIZATIONS' ADVISORS

Alpha Kappa Alpha: Mrs. Monica Robertson /Ms. Marilyn Gibbs	535-5094/535-5309
Alpha Phi Alpha: Mr. Christopher Green	535-6556
Zeta Phi Beta: Ms. Kizzy Rivers	535-5684
Omega Psi Phi: Mr. Darly Brockington	535-5828
Delta Sigma Theta: Mrs. Cassandra Felder	803-928-0861
Phi Beta Sigma: Mr. Demetruia Kelly	378-1248
Sigma Gamma Rho: Ms. Tori Seymour	803-840-1307
Kappa Alpha Psi: Mr. Colin Myers	535-5668
Freshman Class: Mrs. Chicquetta President-Reed	535-5676
Sophomore Class: Mrs. President Reed	535-5676
Junior Class: Mr. Timothy Johnson	535-5819
Senior Class: Ms. Nankwanga Cherry	535-5321
Entrepreneurial Action Us (ENACTUS) SIFE: Dr. Tara Saracina	535-5227
National Pan- Hellenic Council: Dr. Arthur Doctor	535-5591
NAACP: Mrs. Chicquetta President-Reed	535-5676
Pre-Alumni: Mrs. Veronica Cohen	535-5376
Global Student Organization (GSO): Mrs. Pamela Crawford	535-5694
Alpha Kappa Mu: Dr. Caroletta Ivey	535-5898
Student Activities Board: Dr. Arthur Doctor	535-5591
Student Government Association: Dr. Arthur Doctor	535-5591
Friends of Earth: Dr. Alison Gise Johnson	535-5894
Claflin University Theatre Ensemble: Mrs. Annette Grevious	535-5897
Minority Association Pre-Health Students: Dr. Kathryn Silva	535-5126
Pre-Dentistry Club: Dr. Randall Harris	535-5390
Student Music Council: Dr. Isaiah McGee	535-5234
Sigma Tau Delta English Honor Society: Dr. Mitali Wong	535-5221
Phi Beta Lambda Business Fraternity: Dr. Harpal Grewal	535-5202
Pre-Law Society: Mrs. Erika Rhett	535-5537
Tour Guide Association: Mrs. Paula Payton	535-5579
Black Executive Exchange Program (BEEP): Mrs. Carolyn Snell	535-5338

Claflin University Gospel Choir: Ms. Belinda Green-Brown	535-5681
Concert Choir: Dr. Charlie Toomer	535-5605
Cheerleaders:	
American Marketing Association: Dr. Gregory Turner/Dr. Emily Crawford	535-5321/535-5399
National Association of Black Accountants: Dr. Tara Saracina	535-5207
Iota Phi Theta: Mr. Akeem Boneparte	535-5504
National Society of Black Engineers:	
National Society of Leadership and Success: Dr. Johnny Lowery	535-5116
Public Health Alliance: Dr. Gloria McCutcheon	535-5459
Claflin University Jazz Ensemble: (TBD)	
M.I.S.S.: Ms. Nadine McMillan	535-5472
Pre-Allied Health: TBD	
Criminal Justice Society: Dr. Caroletta Ivey	535-5898
Student Athlete Advisory Committee (SAAC): TBD	535-xxxx
Men of Valor Emphasizing Respect & Severs (MOVERS): Dr. Nicholas Hill	535-5689
Sociology Club: Dr. Mary Williams	535-5185
En Veux Modeling Troop: Au'Dacus Hill	
Ernest E. Just Science Organization: Dr. Randall Harris	535-5390
Psychology Club: Dr. Matthew Hiatt	535-5276
Claflin Spoken Arts (formally the Debate Team): Dr. Sharon Gile	535-5318
Abevy: Ms. Nankwanga Cherry	535-5405
Sports Management Club: Mr. Nathan Chaplin	535-5363
P.L.U.S. Positive: Yolanda Summers	378-1379
Triumph Over Tragedy: Ms. Michelle Provost	535-5278
The Art Club: TBD	535-xxxx
National Association for Collegiate Music Educators: Dr. Laura Keith	535-5298
Claflin University Wind Ensemble: Dr. Margaret Young-Weitzel	535-5416
Everyone for Equality: TBD	
B.U.F.F. Positive: Belinda Green-Brown	535-5680
Pre-Pharmacy Club: TBD	
Claflin University Royal Court: Dr. Denver Malcom Key	535-5478
Liquid Gold: Mrs. Erika Rhett	535-5537
I.C.E. (Idyllic Collaborative Expression): Dr. Dora Waymer	535-5673
The Urban Collaborative: Dr. Kathryn Silva	535-5126
Call Me MISTER: Dr. Dora Waymer	535-5673
Public Relations Student Society of America: TBD	535-xxxx
Mentally Me: Dr. Candace Idlebird	535-5277
IslandVybez: Dr. Kathryn Silva	535-5126
Raising Our Crowns: Dr Alison Gise-Johnson	535-5894
W.H.I.S.P.E.R.: Dr. Dora Waymer	535-5673
Rural Health Initiative: Dr. Cletra Peters	535-5267



## CLAFLIN UNIVERSITY ALMA MATER

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

### *Chorus*

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

### *Chorus*

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

### *Chorus*

### **CHORUS**

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

*Words: Etta Butler Rowe, 1896 - 1903*

*Revised by Dr. Isaiah McGee, 2014*

*Melody: Annie Lisle*

*Harmonized by: Fredericka R. Young*

