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Student
Handbook 2023-24

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Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status. (Wofford College Board of Trustees, adopted October 2012) The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 864-597-4230, or Assistant Director of Residence Life, 864-597-4066; address: 429 N. Church St., Spartanburg, SC 29303-3663.

College Offices and Services

Academic Administration

The provost, associate provosts, dean of international programs, assistant dean of international programs, chairs of academic departments, registrar, dean of student success, dean of the library and assistant librarians make up the administrative staff for the academic program. Functions and services are described in this section of the Student Handbook.

Provost

Located on the second floor of the DuPré Administration Building

Phone: 864-597-4020 Fax: 864-597-4018

Dr. Timothy Schmitz, provost

The provost works with the president, the administrative staff, the faculty and its committees to provide leadership and coordination for the academic program of Wofford College. Find more information, including high-impact programs and the college's associate provosts: <https://www.wofford.edu/academics/provost>

International Programs

Located in the Michael S. Brown Village Center

Phone: 864-597-4430 Fax: 864-597-4029

Amy Lancaster, dean for international programs

The Office of International Programs directs the study abroad program, coordinates international student support services, and administers the travel/study portion of Interim. Find more information, including an application to study abroad and frequently asked questions: <https://www.wofford.edu/academics/international-programs>

Undergraduate Research and Post-Graduate Fellowships

Located in the Michael S. Brown Village

Center Phone: 864-597-4402

Dr. Ramon Galinanes Jr., director of undergraduate research and post-graduate fellowships

The Office of Undergraduate Research and Post-Graduate Fellowships provides support to all aspects of the undergraduate research and other creative activities in which students and faculty members are collaborative partners in scholarly/creative projects. The office provides support for campus conferences and events in which student scholarship is showcased. The office is also responsible for the recruitment and advising of students interested in national fellowships and postgraduate scholarships including, but not limited to, Fulbright, Rhodes, James Madison, Truman, Marshall and Gates Cambridge. Find more information: <https://www.wofford.edu/academics/undergraduate-research>

Chairs of Academic Departments

The chairs of the academic departments work with the faculty in their departments to develop curriculum and instruction in their fields. Questions about courses, schedules, major requirements or career opportunities in the various disciplines may be directed to the chair of the department in which the student is interested.

Registrar

Located on the first floor of the DuPré Administration Building

Phone: 864-597-4030 Fax: 864-597-4019

Jennifer R. Allison, registrar

The Office of the Registrar maintains the official academic record for each student in accordance with the academic regulations established by the Wofford College faculty and the Family Educational Rights and Privacy Act (FERPA) of 1974. A description of the rights afforded by FERPA can be found at www.wofford.edu/registrar/FERPA/ and <http://catalog.wofford.edu/academics/ferpa-annual-notice/>. Student records are confidential and are not disclosed to third parties without the explicit written consent of the student.

Academic activities, such as registration, initial advising of transfer students, collection and posting of final semester grades, release of official transcripts, verification of the completion of all degree requirements and the conferring of baccalaureate degrees, are managed within the office. The Office of the Registrar also manages additional aspects, such as enrollment and degree verification, processing of withdrawals and program declarations, graduation and the commencement ceremony. Find more information: <https://www.wofford.edu/academics/registrar>

Academic Support

Dr. Boyce M. Lawton III, dean of student success

The Writing Center

Wofford College offers its students the services of the Writing Center, located on the main floor of the Sandor Teszler Library. Students have easy access to library resources as well as to computer stations for internet research and word processing. Staffed by Dr. Julie Sexeny and several student tutors, the Writing Center is open 1-4 p.m. Monday through Friday and 6-10 p.m. Sunday through Thursday. This year, the center will have only one tutor working at a time as well as clear guidelines in place for students to work safely with each other. Tutors may help students with study, reading and research skills, but their primary focus is to assist with writing – generating ideas, developing and supporting claims, organization, grammar, punctuation and editing. The role of the peer tutors is to respond thoughtfully and critically to papers at any stage of the writing process and to help students improve their writing through discussion and instruction; they do not proofread or make corrections to papers.

Tutoring Services

Dr. Natalie Grinnell, Reeves Family Professor in the Humanities, directs the college's Peer Tutoring Program for students who need academic help. Through the program, the college provides free tutoring. Peer tutors are students with excellent academic reputations who have been approved by the faculty to tutor other students. To arrange for peer tutoring, contact peertutor@wofford.edu (all subjects). To find a tutor in a specific course, students should go to the Learning Assistance link in the student section of myWofford and select the appropriate subject and course. An updated list of peer tutors will be available the week before fall classes begin.

Help with Academic Concerns

Students should talk with the professor first about any problem they may have in a course. It is best to make an appointment, but most faculty members are eager to take care of an urgent problem anytime. If students are unclear about what is expected, do not understand the reasons for their grades, are having difficulty with the material in the course or cannot find the resources they, they should talk with the professor.

If students have concerns that are not addressed by the professor, they should talk with their adviser or with the chair of the department, then with the provost.

Academic regulations as well as degree and program requirements may be found in the college catalog at www.wofford.edu/catalog. Students with questions regarding academic policies should contact the Office of the Registrar.

Advising

Faculty members serve as advisers to help students formulate their educational objectives and to use the resources of Wofford College to meet those objectives. Advisers also help students understand the college's rules and requirements. Advisers give both information and advice. They are the first contact for assistance with almost any problem students may have. Every student has an academic adviser. Students are assigned an adviser with whom they are to work until they select a major. The department chair or major coordinator advises students who have declared a major.

Also, individuals named below serve as advisers for students with special interests. Students are encouraged to contact them for information.

Pre-Med: Biology	Dr. John Moeller and Dr. Natalie Spivey
Pre-Med: Chemistry	Dr. Chris Waidner
Pre-Med: Psychology.....	Dr. Cecile Nowatka
Pre-Vet	Dr. Lori Cruze
Pre-Dental	Dr. Christopher Waidner
Pre-Pharmacy	Dr. Heidi Bostic
Pre-Engineering	Dr. Mackay Salley
Pre-Law	Dr. David Alvis, John Fort and Dr. Dawn McQuiston
Pre-Ministry	The Rev. Dr. Ron Robinson
Study Abroad/Immigration	Amy Lancaster, Bence Bays, Sara Milani
Teacher Education	Christina Johnson
Transfer Students	Jennifer Allison and Tamara Burgess

Admission

Located in Hugh S. Black Building
 Phone: 864-597-4130 Fax: 864-597-4147

Brand R. Stille, vice president for enrollment

The staff is responsible for recruitment and admission of all students to Wofford College. Wofford students who are interested in assisting the staff are invited to apply for membership to the Wofford Ambassadors. Members of this group are responsible for providing tours for prospective students, assisting with the Hospitality Day and Scholars Day programs. Find more information: <https://www.wofford.edu/admission>

Philanthropy + Engagement

Located in the Papadopoulos Building Phone: 864-597-4200

Calhoun L. Kennedy Jr., vice president of philanthropy and engagement

The Office of Philanthropy and Engagement supports the priorities of Wofford College through philanthropy, stewardship and engagement with alumni, parents, friends and the campus community. By increasing awareness, building partnerships and stewarding financial resources, we seek to advance the mission and vision of Wofford College. Find more information: <https://www.wofford.edu/philanthropy-engagement>

Athletics

Located on the second floor of the Richardson Physical Activities Building - Phone: 864-597-4090, Fax: 864-597-4129
 Joe E. Taylor Athletic Center - Phone: 864-597-4290, Fax: 864-597-4112
 Jerry Richardson Indoor Stadium - Phone: 864-597-4090, Fax: 864-597-4129

Richard A. Johnson, director of athletics

Department of Athletics Mission: Wofford College will provide high-quality educational experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference while simultaneously maintaining and enhancing the academic profile and achievements of its student-athletes, paying special attention to the needs of minorities and women and contributing significantly to the successful marketing of Wofford College. All administrators and coaches are accessible to students. Students are involved in the athletics program as student-athletes, cheerleaders, trainers, managers, video photographers and student assistants.

A member of NCAA Division I (Football Championship Subdivision) and the Southern Conference, Wofford offers 20 sports. Men's teams are fielded in baseball, basketball, cross country, football, golf, soccer, outdoor and indoor track and tennis. Women compete in basketball, cross country, golf, lacrosse, outdoor and indoor track, soccer, softball, tennis and volleyball. Rifle is offered as a co-ed sport.

Wofford is fortunate to have some of the nation's finest athletics and recreational facilities. These include the Jerry Richardson Indoor Stadium, the John E. Reeves Tennis Center, the Benjamin Johnson Arena, Gibbs Stadium, the Richardson Physical Activities Building, the Joe E. Taylor Athletic Center, Snyder Field, a softball stadium and Russell C. King Field at Switzer Stadium. Wofford also offers practice and intramural fields for soccer and football.

Find team rosters, schedules and coaching staffs: <https://woffordterriers.com>

Bookstore

The Wofford College Bookstore

Located at 578 N. Church St., Suite E

Phone: 864-582-6514

Fax: 864-591-1686

Rebecca Liakos, store manager

Kathryn Carter, textbook manager

Email address: wofford@bkstr.com

Web address: www.woffordshop.com

The hours of the bookstore are 9 a.m.-5:30 p.m. Monday-Friday and 11 a.m.-4 p.m. on Saturday. The store also is open for special events and home football games. Check the store's website or call the bookstore for most up-to-date hours.

Items available for purchase include textbooks, trade books, books by Wofford faculty, clothing, gifts, class rings and academic regalia. Cash, checks and all major credit cards, and student book vouchers are accepted forms of payment. The bookstore also provides shipping services.

Business Office

Located in Snyder House

Phone: 864-597-4220 Fax: 864-597-4239

Chris L. Gardner, chief financial officer

The Business Office is responsible for the management of student accounts, Perkins Loan administration, payment of invoices, payroll processing and the accounting and finance functions of Wofford College. The chief financial officer also supervises the Campus Post Office and auxiliary services for the college. Find more information:

<https://www.wofford.edu/administration/business-office>

Campus Life and Student Development

Located in the Mungo Student Center

Phone: 864-597-4040 Fax: 864-597-4049

Dean Elizabeth D. Wallace, vice president, the division of campus life and student development

Beth Clardy, assistant to the vice president

The Division of Campus Life and Student Development supports the mission of the college by providing opportunities and guidance so that students can develop mentally, spiritually, socially, emotionally, intellectually and physically. This is accomplished through programming organized within residence life, student activities, inclusive engagement, leadership programs, fraternity and sorority life, the Wellness Center, campus safety, club sports and intramurals, student government, the student judicial system and new student orientation.

The offices are open 8:30 a.m.-5 p.m. Monday-Friday. The staff has an open-door policy and will see students without regard for ethnicity, culture, ability, gender, sexual orientation, religion, socioeconomic status and ability. To ensure

that a staff member is available at a convenient time, students are encouraged to make an appointment. Students who have an emergency may call the Office of Campus Safety at 864-597-4911.

Student Involvement

Located in Mungo Student Center

The Student Involvement team consists of the Offices of Fraternity and Sorority Life, Inclusive Engagement, Leadership Programs, Campus Recreation & Intramurals and Student Activities. The team cultivates an environment where every student feels connected, engaged, challenged, supported and respected. Wofford students can experience diverse and fun co-curricular programming that allows them to discover their personal strengths and passions.

Find more information about all of the Student Involvement divisions at <https://www.wofford.edu/student-experiences/student-involvement>.

Student Activities

Talicia Murphy, director of student activities and the Mungo Student Center

Phone: 864-597-4043

Ali Jobst, assistant director of student activities

Phone: 864-597-4061

The Office of Student Activities oversees the Mungo Student Center, supports all student organizations on campus and the chartering process, and directly advises the programming committees of Campus Union which include Wofford Activities Council (WAC), Wofford Athletics and Recreation (WAR) and Wofford Live. Student Activities sponsors and supports a variety of small and large social events including (but not limited to); the Student Involvement Interest Fair, Homecoming Week, Family Weekend, food trucks, Spring Weekend, Spring Concert and exam study breaks.

Campus Recreation, Intramurals and Club Sports

Phone: 864-597-4069

Kataya Campbell, campus recreation coordinator

Wofford College offers a comprehensive program of intramural, recreation and club sports activities. These programs include team sports, individual sports, fitness classes, competitive club sports and outdoor recreation activities. Popular intramural team sport leagues include Terrier Tag (Wofford's version of flag football), soccer, dodgeball, basketball and softball. Competitive club sports offered are men's basketball, women's volleyball, equestrian, soccer and swimming.

[Find more information about Campus Recreation, Intramurals and Club Sports.](#)

Fraternity and Sorority Life

Phone: 864-597-4067

Karlee Tate, director of fraternity and sorority life

Fraternities and sororities have been a part of Wofford College and the co-curricular program since 1869. Sororities have enhanced our campus life program since the 1970's. Owing to a foundation based on social and moral character, good citizenship and a commitment to true fraternal culture, fraternities and sororities (sometimes referred to as Greek letter organizations) often constitute a valuable component of the student experience and complement the curricular and co-curricular aims of the college. Wofford currently has several Greek letter organizations on campus represented among the National Interfraternity Council, National Panhellenic Conference and the National Pan-Hellenic Council. The Office of Fraternity and Sorority Life operates under a deferred recruitment model meaning a student must successfully complete at least one semester of college before being eligible for rush, recruitment and/or the intake process. Student development, service, leadership and scholarship are the four cornerstones of the fraternity and sorority experience at Wofford.

Inclusive Engagement

Phone: 864-597-4047

Seth Flanagan, director of inclusive engagement

The Office of Inclusive Engagement focuses on direct support for the college's diversity council student organizations (DCOs). They oversee social events, budgeting, risk management and educational program support for DCOs. They also manage access and facilities support for the Meadors AMS/NPHC House in the Greek Village. They work closely with the Office of Diversity, Equity, and Inclusion on college-wide inclusivity efforts.

Leadership Programs

Phone: 864-597-4067

Ashley Owen, associate dean of students

The Office of Leadership Programs provides ongoing and meaningful leadership development opportunities for student organization leaders and emerging leaders on campus. The major programs of the office include The Chamber, monthly student organization leader trainings, the Greek Leader Summit each December for new fraternity and sorority leaders and the Leadership Wofford Summit in August.

Campus Safety

Located in Mungo Student Center

Phone: Emergency: 864-597-4911

Non-emergency: 864-597-4350, 4352

Dwayne E. Harris, campus safety director

The Office of Campus Safety is committed to providing and maintaining, to the greatest extent possible, a safe and peaceful environment where the missions of learning, teaching and academic achievement can be accomplished. The department is committed to providing high-quality law enforcement and security services that are responsive to the diverse needs of our students, faculty, staff and visitors. Campus safety officers are trained and certified as state constables through the South Carolina Criminal Justice Academy or armed security officers through the South Carolina Law Enforcement Division (SLED). The officers provide for the safety and security of all who visit, study, live and work on the campus 24 hours a day, seven days a week. Campus safety officers have the authority and power to arrest any person violating South Carolina law on Wofford's campus and property, areas immediately adjacent to the campus or property and non-campus property that is owned or controlled by the college. All officers wear Office of Campus Safety uniforms and are armed. All officers operate under the department's policy and procedures manual and other requirements set by the college. Jurisdiction of Wofford officers does not extend beyond the reportable Clery geography as mentioned above, including areas and property not owned, leased or controlled by the college.

Campus safety officers work closely with law enforcement agencies in Spartanburg County and, in particular, with the City of Spartanburg Police Department and the Spartanburg County Sheriff's Office. When Wofford students are involved in an off-campus offense, campus safety personnel may assist with the investigation in cooperation with local, state or federal law enforcement.

The Goodall Environmental Studies Center in Glendale, South Carolina, and the Northside Living Community are operated by Wofford College. It is patrolled jointly by campus safety and the Spartanburg County Sheriff's Office. The Spartanburg County Sheriff's Office also works closely with campus safety and provides drug testing and investigative support to the college through signed memoranda of agreement. The Spartanburg County Communications Department also works with campus safety officers and has conducted several training classes for the department. Communications notifies campus safety any time there is an event on or in proximity of campus that may affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning.

On occasion, the department has worked with law enforcement agencies outside of the county, including the South Carolina Law Enforcement Division (SLED) and the Federal Bureau of Investigation (FBI). The department coordinates activities with the security and public safety departments of Spartanburg county's six other colleges and universities and shares information and intelligence readily. Wofford College does not have organizations that own property or regularly meet at off-campus locations. Student organizations occasionally hold activities off campus. Campus safety officers, in accordance with South Carolina law, do not patrol or monitor activities at these off-campus locations.

The Office of Campus Safety is responsible for issuing identification card-key access to students and employees. All students, faculty and staff are responsible for getting an identification card and registering all of their vehicles with the department. Additional campus safety policies are listed elsewhere in this handbook.

Building Security/Access

Wofford College maintains an open campus. As such, the public (including but not limited to students, visitors, alumni and parents) can and do come onto college property throughout the day and night. Residence halls and apartments are secured 24 hours a day through a campus key card security system. Campus safety issues each student an ID card that serves as a key card to access their residence hall. The card also opens Roger Milliken Science Center, the first floor of the Michael S. Brown Village Center and Benjamin Johnson Arena and Fitness Center on weeknights and weekends. During business hours, the college buildings (except residential facilities) are open to students, guests, parents, contractors and employees. During non-business hours access to college facilities is gained through employee-issued keys or by campus safety personnel (with prior approval). During academic holidays, residence halls are locked by deactivating student key card systems. Campus safety officers routinely patrol the interior and exterior of campus administrative and academic buildings at night and the exterior of residential facilities.

Crime Prevention/Safety Services

Campus safety conducts safety programs for incoming students upon arrival in August and February. Topics covered include personal safety, property protection and campus alcohol and drug policies. Officers work with residence life staff and conduct crime prevention presentations during residence hall meetings and programs as well as contribute information for the residence life newsletter and college paper. Campus safety directs fire safety and prevention classes for residence life coordinators and the resident assistants each year, and campus safety executes fire safety and evacuation training for residents during the first 10 days of the semester. Officers also conduct evacuation drills of academic buildings as well as administrative buildings on campus. Campus safety officers organize other programs for resident students and campus organizations to include bike safety, vehicle maintenance, personal safety presentations and sexual assault awareness programs throughout the year. These programs are intended to make students and employees aware of safety and crime considerations and to encourage the campus community to take responsibility for their own safety and security. Officers take part annually in facility safety tours that focus on working with the student-led Campus Union Facility Affairs Committee and other concerned students and employees to include facilities staff in identifying areas of concern, especially areas with poor lighting. Risk mitigation actions to identified areas of concern are quickly taken in most cases within a week. Campus safety provides escorts for employees and students and are available 24 hours a day for this service. Typical campus-wide crime prevention services and programming include:

- **Operation Property ID:** The Operation Property ID program is presented during all orientation programs and is on the campus safety web page. Campus safety encourages all students to register valuable and pilferable items that they bring to campus; forms are available online. These forms can be stored at the Office of Campus Safety and retained by the students for identification in case items are stolen. Engravers also are available in the campus safety to mark property. To access a useful form to record your serial numbers, go to:
<https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/OperationID.pdf>
- **Alcohol awareness:** Campus safety partners with the Office of Residence Life to sponsor alcohol awareness programs, including those focused on the effects of alcohol impairment and related laws and a controlled drinking exercise. Other programs sponsored by the Wellness Center and Office of Fraternity and Sorority Life also are conducted throughout the year. All first-year students have a module to educate students about the college alcohol and drug policy and bystander intervention strategies.
- **Personal safety:** Safety tips are provided for students during orientation programs and in residence life programming in conjunction with campus safety. Emergency phones are located throughout campus and are explained in new student orientation presentations. Campus safety provides safety escorts for any student or employee on campus 24 hours a day, seven days a week. To access a safety escort, call 864-597-4911.
- **Workplace violence prevention/active shooter training:** Campus safety provides training on workplace violence on its website for all students and employees.
- **First-year student, transfer and parent orientation:** The director of campus safety educates students and their parents on security programs, services, the card key access system, emergency notification, campus parking policies, vehicle registration and property theft protection and identification.

- **Escorts from parking lots and to/from buildings:** Campus safety officers provide a safe escort for students and employees to ensure that they reach their destination safely. Campus safety escorts may be requested by calling 864-597-4911 or in the RAVE Guardian app.
- **Self-Defense, sexual assault awareness and bystander intervention training:** Officers conduct on-going self-defense and sexual assault awareness training in conjunction with student organizations.
- **Environmental safety surveys for the campus:** Campus safety works with Campus Union and the facilities staff by conducting lighting and safety surveys of the campus. Information gained is collected and evaluated by the facilities staff for safety and security improvement actions.
- **Bicycle registration program:** Campus safety offers a free bicycle registration program that allows bike owners to register bikes on campus with the Office of Campus Safety. Campus safety provides registration permits at no cost. To access the bicycle registration form online, go to <https://my.wofford.edu/student> and click on Bicycle Registration. Go by the Office of Campus Safety and pick up a registration sticker.
- **Residence Hall Security:** Officers routinely check for blocked/propped doors. After the door surveys, the officers report the issues to the office of residence life.

Sex Offender Registry

In accordance with the Federal Crime and Safety Reporting Act, Wofford College provides the website of South Carolina sex offenders on the campus safety website. Sex offender information also can be located at <http://scor.sled.sc.gov/ConditionsOfUse.Aspix>. The site lists the address of registered sex offenders and provides a picture of the offender. To determine whether any offenders are registered within proximity of the campus, enter 429 N. Church St., Spartanburg, S.C. 29303 and hit search. Students who live off campus and want to determine whether any sex offenders live near your address, type that complete address in and hit search.

Crime Statistics (Clery requirement)

The college collects and submits crime statistics annually in its Annual Security and Fire Safety Report and to the Department of Education through its website. A daily crime log and the Annual Security and Fire Safety report are available 24-hours a day on the campus safety website (<https://www.wofford.edu/student-experiences/campussafety/crime-and-incident-reports>) and hard copies are available at the campus safety office in the Mungo Student Center. Campus safety makes a written request annually to all Campus Security Authorities. All Clery-reportable crimes occurring on campus, public property adjacent to campus and non-campus property owned or controlled by the college is included in Wofford statistical crime data. The Annual Security and Fire Safety Report is compiled and distributed annually prior to Oct. 1. It can be accessed by request at the campus safety office or on the campus safety [webpage](#).

Career Center and the Office of Entrepreneurship and Innovation

Located on the west end of the main floor of the Michael S. Brown Village Center Phone:
864-597-4794

P. Curt McPhail, executive director

The Career Center

At the Career Center at Wofford College, you will find knowledgeable staff who are dedicated to supporting each student in their journey towards success. The center realizes that deciding what's after Wofford can be stressful; but with a Wofford education, you'll have lots of great options.

Over the past three years, more than 98% of Wofford graduates have a positive career outcome, which means they are working, continuing their education, serving in the military, volunteering or engaged in a professional path within six months of graduation.

The Career Center staff focuses in three areas:

1. Meeting all students where they are and providing personalized support to each student.
2. Teaching students how to prepare for their future through job and internship searches, networking and skill building. The center use National Association of Colleges and Employers (NACE) career competencies as a foundation for building skills.
3. Supporting students through a four-year strategy that builds on academic and co-curricular experiences to instill and sharpen competencies needed for success.

The Career Center's events, programs and individual meetings are focused on its mission to prepare students for life after Wofford. Its vision is that every graduate has a professional skill set, the confidence to effectively manage their career and an empowerment to achieve success.

The Office of Entrepreneurship and Innovation

Visit: www.wofford.edu/academics/entrepreneurship-innovation

The Office of Entrepreneurship and Innovation serves as the hub and resource center for innovation on Wofford's campus, offering educational opportunities, resources, a community of support and professional connections to innovators and industry experts. It is committed to supporting student success and cultivating a lifelong, inclusive community of entrepreneurs and innovators driving economic and social impact.

Its programs and opportunities are open to any Wofford student, faculty or staff member interested in entrepreneurship and innovation. The office seeks to create conditions for the collaborative pursuit of new ideas.

Some of its offerings include:

- **Workshops + Speakers** – Engage with and learn from successful entrepreneurs and area experts by attending frequently offered workshops or speaker events.
- **Monthly Meetups** – An onramp to the entrepreneurial community, these monthly meetups are a great way to meet fellow entrepreneurs, connect with the community and learn something new.
- **Terrier StartUP Challenge** – Wofford's annual new venture pitch competition. Student teams pitch their startup concepts for their share of \$10,000 in funding.
- **Rocket Fuel** – Workshop series offered for students in the concept stage of developing a business. The series will guide students through the process of customer discovery, market-validation testing, prototype development and pitching. At the conclusion of the series, participants will be given access to seed funding up to \$500 to bring their idea life.
- **Certificate in Entrepreneurial Thinking (Interim)** - This course focuses on the entrepreneurial process involved in generating ideas and moving from the idea stage to action. Using the tools and practices associated with evidence-based entrepreneurship, student teams will immerse themselves in a continuous feedback loop of build, test, learn. Focus will be on opportunity recognition, customer engagement, business model creation and prototyping and gaining market validation.

- This course is highly experiential and designed to drive adaptability, curiosity, experimentation and collaboration in an effort to prepare students for greater success in entrepreneurial roles with established companies, social ventures and startups.
- **Summer Accelerator** - This is a paid opportunity to spend the summer working on your company.
- **Startup Funding** - The Office of Entrepreneurship & Innovation offers a variety of funding mechanisms designed to support student founders at any stage. Contact the office to learn more about applying for Rocket Fuel, a low-interest loan, a social enterprise grant or the Terrier StartUP Challenge.

Find more information: www.wofford.edu/careercenter

Center for Community-Based Learning

Located in the Michael S. Brown Village
Center Phone: 864-597-4400

Jessalyn W. Story, director of the Center for Community-Based Learning

Wofford’s Center for Community-Based Learning (CCBL) is the connective tissue between Wofford and Spartanburg. It’s the primary coordinating structure for advancing campus-wide community engagement to support the college’s strategic vision of “preparing superior students for meaningful lives as citizens.”

The CCBL can help you find and live into your purpose: “where your deep gladness meets the world’s deep need.” Through academic community engagement in nine (and counting) academic disciplines and many co-curricular engagement opportunities, and through thoughtfully sequencing and reflecting on these experiences, students will: strengthen their democratic values and civic responsibility; discover their strengths and interests; and integrate their academics and vocational aspirations – all while addressing critical societal issues and meaningfully contributing to the public good.

Student learning outcomes from CCBL programming include: civic agency, civic identity, empathy, integrative learning, perspective-taking, leadership, communication, knowledge of place, diversity competence and social justice.

Opportunities for students to get involved abound, including:

- Academic civic engagement classes.
- iCAN near-peer college access mentoring.
- Volunteer Income Tax Assistance (VITA).
- Bonner Scholars Program.
- Intergenerational Connections program.
- Internships, placements and projects with community partner organizations.
- Community service federal work study.
- “Pathways to Purpose” civic learning showcase.

Follow the CCBL on social media: www.twitter.com/civicwoco/, www.facebook.com/woffordccbl/.

Visit the center’s website: www.wofford.edu/ccbl.

Dining Services

Located on the first floor of Burwell Building

For questions about dining services, meal plans or catering requests, please call 864-597-4256 or visit <http://aviserves.com/wofford>

Zach’s Food Court, Mungo Student Center:	864-597-4071
The Market, Michael S. Brown Village Center (MSBVC):	864-597-4245
Galleria at MSBVC:	864-597-5163
Terrier Grounds, Mungo Student Center	864-597-2039
Acorn Café, Roger Milliken Science Center	864-597-4255

James Osborne, catering director
 Cherie Tyger, resident director of culinary services
 Keith Tyger, director of dining operations

Dining services are operated by AVI Fresh. All resident students must participate in a meal plan. Please speak with AVI Fresh staff regarding any restrictions with the below meal plans. Meal plans feature Terrier Bucks, reloadable dining dollars, which can be used at all dining locations. Terrier Bucks can be reloaded online or at the cash register in the Burwell Dining Hall.

Meal Plans

Resident students choose one of the following plans:

- All Access Plan: Unlimited meal swipes plus \$120 Terrier Bucks during fall semester, \$30 Terrier bucks during Interim and \$120 during spring semester.
- All Access Premium Plan: Unlimited meal swipes plus \$230 Terrier Bucks during fall semester, \$40 during Interim, and \$230 during spring semester. The price of this plan is an additional \$100 per semester above the normal room and board rate.
- Meal Plan: 12 meals per week plus \$220 Terrier Bucks in the fall, \$50 Terrier Bucks during Interim and \$220 Terrier Bucks in the spring.
- Village Meal Plan (for students who live in the Village): 115 Meals for Fall Semester \$415 Terrier Bucks, 20 Meals for Interim plus \$95 Terrier Bucks, and 115 meals for Spring semester plus \$415 Terrier Bucks.
- Commuter Block: 50 meals to eat anytime in Burwell or may be used for trade outs plus \$150 in Terrier Bucks for a fee of \$568; 100 meals to eat anytime in Burwell or may be used for trade outs for a fee of \$730. This meal plan can be purchased in the AVI Fresh office located on the first floor of Burwell.

Meal plans are recorded on the Wofford ID card, which must be presented to use Terrier Bucks or meal plans in any location. Students will not be admitted without their Wofford ID.

Dining Room, Burwell Building

Hours of Operation

Monday-Friday

Breakfast 7-9:30 a.m.
 Continental Breakfast 9:30-10:59 a.m.
 Lunch 11 a.m.-1:30 p.m.
 Continental Lunch 1:31 p.m.-4:59 p.m.
 Dinner 5-8 p.m. (Fridays subject to patio)

Saturday

Brunch 10:30 a.m.-1:30 p.m.
 Late Lunch 1:30-4:59 p.m.
 Dinner 5-7 p.m.

Sunday

Brunch 10:30 a.m.-1:30 p.m.
 Late Lunch 1:30-4:59 p.m.
 Dinner 5-7 p.m.

Michael S. Brown Village Center Market and Galleria

Market

Monday-Friday 8 a.m.-9 p.m.
 Saturday Noon-9 p.m.
 Sunday 4 p.m.-8 p.m.

Galleria

Monday-Thursday..... 11 a.m.-2 p.m. / 5-9 p.m.
Friday 11 a.m.-2 p.m. / 5-9 p.m.
Saturday 5-9 p.m.
Sunday 5-9 p.m.

Meal Trade-Out

Zach’s Food Court will offer meal trade-out (Monday-Friday) from 9 -10 a.m./11 a.m. – 2 p.m./ 5-9 p.m. (Friday until 8 p.m.)

The Galleria (Michael S. Brown Village Center) will offer lunch trade-out (Monday-Friday) at 11 a.m.-2 p.m.

Food Service Policies

- Food service is available when the residence halls are open.
- Takeout from the dining room are not permitted except for one piece of fruit or one ice cream cone.
- No beverage or food containers may be taken into or out of the dining room.
- Appropriate clothing (including shirts, shoes, shorts or pants) must be worn in all dining facilities.
- Outside alcoholic beverages are not permitted in the dining areas.
- Every effort will be made to meet the needs of students with special dietary requirements. Students who are under a physician’s care and need a special diet should contact the director of dining services and the director of the Wellness Center for accommodations.

All retail locations on campus accept Visa and MasterCard for purchases.

Zach’s

Located on the first floor of the Mungo Student Center

Phone: 864 597-4070 or 597-4071

Rod Martin, director of retail Hours

of Operation:

Monday-Friday 9 a.m.-10 p.m.
Saturday 11 a.m.-10 p.m.
Sunday 2-10 p.m. (Terrier Grounds Only)

AVI Fresh operates Zach’s Food Court for the benefit of Wofford students, faculty and staff. Zach’s features Chickfil-A, Boar’s Head Deli and a variety of grab-and-go items. Zach’s accepts Terrier Bucks, cash and credit cards. Meal trade-out will be available during lunch, 11 a.m. to 2 p.m., Monday through Friday during the fall and spring semesters.

Office of Civil Rights, Compliance and Community Initiatives

Located in the Snyder House Annex

Phone: 864-597-4046

Dr. Dwain Pruitt, chief equity officer
Matthew Hammett, director for civil rights, Title IX compliance and student risk assessment

The Office of Civil Rights, Compliance and Community Initiatives collaborates with Wofford students, administrators, alumni, faculty and staff to foster an [accessible](#), diverse, equitable and inclusive campus community. This office also seeks to establish partnerships with the Spartanburg community and external agencies that will enhance the college’s relationships with the city’s residents and create educational opportunities for current and future Wofford students.

Consistent with the college’s mission, this office supports and advocates for a welcoming Wofford community committed to intellectual exploration free of bias, discrimination and harassment as outlined in the college’s [Nondiscrimination and Anti-Harassment Policy and Procedures](#) document. This office provides institutional oversight of Title VI, Title VII and Title IX processes and staff.

Facilities

Located at 640 Cumming St. (across from the Jerry Richardson Indoor Stadium)

Phone: 864-597-4380

Bill Littlefield, director of facilities

The physical plant's staff are responsible for all maintenance, repairs and general upkeep of approximately 75 buildings on the 200-acre campus. Any change to or attachment to any building's interior or exterior must be approved and coordinated by the facilities director or vice president for facilities and capital projects. Further information about this department for resident students is listed under residence life policies.

Financial Aid and Scholarships

Located on the second floor of the Hugh S. Black

Building Phone: 864-597-4160 Fax: 864-597-4149

Carolyn B. Sparks, associate vice president for enrollment and director of financial aid

More than 90% of students at Wofford receive some type of financial assistance. This assistance ranges from one-time scholarships to varying levels of need-based aid packages to full merit scholarships. The staff makes every effort to work with students and their families to determine what aid is available to the student and to help make Wofford affordable. This office also manages the student employment program. Students and their families are encouraged to contact the Office of Financial Aid for information at finaid@wofford.edu. Find more information: <https://www.wofford.edu/admission/financial-aid>

Information Technology Services

Located in the Franklin W. Olin Building, Rooms 111, 211,

207 Phone: 864-597-4357 (HELP) Fax: 864-597-4549

Email: help@wofford.edu

Trey Arrington, associate vice president for information technology

Information Technology Services (ITS) advances the technology resources supporting the college's academic rigor, student success, global experiences and community engagement. This includes instructional technology, network services, administrative systems, audio/visual services, telephones and the IT Help Center.

Each residence hall room is equipped with Wi-Fi, a campus cable TV connection and a wired data network connection. All buildings on campus and many outdoor areas have Wi-Fi.

IT Help Center

The IT Help Center assists faculty, staff and students with information technology-related needs. The IT Help Center is in Olin 207. The IT Help Center may be reached by:

- Calling 864-597-4357.
- Sending an email to help@wofford.edu.
- Using the ITS Help Request link on my.wofford.edu.

Additional information, including hours, is available at www.wofford.edu/technology.

Use of Information Technology Resources

All members of the Wofford College community are expected to abide by the college's information technology policies. These policies are linked from www.wofford.edu/technology. Violations will be reported to the provost and the dean of students.

Library

Sandor Teszler Library

General Information: 864-597-4300

Reference/Research Assistance: 864-597-4302

Circulation: 864-597-4301

Lisa Roberts, dean of the library

Wofford's Sandor Teszler Library, built in 1969 and named for a respected leader in the textile industry, seats 400 people and is open until 1 a.m. most days, with extended hours during final exams. The library is known as a welcoming place to study and to work on projects, and where students have space to spread out alone or to collaborate with others. The library is equipped with computers, printers, scanners, large screen TVs that connect to laptops for group work and group study rooms that can be reserved online.

The library's staff provides many services, including research assistance and instruction in using the library's rich holdings. Each first-year student and sophomore enjoy the benefits of having their own personal librarian who will email periodically throughout the academic year. In addition, every major subject taught on campus has a librarian dedicated to supporting research in that field. Students may find out who their subject librarian is here: libguides.wofford.edu/subjectlibrarians. Professional research assistance is offered by appointment with a subject librarian or your personal librarian, as well as online, via telephone and on a walk-in basis.

Wofford's library offers students numerous print and electronic resources and other media to support their work in all academic areas. Its Google-like discovery service, called Wofford OneSearch, enables students to search over 600 million resources, including e-books and e-journals, from anywhere in the world. Additionally, the library offers dozens of databases focused on disciplines across the curriculum. The library is a member of PASCAL, South Carolina's academic library consortium, which provides shared access to print and electronic collections among all the state's institutions of higher education.

Also housed in the library are the Wofford College Archives and the records and historical materials of the South Carolina Conference of the United Methodist Church. The library's Special Collections houses approximately 6,000 volumes of books, manuscripts, ephemera and artifacts dating from the 16th through the 21st centuries. Classes frequently visit the Archives and Special Collections to use unique primary sources available only at Wofford. Increasingly, many of these rare resources are being made accessible online through the college's "Digital Commons," found at digitalcommons.wofford.edu.

The library, which was named as one of the "Outstanding Buildings of the Year" by the South Carolina Chapter of the American Institute of Architects when it was built, now is transforming into a student-centered academic commons. Wofford's evolving library features flexible research, study and collaborative spaces, wireless access everywhere, conference areas with media facilities, the Writing Center, a gallery with exhibitions that change throughout the year and the Trey Kannaday Presentation Practice Room, where students can record themselves on video to improve their communication and presentation skills. The library's web site (www.wofford.edu/academics/library) provides access to its full range of services and resources.

Library hours:

Monday-Thursday.....	7:45 a.m.-1 a.m.
Friday	7:45 a.m.-7 p.m.
Saturday	10 a.m.-5 p.m.
Sunday	Noon-1a.m.

Books circulate to students for 12-week periods with convenient phone and online renewals. DVDs and other audiovisual items circulate for seven days. Borrowers must present a student, faculty or staff ID in order to check out materials.

Marketing and Communications

Located at 121 College St.

Phone: 864-597-4184

Sarah Adcock, social media manager

Jo Ann M. Brasington, vice president for marketing and communications

Bob Dalton, writer/editor

Karyn J. Davis, creative director

Kevin S. Huffman, digital director

Liz Monaghan, project manager

Mark S. Olencki, photographer/digital imaging manager

Jeremy Powers, video/digital communications specialist

Bobbi Snyder, graphic designer

Rashawn Twitty, web development assistant

The Office of Marketing and Communications (OMC) provides strategic planning, messaging, marketing, advertising, public and media relations, communications and creative support for the college. Office team members are responsible for strategically directing and executing the areas of creative services, digital marketing services, features and publications, news services, marketing, advertising and photography services. Call our office for a new brand book or visit www.wofford.edu/omc to learn more about the OMC staff, areas of emphasis, timelines and services, logo usage and project requests.

Post Office

Located in the Mungo Student Center

Phone: 864-597-4240

Delia Patel, manager

The Campus Post Office (CPO) is open from 8 a.m.-4:30 p.m. Monday through Friday. The post office is closed on Saturdays and Sundays. All students are required to have a CPO box. Students may purchase stamps and can mail and receive packages within the policies of the post office. Due to limited storage available in the Campus Post Office, students are required to check boxes on a regular basis. Students are required to pick up large items/packages such as futons, refrigerators, sofas, TVs, etc. immediately. Students should use the following format as a return address on all outgoing mail and have correspondents use this format when sending mail to them:

Student Name
Campus Post Office
Wofford College 429
N. Church St.
Spartanburg, SC 29303-3663

The post office email address is postoffice@wofford.edu. For additional information regarding the Campus Post Office policy, refer to Business Policies.

President's Office

Located on the second floor of the DuPré Administration Building

Phone: 864-597-4010 Fax: 864-597-4018

Dr. Nayef H. Samhat, president

Roberta Hurley, senior vice president for administration and secretary to the Wofford Board of Trustees

Amanda F. Gilman, president's office coordinator of events

The Office of the President houses the chief executive officer of Wofford College – the president – and the administrative personnel working most closely with the president daily. The president is the college officer with whom authority for the daily activities of the college rests. Official contact with the Wofford Board of Trustees, the official governing body of the college, is maintained through the Office of the President.

Religious and Spiritual Life

Located on the first floor of Main Building, Yorke Family Portico entrance

Phone: 864-597-4050 Fax: 864-597-4059

Email: chaplain@wofford.edu

The Rev. Dr. Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion, director of interfaith programs
Elizabeth M. Fields, director of the Halligan Center for Religious and Spiritual Life

Religious and spiritual life is under the direction of the college chaplain. The resources of the chaplain's office and the Halligan Center for Religious and Spiritual Life are available to all members of the college community, regardless of race, culture, religion, sexual orientation, socioeconomic status, gender or ability. Wofford College is a welcoming community to all persons whether or not they are part of a religious or faith tradition.

The Halligan Center for Religious and Spiritual Life is:

- The coordinating home for the diverse religious observance on the Wofford campus. A well-being resource for students, staff and faculty.
- Home to Wofford's expanding interfaith program.
- Home to campus engagement, from a faith perspective, of issues in the world today.

Whether one is wrestling with big questions or searching for a community of faith, attempting to discern talents, passions and strengths while deciding what to do in life or ready to commit to direct service and action, the Halligan Center is a valuable resource of encouragement, contemplation and connection for the Wofford community.

Wofford has several locations for group and individual religious and spiritual activities. These include Leonard Auditorium, Mickel Chapel and the Masjid, all in Main Building. Martha's Garden, located near the Pavilion, is a favorite spot for prayer and reflection. The Labyrinth at Glendale Shoals, at the Goodall Environmental Studies Center, is a favorite off-campus site for meditation and contemplation in a beautiful natural setting.

The Halligan Center offers a variety of worship experiences on campus. Seasonal and traditional services of worship, such as the Blessing of the Entering Class, Candlelight Carols and Baccalaureate, are held on selected days. Ash Wednesday and Holy Thursday services are well attended on campus. Other campus-wide events include the Lighting of the Menorah and the Passover Seder. Jun'ah Prayers are offered on occasion. A Simple Time, a midweek time of communion and contemplation led by the chaplain, is held in Mickel Chapel each Wednesday. Weekly meditation times are offered. Arise, a hip-hop worship experience is offered weekly. Numerous study and discussion groups occur on campus. Listings are available outside the Halligan Center and by social media. In addition, the Halligan Center helps students of any faith who wish to find a local place of worship.

One of Wofford's signature efforts is around interfaith programming. Students from across a variety of religious and spiritual and secular worldviews come together to form friendships, learn from each other and serve the community. Wofford has consistently received national recognition for its leadership in interfaith community service. Two Interfaith Fellows (students) lead the campus Interfaith Youth Core and the Better Together campaign. Faculty offer courses on interfaith engagement.

Religious groups from several traditions, including Jewish, Muslim, Hindu and Christian (Roman Catholic, Protestant and Orthodox), have regular meetings and periodic lectures and forums. Professionally trained and credentialed leaders serve as campus ministers for these groups. Parachurch groups, such as Campus Outreach and Fellowship of Christian Athletes, have non-credentialed or volunteer staff and offer activities on campus and in the community. Student-organized religious and spiritual groups function on campus as well.

Convocations dealing with issues of religion, spirituality and ethics are open to the campus community. Wofford College Religious & Spiritual Life contacts include:

Baptist (CBF)	Rev. Matt Johnson	864-582-7467
Baptist (NBC)	Dr. Larry Crudup	864-582-1478
Baptist (Southern)	Todd Williams	864-699-4292
Buddhist	Watlao Buddha Ratnaram (Temple)	864-599-0408
Episcopal	Zac Blankenship	864-585-2268
Greek Orthodox	Father George	864-585-5961
Hindu	Hindu Society of Spartanburg	864-599-7048
Interfaith Youth Core	Dr. Ron Robinson	864-597-4051
Jewish	TBA	
	Professor Patricia Nuriel	864-597-4905
Lutheran	The Rev. Wade Apel	864-583-8167
Muslim	Dr. Courtney M. Dorroll	864-597-5026
Reformed University Fellowship	Oliver Pierce	865-257-2105
Roman Catholic	Michael Scheske	843-697-0133
United Methodist	Rev. Brad Gray Rev. Megan Gray	864-585-4801
UKirk	Rev. John Daniel DeBevoise	(864) 583-4531

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Chaplain

Located on the first floor of Main Building, Rooms 03 & 05, Yorke Family Portico Entrance
Phone: 864-597-4050 Fax: 864-597-4059 Email:
robinsonrr@wofford.edu

The Rev. Dr. Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion
Elizabeth M. Fields, director of the Halligan Center for Religious and Spiritual Life

The Office of the Chaplain is in the Halligan Center for Religious and Spiritual Life in Main Building. The chaplain leads campus events and provides a pastoral and social activist presence for the campus. The chaplain, who supports and advises students from many faiths, is available for pastoral care and counseling

and coaching and works with students, faculty and staff as they grapple with spiritual matters, relationship concerns and vocational and career issues. Rooted deeply in the college's relationship with the United Methodist Church and the Wesleyan tradition, the work of the chaplain places a strong emphasis on social justice. The resources of the Office of the Chaplain and the Halligan Center for Religious and Spiritual Life are available to all members of the college community regardless of religion, race, culture, sexual orientation, socioeconomic status, gender or ability.

Residence Life

Located in the Mungo Student Center
Phone: 864-597-4045 and 864-597-5100

Kendra Ivins, director of residence life
Cynthia Moberly, assistant director of housing operations

The director of residence life oversees residential education, administration and policy within the residence hall system. The Office of Residence Life is committed to providing students with a safe and secure environment that fosters student development, facilitates community mindedness, supports academic success and celebrates diversity.

Find more information: <https://www.wofford.edu/student-experiences/residence-life>

Title IX

Located in the Snyder House Annex
Phone: 864-597-4048

Matthew Hammett, director for civil rights, Title IX compliance, and student risk assessment

The Title IX has ultimate oversight responsibility for handling Title IX-related complaints and for identifying and addressing any patterns or systemic problems involving sexual misconduct as well as complaints regarding discrimination and harassment based on race, gender, age, religion, sexual orientation, handicap or national origin. The Title IX office is available to meet with individuals who are involved with or concerned about issues or college processes, incidents, patterns or problems related to sexual misconduct, discrimination or harassment.

Wellness Center

Located in the Hugh R. Black House

Monday-Friday, Medical Services hours 7:30 a.m. - 4 p.m. and Counseling hours 8:30 a.m. - 5 p.m. Emergency care is available after office hours by contacting campus safety at 864-597-4911.

Phone: 864-597-4370

[Wellness Center webpage](#)

Perry Henson, director of counseling & accessibility services
Lisa Lefebvre, director of employee wellness and medical services

Medical Services

College Physicians

Baker Boles, MD

Christian Nowatka, MD

Wofford College maintains a campus health care program to provide primary care for resident students and to educate students and employees on preventive measures concerning their health and well-being.

An appointment is required to be seen at the Wellness Center. Log in to myWofford and choose the Wellness Center/Patient Portal tab or call 864-597-4370 to make an appointment. You can also send secure messages through the patient portal to the nurse/nurse practitioner.

Medical Services is staffed from 7:30 a.m. – 4 p.m. Monday through Friday by licensed health care providers, including nurse practitioners. The nurse practitioner can diagnose, treat and prescribe medicines in most cases of illnesses and injuries. If needed, students will be referred to the college physicians. Non-emergency visits to the Wellness Center should be made at times that do not conflict with classes. Students must assume the responsibility for communicating directly with their professors in matters concerning missed classes, assessments or exams because of illness or injury.

Payment of the comprehensive fee entitles full-time enrolled students to office visits to see the Wofford physicians in ordinary cases of illness. In other health situations, students can be seen by the doctors but are not covered by the fee. This fee also entitles students to unlimited visits to the Wellness Center. On-campus office services such as labs, procedures, injections and prescription medications have a nominal fee when seen in the Wellness Center and are due at time of service.

The Spartanburg Medical Center emergency department and EMS are minutes away and are available for emergency situations when warranted.

Regional Nurse on Call is a free service that provides accurate health and wellness information by phone from a registered nurse. This service operates 24 hours a day. The number is 864-591-7999.

The Wofford Wellness Program

The Wellness Program provides the Wofford community with wellness programming throughout the year.

Counseling Services

Counseling services are available to Wofford students as part of the comprehensive fee. Services are available to assist students in navigating some of most stimulating and rewarding times they will experience. Counselors see students for a variety of concerns and issues that may range from mild distress to more serious psychological issues. Counselors also may facilitate access to on-campus psychiatric services for medication on a time-limited basis and for a nominal fee.

To make arrangements to see one of the college counselors, schedule a [counseling appointment](#). Students will be responsible for fees for any off-campus counseling. Contact the Wellness Center for more information.

Accessibility Services

Accessibility Services staff coordinates assistance for students with disabilities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Wofford College seeks to provide disabled students with reasonable accommodations needed to ensure access to the programs and activities of the college. Accommodations, determined on an individual basis, are designed to meet a student's needs without altering the nature of the college's instructional programs. A student in need of accommodation must submit proper documentation through the student tab on myWofford. Guidelines for documentation are available from the Wellness Center or online at [Wofford Accessibility](#).

If you need further assistance, please email accessibilityservices@wofford.edu or make an appointment online through the Wellness Center patient portal.

Quick Reference / Campus Contacts

FOR	TALK TO	IN THE	AT
Absences	See professors	Individual offices	Individual extensions (check online directory)
Accessibility Services	Perry Henson Sandy Hammett	Blackwell-Quattlebaum Center	864-597-4373 864-597-4375
Academic Problems	Professors or advisers	Individual offices	Individual extensions (check online directory)
Admission	Megan Tyler	Hugh S Black Building, 1st floor	864-597-4142
Advancement		Papadopoulos Building	864-597-4200
Alumni Affairs	Dina Roberts	Papadopoulos Building	864-597-4198
Athletics	Richard Johnson	Richardson Physical Activities Building	864-597-4090
Automobiles	Campus Safety	Mungo Student Center	864-597-4352
Bills, Fees, Tuition	Sherri Gossett	Snyder House	864-597-4228
Books and Supplies	Rebecca Liakos	Wofford Bookstore 578 N. Church St.	864-582-6514
Business Affairs		Snyder House	864-597-4233
Campus Calendar		Marketing/Communications	864-597-4184
Campus Safety	Dwayne Harris	Mungo Student Center	864-597-4350
Campus Ministry	Ron Robinson	Main Building, 1st floor	864-597-4051
Campus Union	Beth Wallace	Mungo Student Center, 2nd floor	864-597-4041
Career Counseling	LaTasha Smith-Tyus	Career Center	864-597-4261
Counseling	Kellie Buckner	Blackwell-Quattlebaum Center	864-597-4356
	Perry Henson	Blackwell-Quattlebaum Center	864-597-4373
	Ron Robinson	Main Building, 1st floor	864-597-4051
	Tiara Woney	Blackwell-Quattlebaum Center	864-597-4396
Emergencies	Campus Safety	Mungo Student Center	864-597-4911
	Beth Wallace	Mungo Student Center, 2nd floor	864-597-4041
Exams	Jennifer Allison	DuPré Administration Building	864-597-4030
Financial Aid, Scholarships	Carolyn Sparks	Hugh S. Black Building, 2nd floor	864-597-4161
Food Service	Cherie Tyger	Burwell Building	864-597-4252
Fraternities, Sororities	Karlee Tate	Mungo Student Center, 2nd floor	864-597-4062
Housing	Cynthia Moberly	Mungo Student Center, 2nd floor	864-597-
Illness			
	Tammy Gilliam	Blackwell-Quattlebaum Center	864-597-4370
	Amanda Mandlove	Blackwell-Quattlebaum Center	864-597-4370
	Lisa Lefebvre	Blackwell-Quattlebaum Center	864-5974370
International Programs	Amy Lancaster	Michael S. Brown Village Center	864-597-4430
Intramurals	Talicia Murphy	Mungo Student Center	864-597-4043
IT Help Center	Kashalett Foster	Franklin W. Olin Building, 207	864-597-4357

Jobs	Curt McPhail	Career Center	864-597-4262
Library	Lisa Roberts	Sandor Teszler Library	864-597-4300
Lost and Found	Campus Safety	Mungo Student Center	864-597-4350
Mail	Campus Post Office	Mungo Student Center	864-597-4240
Facilities	Bill Littlefield	Cumming Street Facility	864-597-4381
Menu Line	Cherie Tyger	Burwell Building	864-597-4251
Military Science/ROTC	Bryan Dunker	Daniel Building	864-597-4337
Music	Gary McCraw	Montgomery Music Building	864-597-4597
		Montgomery Music Building	864-597-4597
News Media	Dudley Brown	Marketing/Communications	864-597-4538
Parents' Programs	Thom Henson	Papadopoulos Building	864-597-4208
Registration	Jennifer Allison	DuPré Administration Building	864-597-4030
Service Learning	Jessalyn Story	Michael S. Brown Village Center	864-597-4403
Sexual Misconduct, Title IX	Matthew Hammett	Mungo Student Center	864-597-4048
Student ID Cards	Campus Safety	Mungo Student Center	864-597-4351
Student Organizations	Talicia Murphy	Mungo Student Center, 2nd floor	864-597-4043
Student Publications	Drew Timmons	Student Publications Manager	864-680-0482
Student Records, Transcripts	Juliet Elliott	DuPré Administration Building	864-597-4030
Summer Session	Jennifer Allison	DuPré Administration Building	864-597-4030
Theatre	Mark Ferguson	Rosalind Sallenger Richardson Center for the Arts	864-597-4080
Transfer Credits	Tamara Burgess	DuPré Administration Building	864-597-4030
Veterans Affairs	Tamara Burgess	DuPré Administration Building	864-597-4030
Wellness Resources	Lisa Lefebvre	Blackwell-Quattlebaum Center	864-597-4371
Withdrawal	Jennifer Allison	DuPré Administration Building	864-597-4030
	Beth Wallace	Mungo Student Center, 2nd floor	864-597-4041
Zach's	Cherie Tyger	Mungo Student Center, 1st floor	864-597-4070

Community Helplines and Support Groups

AIDS Hotline	1-800-448-0440
Alcoholics Anonymous	864-585-1930
Forrester Center for Behavioral Health	864-582-7588
Carolina Pregnancy Center	864-582-4673
Carolina Center for Behavioral Health	1-800-866-HOPE
Crisis (Mental Health Association)	864-583-5802
Drug Information Hotline	1-877-297-6347
Eating Disorders (Mental Health Association)	864-582-3104
Gamblers Anonymous (Mental Health Association)	864-582-3104
Lawyer Referral Service	1-800-868-2284
Mental Health Center	864-585-0366
Poison Control	1-800-222-1222
SAFE Homes-Rape Crisis Coalition 24-hour Crisis Line	1-800-273-5066
Sexual Assault Victims Group	864-583-9803
Sexually Transmitted Diseases Hotline	1-800-227-8922

Spartanburg Health Department	864-596-2227
Substance Abuse Information	1-800-662-HELP
Survivors of Suicide (Mental Health Association)	864-582-3104

Local Hospitals and Emergency Care

Emergency	911
Spartanburg Medical Center - Mary Black Campus	864-573-3000
Spartanburg Medical Center	864-560-6000
Regional Nurse on Call	864-591-7999

Building Hours

Blackwell-Quattlebaum Center

Medical Services, Monday-Friday, 7:30 a.m.-4 p.m., Counseling 8:30 a.m.-5 p.m. (*Emergency care is available after office hours by contacting campus safety, the resident assistant on duty and/or the student affairs staff person on call.*)

Michael S. Brown Village Center – Market and Galleria

	Market	Galleria
Monday-Thursday	8 a.m.-9 p.m.	11 a.m.-2 p.m., 5-11 p.m.
Friday	8 a.m.-9 p.m.	11 a.m.-2 p.m., 5 p.m.-2 a.m.
Saturday	11 a.m.-9 p.m.	7 p.m.-2 a.m.
Sunday	4-8 p.m.	Noon-9 p.m.

Burwell Building

All Week, 7 a.m.-11 p.m.

Mungo Student Center

All week, 6 a.m.-midnight

DuPré Administration

Monday-Friday, 8:30 a.m.-5 p.m.

Great Oaks Hall, Roger Milliken Science Center

24 hours a day for studying

Benjamin Johnson Fitness Center and Arena

All week, 6 a.m.-10 p.m.

Main Building

Monday-Friday, 8 a.m.-6 p.m.

Roger Milliken Science Center

Monday-Friday, 7:30 a.m.-6 p.m.

Franklin W. Olin Building

Monday-Thursday, 8 a.m.-11 p.m.

Friday, 8 a.m.-5 p.m.

Sunday, 2-11 p.m.

Joe E. Taylor Athletic Center (Weight Room)

Monday-Friday, 6 a.m.-5:45 p.m.

Sandor Teszler Library

Librarian available

Monday-Thursday, 8 a.m.-1 a.m.
Friday, 8 a.m.-7 p.m.
Saturday, 10 a.m.-5 p.m.
Sunday, 1 p.m.-midnight

Monday-Wednesday, 9 a.m.-5 p.m.; 7 p.m.-1 a.m.
Thursday, 9 a.m.-5 p.m.; Friday, 9 a.m.-5 p.m.
Saturday, 10 a.m.-5 p.m.
Sunday, 1 p.m.-6 p.m.; 7 p.m.-1 a.m.

Wofford Bookstore

Monday-Friday, 9 a.m.-5:30 p.m.
Saturday, 11 a.m.-4 p.m.

Zach's, Mungo Student Center

Monday-Thursday, 9 a.m.-10 p.m.
Friday, 9 a.m.-8 p.m.
Saturday, 11 a.m.-8 p.m.
Sunday, closed

Campus Safety

Emergency Response and Evacuation Testing

Wofford College emergency management functions follow the guidelines of the college's Emergency Operation Plan. The plan, prepared and updated by Wofford's Emergency Preparedness Committee, outlines response operations utilizing the all-hazards approach. In addition to a formal Emergency Operations Center framework, the plan also established a cadre of building response personnel, collectively known as floor wardens and building captains. The building response personnel are instrumental in communicating with occupants about emergency procedures, announced drill information, and providing drill and exercise feedback. The Emergency Preparedness Committee conducts at least one exercise or drill annually to assess and evaluate emergency plans and capabilities.

Emergency response and evacuation procedures are tested at least once per semester in residence facilities in the form of severe weather, shelter-in-place or fire drills. Drills and exercises may be announced or unannounced and serve to enable campus safety and the Wofford residence life staff to evaluate emergency notification equipment effectiveness/functionality and egress routes/shelter locations. Campus safety submits results indicating a need for improvement for follow-up corrective actions. RAs provide each student educational evacuation information at hall meetings at the beginning of each school year and written emergency and evacuation information is posted on each hall or residential facilities. Subsequent evacuation training is typically available for students at other times during the year in the form of residence life programs. Campus safety provides residence hall evacuation training, typically in conjunction with fire safety and extinguisher training conducted by the fire marshal. A trained residence life staff is always available to provide assistance and guidance to resident students.

Campus safety conducts and supervises other drills and exercises including but not limited to armed intruder exercises and drills, tabletop exercises, or severe weather drills for the campus community at least annually. Campus safety will coordinate these exercises and drills and maintains records of each to include the time and date of the exercise, number of participants, an evaluation of the drill or exercise and whether or not the exercise or drill was announced. When possible, campus safety will invite evaluators from other agencies or departments to evaluate the effectiveness of the activity. The college will publish a summary of its evacuation plans and procedures with at least one drill per year. Emergency procedures are located at www.wofford.edu/studentexperiences/campus-safety/emergency-operations

Fire Evacuation Procedures

The fire alarm system provides audible and visible notification. A loud buzzer and flashing strobe lights notify occupants that the fire alarm system has been activated. When the fire alarm activates, all occupants should ensure that nearby persons are aware of the emergency, quickly proceed to a marked EXIT. In the event of a fire in a residence hall, RAs will pull a fire alarm even if an alarm has already sounded on the way out of the closest exit. Call

the Office of Campus Safety (864-597-4351) immediately after you have cleared the building and are in your designated assembly area. All residents will evacuate the building using the closest, unblocked exit and go directly to the assembly area listed above.

Never attempt to use an elevator. If in a class, find your classmates at your assembly area because your instructor will be trying to get accountability. Try to stay out of parking lots because that is a likely place for emergency vehicles to gather. Never assemble near a hydrant or fire department connection (FDC). Never gather along curbs or fire lanes. These will be used by the emergency vehicles and crews. Some of these assembly areas seem a long distance from the dorm but they are clear of hydrants and FDCs. Evacuation assembly areas are located at:

<https://www.wofford.edu/Wofford.edu/Documents/Student%20Experiences/Campus%20Safety/Fire%20Evacuation%20Assembly%20Areas.pdf>

Shelter in Place (Chemical Spill)

- Enter a building, preferably your residence hall.
- Close all exterior doors and windows. Place a towel at bottom of doors and windows.
- RA/RDs will check that other exterior doors and windows not in student rooms are shut.
- Physical Plant/other employees will shut off heating and air units if possible and safe to do so.
- No one will leave any building without official authorization.

Reporting a Fire on Campus

Any student or employee or visitor is encouraged to report fires on college owned or controlled property immediately to campus safety at 864-597-4911, Spartanburg 911 (call Campus Safety immediately after calling 911), facilities at 864-597- 4380, residence life (on-call RA phone or residence life office at 864-597-4000 or any staff member of the Division of Campus Life and Student Development at 864-597-4000.

Emergency Medical Response Procedures

Students, employees and visitors should report any medical emergency situation to the Office of Campus Safety immediately at 864-597-4911. Campus safety dispatchers will send a Wofford officer to the scene to evaluate the situation and begin basic first aid (if appropriate). If EMS or other assistance is required, officers, through dispatch, can make the call. The campus community also may call 911 directly, but the department requests that they call campus safety immediately after the 911 call so that officers can quickly begin life saving measures (if necessary) and guide EMS to the scene.

Crime or Emergency Reporting (Clery requirement)

Students and employees are encouraged to report all crimes, emergencies and safety issues to the Office of Campus Safety or other appropriate law enforcement agencies in a timely and accurate manner. To report an emergency or crime, one can call 864-597-4350 or 864-597-4911 in the event of an active criminal/emergency incident. Officers will answer the emergency number 24 hours a day and will respond to the caller. Students and employees may also call 911 for local law enforcement or emergency assistance but must keep in mind that campus safety may not know about the call or be able to render immediate assistance. For students and employees at the Goodall Center in Glendale, please call 911 for an emergency or active criminal situation and then call campus safety at 864-597-4911 for a timely follow-up. Students may also report issues and concerns to those employees listed below as Campus Security Authorities or local law enforcement. as well. Key phone numbers to report emergencies are:

1. Campus Safety 864-597-4911
2. Spartanburg City Police/Fire/EMS Department 911
3. Dean of Students: 864-597-4044
4. Wellness Center: 864-597-4370
5. Assistant Dean of Students for Residence Life: 864-597-4068
6. Assistant Dean of Students for Student Involvement: 864-597-4048
7. Director of Student Activities: 864-597-5107
8. Title IX Coordinator (Sexual Misconduct/Harassment) 864-597-4047
9. Title IX Deputy Coordinators 864-597-4048/4066

10. Human Resources Director 864-597- 4227
11. Any Campus Security Authority as listed below:

Campus Security Authorities (Clery requirement)

Wofford is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a “Campus Security Authority” or CSA.” Students and employees report crimes listed below to the identified CSAs for the purpose of making timely warning reports and the inclusion of the crimes in the annual statistical disclosure in the Annual Security/Fire Safety Report.

The law defines Campus Security Authority as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.” Officials at Wofford include the dean of students, who has overall responsibility for student discipline and all student programming; the assistant dean of students for residence life, who oversees student housing; the assistant dean of student for student involvement, who oversees student co-curricular activities and has significant responsibility for Fraternity and Sorority Life; campus safety officers and dispatchers; the Title IX coordinator and all deputy coordinators; the director of human resources; the athletics director and associate athletics directors; team coaches; the director of the Wellness Center; all faculty and staff members who lead student short-stay trips; student workers who provide safety escorts for the college; and faculty and staff advisers to student organizations who have significant responsibility for student and campus activities.

The criminal offenses for which these officials are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.

Confidential Reporting Procedures (Clery requirement)

Victims of crime sometimes do not want to pursue action through either the college judicial system or local or state legal system. The college encourages victims to consider making a confidential report in cases in which the victim does not want to pursue action so that incidents can be dealt with and/or documented. With the victim’s permission, the director of campus safety can file a report on the incident without revealing the identity of the victim. With such information, the college can maintain an accurate record of the number of incidents involving students and other members of the college community and quickly notify the campus of an immediate danger or threat.

The information also allows campus officials to identify patterns of crime on or near the campus. These reports are counted and disclosed in the annual crime statistics for the college. If a victim or witness desires to make a confidential report, they may do so through the Office of Campus Safety or any other Campus Security Authority on campus. Any Campus Security Authority (other than volunteers or student employees) can be reached by dialing 864-597-4000 and asking for the official by name or position.

The college chaplain, when acting as a pastoral counselor, or employees of the Wellness Center who are licensed counselors and serving in that capacity, are not considered Campus Security Authorities and are not required to report crimes for inclusion into the Annual Security and Fire Safety Report. These counselors are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis, if and when such counsel is appropriate. When a student or employee informs one of these Campus Security Authorities about a crime or emergency situation, the official will notify campus safety immediately. If the complainant is a client of the Wellness Center or sports medicine, the official will make the report detailed, but limited to preclude any HIPAA violation. If there is a life-threatening situation or one that potentially involves the loss of sight or limb unless an immediate, fully disclosed report is made, the official will notify the Office of Campus Safety immediately.

Students also may disclose a crime or situation anonymously through the Silent Witness reporting system. This system can be found at <https://www.wofford.edu/student-experiences/campus-safety/links-resources/silent-witnessform> and goes directly to the director of campus safety and is completely anonymous. The Silent Witness form is easy to use, quickly delivered and can be responded to 24 hours a day.

The Office of Campus Safety officers submit to the facilities department (via School Dude, accessible via myWofford; email; telephone; or work list to repair outdoor lighting, inoperable exit doors and other items that may affect the safety of students and employees.

Identification Key Cards

Every student taking a course for credit must have an ID card. The ID card, issued to the holder, is the property of Wofford College. This card is the student's means of identification in connection with food service, library privileges, athletics events and facilities, student health services, the bookstore, the Business Office and any other college functions to which students may be entitled. Photographs for the ID-Key Access Card are taken during new student orientation and the first week of each academic term. The ID card must always be carried and must be presented and/or surrendered upon the request of authorized Wofford College personnel (campus safety officers, any member of the administrative staff). The status of a non-Wofford College person will be assumed for any person (including any student) who refuses to present or surrender Wofford-issued or other official identifications to authorized college personnel. Such persons will be escorted from the campus. In case of violation of legal statutes, such violations will be remanded to the civil authorities. If a student's relationship to Wofford College is terminated, the card must be returned immediately to the Campus Life and Student Development. If an ID card is lost, a replacement card can be made for a \$25 fee in the Office of Campus Safety during regular business hours. Since the ID card controls access to the residence halls, it is important to report a lost or stolen card immediately. Students may file a lost or stolen ID card report any time, 24 hours a day, by contacting the Office of Campus Safety at 864-597-4350.

Lost and Found

Students may contact the Office of Campus Safety, 864-597-4350; the dean of students' office, 864-597-4040; or the dispatch center, 864-597-4000; when trying to locate lost items.

Motor Vehicles

Vehicle Registration

All students and all employees who drive, operate or control, park, let stand or otherwise use or maintain a motor vehicle at Wofford College are required to register the vehicle with the Office of Campus Safety.

Campus safety will issue students and employees parking decals, which must be affixed to their vehicles on the left back (driver's side) window. There is no cost to the student or employee to register a vehicle for the academic year. However, failure to register a vehicle will result in a fine of \$20 per day. Students and employees must register their vehicles within 48 hours of their arrival. Wofford College parking regulations are located on the campus safety website at <https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campussafety/ParkingAndTrafficRules.pdf>. These regulations are in effect throughout the calendar year. Failure to comply with the regulations may result in ticketing or towing of the vehicle at the owner's expense. Wofford students are responsible for informing their guests of these regulations.

Wofford College reserves the right to search vehicles on or adjacent to college property for the purpose of safety, maintenance, legal or emergency situations.

Disability Parking

Disability parking permits are available through Office of Accessibility Services. These permits do not eliminate the need for a student to have a regular campus parking permit for his/her vehicle. Students must complete a request through myWofford and submit documentation unless the student possesses an official disability-parking permit issued by a county/state. The documentation should include the timeframe for which the permit is being requested. When a Temporary Disability Permit is issued to a student, the student must place it on the driver's side of the front dashboard. A copy of the temporary parking permit will be sent to the Department of Campus Safety for college records.

Vehicle Theft Protection

Wofford College assumes no responsibility for the care or protection of any vehicle or its contents while operated or parked on campus. Valuables should be removed. Thefts of or damage to a vehicle should be reported immediately to campus safety at 864-597-4911.

Protect Your Property/Insurance

Wofford College is not responsible for the loss, damage or theft of any personal property. Students wishing to protect themselves from the possibility of such losses should cover their belongings with the appropriate insurance. Renter's insurance is generally available through the companies that carry vehicular and/or home insurance. Frequently, existing homeowner's policies carried by parents cover a student's personal property for the duration of the student's college career. Students should investigate these policies before arriving on campus.

Bylaws of the Wofford College Campus Union

Enacted April 22, 1971

Article I. Basic Structure

Section 1. Committee Definitions

Committees are the basic working units of the assembly. It is not, however, a prerequisite that committee members be assembly members. Persons from various segments of the campus community may serve on the assembly committees.

Each committee is a working body. The basic function, purposes and organization are outlined below. The committees intentionally are given broad purposes and flexible definition in order to allow for maximum creativity on the part of the committee members. They are allowed to determine their own composition as their functions and needs demand.

The attendance policy for each Campus Union committee will be set by each committee at the beginning of the term by a majority vote of the committee members and must be approved by the executive committee. Any member of a Campus Union committee who violates the terms of the Campus Union committee's attendance policy automatically will be removed from his/her seat on the committee upon a case review by the Campus Union Assembly. They also automatically will be removed from his/her seat on the assembly upon a case review by the elections and nominations committee and be declared ineligible for re-election to the general assembly. If they are elected members of the Campus Union Assembly, they also automatically will be removed from his/her seat on the assembly upon a case review by the elections and nominations committee and be declared ineligible for re-election to the general assembly or officer position. It will be up to the committee chair's discretion as to what constitutes a missed meeting.

All standing and ad hoc committees are answerable directly to the assembly, and ad hoc committees are answerable to the executive committee. Any committee action is subject to the approval of the assembly by a simple majority. Periodic reports of activities and plans must be presented to the assembly. The assembly may call for a report from a committee at any time. Budgeting for all committees shall be handled by the financial affairs committee of the assembly.

Section 2. Chaplain

The assembly shall elect a chaplain from the voting membership to provide devotions at the beginning of each assembly meeting. The chaplain also must coordinate the formal acknowledgment of passings that affect members of the Wofford community. In the event of such passings, appropriate measures shall be taken to communicate the condolences of the Campus Union to the affected person(s), family and the Wofford community at large.

Section 3. Parliamentarian

The parliamentarian, following the election or appointment of new members of the assembly, shall conduct a public training on Robert's Rules of Order. They shall collaborate with the Campus Union Executive Officers to schedule and host the training.

Section 4. Historian

The assembly shall elect a historian to give historical remarks at the beginning of each assembly meeting.

Article II. Committees

Section 1. Elections and Nominations Committee

a. Duties

1. This committee shall be responsible for setting and publicizing dates for all elections, responsible for the mechanics and actual conduct of elections, responsible for publicly posting the names of those persons elected, responsible for informing the candidates running for a particular office of the final vote count corresponding to that office and responsible for all other post-election matters, including runoff elections.
2. This committee shall nominate students to serve in various committee capacities, shall nominate persons to serve on the various faculty and administrative committees.
3. This committee shall appoint student body members of standing, college and other committees in the two weeks after the election of the assembly. Assembly members will turn over at the end of their delegate terms.
4. The committee chair appointees will be appointed to their respective committees within two weeks of Campus Union assembly elections. They will serve on the committee until the end of the academic year and then assume the position of chair.
5. All nominations made by the committee are subject to approval by the assembly.
6. This committee may recommend removal of a committee chair, subject to the approval of the assembly.
7. The advocates shall be appointed by the Judicial Commission and subject to approval by the assembly.
8. The vice president shall report all proceedings of this committee to the assembly.
9. Elections for senior class officers shall be held in conjunction with Campus Union delegate elections in the spring semester.

b. Membership

1. Chair: President of the Campus Union
2. Vice president of the Campus Union
3. Secretary of the Campus Union
4. Treasurer of the Campus Union
5. One sophomore, one junior and one senior assembly member nominated and elected by the assembly as a whole. The size of this committee is not flexible and must be as specified above. c. Election Rules and Regulations

1. Campaign materials may be placed in the following locations:

- Exterior doors and stairwell doors of the following residence halls: Dupre, Greene, Marsh, Shipp, Carlisle, Wightman and Lesesne.
 - Flyers may not be placed on students' room doors without their permission.
 - Walls in the campus post office
 - Bulletin boards near entrances to the Mungo Student Center, Olin, Richardson Hall
 - Flyers may be placed on the doors and interior of the Village laundry facility
 - All areas on campus not specifically mentioned above are prohibited as area where campaign literature may NOT be place
2. All candidates are responsible for removing all campaign materials and signs within 48 hours of the completion of the election.
 3. Campaigns may begin whenever the undersigned candidate may see fit as long as these regulations are followed.
 4. Write-in campaigns are allowed as long as they are run in compliance with all election regulations.
 5. Only flyers, handbills, stickers, food items, or buttons may be passed out by candidates. No gift items may be given away by candidates or candidate's representatives (this includes, but is not limited to: pencils/pens, t-shirts, etc.)
 6. Each candidate is allowed to use 5 large posters and 25 flyers. At-large candidates and cabinet position candidates may use 10 large posters and 50 flyers.
 7. Campaign literature may NOT be placed under any residence hall room doors, unless the candidate is involved in a run-off.
 8. Campaign literature may NOT be placed in campus post office boxes, unless it is a personalized letter addressed with the name and box number of the student.
 9. Campaign literature may NOT be emailed unless it is personalized and individually sent.
 10. The use of social media, including but not limited to Groupme, Instagram, and Facebook, is permissible for use in campaigning.

11. Messages may be sent to student organization leaders asking for the opportunity to meet with the organization or asking for an endorsement provided that the message is personalized and individually sent.

d. Violations

1. Alleged violations of the above rules should be reported to a member of the Election and Nominations Committee of Campus Union.
2. The committee will meet within 48 hours of learning about the alleged violation.
3. The committee may interview students to determine if there has been a violation.
4. The committee may sanction a candidate(s) if it determines that there has been one or more violations.

Section 2. Executive Committee

a. Duties

1. This committee shall provide a forum whereby the needs of the Campus Union Assembly may be examined in detail and where such actions as may be necessary can be undertaken.
2. This committee shall have the power to provide an accessible forum where legislation pertinent to the constitution, bylaws and rules of the Campus Union Assembly may be discussed and reviewed in detail.
3. This committee shall be responsible for planning an hour-long service event for the assembly each year.
4. The chair of this committee shall be the vice president of the Campus Union.
5. Membership shall consist of all chairmen of the standing committees as appointed by the elections and nominations committee.
6. Ad hoc committee chairmen will be considered members of this committee and their attendance is expected.
7. The executive committee shall meet regularly at a time specified by the committee or the chair.
8. The attendance records of the executive committee members will be used as a basis for the elections and nominations committee's appointments the following year.

Section 3. The Wofford Activities Council

a. Duties

1. This committee shall provide social programs for the entire college community.
2. This committee shall be responsible for hiring artists, promotion, publicity marketing, ticket sales, security and meeting all contract requirements of the artists.
3. The committee should coordinate closely with Wofford College and community calendar of events in planning programs.
4. This committee shall work specifically with the campus life and student development staff in executing its plans for Homecoming and Spring Weekend.

b. Membership

1. The chair shall be appointed by the Elections and Nominations Committee. A campus-wide application process will take place prior to appointment by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position.
2. Assembly members shall be appointed to the Wofford Activities Council by the Elections and Nominations Committee.
3. No less than eight other students outside the assembly shall be appointed.
4. At least one fraternity member and one sorority member, as well as members from other chartered organizations, shall be appointed.
5. The director of campus life and student activities shall serve as a non-voting member of this committee.
6. This committee shall have the power to regulate its size and composition as it sees fit.

Section 4. Campus Relations Committee

a. Duties

1. This committee shall work through all available media and a person designated by the senior director of public relations and communications in the Office of Marketing and Communications to ensure that proper news coverage is given to both organizational and individual activities. This committee shall maintain good public relations between the Wofford College community and the local community.

This committee shall collect, coordinate and report all dates of events sponsored by any group of the Wofford campus and also all dates of interest to members of the Wofford College community of events in the Spartanburg area.

2. This committee shall coordinate the activities of the Presidential Advisory Council, which meets monthly with the president of the college to discuss campus issues.
 3. This committee shall organize presidential dinners in conjunction with food service.
 4. This committee shall publicize vacancies of the Campus Union Assembly and dates of elections to fill those vacancies.
- b. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process will take place prior to appointment by the elections and nominations committee.
 2. Assembly members shall be appointed to the campus relations committee by the Elections and Nominations Committee.

Section 5. The Facility Affairs Committee

- a. Duties
1. This committee shall act as an agency responsible for hearing and expressing student grievances and suggestions in areas such as food services, physical plant, campus development and maintenance services.
 2. It shall work specifically with the associate vice president for facilities and capital improvements to resolve problems that may arise under its jurisdiction.
- b. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. A co-chair will be selected by the facility affairs committee. Suggestions for this position may be made by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campuswide application process shall take place prior to appointment by the Elections and Nominations Committee.
 2. Assembly members shall be appointed to the Facility Affairs Committee by the Elections and Nominations Committee.
 3. This committee shall have the power to regulate its size and composition as it sees fit.

Section 6. The Financial Affairs Committee

- a. Duties
1. This committee shall compile and submit a proposed Campus Union budget each year for approval by the assembly and, then, to the college budget committee for its approval.
 2. Vouchers for Campus Union funds shall require the signature of the treasurer or the president of the Campus Union and the dean of students.
 3. A standing committee must submit an itemized budget for approval from this committee. It then shall be brought before the Campus Union Assembly for approval.
- b. Membership
1. The chair is the treasurer of the Campus Union.
 2. Assembly members shall be appointed to the Financial Affairs Committee by the Elections and Nominations Committee.
 3. Two students not in the assembly shall be nominated by the Elections and Nominations Committee.
 4. The elections and nominations committee should be careful to select committee members who have interest in and knowledge of organizational budgeting. The organization of this committee shall not be flexible and shall be as specified.
- c. Rules
1. Any member of the Campus Union Assembly who makes a purchase with Campus Union funds or seeks reimbursement with Campus Union funds must notify the Treasurer in writing before the purchase and include the amount of the expense, a list of the items purchased, and a rationale for purchase.
 2. No organization or entity receiving funding from Campus Union, which includes, but is not limited to, the committees, the officers, chartered and non-chartered student organizations, may obtain Campus Union funding over their authorized amount.

3. No organization or entity, which includes, but is not limited to, the committees, the officers, chartered and non-chartered organizations, may retroactively obtain funding from Campus Union.

Section 7. Wofford Live

a. Duties

1. This committee shall serve as the concert-planning committee of Wofford College.
2. This committee shall receive and consider requests for the allocation of finances from both individuals and organizations to fund fun events on Wofford College campus.
3. This committee shall make a conscious effort to fund a wide variety of events and to appeal to the diverse social needs of the student body.
4. This committee shall operate according to the guidelines adopted by the Wofford Live Committee.

Membership

1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process shall take place prior to appointment by the Elections and Nominations Committee.
2. An open application process will encourage the general student body to apply for committee positions.
3. Assembly members shall be appointed to the Wofford Live Committee by the Elections and Nominations Committee.
4. The committee shall have the power to regulate its size and composition, although the number of members shall be no more than 12.
5. Members should represent both the Greek and non-Greek communities.
6. The adviser from the student affairs staff will be selected by the dean of students, the president of the student body and the chair of the Wofford Live Committee with the consent of the Elections and Nominations Committee.

c. Operations

1. The budget shall be apportioned to allocations for student-planned activities and funding for concert events.
2. The committee shall encourage students and organizations to propose and plan their own events.
3. All proposals for student-planned Wofford Live events shall be voted on formally by the Campus Union Assembly after approval by the Wofford Live chair and adviser.
4. The Campus Union Assembly shall deliberate over Wofford Live proposals using the same practices as other orders of the Campus Union.
5. The committee shall take student input gathered through surveys and student feedback into consideration when planning its events.
6. The budget shall be maintained by the chair and made available to the committee and the Campus Union Assembly.

Section 8. The Wofford Athletics and Recreation Committee

a. Duties

1. This committee shall promote and encourage greater attendance, spirit and support of all Wofford athletics programs.
2. This committee shall work to make Wofford sporting events a routine part of the average student's weekly schedule.
3. This committee shall work to advise the other athletics support groups and departments on campus.
4. This committee shall work to help integrate student-athletes into other aspects of Wofford campus life.
5. This committee shall work specifically with the director of intramurals, campus recreation and club sports to promote programs and services.
6. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process shall take place prior to appointment by the Elections and Nominations Committee.
7. Assembly members shall be appointed to the Facility Affairs Committee by the Elections and Nominations Committee.
8. The committee shall have the power to regulate its size and composition.

Section 9. The Wellness and Safety Committee a.

Duties

1. The committee shall encourage and promote awareness of Department of Campus Safety and Wellness Center initiatives, programs and services, as well as expand and share the responsibility of promoting and sustaining a healthy and crime free community.
2. This committee shall meet and work regularly with faculty, Department of Campus Safety and the Wellness Center to promote programs and services to the student body.
3. The committee shall create a schedule of programs at the beginning of each semester that is flexible to change.
4. This committee shall compile and submit an itemized budget each year for approval by the Financial Affairs Committee.

b. Membership

1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position.
2. Up to two assembly members shall be appointed to the committee by the Elections and Nominations Committee.
3. A campus-wide application process, accepting the most qualified students, shall take place each semester. Committee members have the option of unlimited reelection.
4. The committee shall actively seek members that represent the following groups and/or organizations (understanding numbers will fluctuate each school year):
 - One student-athlete (current member of Student Athletic Advisory Council)
 - One resident assistant (current members of RALT)
 - One member of the Army ROTC
 - Three members of Fraternity and Sorority Life (a current member of IFC, NPHC, and Panhellenic)

Section 10. The Diversity, Inclusion, and Anti-Racism Committee

a. Duties

1. This committee shall encourage a more diverse and inclusive environment on campus.
2. This committee shall host and promote anti-racism programs for all students, faculty and staff.
3. This committee shall meet and work regularly with the office of Diversity and Inclusion staff, and the office of Admissions staff to act as the middleman/woman between the student body and these departments.
4. This committee shall create a schedule at the beginning of each semester that is flexible to change.
5. This committee shall meet once a month or as often as the chair sees necessary.
6. This committee shall compile and submit an itemized budget each year for approval by the Financial Affairs committee.

b. Membership

1. The chair shall be appointed by the Elections and Nominations Committee, and the Office of Diversity and Inclusion staff will participate in the selection process. Assembly membership is not a prerequisite for this position.
2. Up to two assembly members shall be appointed to the committee by the Election and Nominations Committee and approved by the Office of Diversity and Inclusion.
3. A campus-wide application process, accepting the most qualified students, shall take place every semester. Committee members have the option for unlimited reelection.
4. Ideally, the committee shall actively seek members that represent the following groups and/or organizations (understanding numbers will fluctuate each school year):
 1. One member of Wofford Anti-Racism Coalition
 2. One member of Wofford Women of Color
 3. One member of Wofford Men of Color
 4. One member of Wofford Asian American and Pacific Islander Organization
 5. One member of LGBTerriers
 6. One Member of Black Student Alliance

7. One member of the NPHC
8. One member of Amnesty International
9. One member of Organization of Latin American Students
10. One ODI Student Coordinator

Article III. Ad Hoc Committees

Section 1. Purpose of Ad Hoc Committees

- a. The purpose of an ad hoc committee is to study a specific issue or administer a project that does not fall within the jurisdiction of any standing committee.
- b. By definition, ad hoc committees should serve for a limited period of time and then be dissolved.

Section 2. Creation of Ad Hoc Committees

- a. The Campus Union Assembly may create ad hoc committees by majority vote.
- b. The president of the Campus Union shall appoint the chairs and the members of the ad hoc committees.

Section 3. Terms of Ad Hoc Committees

- a. The resolution creating an ad hoc committee must state the purpose and goals of the committee.
- b. The resolution must set a deadline, which shall not be more than a year in the future, for completion of the ad hoc committee's work.
- c. The ad hoc committee may petition the assembly for an extension of its deadline; however, the committee must justify its request for an extension.
- d. The ad hoc committee must take periodic reports on its progress to the assembly, and the assembly may dissolve the committee if it becomes inactive.

Article IV. Code of Conduct

1. Current Members

Campus Union Assembly members will be required to sign an honor pledge during each term of office where they will pledge to report any violations listed below that they commit. Any Campus Union Assembly member will be asked to resign from office if he/she is in **bad standing** with the College or **found responsible** for:

1. Any offense of the Honor Code of Wofford College by the Honor Council, and/or
2. Any offense of the Code of Student Rights and Responsibilities, such as, but not limited to, one or more Drug Violations (Types 1-6), a Category A: Second Offense Sanction, a Category B: Second Offense Sanction, and/or a Category C: Second Offense Sanction under the Wofford College Beverage and Alcohol Policy, and/or
3. Violating another institution's policies, outlined under the subsection titled "Conduct of Wofford Students While on Other College Campuses" in the Wofford College Code of Student Rights and Responsibilities, and/or
4. Violating local, state, federal or international laws beyond Wofford's jurisdiction. These violations include, but are not limited to, Class A-F Felony charges outlined in Section 16-1-90 of the South Carolina Code of Laws. Misdemeanor charges should only be addressed in repeated or extreme cases.

e. Discrimination and Harassment in the forms of physical, emotional, verbal, and/or psychological expression. Discrimination and Harassment takes place on the actual or perceived basis of, but is not limited to,

i. Gender, gender expression, and gender identity, whereas Gender identity can include gender orientation and membership in the LGBTQ+ community, ii. race and ethnicity, iii. national origin, iv. neurodiversity status, v. abilities, vi. religion or religious beliefs, vii. socioeconomic status, viii. Legally protected status (includes but is not limited to DACA, Refugee Status...) ix. Age,

x. To which single instances or events of discrimination may have more than one basis,

Any member that is **found responsible** for one or more of the violations above during his/her term of office will be asked to resign.

The member will be ineligible to run for future elections unless he/she appeals to the Elections and Nominations Committee under the

advisement of the Dean of Students. These appeals will decide on a case-by-case basis an individual's eligibility to run for office in the future.

Constitution of the Wofford College Campus Union

Approved May 13, 1980

We, the students of Wofford College, united as the Campus Union, convinced that our stake in the future of this college entitles us to a role in its governance, committed to the preservation of the ideals of the college and to the improvement of campus life and resolved to promote the orderly and efficient administration of student activities, to ensure the democratic representation of our interest and opinions and to provide for the means to govern ourselves, do ordain and establish this constitution of the Campus Union of Wofford College.

Article I. The Judicial System

Section 1. Organization

The judicial system shall be organized according to the provisions of the Code of Student Rights and Responsibilities.

Section 2. Election of Judicial Commissioners

- a. The election of the five judicial commissioners shall be held the last week in February.
- b. Any vacancy in an elected commission position occurring before the end of the mid-semester grading period of the fall semester shall be filled by a special election to be held within two weeks of the meeting of the Judicial Commission at which the vacancy is declared.

Section 3. College Advocate

The college advocate shall be appointed by the Judicial Commission and shall present to the Judicial Commission charges against students accused of violating acts of the assembly and provisions of the Code of Student Rights and Responsibilities.

Article II. The Campus Union Assembly

Section 1. Government of Student Body

The government of the student body of Wofford College shall be vested in a Campus Union Assembly.

Section 2. Composition of the Assembly

The membership of the assembly shall include: a.

The officers of the student body.

- b. Six students from each class, elected by their respective classes.
- c. Eight students elected by the student body at large.
- d. Chairs of standing committees, not elected to the assembly under the above provisions, and one representative each from the Judicial Commission and Honor Council (elected by their own bodies) shall be non-voting members of the assembly.

Section 3. Election of Assembly Members

- a. Any student enrolled and present at Wofford College, who previously has not been impeached, been recalled or asked to resign from the assembly or is neither a current elected or appointed member of the Judicial Commission nor an appointed member of the Honor Council, shall be eligible for election to the assembly.
- b. Representatives of the rising sophomore, junior and senior classes shall be chosen at an election held two academic weeks preceding the final week of classes of the spring semester. They shall serve on the assembly for a term of one year. No more than one candidate shall be eligible to run for each position.
- c. Representatives of the incoming first-year class shall be chosen at an election to be held during the third week of the fall semester. The delegates elected shall serve until the next Campus Union Assembly election in the following spring semester.
- d. Those candidates receiving the highest number of votes in each category shall be elected. In the event of a tie vote, a runoff election shall be held on the class day following the general election.
- e. Any vacancy in the assembly occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared. If a vacancy occurs after the mid-semester grading period, then the president, upon unanimous consent, shall be endowed with the power to appoint a member of the student body to fill this position for the rest of the term.

Section 4. Oath of Office

All assembly members shall take and subscribe to the following oath, to be administered by the chair of the Judicial Commission:

I do solemnly promise that I will to the best of my ability, preserve, defend and enforce the provisions and spirit of the constitution of the Campus Union of Wofford College. I also promise that I will diligently, faithfully and conscientiously perform my duties as a member of the Campus Union Assembly.

Section 5. Duties and Powers of the Assembly

- a. The assembly shall determine the rules of its proceedings. Approval, amendments or suspension of the rules shall require the concurrence of three-fourths of the members present and voting.
- b. The assembly shall establish bylaws describing the duties and composition of its standing committees.
- c. Approval or amendment of the bylaws shall require the concurrence of two-thirds of the members present and voting. A proposed amendment to the bylaws must be presented in writing to the assembly at the meeting prior to the one at which the vote is taken.
- d. The assembly shall prescribe the time, place and manner of all student body elections.
- e. The assembly shall supervise the expenditure of funds allocated to it by the Wofford Board of Trustees.
- f. The assembly may enact legislation pertaining to the conduct and activities of students of Wofford College, provided that such legislation is consistent with the provisions of the Code of Student Rights and Responsibilities and that no legislation be enacted regulating academic policy. The president of the college or board of trustees may annul any act of the assembly that they consider inconsistent with the aims and laws of Wofford College or contrary to the purposes of this constitution or the Code of Student Rights and Responsibilities. In any such case, the assembly shall be notified in writing of the reasons for this annulment.
- g. Members of the assembly shall exercise the following additional duties and rights:
 1. To receive all notices.
 2. To attend all meetings.
 3. To present, discuss, nominate and vote on any motions, resolutions and other business of the assembly.
 4. To inspect all official records of the Campus Union.
 5. To insist on enforcement of all rules and parliamentary law.
 6. To have a hearing before being expelled or penalties applied.
 7. To resign.
 8. To exercise any other rights given in the constitution of the Wofford College Campus Union and/or bylaws of the Wofford College Campus Union.
 9. Also:
 - a. Each delegate shall be required to propose two proposals to the assembly per each individual's term of service.

- b. It shall be the duty of the Campus Union secretary and the executive committee, at large, to keep records of and enforce assembly members' work in making their required proposals.
 - c. If a delegate fails to produce his/her required proposals, in accordance with the guidelines specified by the executive committee, the elections and nominations committee shall deem the appropriate actions that should be taken in reaction to the delegates' violations.
10. To complete two hours of service during the course of each term.

Section 6. Standing Rules of Business

- a. The parliamentary authority shall be the current edition of Robert's Rules of Order and apply to all business of the assembly, except where it differs from the constitution of the Wofford College Campus Union.
- b. A quorum of the assembly of the Campus Union shall consist of two-thirds of the elected Campus Union officers and assembly members.
- c. The assembly may debate in executive session if two-thirds of the assembly concurs. All results of the executive session will be made public.
- d. Any proposals, especially those pro
- e. posing amendments to the Code of Student Rights and Responsibilities which are to be presented to the Wofford College Board of Trustees, must be submitted in writing to the Campus Union Assembly at its regularly scheduled meeting prior to the trustees' board meeting at which it is discussed.
- f. All bills and resolutions must be presented to the secretary of the Campus Union in writing by the assembly member offering the bill or resolution. All bills and resolutions should be submitted by 5 p.m. on the Friday prior to the next regularly scheduled meeting of the assembly or at the discretion of the secretary.
- g. An agenda must be presented to the members of the assembly at least eight hours prior to the scheduled meeting.
- h. Any business not stated on the agenda shall be deferred until the following meeting.
- i. The minutes of all assembly meetings shall include announcements of the president in full, bills and resolutions, a record of all votes and a brief statement concerning each petition, memorial or paper presented to the assembly.

Section 7. Attendance Policy

- a. Members of the Campus Union Assembly who have missed three or more unexcused Campus Union Assembly meetings will automatically be removed from their seats upon a case review by the elections and nominations committee and be ineligible for re-election to the general assembly or officer position.
- b. An accumulation of three tardies and/or early departures will constitute one absence, as deemed excusable by item e.
- c. Members of the Campus Union Assembly who miss five or more excused Campus Union Assembly meetings automatically will be removed from their seats upon a case review by the elections and nominations committee and ineligible for reelection to the general assembly or officer position.
- d. A written excuse concerning the nature of the absence, tardy or early departure must be submitted to the secretary of the Campus Union by 5 p.m. on the Friday prior to the missed meeting, or it will be counted as unexcused. The excuse may be mailed through the Campus Post Office or forwarded electronically. The excuse must contain the delegate's name, date and the nature of the absence. Last-minute emergencies will be excused with a phone call or email to the secretary, if made prior to the meeting.
- e. Absences merit excuse if they are for academic, official college business, religious, medical or other emergency reasons that the secretary deems appropriate.
- f. Absences, tardies and early departures incurred in one semester will carry over into the following semester.
- g. All assembly members shall receive notice of attendance status from the secretary during the week immediately following spring break, during the second week of the fall semester and during the week of the end of the fall mid-semester grading period.
- h. Roll will be taken at all functions that are deemed mandatory by the Campus Union Assembly's majority vote.

Section 8. General Fund Allocation Policy

- a. To obtain money from the Campus Union, the financial affairs chair should receive written notification of the request to receive an allocation of money at least three weeks prior to the date the money is needed.
- b. A proposal shall be presented to the Financial Affairs Committee at its next regularly scheduled meeting. The proposal must include the specific amount of money requested, the reason for the request and the date the money is needed. The Financial Affairs Committee will vote on whether to approve the proposal.

- c. If the proposal is passed through the Financial Affairs Committee, the chair then will make a recommendation before the entire Campus Union Assembly that the allocation of the said money be approved. Pending a majority vote by the assembly, the requested money will be allocated accordingly.
- d. The Financial Affairs Committee and the Campus Union Assembly shall consider each proposal to allocate money from its general fund individually. The assembly shall determine the amount of money to be allocated on the basis of its current financial position and the remaining guidelines below, with consideration given to the recommendation of the Financial Affairs Committee.
- e. Money from the general fund that is budgeted for proposals shall be allocated only for items or activities that provide a direct or indirect benefit to members of the Wofford College community, including chartered organizations of Wofford College.
- f. In order that allocations be made as the occasion arises, the Campus Union treasurer, without assembly approval, may disburse up to, but no more than, \$50 at any one time, provided that the assembly is informed of the allocation and that the allocation complies with the above items d and e.
- g. The Campus Union Financial Affairs Committee must be notified of all attempts to withdraw money from the general fund so that they may be approved or denied by the committee.
- h. The Campus Union Financial Affairs Committee shall seek the advice of the dean of students about any questionable general fund allocation procedure.

Article III. The Officers of the Campus Union

Section 1. Officers

The officers of the Campus Union shall be president, vice president, secretary and treasurer.

Section 2. Election of Officers

- a. Any student enrolled and present at Wofford College who previously has not been impeached, recalled or asked to resign from the assembly or an office thereof, shall be eligible for election to an office of the Campus Union.
- b. Officers shall be chosen at an election to be held four academic weeks preceding the final week of classes. They shall serve for a term of one year. No more than one candidate shall be eligible to run for a single officer position.
- c. Election shall be by majority vote. In the event that no candidate receives a majority of the votes cast, a runoff election shall be held on the school day following the general election between the two candidates receiving the highest number of votes.
- d. Any vacancy in an office occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared.
- e. A student who is not presently serving any sanctions imposed by a judicial body is said to be in good standing with Wofford College.

Section 3. Oath of Office

All officers shall take and subscribe to the following oath to be administered by the chair of the Judicial Commission:

I do solemnly promise that I will, to the best of my ability, preserve, defend and enforce the provisions and spirit of the constitution of the Campus Union of Wofford College. I also promise that I will diligently, faithfully and conscientiously perform my duties as an officer of the Campus Union.

Section 4. Duties of the Officers

- a. The president of the Campus Union shall be the presiding officer of the assembly, shall be an ex officio member of all committees of the Campus Union, shall make appointments to ad hoc committees and shall represent the student body at meetings of the Wofford Board of Trustees and of the student life experience committee of the board of trustees.
- b. The vice president of the Campus Union shall follow-up on all Resolutions passed by the assembly and report any responses or progress to the assembly. The vice president shall additionally ensure proper procedures are followed after amendments to the Bylaws of the Wofford College Campus Union, the Constitution of the Wofford College Campus Union, and the Code of Student Rights and Responsibilities are passed by the assembly. The vice president will report to the assembly on such amendments until voted upon by the Board of Trustees.

- c. The secretary of the Campus Union shall keep the minutes of all assembly meetings, shall record the service hours of the assembly, shall publish and maintain a record of the acts and resolutions of the assembly and shall represent the student body at meetings of the education committee of the board of trustees.
- d. The treasurer of the Campus Union shall audit and maintain the budgetary records of the assembly, shall make monthly financial reports to the assembly and shall represent the student body at meetings of the finance committee of the board of trustees.

Article IV. Impeachment and Recall

Section 1. Impeachment

Any officer or assembly member may be impeached upon petition by eight assembly members. Evidence of incompetence, corruption or gross neglect of duty in the work of the assembly, or of its committees, shall constitute grounds for impeachment. The assembly shall have the sole power to try impeachments and the chair of the Judicial Commission shall preside at the proceedings. Conviction shall require the concurrence of three-fourths of those present and voting. Any person so convicted shall be removed from office and may not be a candidate for election to the assembly or to an office of the Campus Union.

Section 2. Presidential Veto

The president of the Campus Union Assembly shall have the power to veto a proposal. The president must veto within seven days. The assembly may override the veto with a two-thirds majority vote.

Section 3. Recall

Upon petition to recall an officer, other assembly member or judicial commissioner by at least one-tenth of the members of the constituency from which the official was elected, the question of recall shall be referred to that constituency. Any person so recalled by the constituency shall be removed from office and may not be a candidate for election to the assembly, to an office of the assembly or to the Judicial Commission.

Article V. Referenda

If the president of the Campus Union or a majority of the assembly so directs, or upon petition by at least one-tenth of the student body, a proposal previously enacted shall be referred to the student body. A majority of those voting is necessary to nullify it.

Article VI. Ratification and Amendment

Section 1. Effective Date

The constitution shall go into effect upon approval by the Wofford Board of Trustees and ratification by a majority of those voting in a student body referendum. When ratified and approved, it shall supersede all former constitutions of the student body.

Section 2. Amendments

Amendments to this constitution may be proposed by the assembly with the concurrence of two-thirds of those present and voting. Any amendments so proposed shall go into effect upon approval by the Wofford Board of Trustees and ratification by a majority of those voting in a student body referendum, provided that the amendment has been published in the Wofford College student newspaper at least once. In addition, it must either be distributed to all students by way of campus mail or by way of a public mass email prior to the referendum.

Code of Student Rights & Responsibilities

Article I

Student Rights

Each student has a right to live, work, and study in an environment that is favorable to learning and conducive to success. These rights include freedom of inquiry, expression, and association; the right to study; the right to a safe and healthy environment; the right to pursue grievances; the right to just and reasonable accountability processes; and the right to privacy. Students have both an expectation for these rights and a responsibility to respect these rights for others.

STUDENT ORGANIZATIONS

Students may organize themselves into any groups they wish for whatever purpose they wish. Any student has the right to associate freely with off-campus organizations without being punished or in any way harassed for this membership or association. All students in an organization shall be subject individually to the rules of Wofford College and the community. Chartered student organizations are also subject to the rules/policies of Wofford College and the community.

STUDENT PUBLICATIONS

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

Article II

Honor Code

PREAMBLE

Wofford College is committed to the moral as well as the intellectual growth of its students and staff. Freedom and responsibility in such a community demand that its members embrace unambiguous principles of good conduct. Thus, the Wofford College Code of Student Rights and Responsibilities emphasizes personal integrity as its highest value, and members of the community are expected to be honest, trustworthy, responsible and honorable. Dishonesty (lying, cheating, defrauding and/or stealing) is especially destructive of the academic process. Integrity being necessary in research, discovery and expression of ideas, Wofford College has an honor code to express its intolerance for academic dishonesty. The Honor Code requires faculty, staff and students to be honest in their own work and their use of ideas and to encourage others to do the same. The code demands a high standard of personal honor. It requires students to pledge honesty in their academic work, and it sets forth appropriate responses to those who violate that pledge.

ACADEMIC DISHONESTY

The Honor Code at Wofford College governs academic dishonesty. Academic dishonesty is a general term referring here to any cheating, misrepresentation and/or stealing in academic or intellectual work submitted by a student of Wofford College in courses or projects or for college publications. It also applies to dishonesty in academic activities in which students may represent Wofford College (college bowl or mathematics competitions, internships or research projects, for example), even if these activities occur when classes are not in session.

It is impossible to list all acts of academic dishonesty, but acts of academic dishonesty include:

- a. Any conduct that involves the unauthorized use of information obtained by any means.
- b. Unauthorized receiving, buying, selling or theft of any assignment, examination or quiz.
- c. Unauthorized use of any electronic or mechanical device during any academic course.
- d. Unauthorized collaboration on any test, assignment or project.
- e. Plagiarism is defined as the act of using another person's words or ideas and presenting them as one's own with or without the consent of the other. Examples include, but are not limited to:
 - + Verbatim repetition, without acknowledgement, of the writings of another author.
 - + Borrowing or using information developed by another without acknowledging the source.
 - + Paraphrasing or translating the work or thought of another person without acknowledgment.
 - + Allowing any other person or organization to prepare work that one then submits as their own.
 - + Borrowing language or ideas from another person without proper acknowledgement and citation.
- f. Preparing any assignment for another to submit as their own.
- g. Misrepresenting personal circumstances (such as conflicting responsibilities, personal illness or illness or death of loved ones) or misrepresenting technical difficulties (such as submission of corrupted files, computer malfunction, defective

electronic equipment, etc.) in an effort to avoid an assignment or deadline or as an excuse for not meeting academic responsibilities in a course.

- h. Submitting for credit in a course any work previously submitted for credit in this course or in another course.
- i. Any other incident of lying, cheating, defrauding or stealing in the preparation or presentation of academic work.
- j. Lying to members of the faculty, administration or Honor Council who are conducting an investigation or a hearing of academic dishonesty.
- k. Misrepresenting personal or academic circumstances in order to gain advantage in registration for classes or to secure a course override.

HONOR PLEDGE

A condition of matriculation at Wofford College is the signing of the Honor Pledge, in which students promise the faculty and fellow students they will not engage in any act of academic dishonesty. The pledge reads as follows:

I understand that Wofford College seeks to develop the character as well as the intellect of its students. I understand that Wofford students are expected to be honest, trustworthy, and honorable. Further, I understand that behavior contrary to these expectations threatens the values of the college and destroys trust among members of our campus community.

I have read and understand the provisions of the Wofford College Honor Code governing academic dishonesty. I understand that academic dishonesty reflects poor judgment and character, undermines the integrity of the academic program, and diminishes the value of the credentials of the graduates of the college.

As a sign of my membership in the Wofford College community and of my allegiance to its principle of honor, I promise the faculty and my fellow students that I will never engage in an act of dishonesty in my academic work.

As a reinforcement of the promise, students will sign work submitted in a course with the word “pledged” and their signature.

HONOR COUNCIL

The Honor Council, a component of the student government at Wofford College, administers the provisions of the Honor Code. The Council is composed of 12 students. The Honor Council is required to meet once every other week. Members of the Honor Council are selected each spring for the following year. At the beginning of the spring semester, the chair of the Honor Council will solicit the student body for applicants for membership on the council. Candidates will submit an application letter and two recommendations, one from a student and one from a faculty or staff member. The applicants are screened by the Electoral Board, which consists of the outgoing chair of the Judicial Commission, the four outgoing officers of the Campus Union, the six outgoing senior delegates of the Campus Union, the dean of students, the outgoing chair of the Honor Council, and two members of the faculty. The board will pass the names of those applicants it approves to the outgoing senior members of the Honor Council, who will elect from those approved by the board members of the Honor Council for the upcoming year. In making its selection of new members of the Honor Council, the board and the seniors on the council give primary consideration to a candidate’s moral character and commitment to the promotion of academic honesty.

The newly elected members of the Honor Council are eligible to assume their council responsibilities effective at the beginning of spring semester academic holidays. The Honor Council elects its chair, vice chair and secretary. If for any reason a member of the Honor Council vacates a position, the seniors on the council will name a replacement.

The chair of the Honor Council presides at hearings of accusations of academic dishonesty. For each case, the chair appoints a member of the council to serve as college advocate for that case. The chair also appoints a student requested by the accused student to serve as student advocate. If the accused student has no request, the chair will appoint a student advocate from the council. If for any reason the chair is unavailable, the vice chair will act in their place. The secretary is responsible for all records and communications from the council. The Academic Integrity Committee will appoint at least one of its faculty members to observe each meeting and hearing of the council and to give advice and guidance to the council in performing its duties. The faculty member will not vote, nor will they attempt to persuade the council in its verdict or sanction.

Reporting Procedures

While failure to report an act of academic dishonesty is not an infraction of the code, all persons in the Wofford College community are to uphold the values of the Honor Code, and they should not tolerate academic dishonesty by others.

When anyone in the Wofford College community has reason to believe that a student has committed an act of academic dishonesty, it is appropriate and right to report the matter in writing to the provost and the chair of the Academic Integrity Committee or to the faculty

member involved. If the report goes to the faculty member, they will notify the chair of the Academic Integrity Committee. Upon receiving a report, the chair of the Academic Integrity Committee will notify the chair of the Honor Council (and the faculty member, if the report did not originate with the faculty member in question) and begin the process of adjudicating the case as described below.

Members of the Wofford College community must use their best judgment in determining whether or not acts are covered by the definitions of this code and therefore constitute academic dishonesty. Instructors who suspect that an instance of academic dishonesty has occurred will report the circumstances to the provost and the chair of the Academic Integrity Committee.

Safeguards

When a case is sent to the Honor Council for a hearing, the accused student is guaranteed the following procedural safeguards:

1. The student must be informed in writing of any charge or charges at least 72 hours before the case is heard.
2. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs below.
3. The student has the option of being excused from any tests or examinations for a period of 48 hours before and after the scheduled hearing.
4. The student will be represented by a member of the Honor Council, who is appointed by the chair as the student's advocate or, at the request of the charged student, the chair may appoint a Wofford student who is not on the council.
5. The student has the right to ask the hearing board to invite persons to testify on their behalf regarding the facts of the case, and the hearing board will invite such persons.
6. The student has the right to remain silent, and such silence does not constitute evidence of responsibility.
7. The student and their student advocate and the college advocate are required to exchange all evidence and materials for use in the proceeding at least 48 hours prior to the hearing.
8. The student may (and should) continue to participate in all course activities until the case and any appeals are fully resolved.

ADJUDICATION

Upon receiving a report that an act of academic dishonesty may have occurred, the chair of the Academic Integrity Committee will determine whether the accused student previously has violated the code, and then will proceed as follows:

If the alleged infraction would be a first offense:

The professor in question always has the right to determine whether the case will be sent to the Honor Council for a possible hearing or if the professor would prefer to hold an adjudication.

If the professor in question decides to address the case through an adjudication, the chair of the Academic Integrity Committee will call for an adjudication meeting, to be attended by the professor, the accused student, a member of the Academic Integrity Committee and an advocate for the accused. The advocate for the accused must be a current student at Wofford College. The chair of the Honor Council will nominate a member of the Honor Council to serve in this role, but the accused student may at their discretion choose a different person to act as their advocate.

At the adjudication meeting, the professor in question will present the evidence of an offense, and the accused student can offer a defense. The student is not obligated to offer a defense if they do not wish.

If the accused student admits that they did commit a violation, either knowingly or unknowingly, the meeting attendees will discuss an appropriate sanction. The ultimate decision on the sanction rests with the professor in question (in consultation with the attending member of the Academic Integrity Committee); however, the sanction can be no stronger than assigning a grade of F (non-replaceable) for the course.

If the accused student does not admit to a violation of the code or chooses not to accept the sanction selected by the professor, the case is remanded to the council for a hearing, and a recording of the adjudication meeting will be made available to the council. If all parties agree to the selected sanction, the member of the Academic Integrity Committee in attendance will file a report with the chair of the Academic Integrity Committee and the Provost's Office (and, in the case of a sanction of F, with the Office of the Registrar), briefly outlining the facts of the case and the agreed-upon sanction.

If the alleged infraction would not be a first offense or if the preliminary hearing did not result in an agreement:

The case is remanded to the Honor Council. The faculty adviser to the Honor Council, a member of the Academic Integrity Committee designated by the chair and the college advocate for the case will confer to decide whether there is probable cause for a charge. If two of the three agree that evidence is sufficient, the faculty adviser to the Honor Council will notify the chair of the Honor Council, who formally will charge the student and convene a hearing board to hear the case.

If the adviser, designated member of the committee and college advocate do not find sufficient evidence to make a charge, the chair of the Academic Integrity Committee will inform the accuser that the claim has been investigated and that no charge is being made. The matter is not recorded in the file of the accused student, and the faculty member must not consider the alleged violation in determining the student's grade in the course. Any written records pertaining to the case will be destroyed.

Unless one already was selected, the chair of the Honor Council will nominate a member of the council to serve as advocate for the accused student. The student may accept that nomination or select a different student to serve in that role.

During the academic year, the chair of the Honor Council will convene six members of the council to conduct a hearing. During vacation periods, including summer terms, the chair has the option to convene a board with as few as three members of the council to conduct a hearing. During such periods, if the accused student wishes to wait until a full hearing board can be convened, they may do so with the knowledge that the hearing may be delayed as necessary until the college is in session. The Honor Council members so appointed will constitute the hearing board for the case. That number shall include the council chair, but not include the college advocate or the student advocate. Any member who has kinship or a close personal relationship with the accused student or a conflict of interest will be expected to recuse themselves from the case. In a case in which the council chair is recused, the chair will not participate as a voting member of the hearing board nor participate in the deliberations regarding responsibility or sanctions for the accused. The council chair may also relinquish the duty of chairing the hearing board to the vice chair. If the vice chair is unavailable, the members of the hearing board will select one of their members to serve as chair. The student will be found responsible for a violation if at least four of the six members of the hearing board (or a 2/3 majority during vacation periods) find that a preponderance of evidence indicates the violation occurred. Otherwise, the accused student will be found not responsible.

If the process leads to the student being found responsible, the attending member of the Academic Integrity Committee will inform the hearing board of any previous conviction the offender may have for academic dishonesty, after which the hearing board will set the sanction. At least four of the six members of the hearing board (or a 2/3 majority during vacation periods) must concur with the sanction. If there is no agreement, the least severe punishment under consideration will be administered. The verdict and the sanction will be announced by the hearing board to the responsible student, the college advocate and the student advocate immediately after the hearing board completes deliberation and makes a decision, and the chair of the council will give the student a written notice of the hearing board's decision and sanction.

A student accused of academic dishonesty may elect to admit responsibility before or at the beginning of the hearing. In that case, the hearing board will meet only to determine a sanction. The student may attend the meeting to make a statement or may choose to be absent, but they must be present for the announcement of the sanction immediately after the hearing board completes deliberation and makes a decision.

If the accused student is found not responsible, the verdict will be announced to the accused student, the college advocate and the student advocate immediately after the decision is made. All materials relating to the case will be destroyed. The faculty member must not consider the alleged violation in determining the student's grade in the course.

Meetings of a hearing of academic dishonesty are closed, attended only by the members of the hearing board, other members of the council as observers, at least one member of the Academic Integrity Committee, the accused student and the student advocate and persons invited by the hearing board to give information or testimony. In addition, the provost may aid the prosecution, and the dean of students or an appointed representative may aid the defense. The reporting faculty member may attend the hearing at their discretion, but may be in the room only while they are giving testimony or answering questions from the hearing board. The proceedings of the hearing board will be audio recorded for purposes of reference. The recordings of hearings will be maintained in the Office of the Provost for two years.

SANCTIONS

Students found responsible by the Honor Council for a violation of the code that occurs in the context of a course will be subject to the following sanction or sanctions

1. Grading Sanction

Mandatory withdrawal of a student from the course, resulting in the professor's assignment of a grade of F. The council may assign one of two grading sanctions:

- + Replaceable F – The student may retake the course to replace the F in their Wofford GPA. Both the F and the retake grade will be noted on the transcript.
- + Non-Replaceable F – The student may retake the course; however, both the F and the retake grade will be used to determine Wofford GPA. Both the F and the retake grade will be noted on the transcript.

2. Suspension

Separation of a student from Wofford College for a fixed period of time determined by the hearing board, usually from the time remaining in the academic term to an academic year in length. Wofford will not accept for credit any work undertaken at other institutions by a student during their suspension from Wofford College.

3. Expulsion

Permanent termination of student status. The hearing board may allow the student to complete the current term.

4. Workshop

The hearing board may recommend that the student complete one or both workshops listed below within 30 academic days (exclusive of exams) following delivery of sanction. The recommendation will be recorded with the sanction, and the student's completion of the workshop within the given time frame will be noted in Honor Council records.

- + **A research workshop.** Options for completing this workshop will be presented to the student at time of sanctioning.
- + **A time management workshop.** Options for completing this workshop will be presented to the student at time of sanctioning.

Students found responsible for a violation of the Honor Code outside of the context of a course will be subject to the sanctions defined in Student Conduct System section of the Code of Student Rights and Responsibilities.

First Offense

For a first offense that occurs within the context of a course, the hearing board has the discretion to impose one of two sanctions:

- (1) a grading sanction or (2) both the grading sanction and suspension from Wofford College.

On the motion of the provost, a student may be expelled from Wofford College for a first offense that is flagrant or egregious. In cases where the hearing board believes a workshop may provide the student with important skills to aid in avoiding further infractions, the hearing board also may require the completion of one or both workshops. For an offense outside the context of a course, the hearing board may impose any of the sanctions outlined in Article III of the Code of Student Rights and Responsibilities except expulsion, which may only be considered upon the motion of the provost.

Subsequent Offense

For any subsequent offense, the sanctions will include either suspension or expulsion. If the subsequent offense occurs within the context of course, the sanction is (1) both the grading sanction and suspension as outlined above or (2) both a grading sanction and expulsion from Wofford College. The council also may require the completion of one or both workshops to demonstrate readiness for re-entry. For a subsequent offense outside the context of a course, the sanction is (1) suspension and the hearing board may impose any of the sanctions defined in the Code of Student Rights and Responsibilities or (2) expulsion from the college.

All sanctions take effect at the expiration of the 48-hour appeal period or as soon as the ruling on an appeal is made, except that if the infraction occurs late in a semester, the hearing board may delay the beginning of a suspension or expulsion until the next term or semester. In the case of a suspension or expulsion with immediate effect, grades for the other courses in which the student is enrolled will be F or Was assigned by the professor, depending on whether the student is passing or failing at the time.

Students who have been suspended must apply to the registrar for re-admission at least 30 days before the date they seek to return. Wofford will not accept for credit any work undertaken at other institutions by a student during their suspension from Wofford under this code.

COMMUNICATIONS

Prior to the resolution of a charge, all parties shall hold the names of students suspected of acts of academic dishonesty in confidence. Once each semester, the secretary of the council, with input from the chair of the Academic Integrity Committee, will provide the student body, faculty and administration with a report on the number of cases resolved and the sanctions imposed. The names of persons involved will be withheld.

When a student is found responsible for an act of academic dishonesty, all records of the adjudication meeting and/or the hearing board, including copies of all correspondence, will be maintained in the Office of the Provost.

Formal charges of academic dishonesty will be communicated by the hearing board to the accused student, the provost, the dean of students and the faculty or staff member teaching the course or sponsoring the academic activity. In addition to the announcement immediately after the hearing board's decision, the results of the hearing, including the verdict and the sanctions, will be communicated in writing by the hearing board to the accused student, the provost, the dean of students, the adviser to the Honor Council, the chair of the Academic Integrity Committee and the faculty or staff member teaching the course or sponsoring the academic activity. The attending representative of the Academic Integrity Committee will notify the registrar of sanctions.

Formal charges of academic dishonesty, verdicts and sanctions are retained in Maxient software for seven years after students as required by law.

APPEALS

The student has the right of appeal as outlined in the Honor Code. Any person found responsible for a violation of the Honor Code may appeal the verdict or sanction. The appeal must be submitted to the chair of the Academic Integrity Committee within 48 hours (excluding holidays and weekends) after the student has been notified orally by the hearing board at the end of the hearing of the verdict or sanction. Appeals must be submitted in writing and must rest on appropriate grounds (which are exclusively those listed in Appeals in the Student Conduct System section of the Student Code of Rights and Responsibilities). The Academic Integrity Committee, whose decision is final, will consider the appeal, giving the decision in writing within one week to the appellant and to the chair of the Honor Council. The actions of the Academic Integrity Committee are limited to: upholding or reversing the verdict, imposing a lesser sanction from those listed in the Honor Code, or, in the case of new evidence, remanding the case back to the council for further discussion. In the case of a sanction of suspension for more than one term, the Academic Integrity Committee may refer the appeal to the provost, who may uphold or reverse the verdict, impose a lesser sanction from those listed in the Honor Code, or, in the case of new evidence, remand the case back to the council for further discussion.

REVISION

The Academic Integrity Committee is charged to review the code and its workings annually and to make revisions as needed. Revisions that only correct errors of spelling, grammar or punctuation may be made by the Academic Integrity Committee. All other revisions must be approved by the faculty and by the student body at large (as determined by a campus-wide referendum distributed electronically; if voter turnout is under 40 percent, any changes approved by the faculty will be enforced without student approval.)

Article III

Community Standards

Wofford College's mission is to prepare its students for extraordinary and positive contributions to society. The focus of this mission is upon fostering commitment to excellence in character, performance, leadership, service to others, and life-long learning. Toward this end, it is the responsibility of students to be people of integrity.

AUTHORITY & JURISDICTION

1. Jurisdiction

- a. **Application:** The Code applies to individual students and student organizations, on College premises or in connection with any College-sponsored/-affiliated program or activity regardless of the location of the program or activity. In addition, the College may assume jurisdiction when it is determined that an individual's or an organization's conduct adversely affects a College interest, or has continuing adverse effects for the College community. The expectations in the Code also extend to guests and visitors. The College reserves the right to remove from campus any person who violates college policies or is otherwise disruptive. Students and/or organizations may be held responsible for the conduct of their guests while on campus.
- b. **Student Organizations:** A student organization and/or each member of an organization may be charged with violations of this Code and may be held responsible for any such violations. A student organization may be held accountable for the actions of any of its members if the alleged violation of this Code is in any way related to the student group.
- c. **Administrative Authority:** Disciplinary authority has been delegated by the College to administrators, faculty members, committees, and student organizations, as outlined in this Code or in the other policies adopted by the College.

2. Relationship with Other Authorities

- a. **The Law:** Although Wofford is concerned with activities of all students, both on and off campus, which constitute a part of their educational experience, it will not assume jurisdiction over activities off campus except as outlined above. If a violation of the law occurs on campus, Wofford may institute its own proceedings against the offender as determined by the Dean of Students or their designee. When the College has jurisdiction in a matter subject to this Code, it also has the right to report the matter, whenever appropriate, to law enforcement or other civil authorities. The College may decide, considering the circumstances of the case, to delay on-campus disciplinary action pending the resolution of criminal charges.
- b. **College Policies:** Students will be subject to Wofford's policies and procedures. If any issue is not clearly addressed by the Code, the judicial body and student body may consider these policies as a supplement to the Code. In situations covered by special policies of Wofford College, such as those exemplified by appended statements on alcohol and drugs, those policies control resolution and the president, deans or an administrative committee may assume jurisdiction, hear cases and impose sanctions according to procedures set forth in such policy statements.

- c. **Other Institutions/Campuses:** It is foreseeable that students might violate regulations on other college campuses or as a part of programs of other institutions. The Dean of Students or their designee is given discretion to determine jurisdiction over such violations that are officially reported to the College.

3. Interim Measures & Emergency Authority

The College has a duty to maintain order and the well-being of the community. Some circumstances may, therefore, require interim measures to ensure the safety, health, or welfare of an individual and/or the community.

- a. **Summary Action** may be imposed by the Dean of Students or their designee when there is reason to believe, based on available information, that a student or organization represents an immediate threat to the safety, health, or well-being of self, other persons, property, or the College. Interim measures may be implemented when the nature and/or immediacy of a threat or violation makes normal conduct processes impractical. Interim measures may include:
- + Temporary suspension of a student's enrollment or attendance, and/or denial of the student's access to College facilities or property. A student may be summarily suspended for a specified period of time or the suspension may be scheduled contingent upon certain events or conditions.
 - + Temporary disciplinary probation or limitation of a student's eligibility to enjoy certain privileges, or participate in or attend certain events (or certain kinds of events) without the suspension of enrollment status. This summary action may prohibit a student's presence on College property or certain facilities, or impose conditions which must be met in order for that student to enjoy certain privileges, participate in activities, or attend events.
 - + Temporary suspension or limitation of a student organization's eligibility to enjoy certain privileges, participation in or attendance at certain events (or certain kinds of events), access to College facilities or property, or College recognition.

Following the imposition of summary action, the standard conduct process shall be conducted as expeditiously as possible. Unless the circumstances render the implementation of standard disciplinary procedures impractical or unreasonably difficult, these procedures shall be initiated within 10 College business days from the effective date of the summary action.

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

- b. **Appealing Summary Action.** When a student is subject to summary action, they shall be provided with a copy of this policy and notice explaining the reason for, and duration of the action, along with any conditions that may apply. A student notified of such action shall, upon request, be given an opportunity to meet with the Dean of Students or designee within five business days from the date of the request. This meeting shall be held to consider only the following issues related to the summary action:
- + The reliability of information alleging the student's misconduct
 - + Whether the conduct or surrounding circumstances reasonably indicate the student's presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health, or welfare of persons or property.

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

- c. **Emergency Authority.** In any case of an extreme, disruptive emergency, the president of the college, or the president's designee, has full authority to preserve or restore order and protect Wofford College – including expulsion of students when necessary. Students who are affected by such emergency actions may appeal the action to the Dean of Students, who will refer the matter to the appropriate body once order has been restored.
- d. **No Contact Order.** College administrators are empowered to issue a No Contact Order (NCO), prohibiting contact between parties when there exists reasonable concern that harm may result from such contact. Contact includes direct and indirect contact, through a third-party, and/or through technology or social media. It may be imposed for a specified period of time, or permanently. NCOs will not be issued for general interpersonal conflicts that do not raise concerns for the individual health and safety of at least one of the parties.

NCOs may be issued by the following administrators or their designees:

- + Dean of Students
- + Director for Civil Rights, Title IX Compliance and Student Risk Assessment
- + Assistant Dean of Students for Residence Life & Community Standards
- + For emergency situations: The Director of Campus Safety or the on-call CLSD administrator may issue temporary NCOs, which shall be confirmed, modified, or rescinded by one of the designated administrators once all relevant information is reviewed.

When an NCO is issued, both parties will receive written notice of the order and a summary of prohibited conduct. Violation of an NCO may result in immediate sanctions, which may include suspension and/or other summary actions, and referral to the student conduct system.

Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the College. A student pursuing the modification or rescission of an NCO must make a request of the issuing administrator. NCOs may be modified or rescinded so long as proper notice is provided to both parties.

EXPECTATIONS & CONDUCT

Students shall not lie, cheat or steal. It is the responsibility of the students to respect the persons, property and rights of others. Therefore, students will not engage in any form of activity that results in or that might naturally result in harm to another person or the community. Students are expected to be contributing members of a community of mutual respect and responsibility. Therefore, students are expected to demonstrate maturity, responsibility, integrity, and respect for the sake of their development and that of their peers. The list below outlines the general expectations for students, and is a representative - but not exhaustive - list of possible violations.

1. Respect and Care for Others

Students are expected to engage with others in ways that exemplify respect, social responsibility, and care. Prohibited conduct includes:

- a. **Physical injury to a person/assault**
- b. **Interference with the rights of others:** Intentionally, knowingly, and/or recklessly violating the rights of others as outlined in Article I.
- c. **Threats to Safety:** Any conduct which threatens the health or safety of another.
- d. **Hazing:** Any action taken or situation created by any organization or person(s) that would produce or result in mental or physical discomfort, embarrassment, harassment or ridicule.
- e. **Weapons:** The possession and/or use of firearms (except where specifically allowed by state law for members of the Department of Military Science training with U.S. military weapons, rifle team members or members of the Department of Campus Safety), weapons and other propelling devices as well as explosives, such as fireworks, ammunition or chemicals that are explosive in nature, is prohibited on campus by college policy and/or S.C. law. A weapon is defined as any object or substance designed or used to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property. *Note: The College reserves the right to confiscate anything it deems hazardous or dangerous.*
- f. **Harassment:** Harassing behavior is not in line with the expectations of the community and is not tolerated. Harassment is defined as any conduct that causes or could reasonably result in undue worry and/or torment or that is committed with the intent to harm, harass, or alarm another person. Some instances of harassment may also be a violation of the Wofford College Nondiscrimination and Anti-harassment Policy.
- g. **Discrimination and Sexual/Gender-Based Misconduct:** Wofford is committed to embracing diversity among its vibrant campus community and it does not tolerate conduct that is inconsistent with respect for all differences. All students have the right to work and study in an environment free from all forms of adverse discrimination. This includes any form of sexual harassment or sexual misconduct. These terms are specifically defined in the Non-Discrimination and Anti-Harassment Policy. Wofford does not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. Incidents of discrimination, or sexual/gender-based misconduct will be handled by the Wofford College Non-Discrimination and Anti-Harassment Policy.

2. Respect and Care for Property

Students are expected to treat the property of others, including College property, with care and respect. Prohibited conduct includes:

- a. **Damage to property:** Intentionally or recklessly interfering with the property of another, including destroying, defacing, or damaging the property of another and/or the College.
- b. **Theft:** Intentionally or recklessly taking property or services of others without permission; knowingly possessing stolen property.
- c. **Trespassing:** Trespassing and/or occupying College property or the property of another without permission.
- d. **Misuse of College property:** Intentionally or recklessly misusing any property including lab equipment, athletic equipment, vehicles, furniture, facilities, etc.

3. Respect and Care for the Community

Students are expected to behave in a way that fosters a secure and vibrant community. Prohibited conduct includes:

- a. **Violation of College policies:** Some expected conduct may not be outlined in this document. Violation of other College policies, including the College's Policy on Beverage Alcohol and Other Drugs is prohibited and may be addressed through the processes outlined in the Code and related documents.
- b. **Interference with the normal activities of the College:** any behavior that disrupts the peace or interferes with the normal operation of the College or College-sponsored activities.
- c. **Disorderly conduct:** any unreasonable or reckless conduct which may be inherently or potentially unsafe, tends to impede institutional activities, and/or disrupt the community.
- d. **Violation of laws:** Students are expected to abide by all local ordinances and all state/federal laws.
- e. **Commercial Solicitation:** No soliciting, canvassing or peddling is permitted by anyone on campus without specific written permission from the Dean of Students or their designee.
- f. **Dishonesty/Failure to Comply:** Providing false information to any college official, including Campus Safety, temporary event staff, Residence Life staff, and athletic staff; providing false information/testimony in a conduct proceeding; failing to comply with reasonable requests of a College official, including requests to present a student identification card.

THE STUDENT CONDUCT SYSTEM

The student conduct system is established as the forum whereby students and chartered organizations charged with violations of the Code have alleged charges adjudicated. Members of the student conduct system must be held above reproach, bestowing the utmost respect to the system they serve and the code they uphold. Students' rights shall be ensured by the integrity of the process and the safeguards set forth in the Code. The system shall seek to ascertain truth and rectify harms, so that Wofford can provide a safe and free environment for students to pursue a liberal arts education.

1. The Judicial Commission

- a. **Purposes and duties:** The Judicial Commission administers student judicial processes and in collaboration with the Dean of Students decides on matters relating to alleged violations of the Code. In the pursuit of this purpose, the Commission and its members will:
 - + Serve as members, upon appointment, of the various hearing boards.
 - + Read statements of intent to appeal and to determine whether grounds are sufficient to warrant an appeal to the Appeals Hearing Board and to notify students via email of their decisions within 48 hours of the next Judicial Commission meeting, excluding student holidays or weekends.
 - + Meet every other week to dispose of all matters pending and for commissioners to receive hearing appointments. These meetings, as well as all non-administrative hearing boards, should fall on a set day of the week. The chair or adviser may call additional meetings as needed.
- b. **Composition:** There shall be 11 student members. Six members shall be elected as follows: three at large from the student body and one member each from the rising senior, junior and sophomore classes. Five members are appointed by the senior or the graduating members of the Judicial Commission and the outgoing officers of the Campus Union during the month of February, following an application and interview as follows: two at large from the student body and one member from each of the rising senior, junior and sophomore classes.

- c. **Eligibility:** All candidates for the Judicial Commission must not have been found responsible for any violation of the Code other than a first violation of the Beverage Alcohol and Other Drug Policy (Category A first offense alcohol) or parking citations. The members of the Judicial Commission shall not be elected members of the Campus Union, nor shall they be appointed members of the Honor Council. In the event someone becomes a dual office holder, they have one week to make a choice and resign from one of the offices.
- d. **Officers:** The Judicial Commission, upon its first meeting following elections and appointments, shall choose a chairperson and a vice chairperson from among its members.
 - 1. **Chair:** The chair will work with the Dean of Students or their designee to confirm the appointment of commissioners to each hearing board. They will chair Judicial Hearing Boards and Appeals Hearing Boards and will be responsible for leading the meetings of the Judicial Commission. The chair shall be the non-voting director of the judicial system, except in the case of a tie in which they will cast a vote.
 - 2. **Vice Chair:** The vice chair shall serve as chair in the absence of the chair.
- e. **Removal of Commissioners**
 - 1. Grounds of removal of a commissioner shall be negligence of duties or malfeasance in office.
 - 2. Upon petition signed by three members of the Judicial Commission, the Appeals Hearing Board must consider the merit of such a petition of impeachment and rule thereon. The three petitioners and the impeached commissioner shall not sit on the Appeals Hearing Board during the hearing for removal. If the chair of the Judicial Commission is a petitioner of the impeached, the Appeals Hearing Board shall choose an acting chair. In these hearings and in any case in which more than four members of the commission are involved, the seats of the petitioners will be taken by the president of the Campus Union and the chair of the Honor Council. The burden of proof shall rest on the petitioners. At least a two-thirds vote of the Appeals Hearing Board shall be required to remove the impeached commissioner.
 - 3. Upon removal of a commissioner, the Campus Union Assembly shall provide for an election in the case of an elected commissioner, or for an electoral board appointment in the case of an appointed commissioner, to fill the vacancy as set forth in its constitution and bylaws unless the vacancy occurs after fall semester midterm grades are posted.

2. Resolution Processes

- a. **Notice of Violation:** When the College receives notice of a potential violation of the Code and other college policies, the incident will be referred to a Conduct Administrator. Conduct Administrators are staff members in the Division of Campus Life & Student Development, by virtue of their positions and/or upon the designation of the Vice President to administer the student conduct process. The Conduct Administrator will review the initial report and determine if a case should be opened. For violations that would generally fall under the jurisdiction of a Judicial Hearing Board, the Conduct Administrator may consult with other available Conduct Administrators before determining to open a case.
- b. **Initial Conduct Conference:** If the Conduct Administrator determines to open a case, the Administrator will notify the student(s) in question that a case has been opened and will arrange with the student to resolve the case in accordance with the relevant college policy and/or procedure. In some cases, the Administrator may arrange to meet with the student(s) before determining to proceed with a case. For alleged violations of the College's policy on alcohol and drugs, the student may accept responsibility and agree to predetermined sanctions at this initial conference, pursuant to that policy. In other situations, these conferences will be held to notify the student of the charge(s) and the resolution processes.
- c. **Judicial Hearing Boards** exist to adjudicate all alleged violations of the Code over which it has jurisdiction – this includes any violations of the Code that are not delegated to other hearing bodies or processes. Judicial Hearing Boards are composed of three voting commissioners, one voting faculty member, one voting administrator, and the chair of the Judicial Commission who will conduct the hearing and vote only in the event of a tie. Judicial Hearing Boards will adhere to the Colleges hearing procedures outlined in the Community Standards Handbook.

Judicial Hearing Boards have the authority to compel any student to appear for the purpose of gaining information in the exercise of its duty and have the authority to sanction students who do not comply with requests to appear.

The Judicial Hearing Board has the responsibility to report all decisions to all members of the Judicial Commission, and other relevant parties unless covered by federal regulations.

- d. **Administrative Hearing Boards** exist to adjudicate all alleged violations of the Code over which it has jurisdiction – this includes original jurisdiction for alleged violations of the College's policies on drugs and alcohol (Appendix 2). The Administrative Hearing Board may also serve in place of a Judicial Hearing Board during summer sessions, between terms,

during final examination periods, and any other time that it is not feasible to wait for the convening of a Judicial Hearing Board at the discretion of the Dean of Students or their designee, in consultation with members of the Judicial Commission and relevant administrators. Administrative Hearing Boards are composed of two voting commissioners, and one administrator. Administrative Hearing Boards will adhere to the Colleges hearing procedures outlined in Appendix 1.

- e. **Facilitated Resolution Conference:** The purpose of the Facilitated Resolution Conference is to determine appropriate sanctions for students charged with violations of the Code. A student charged with an infraction of the Code may appear at a Facilitated Resolution Conference in lieu of participation in an administrative or judicial hearing when they agree to accept responsibility for the infraction. The Facilitated Resolution Conference is composed of a Conduct Administrator and an additional administrator or a member of the Judicial Commission. Students may appeal the sanctions established in the Facilitated Resolution Conference following the procedure for appeals outlined in the Code. The Conduct Administrator will report all sanctions of Facilitated Resolution Conferences to the student.
- f. **Failure to appear:** Students are expected to be present at conduct proceedings, given that proper notice is provided. In most cases, proper notice will be considered 24 hours for initial conferences and 72 hours for hearings. Conduct Administrators may proceed with a determination if the student fails to appear or provide advance notice of their absence. Administrators are not obligated to reschedule meetings, except to accommodate a student's regular class schedule.

Any student or student group who fails to appear before a Hearing Board or Facilitated Resolution Conference after proper notice will be deemed to have pled "not responsible" to the charges. The Hearing Board/conference may, at its discretion, proceed in the student's absence.

3. Advisors

- a. Students appearing at a hearing or Facilitated Resolution Conference for an alleged violation of college policy may designate an advisor. The Advisor must be a currently active full-time student, faculty, or staff member of the College. The College will provide students with a list of trained/approved advisors to assist in their selection, though students may designate any willing individual who meets the criteria to serve in this capacity. Before serving as an Advisor, the individual must execute a Confidentiality Agreement prepared by the College.
- b. The following individuals may not serve as an Advisor:
 - + Members of the President's Cabinet
 - + Members of the Hearing Boards
 - + Individuals participating in the proceedings as a witness or who otherwise may have a personal conflict/interest in the proceedings Judicial Hearing Board
- c. **Professional Advisors/Attorneys:** Because Advisors must be currently active, full-time students, faculty, or staff members, professional advisors and/or attorneys are not permitted to participate in the processes outlined in the Code.

4. Appeals

- a. **Appeals process:** Any student found responsible may appeal the verdict or sanction by submitting a statement of such intent to the chair of the Judicial Commission via the Dean of Students within 24 hours after they have been notified of the verdict or sanction. When an appeal request has been received:
 - 1. The Judicial Commission will meet to determine if an appeal hearing is granted, based on one or more of the grounds listed in this section. The Commission must notify the student of its decision to accept or deny the request for an appeal hearing within 48 hours of the Judicial Commission's meeting via email or campus, excluding student holidays and/or weekends.
 - 2. If an appeal hearing is granted, the Dean of Students or their designee will work with the student to schedule a hearing before the Appeals Hearing Board.
 - 3. The final appeal rests with the Vice President in the Division of Campus Life and Student Development, or their designee. Following an appeal hearing or a determination by the Commission not to grant an appeal, the appealing student must notify the Vice President of their decision to appeal within 24 hours in writing. The Vice President may consult with other conduct administrators to determine the outcome of the appeal.
- b. **Grounds for an appeal**
 - 1. Procedural errors that prevented the student from receiving a fair hearing.
 - 2. Discrimination in the hearing on the basis of race/ethnicity, gender/gender identity, age, religion, sexual orientation, physical ability or national origin, which caused an unjust hearing.

3. New material evidence of which the student was not aware at the time of the hearing and which is essential to the case.
4. Inappropriate sanction, including an excessively severe sanction.

c. **Appeals Hearing Board:** Appeals Hearing Boards will adhere to the hearing procedure outlined in Appendix 1. The Appeals Hearing Board will only address the granted grounds for appeal, they will not retry the entire case. d. **Other guidelines for appeals:**

1. The statement of intent to appeal must include stated grounds for making an appeal. If the commission (excluding those members who heard the original case) finds the grounds insufficient, it may refuse the appeal and must inform the appellant in writing.
2. Any member of the campus community has the right to appeal a sanction.
3. Only the student found responsible has the right to appeal a finding of responsibility.

SANCTIONS

The community standards system is focused on community safety, is educational in nature, corrective, and designed to foster the holistic development of students. Therefore, students found responsible for a violation of the Code are subject to one or more of the sanctions listed in this section. Sanctions should be proportional to the violation and should be levied in order to achieve the goals of safety, education, correction, and development. All sanctions are expected to be completed within 30 days unless otherwise noted by the sanctioning official (administrator or hearing board).

1. List of Sanctions

The imposition of any sanctions should be subject to mitigating factors such as the nature of the offense, severity of resulting harm, present demeanor and past record of the student(s). Failure to comply with the sanctions imposed upon a student will result in account holds and more severe sanctions, which may include suspension.

- a. **Formal Warning:** A written notice that states that the continuation of conduct in violation of the Code will result in more severe disciplinary sanctions.
- b. **Education and reflection:** A student may be required to participate in educational programs/workshops, complete educational tasks (research papers, presentations, etc.), and/or personal reflections related to the violation.
- c. **Referral:** A student may be referred to counseling, risk reduction programs, or to other appropriate resources in the community.
- d. **Community Restitution:** Hours of unpaid work to a department of Wofford or an approved non-profit agency. The specified number of hours of community restitution sanctioned must be completed by the deadline set by the conduct administrator or hearing board.
- e. **Financial Restitution:** Reimbursement in the form of money and/or labor for damage to or misappropriation of property.
- f. **Disciplinary Probation:** Exclusion from participation in activities in which one represents Wofford or any collegerecognized organization as set forth in the notice of probation for a specified period of time. Disciplinary probation could also include the loss of privileges typically afforded to members of the College community for a specific period of time, these privileges could include internet access, parking access, specific building access, and participation/attendance at College events/activities.
- g. **Apology:** A written or oral apology to an individual(s) or an organization.
- h. **Fines:** The maximum fine levied in the conduct process may not exceed \$1,000. Fines must be paid within 30 days of sanctioning or before the end of the academic term, whichever comes first. The amount of the fine will be determined by the hearing board in consideration of the nature of the infraction.
- i. **Housing sanctions:** Sanctions regarding housing may be referred to the director of residence life or their designee for final determination and implementation. Housing sanctions may include residential reassignment, loss of housing privileges, removal from housing, and loss of priority in future housing assignment processes.
- j. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a defined period of time. A person appealing the suspension sanction must submit a statement of such intent to the chair of the Judicial Commission within 24 hours after the verdict of suspension has been imposed. When a student has been given the sanction of

suspension and has appealed this decision, the student may participate only in academic activities. They cannot take part in clubs, musical groups, athletics teams and other student organizations during this time period. When a student is suspended, they should leave the campus within 24 hours after the final determination of the judicial process. A suspended student is not allowed to return to campus without the written permission of the Dean of Students or their designee.

- k. **Expulsion:** Termination of student status for an indefinite period of time. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion. A person wishing to appeal the sanction of expulsion must make it known within 24 hours after the verdict of expulsion is reached by submitting a statement of such desire to the chair of the Judicial Commission. They will be permitted to remain enrolled in Wofford until a response to an appeal is reached, the student may participate only in academic activities. They cannot take part in clubs, musical groups, athletics teams or other student organizations. When a student is expelled, they should leave the campus within 24 hours after the final verdict of the judicial system has been determined. An expelled student is not allowed to return to campus without the written permission of the Dean of Students or their designee.
- l. **Other sanctions deemed appropriate**

FUNDAMENTAL FAIRNESS

1. Procedural Safeguards

A student who is charged with violating the Code is guaranteed these procedural safeguards:

- a. The student will be informed in writing of any charge or charges at least 72 hours before a hearing is held. This formal statement of charges will state the nature, time and place of the violation charges. The date, time and place of the hearing will be disclosed.
- b. The student will be informed orally or in writing of the procedural rights set forth in this Code.
- c. The student has the option to be accompanied by an Advisor; the role of Advisor is defined in the Code.
- d. The student has the ability in a hearing to call witnesses and has the ability to request the hearing board compel the attendance of a student to serve as a witness.
- e. The student has the ability to challenge any facts stated in a Residence Life report or a Campus Safety incident report and to ask questions of any witness.
- f. The student has the right to remain silent, and such silence does not constitute evidence of guilt.
- g. The hearing board shall exclude the evidence obtained by coercion or deceit and objects/documents obtained through illegal searches.
- h. The hearing board shall not consider records of prior criminal, social or academic infractions before a finding of responsibility has been reached. These items may be considered when appropriate sanctions are being determined.
- i. The student is required to submit to the Conduct Administrator a list of witnesses and evidence they plan to bring to the hearing at least 24 hours prior to the hearing.
- j. The standard of proof shall be the preponderance of the evidence.

2. Legitimate Searches

Searches of student rooms/apartments or organizational houses by civil authorities are governed by local, state or federal law. Searches by campus authorities may be conducted only under the following circumstances:

- a. **Hot Pursuit.** Campus safety officers, perceiving what they reasonably believe to be a violation of this Code or the law, may pursue suspected offenders. Residence hall rooms and/or apartments (or similar areas), facilities leased by student organizations, may be entered by campus safety officers in fresh pursuit and subjected to reasonable searches for implements or fruits of the suspected offense.
- b. **Search authorization.** In any case where there are reasonable grounds to believe that a search of a residence hall room, apartment, vehicle, other campus facility or any closed containers within those areas (the “premises”), will disclose a violation of this code, residence hall regulations or state/federal/local law or the implements or fruits of such a violation, the premises may be searched by search authorization. A search authorization may be issued by the president of the college, the provost, the vice president for campus life and student development or the designee of any of these officials. The search authorization must identify specifically the premises, the nature of the material for which the search is being conducted and the nature of the suspected violation. Such search authorization shall be served by a Campus Safety officer, residence life staff or by a college official who did not issue the authorization. The search authorization shall be served, if possible, in the presence of one or more owners/occupants of the premises. If the owner/occupants are not present, the Department of Campus Safety, residence life staff or other college official may search the premises by means of a pass key.

- c. **Custodial Inspection.** At reasonable intervals and on advance notice, residence hall rooms, apartments or Greek Village houses may be inspected for maintenance, repair, health or safety purposes.
- d. **Emergency Situations.** When a college official has reason to suspect that there is an emergency, the official may enter the premises after proper identification.
- e. **Plain Sight.** When a college official enters a room pursuant to any legitimate purpose as provided under this section (including custodial inspections, emergency situations, maintenance visits, or other legitimate purposes) if the official observes any Code violation in plain sight, the student may be referred to the student conduct system.

Article IV

Records & Reporting

1. Confidentiality

Wofford College will respect and will make every reasonable effort to avoid the inappropriate disclosure of information in student conduct cases so that access to information is given only to those whose duties require it. In addition, disclosure of information pertaining to students is subject to the requirements of the Family Educational Rights and Privacy Act, a federal law.

2. Notices to Students

All official notices to students under this Code shall be sent via a secure electronic system to the student's official Wofford College email address, via campus mail or U.S. mail (to the last known address of the student maintained by the College) or personally delivered to student.

3. Retention & Release of Records

Conduct records are retained by the Dean of Students' office and are considered part of the educational record. Disciplinary information will be provided within the College to individuals who are determined to have a legitimate, educational interest in obtaining this information in accord with the Family Educational Rights and Privacy Act of 1974 (as amended). A student's disciplinary file is maintained separately from any other academic or official file at the College. In cases where the accused is found not responsible, no official disciplinary file will be retained. When charges are dropped due to insufficient information, an official disciplinary file will be maintained until graduation or seven years from the date of the hearing.

A student's disciplinary file is retained for a specified length of time. The maximum sanction imposed determines how long a file is retained before being destroyed. A student's disciplinary file is not released outside the College except pursuant to FERPA.

- a. **Permanently maintained:** Expulsion, revocation of organizational charter
- b. **Maintained seven years from the date of separation:** Suspension, disciplinary probation, removal from college-provided housing
- c. **Maintained until graduation:** Formal warning and other student disciplinary matters

4. Parental Notification

Understanding that parents/guardians are partners in the pursuit of student success, a student's parent or legal guardian may be notified of that student's alcohol or drug policy violations if the student is under 21 years old at the time of the notification. Any parental notification will be consistent with college policies, and existing laws and regulations including the Family Educational Rights and Privacy Act (FERPA).

5. Publication of Data

The Division of Campus Life & Student Development will publish an annual statistical report of conduct cases and outcomes.

Article V

Amending Procedures

Any member of the Wofford College community may propose amendments to this code, however, the power to make amendments rests with the President's Cabinet. Before submission for final approval, all proposed amendments must be considered by the Campus Union assembly and notice must be provided to the student body. Any amendment specifically concerning the judicial system must be brought to the attention of the Judicial Commission before submission for final approval.

The authority to specifically amend the Honor Code rests with the Academic Integrity Committee.

Additional Resources

1. Community Standards Processes & Procedures
2. Policy Statement on Alcohol & Other Drugs
3. Nondiscrimination & Anti-Harassment Policy

College Policies

Statement on the Policies

Students are responsible for knowing and observing all regulations that may affect their status at Wofford College. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual college bulletins and all official college memos and notices.

Because this handbook covers a range of topics and because it occasionally may be necessary to change the text, the statements contained herein are not meant to be and should not be considered contractual in nature.

Goals of the College

Adopted by the faculty, 1995

Wofford College seeks to be among the best undergraduate liberal arts colleges in the Southeast. Wofford College exists to serve society by providing a superior program of liberal arts education to prepare students for lives of fulfillment, effective citizenship and service to others.

To achieve this purpose, Wofford College seeks to be a community in which all employees work to support the development of students and in which faculty and students commit to teaching, to learning and to developing certain attitudes and motivations.

Because Wofford College seeks to develop the whole person, it seeks a range of outcomes for students and graduates. Wofford wants them to achieve many of the following:

Skills, Abilities or Capabilities •

To read effectively.

- To express themselves effectively orally and in writing.
- To work with numerical data.
- To use computers (for learning, organizing, investigating, problem solving and communicating).
- To think critically and creatively.
- To be independent and continuing learners.

Knowledge

- To be conversant with natural sciences, the humanities and the social sciences.
- To know of the history of the civilization of the United States.
- To have experience with other languages and cultures and to perceive other cultures as expressive ways of being human.
- To have a critical appreciation of the arts.
- To show competence in at least one field of study, either in the sciences, the humanities or the social sciences.

Employment

- To be prepared for employment and/or advanced study (to get jobs or gain admission and to perform well).

Personal Characteristics

- To have self-respect and confidence in themselves.
- To be socially responsible.
- To have concern for the well-being of others, of society and of the environment and how one's actions affect them.
- To be ethical.
- To be compassionate and tolerant, to value and respect the human potential of others.
- To give time, energy and wealth for the benefit of others.
- To develop autonomy or independence (in learning, in thinking, in discipline, in making moral judgments).
- To be well – physically, mentally, emotionally and spiritually.
- To have broad interests and to engage in a variety of activities.
- To be leaders (to have willingness and ability to influence the activities of a group toward achieving a goal).

Positive Relationship with the College

- To have high levels of satisfaction with their experience at Wofford and to be supportive of the college.
- The personal growth sought at Wofford depends upon the existence of a community of character where:
 - Participants give of themselves for each other.
 - Individuals are valued and treated fairly.
 - Academic freedom is practiced and protected, and civility is affirmed.
 - Communications are open and honest.
 - A high ethic of personal honor is practiced and defended.
 - Participants have the resources necessary for work of high quality.

Statement of Wofford College Values

Wofford College strives to be a premier, innovative and distinctive national liberal arts college defined by excellence, engagement and transformation in its commitment to prepare superior students for meaningful lives as citizens, leaders and scholars. As such the college creates an environment in which every part of college life – academics, athletics, residence life and co-curricular programming – blends into a dynamic culture of learning and respect. We value global, experiential and community-based learning and are committed to academic rigor, diversity

and inclusion, sustainability in all its forms and the development of mentoring relationships. We prize imagination and creativity in every discipline and are focused on student success, from first-year through fourth. Extraordinary citizens and lifelong learners emerge organically from the conditions and opportunities provided at Wofford College.

Selected Policies

Policies listed in this section are selected Wofford College policies. Other academic policies and regulations appear in the College Catalog. Members of the faculty and administration are eager to hear student responses to policies and programs. They are available to discuss these with students.

2023-24 WOFFORD COLLEGE POLICY STATEMENT ON BEVERAGE ALCOHOL AND DRUG ABUSE

In keeping with the federal Drug-Free Schools and Communities Act Amendments of 1989, which require that all college students receive annual notice of the laws regarding alcohol and other drug use, the following information is offered:

The Wofford College (hereafter referred to as “Wofford”) community is one in which students, faculty and staff are devoted to learning and to the development of the whole person. Part of being a responsible and caring member of the college community is to recognize that Wofford is situated in a state and municipality that have specific laws and ordinances prohibiting the sale, possession, and consumption of alcohol and controlled substances. The college upholds these laws and assists local and state law enforcement agencies. These laws are in place because they serve an important role in protecting individuals and the community from the unwanted effects of the misuse of alcohol and other drugs which can lead to serious health risks and behavioral problems such as violence, sexual assault, accidents, vandalism and other dangerous acts. The Wofford community does not condone members who make irresponsible choices, including violating the laws of the State of South Carolina, ordinances of the city of Spartanburg, or policies of Wofford. The purpose of the following policies is to aid in the development of a safe and healthy educational environment for all members of the Wofford community.

PARENTAL NOTIFICATION

Wofford reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Wofford may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. Wofford also reserves the right to otherwise notify parents/guardians, where allowed by law, and further reserves the right to designate which college officials have a need to know about individual conduct reports pursuant to FERPA.

DOCUMENTATION

Violations of this policy and other associated policies will be documented in the student’s record maintained in the Office of Campus Life and Student Development. A record of sanctions and their completion will also be maintained in this file.

For all violations of this policy, sanctions are due to be completed within 30 days of the case resolution unless otherwise noted. A hold may be placed on the account of any student failing to complete sanctions.

DEFINITIONS

1. **Alcoholic beverages:** any spirituous malt, vinous, fermented, brewed (whether lager or rice beer) or other liquors or any compound or mixture thereof, by whatever name called or known, that contains alcohol and is used as a beverage.
2. **Common container:** any container (e.g., kegs, pony kegs, trash cans, punch bowls, shared coolers, borgs, etc.) in which a quantity of alcohol can be stored or mixed in order to be distributed to or consumed by more than one person, as well as alcohol delivery devices (e.g., funnels, gelatin shots or ice luge) used for the rapid administration of alcohol in unknown quantities.
3. **Event:** party, concert or other social gathering attended by undergraduate students.
4. **Public areas/places:** All locations other than a student's private room or apartment or Greek Village houses including, but not limited to, common rooms, hallways, restrooms, balconies, courtyards, the areas between the houses in the Greek Village, benches, classrooms, athletic facilities, campus grounds and sidewalks. The definition includes, but is not limited to, any public access outdoor areas, the Richardson Pavilion, the Pavilion by Wightman Hall, the dining hall, hallways, lobbies, stairwells, bathrooms, lounges, the lawns at the Greek Village, study areas, classrooms and the Glendale campus.
5. **Sale of alcohol:** any transfer, trade, exchange or barter in any manner by any means for consideration of alcohol (e.g., cover charges, mug/T-shirt sales, etc.)
6. **Use of alcoholic beverages:** possession, consumption, distribution, purchase, sale or transfer of alcoholic beverages.
7. **Senior Village Party:** See Student Handbook
8. **Possession** is defined to include, but not limited to:
 - a. **Individual possession:** any alcohol, drugs or drug paraphernalia within immediate proximity of an individual person or that is being transported by or carried on an individual person.
 - b. **Residential possession:** storage of any quantity of alcohol, drugs or drug paraphernalia not deemed individual possession will be attributed to the assigned residents of the residence hall room, apartment, or vehicle. In the event that no individual resident claims the alcohol, drugs or drug paraphernalia, the possession will be assigned to all residents assigned to the residence hall room or the owner/occupant of the vehicle.
9. **Drinking contests:** Activities in which students consume alcoholic beverages in a risky manner, such as, but not limited to, beer pong, shot parties, and pre-gaming.
10. **Student's record:** A record of code of conduct violations for each Wofford student is maintained by the Division of Campus Life and Student Development. This record is kept on file for seven years after termination of a student's enrollment or as required by law.

GENERAL PROVISIONS REGARDING THE CONSUMPTION AND POSSESSION OF ALCOHOL

1. Alcoholic beverages are prohibited in residence hall rooms in which both residents are under the age of 21 and other residential common areas (regardless of age) including, but not limited to, bathrooms, hallways and lounges, lawns, and public areas of Wofford. For special events, areas may be designated as wet with approval from the Division of Campus Life and Student Development.
2. Alcoholic beverages are allowed to be consumed by students 21 years of age and older at: patios and the inside of houses in the Greek Village; and individual residence hall rooms where both residents are 21 years or older and the porches in the Village apartment houses.
3. For information on residence hall rooms shared by a student who is at least 21 years of age and a student who is under the age of 21, read the Residence Life Policy in the Student Handbook online.
4. The use of alcoholic beverages on campus or at college-sponsored functions (on or off campus) is permitted only by those of legal age as specified in accordance with South Carolina law or the state law of the state/nation in which the event is located. A list of applicable local, state and federal laws may be viewed in the Student Handbook online.
5. Aiding and abetting in the sale or transfer and the actual sale and transfer of alcoholic beverages to any person under 21 years of age of age is prohibited.
6. Any individual consuming or possessing alcohol must have a valid picture identification card on his or her person proving that he or she is 21 years of age or older. Use of another individual's identification or the possession of false identification is prohibited.
7. Under no circumstances will college-appropriated funds be used by individual students, student groups or student organizations for the purchase of alcoholic beverages for student events.
8. Drinking contests or alcoholic beverage delivery devices resulting in rapid consumption of alcohol are prohibited. No prizes or incentives may be awarded for consuming alcoholic beverages, nor may alcoholic beverages be awarded as prizes or incentives.

Part A: Individual Student Violations of the General Provisions of Alcohol Policy and Sanctions

Violations by individuals of this policy will be assigned to one of two categories as defined below. Students who fail to complete assigned sanctions by the appropriate deadline will have a judicial hold placed on their accounts that may affect the ability to view grades, make changes in the academic schedule, participate in registration, participate in the housing lottery, and maintain financial aid.

CATEGORY “A” VIOLATIONS

1. Underage possession, consumption or use of alcoholic beverages
2. Aiding and abetting the underage possession, consumption and or use of alcoholic beverages
3. Possession and or consumption of alcoholic beverages or possession of an open container in areas where alcoholic beverages are prohibited
4. Production, possession, and/or use of false identification

First Offense: Formal Warning/Alcohol Education Option

The Alcohol Education Option is available to a student with no prior alcohol or drug violations. The student must complete the following within 30 days of selecting this option:

1. An educational workshop led by a staff member in the Division of Campus Life and Student Development addressing the issue of alcohol use and abuse must be completed.
2. A fine of no more than \$25 must be paid to Wofford.

Note: The charge against the student will be rescinded upon completion of the sanctions listed above. Completion of the Alcohol Education Option will be noted in the student’s record maintained with in the Division of Campus Life & Student Development for administrative purposes, and the charge may still be counted by the College for statistical and reporting purposes only.

Second Offense: Students must meet with a member of the Division of Campus Life and Student Development staff. Students may accept responsibility and agree to complete the sanctions below within 30 days or request an administrative hearing to determine a resolution.

1. An individual consultation with a member of Division of Campus Life and Student Development or by an outside provider for further assessment and treatment, if needed, with any associated costs or fees incurred by the student.
2. A fine of no more than \$50 must be paid to Wofford College.
3. Completion of up to 10 hours of community restitution on campus.
4. The College will notify (oral, written, or electronic) the student’s parents/guardians.

Third Offense: Students must meet with a member of the Division of Campus Life and Student Development staff. Students may accept responsibility and agree to complete the sanctions below within 30 days or request an administrative hearing to determine a resolution.

1. Completion of an individual assessment by an outside provider for further assessment and treatment, if needed, with any associated costs or fees incurred by the student.
2. Notification (oral, written, or electronic) that the student will likely be suspended or expelled if found responsible of a fourth violation of this policy.
3. A fine of no more than \$100 must be paid to Wofford College.
4. Completion of up to 20 hours of community restitution on campus.
5. The College will notify (oral, written, or electronic) the student’s parents/guardians.

Fourth Offense. Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative hearing board will determine whether the student will be suspended or expelled from Wofford. In the event of suspension, the report from the administrative hearing board will confirm the length of the suspension. The College will notify (oral, written, or electronic) the student’s parents/guardians. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified that the student has been

suspended or expelled. The Dean of Students or their designee will confirm any terms or conditions for readmission to Wofford College.

CATEGORY “B” VIOLATIONS

Category B violations include students committing the following actions while under the influence of alcohol:

1. Causing harm to oneself, others or property.
2. Engaging in physical violence or vandalism.
3. Showing disrespect to an employee of Wofford College or third-party contractors hired by Wofford College.
4. Possessing a keg or common container.
5. Operating a motor vehicle under the influence of alcoholic beverages and/or other drugs.

First Offense: Students must meet with a member of the Division of Campus Life and Student Development staff. Students may accept responsibility or request an administrative hearing for a resolution. If the student accepts responsibility or is found responsible, the following sanctions will be imposed as well as others deemed appropriate.

1. Completion of an individual assessment by an outside provider for further assessment and treatment, if needed, with any associated costs or fees incurred by the student.
2. Notification (oral, written, or electronic) that the student will likely be suspended or expelled if found responsible of a second violation of this policy.
3. A fine of no more than \$150 must be paid to Wofford College.
4. Completion of up to 20 hours of community restitution on campus.
5. The College will notify (oral, written, or electronic) the student’s parents/guardians.

Second Offense:

Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative hearing board will determine whether the student will be suspended or expelled from Wofford. In the event of suspension, the report from the administrative hearing board will confirm the length of the suspension. The College will notify (oral, written, or electronic) the student’s parents/guardians. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified that the student has been suspended or expelled. The Dean of Students or their designee will confirm any terms or conditions for readmission to Wofford College.

Part B: Provisions for the Possession and Consumption of Alcohol at Student Organizational and Community Events and Associated Sanctions

Wofford encourages social activities for students and social gatherings on or off campus. Organizations and individuals given permission to host an event on or off campus at which alcoholic beverages will be present may be held responsible for the actions and well-being of their guests. All social events, on or off campus, must be registered in the Division of Campus Life and Student Development. Registration forms are available online in the MyWofford portal and are maintained by the Division of Campus Life and Student Development. These forms must be completed by noon on the Tuesday prior to the event to be approved by the Director of Fraternity & Sorority Life or their designee.

The definitions and requirements stated below are the minimum standard to be followed. Organizations and individuals governed by regulations from bodies, including, but not limited to, the NCAA, National Panhellenic Conference, North American Interfraternity Conference, and National Pan-Hellenic Council organizations may have additional regulations that must be met.

DEFINITIONS

1. Social events include, but are not limited to, band parties, mixers, formals, theme parties, fundraisers, or other activities taking place on or off-campus.
2. Organizational/individual sponsorship is defined as an event to which: the organization or individual has invited students to attend by either verbal, written or electronic invitations; or the organization or individual is associated with, has leased or owns the location where the event is being held.

REQUIREMENTS

Wofford faculty, staff, students and organizations are expected to know the Wofford College Policy Statement on Beverage Alcohol and Drug Abuse. To promote personal responsibility and self-governance, organizations and individuals that sponsor social events shall assume the responsibility of enforcing the following guidelines, unless exceptions are approved by the Wofford administration for non-student events:

1. Wofford expects any group of students formally or informally organized to act responsibly and to obey Wofford policies, and to follow all applicable local, state and federal laws.
2. Before hosting an event, officers, social chairs and sober party monitors of the organizations or sponsoring individuals are required to complete risk management training conducted by staff members of the Division of Campus Life and Student Development and the College attorney. Risk management training must be renewed annually for social organizations.
3. Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of those who appear to be impaired.
4. The sponsoring organization or individuals shall designate at least four students to serve as monitors (referred to as “sober party monitors” or “SPMs”) for the event. The monitors must not consume alcoholic beverages before or during the event. The monitors are to ensure that the age of each attendee is checked and some type of identification, such as wristbands, indicates individuals who are of legal age to possess and consume alcohol.
5. If alcoholic beverages are being consumed at an event that is individually sponsored or under the aegis of a student organization, whether the event is held on or off campus, the members of the group and guests (who are at least 21 years old) must bring their own alcoholic beverages to the event (BYOB) or the alcohol must be provided by a third-party vendor.
6. If a social event is to be held off campus, if it will be a BYOB or if it will be a third-party vendor event, the sponsoring organization or individuals must provide transportation for all students and guests.
7. At every social event where alcohol is to be served, all attendees shall be required to have a valid state-issued identification card with birth date listed. Wofford students are additionally required to have their Wofford student identification card.
8. Events sponsored by organizations or individuals are closed to all but members and their invited guests.
9. Social events may not include any form of drinking contests in their activities or promotions. No alcoholic beverages may be awarded as prizes or incentives.
10. Organizations or individuals sponsoring an event may not distribute alcoholic beverages to attendees, including free alcoholic beverages. They may not use common containers or distribute alcoholic beverages that were brought to the event by a host, a member or a guest.
11. Organizations or sponsoring individuals are to provide non-salty food items and non-alcoholic beverages.
12. Organizations or sponsoring individuals shall hire third-party security personnel to maintain order and to enforce all applicable laws and policies.
13. Advertisements, posters or invitations that are intended for public viewing may not mention or depict alcohol or use terms referring to alcoholic beverages, such as “beer” or “happy hour.”
14. SPMs should supervise the amount of alcohol consumed by individual attendees of the social event.
15. Campus Safety officers and staff members may visit social events periodically to check with the persons responsible for the event, primarily to offer assistance. If a violation of the law or college policy is observed, the officer will issue a violation and report the incident to the appropriate college official.

SANCTIONS

If an organization, an individual or a group of individuals hosts an event at which alcoholic beverages are present and one or more of the 15 requirements listed above are not adhered to, the individual(s) or organizational leaders may be charged with an organizational violation of the alcohol policy. Depending upon the severity of the situation, the Associate Dean of Students or their designee may propose one or more of the following sanctions for the violation(s):

- Formal written warning.
- Monetary fine.
- Educational seminar.

- Community restitution on campus.
- Creating and hosting dry events.
- Loss of social privileges for events with alcohol on and/or off-campus.
- Loss of use of Wofford facilities.
- Suspension of college charter.

The individual(s) or organizational leaders may sign and accept the sanctions and the deadline for completing them or they may request an administrative hearing. If the organization or sponsoring individual is found in violation of the provisions of this policy, the administrative hearing can impose the same (including, but not limited to) sanctions listed above. The Dean of Students reserves the right to impose interim measures to suspend the activities of an organization or deny the ability of individuals to sponsor social events when said organization or sponsoring individual has been charged with a violation, pending the findings and resolution of the administrative hearing.

GENERAL PROVISIONS REGARDING DRUGS

DEFINITIONS

1. Drugs are defined as any controlled substance or illegal drug to include, but not limited to, marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, other hallucinogens including Spice, K2, and synthetic cannabinoids, salvia and pyrovalerone derivatives (found in substance marketed as “bath salts”).
2. Manufacture, sale and/or distribution of any illegal drug or controlled substances (consistent with federal, state or local laws) is strictly prohibited.
3. The possession, distribution, sale or use of prescription drugs without a legally valid medical prescription is prohibited.
4. The use of prescribed medication and substances not as directed (over-use, huffing, snorting, smoking or otherwise possessing or using legal substances) is prohibited.
5. Possession, consumption, sale and and/or distribution of synthetic stimulants, such as “bath salts” (also known as Cloud 9, White Dove, Hurricane Charlie, White Lightning) is prohibited. Normal bathing salts are permitted.
6. The use or possession of drug paraphernalia, including, but not limited to, weights, scales, rolling papers, e- cigs, blunts, vapes, hookahs and other smoking devices used to consume illegal substances is prohibited.
7. Students may not be in the presence of the possession, sale or use of prohibited, controlled or illegal substances, to include prescription medications.
8. Students may not manufacture, or share prohibited, controlled or illegal substances, to include prescription medications.
9. Misbehaving or causing disruption as a result of drug use on or in college property or at events sponsored by the college or by a chartered organization is prohibited.
10. Students who are members of NCAA-sanctioned teams may be drug tested. Students with positive results of illegal drug testing conducted by Wofford or the NCAA will be considered to have consumed drugs. They will be referred to the judicial system for violating this policy.
11. Students convicted of any offense involving the possession or sale of a controlled substance may be deemed ineligible to receive financial aid.

SANCTIONS

Wofford College will cooperate with all law enforcement agencies in the enforcement of laws both on and off campus. Anyone who violates the drug policy is subject to Wofford’s sanctions in addition to criminal sanctions. At the same time, Wofford will assist students according to the Medical Amnesty/Assistance Policy who voluntarily submit themselves to college officials for assistance with the misuse of alcohol or drugs, as long as the students are not involved in the sale or distribution of drugs to others.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second and permanently after the third conviction.

Wofford will impose sanctions on students who violate the drug policy. The following minimum sanctions will apply for violations. Repeated violations of the drug policy may result in suspension or expulsion. It should be noted that drug violations which are also in conjunction with other student conduct code violations may result in additional sanctions.

For all offenses listed below, Wofford will notify the student's parent(s) or guardian(s) of the pending charge, the hearing date, and the findings of the hearing by letter, email or telephone call.

Category 1: Simple possession and/or use of a controlled substance or illegal drug

Examples include but are not limited to marijuana, synthetic marijuana (K2 and "Spice"), salvia and pyrovalerone derivatives (found in substance marketed as "bath salts"); prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over- use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. The student will meet with Campus Life and Student Development staff to be referred to a certified addiction specialist for an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the Division of Campus Life and Student Development.
2. A fine of no more than \$100 must be paid to Wofford College.
3. Completion of up to 25 hours of community restitution on campus within 30 days of the date of the sanction.
4. Notification (oral, written, or electronic) that the student will likely be suspended if found responsible of a second violation of this policy.

Second Offense: Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative hearing board will determine whether the student will be suspended (minimum one academic semester) from Wofford. In the event of suspension, the report from the administrative hearing board will confirm the length of the suspension. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified that the student has been suspended. The Dean of Students or their designee will confirm any terms or conditions for readmission to Wofford College, including, but not limited to, possible loss of College housing and completion of a substance abuse program and completion of all recommended treatment at student's expense prior to application for re-enrollment.

Category 2: Possession and/or use of other drugs including, but not limited to, cocaine, heroin, LSD, and PCP.

First Offense: Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative hearing board will determine whether the student will be suspended (minimum of two academic semesters) from Wofford. In the event of suspension, the report from the administrative hearing board will confirm the length of the suspension. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified that the student has been suspended. The Dean of Students or their designee will confirm any terms or conditions for readmission to Wofford College, including, but not limited to, possible loss of College housing and completion of a substance abuse program and completion of all recommended treatment at student's expense, and a fine of no more than \$150 paid to Wofford College prior to application for re- enrollment.

Second Offense: Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative

hearing board will determine whether the student will be expelled from Wofford. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified.

Category 3: Possession of drug paraphernalia, including, but not limited to, pipes, roach clips, bong, e-cigs, blunts, vapes, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. The student will meet with a Wellness Center staff member (or designee) to be referred to the appropriate assessment and treatment program with all costs incurred by the student.
2. A fine of no more than \$75 must be paid to Wofford College.

Second Offense: Students may sign and accept the following sanctions or request an administrative hearing for resolution. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. The student will meet with a Wellness Center staff member (or designee) to be referred to a certified addiction specialist for an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the Director of Medical Services.
2. A fine of no more than \$125 must be paid to Wofford College.

Category 4: Present and/or an accessory during the possession, use or sale of controlled or illegal substances, including prescription medications.

First Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. The student will meet with a Campus Life and Student Development staff member and complete an educational requirement if indicated, with any associated costs or fees incurred by the student.
2. A fine of no more than \$75 must be paid to Wofford College.

Second Offense: Students may sign and accept the following sanctions or request an administrative hearing. If the student accepts responsibility or is found to be responsible for a violation, the following sanctions will be imposed as well as others deemed appropriate.

1. The student will meet with a Campus Life and Student Development staff member to be referred to a certified addiction specialist for an individual assessment and treatment if indicated, with any associated costs or fees incurred by the student. The student will agree to have a report from the external agency communicated to the Division of Campus Life and Student Development.
2. A fine of no more than \$150 must be paid to Wofford College.

Category 5: Distribution or intent to distribute: including the sale, sharing, or exchange (including without financial gain) of controlled, illegal or prohibited substances, to include prescription medications.

First Offense: Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative hearing board will determine whether the student will be suspended (minimum two academic semesters) or expelled from Wofford. In the event of suspension, the report from the administrative hearing board will confirm the length of the suspension. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified that the student has been suspended or expelled. The Dean of Students or their designee will confirm any terms or conditions for readmission to Wofford College including but not limited to possible loss of college housing and completion of a substance abuse program and completion of all recommended treatment at student's expense prior to application for re-enrollment.

Second Offense: Students must meet with a member of the Division of Campus Life and Student Development staff to arrange an administrative hearing. If the student accepts responsibility or is found responsible, the administrative hearing board will determine whether the student will be expelled from Wofford. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford will be notified.

MEDICAL AMNESTY/ASSISTANCE POLICY

Wofford College supports a safe and inclusive campus environment which promotes the development of the whole student and student success. Students are encouraged to safeguard their health and safety and that of their peers.

This Medical Amnesty/Assistance Policy benefits the Wofford community by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug use or abuse and in any situation where medical treatment is reasonably believed to be appropriate. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for individuals in distress from alcohol and drug use. Alcohol or other drug consumption, including, but not limited to, excessive consumption, consumption of a dangerous or illegal substance, or consumption by someone with sensitivity) can cause serious harm or pose a threat to life. Given these risks, students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug consumption and to call campus safety at (864) 597- 4911 or call 911 for medical attention.

Students are also encouraged to seek help in any situation where medical treatment is reasonably believed to be appropriate or when problematic use and/or abuse is an issue. If a student is incapacitated, letting that person "sleep it off" or having a friend "look after" that person are not reasonable alternatives to getting them the necessary medical help. Under this policy, a student who seeks emergency assistance on behalf of themselves, another student, or a friend experiencing an alcohol and/or other drug-related emergency will not be subject to disciplinary action under the Code of Student Rights and Responsibilities. Although students who qualify for Medical Amnesty are exempt from the student judicial process, they are required to meet with a staff member, complete educational measures and pay for any incurred costs.

In addition, if a registered student is transported to an emergency medical treatment center for intoxication or drug use, the student's parent(s) or guardian(s) will typically be notified by a representative from the Division of Campus Life and Student Development if it is determined to be necessary to protect the health or safety of the student or other individuals. It is the expectation of the Division of Campus Life and Student Development staff that a student will use Medical Amnesty only once. If the student is involved in any subsequent (i.e., repeat) alcohol and/or drug abuse incidents, the situation will be evaluated by Campus Life and Student Development staff to determine if the student qualifies for a medical amnesty exemption. The availability of medical amnesty exemptions for students with repetitive violations will be determined on a case-by-case basis. This subsection applies only to students receiving medical attention; students who help others seek medical assistance are not limited to one medical amnesty exemption.

This policy does not grant "full immunity" to a student or an organization who acts under this policy (i.e., seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or drug related emergency) if a determination is made, independent of any information gained as a result of the call for medical attention, that charges are appropriate for other violations of the Code or any other (non-alcohol) college policy (such as hazing, injury to persons and vandalism).

HEALTH RISKS OF ALCOHOL AND DRUG USE AND ABUSE & SUPPORT

Alcoholic beverages, in the form of beer, wine, wine coolers or distilled spirits, require no digestion. They are absorbed directly into the bloodstream from the digestive tract. Within approximately three minutes after drinking, alcohol may be found in the brain and all other tissues, organs and body fluids.

Even low dosages of alcohol can significantly impair the judgment and coordination required to drive a car safely or perform other tasks in a safe manner. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses of alcohol may cause respiratory depression and death. If combined with other central nervous system depressants, such as some seizure medications, antihistamines and sleeping pills, lower doses of alcohol will produce the effects just described. Long-term drinking of moderate to large quantities of alcohol can have significant effects on the body. The following are some of the serious physical consequences: heart disease and failure; liver disease, including hepatitis and cirrhosis; gastrointestinal disorders; cancer of the lungs, pancreas, esophagus, stomach and mouth; high blood pressure; and malnutrition. Heavier users may also experience periods of amnesia, called blackouts. During these periods, the person functions, but later cannot remember what he or she has done during this time.

Repeated use of alcohol and other drugs can lead to chemical dependency. When dependency has occurred, sudden withdrawal is likely to produce a variety of symptoms, including irritability, anxiety, insomnia, tremors, hallucinations, convulsions, etc. Severe alcohol withdrawal can be fatal.

Drug	Short Term Effects	Long Term Effects	
Amphetamines: speed, meth, ice, dex, Ritalin, uppers:	increased breathing and heart rate, high blood pressure, increased alertness and energy, impaired judgment, impulsiveness, death	severe anxiety, chronic sleeplessness, malnutrition, heart problems, agitation	
Cocaine: coke, nose, rock, blow, crack	anxiety, delusions, headache, nausea, impaired judgment, death	loss of appetite, dehydration, constipation, impotence, nose and nostril damage, heart problems, psychosis	
Designer Drugs: MDMA, X, ecstasy, cat, AMF, TMF, MPPP	euphoria, dizziness, nausea, sweating, increased blood pressure, extreme wakefulness, hyperactivity, loss of appetite, death	aggression, depression, mood and sleep changes	

Hallucinogens: LSD, acid, shrooms, special K:	impaired coordination, increased heart rate and temperature, nausea, detachment, fatigue, hallucinations, paranoia, mental confusion	generally unknown, flashbacks, depression	
Inhalants: nitrous oxide, whip-its, paint, glue	irregular heart rate, depressed respiratory rate, nose and eye irritation, nausea, vomiting, spasms, headache, suffocations, death	brain damage, tremors, poor coordination, speech problems, lung, liver and kidney damage, chromosomal abnormalities	
Marijuana : pot, weed, dope, ganja, chronic, purp, grapes, kush, ents	reddening of eyes, dry mouth, increased heart rate and body temperature, hunger, dizziness, drowsiness	upper respiratory problems, lung damage, lower immune system responses, memory loss, concentration impairment	
Opiates: Heroin, smack, morphine, black tar	pain relief, mental confusion, drowsiness, nausea, constipation, muscle constriction, low blood pressure and heart rate, respiratory arrest, death	chronic constipation, vision impairments, hallucinations	
Sedatives: Blues, roofies, GHB, seconal, reds, barbs	dizziness, lethargy, drowsiness, lack of coordination, nausea, death	chronic fatigue, vertigo, reduced sex drive, visual disturbances	

Tobacco	increased heart rate & blood pressure, adrenaline production, muscle relaxation,	lung problems, chronic cough, blockage of blood vessels, chronic respiratory infections and
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	relief of tobacco withdrawal	problems, reduced fertility, death
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Community Helplines and Support Groups

Wofford 24-Hr Support Line
864-597-4393
Carolina Center for Behavioral Health
864-235-2335
Crisis (Mental Health Association)
864-583-5802
National Suicide & Crisis Lifeline
988
Favor Upstate
864-385-7757
SC Bar Lawyer Referral Service
1-800-868-2284
Spartanburg Area Mental Health Center 864-582-6616
Spartanburg Health Department
864-596-2227
Substance Abuse Information
1-800-662-HELP

Local Hospitals and Emergency Care

Emergency 911
Mary Black Memorial Hospital

864-573-3000
Spartanburg Regional Medical Center
864-560-6000
Regional Nurse on Call
864-591-7999

For additional information, contact the Wellness Center (864-597-4370) and the South Carolina Commission on Alcohol and Drug Abuse Drug Information Access Line (1-800-942-DIAL).

Education

Wofford is committed to education and the sound development of mind, body and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority. Educational programs are organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. All money collected from sanctioned fines for alcohol and drug violations will be applied toward educational programming.

Information on responsible use, effective event management, indicators of abuse or addiction, and resources for assistance are available through Wofford's Wellness Center. Examples of these programs include, but are not limited, to campus programming facilitated by members of the residence life staff; First Year Inquiry courses; alcohol awareness programming as part of focus weeks; communitywide educational programs; training opportunities and workshops for officers and members of Greek-letter organizations and other chartered organizations; and substance-free social events in collaboration with the Office of Student Involvement and individual organizations.

Counseling

Wofford is committed to providing students with confidential referrals for professional assistance if they are needed. An awareness of the negative effects of alcohol consumption or drug use may assist students in making safe and responsible choices. Students may make an appointment for an assessment and/or counseling by contacting the Wellness Center. Counseling services are available to students as part of the comprehensive fee on a time-limited basis. Long-term counseling, specialized services or outpatient/inpatient therapy are not covered by the comprehensive fees.

BIENNIAL REVIEW OF POLICY STATEMENT ON BEVERAGE ALCOHOL AND DRUG ABUSE

A biennial review will be conducted by Wofford to determine the policy's effectiveness and implement changes if needed, and to ensure that the sanctions outlined are consistently applied. Reviews conducted: 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2016, 2017, 2019

Business Policies

Financial Obligations to the College

Comprehensive fees (tuition, fees, and room and board), traffic and other fines, returned checks and any other financial obligations to Wofford College are charged to the student's account receivable in the Business Office. All such amounts must be paid in a timely manner.

Acceptance and Cashing of Checks

Wofford College will accept personal checks of students (and their parents or other party having financial responsibility for a student) in payment of college expenses, college store purchases, etc. Such checks should be for the balance of fees due or for the specific purchase.

Wofford College strongly recommends that students establish bank accounts in Spartanburg. There are numerous banks within walking distance of the campus. BB&T has placed an automatic teller machine in the lower level of the Burwell Building.

For the convenience of resident students, the Business Office will cash personal checks for students up to \$25. Second-party checks (personal checks of one person that are to be endorsed and cashed by a second person) will not be cashed. In order to cash a check, the check must be drawn payable to cash and then must be signed in the presence of the employee handling the transaction. Presentation of a current Wofford College identification card is required.

Wofford College will make every effort to protect itself against any loss from checks returned for insufficient funds. If a check is returned unpaid by a bank to Wofford College, the college will charge a \$25 fee. (This penalty is in addition to any fees charged to the maker by the bank on which the check is drawn.)

The privilege of making any payment to Wofford College by check or cashing checks on campus will be denied to anyone who presents a single bad check until that check has been cleared. This privilege will be denied permanently to anyone who presents a second bad check. If the transaction is fraudulent (forgery, no account, advance knowledge that a check will not be paid by the bank, etc.), Wofford College may prosecute the offender. All returned checks must be promptly paid by cash, certified check or money order.

Post Office Policy

The Campus Post Office Policy authorizes the handling of the following items without any censorship whatsoever, but with the individual or organization sending communications having the sole responsibility for them:

1. All mail originating through the United States Postal Service, providing that it bears the name of an enrolled student or an employee of Wofford College. Otherwise, said mail will be returned to the sender marked "Addressee Unknown."
2. All faculty and administrative communications, which should be labeled with a correct name and box number. All communications must be dated and bear a signature.
3. Communications published in conformity with the Code of Student Rights and Responsibilities. Such communications must be dated and bear a signature. No other items are to be placed in Campus Post Office boxes.

The advent of internet shopping has prompted an increase in mail order purchases. Unfortunately, some students are under the impression that the use of their given names is not safe, and therefore they use aliases to protect their identity

However, in order to receive the merchandise at the CPO, all members of the Wofford community must use their legal names and present valid picture IDs.

Students must show a picture ID to pick up packages sent to their College Post Office (CPO) box. A signature is required for pickup. Mail sent to a CPO under an alias does not conform to this policy, and such packages will be returned to the sender marked "Addressee Unknown." Any package that has not been picked up within 60 days of receipt by the Campus Post Office may either be returned to sender (postage due) or disposed of.

Publicizing Information

Chartered organizations, students, faculty and staff are encouraged to publicize activities and events in which the Wofford College community has the opportunity to be involved. All public notices or publicity material posted on college property must be sponsored by a chartered organization or college department, or otherwise approved by the dean of students or a designee. In addition, advertising that promotes the use and/or sale of alcohol is prohibited. Publicity should bear the following information:

1. Name of the activity.
2. Time of the activity.
3. Place of the activity.
4. Name of the person or organization responsible for the activity.

All publicity must be removed within two days of the date of the event by the individual or organization that posted it. Publicity of off-campus events and activities must be approved by a member of the campus life and student development staff.

Items can be posted on:

1. Bulletin boards in the Burwell Building, the Franklin W. Olin Building, the Daniel Building, Main Building, Sandor Teszler Library, the Mungo Student Center, the Richardson Physical Activities Building and residence halls (do not block any windows in the doors).
2. Windows inside the Burwell Building lobby in the labeled window (for the appropriate day of the week).
3. Bulletin board in the Mungo Student Center.

Please use only masking tape, Scotch tape or thumbtacks and staples (bulletin boards only) to hang items. No duct tape is to be used on any postings.

Items **cannot** be posted on/in:

- Trees.
- Sidewalks.
- Iron railings.
- Lampposts.
- Painted surfaces.
- Glass doors and windows.
- Front doors and front windows of the Burwell Building.

- Mickel Chapel, Harley Room, Acorn Café, Papadopoulos Room and Leonard Auditorium.
- The doors/windows of the Rosalind Sallenger Richardson Center for the Arts, the Roger Milliken Science Center, the Franklin W. Olin Building, the Papadopoulos Building, the Daniel Building, the Jerry Richardson Indoor Stadium and the Sandor Teszler Library.
- Interior doors of the Commons in the Mungo Student Center.

Class Attendance Policies

Students are expected to attend all classes and activities scheduled for courses in which they are registered for credit. If they do not do so, they must accept the personal academic consequences of that behavior. It is in class meetings that students not only receive instruction, but engage in discussion, present responses and listen to those of fellow students. In such a teaching/learning process both the student and the class suffer a loss when the student is absent.

Student Responsibilities Regarding Absences

Absences from class, including those excused in accord with the provisions outlined below, do not excuse students from the responsibilities they bear for fulfilling the academic requirements of their courses. Instructors will determine whether make-up work will be required or permitted for students who miss tests or other course work because of their absence from class for reasons other than documented illness and participation in official college events. When absences are excused, the instructor will make every reasonable effort to help the student make up missed work in a non-punitive way. But in every case of missed class, students are ultimately responsible for the material and experiences covered during their absence.

A student who is absent from a final examination for a reason deemed acceptable by the instructor may request permission to take the final examination at a later date during the exam period. Permission to take a final examination after the end of the examination period will be granted only in extenuating circumstances.

Typically, students will receive a grade of Incomplete (or “I”) if they are unable to take the final examination by the end of the scheduled examination period. The grade of “I” factors into the term and cumulative GPA as a failing grade. This will be the grade of record until a final grade is submitted. A grade of “I” is changed to an “F” if the required work is not completed by midterm the following semester.

Other College Events

Student absences resulting from participation in official college events are generally considered excused. The policy, approved by the faculty, is as follows:

1. An official college event is either: (a) an NCAA athletics event or (b) a non-athletics event approved by the provost.
2. It is the students’ responsibility to inform faculty members as soon as possible of any tests or other required work they will have to miss to participate in the event.
3. Because students bear the responsibility for completing all academic requirements of their courses, they should structure their academic and extracurricular to minimize conflicts, and make proper arrangements with their instructor when conflicts occur.

Absences for Personal Reasons

In all matters involving a class absence for personal reasons it is the responsibility of the student to communicate with the instructor as quickly as practical that they will not be present in class. The student should discuss the need for the absence with the instructor and make arrangements to complete the required course work, preferably in advance.

1. Absences resulting from personal emergencies (such as a death in the family) are generally considered excused. In the case of an emergency, students should notify the Office of Campus Life and Student Development or the Wellness Center, who will then inform the students’ instructors. Students will provide confirmation of personal emergencies, if necessary. Approval for the excused absence rests with the discretion of the instructor.
2. Absences because of special events (such as the marriage of a sibling) or opportunities (such as an interview for a job or scholarship) will not automatically be excused. These are likewise to be discussed well in advance with the instructor and the student may be required to provide confirmation.
3. Students who are ill or injured should be seen by a member of the Wellness Center staff and if appropriate the Wellness Center will send a notification of medical absence through Starfish.

4. Wofford College recognizes the importance of religious and spiritual practice of diverse faiths. Students planning to be absent from class due to participation in religious holidays or observances must notify instructors no later than two weeks prior to the intended absence. Approval for the excused absence rests with the discretion of the instructor.

Excessive Absences

A student in danger of exceeding a course's allowed absences should be warned by the faculty member through Starfish. If students exceed the allowed number of absences, they may be administratively withdrawn from the course. The warning and administrative withdrawal process is as follows:

1. Through Starfish, the instructor submits a Class Attendance Warning. Starfish automatically notifies the student and relevant on-campus parties (coaches, advisors, etc.) making them aware of the concern.
2. If the student fails to respond to the alert from Starfish or fails to show satisfactory improvement in attendance, the instructor may administratively withdraw the student from the course.
3. To withdraw a student, the instructor will notify the Office of the Registrar by entering one of two Starfish flags for withdrawal, Administrative Withdrawal-Passing or Administrative Withdrawal-Failing. The student will be assigned a grade of WP or WF, respectively, as determined by the instructor.
4. The Office of the Registrar will update the student's academic record accordingly and send an email to both the student and the faculty member confirming that the change has been made.

Since absences from class are sometimes a sign of other, non-academic concerns, faculty should notify College officials through Starfish whenever a student misses two consecutive class meetings.

Appeal Process

Students who believe they were inappropriately withdrawn from a course (i.e., the process described above was not followed) may submit a written appeal, with supporting documentation, requesting reinstatement to the course. Upon receipt of the email from the Office of the Registrar that they have been withdrawn, students have until 5 p.m. of the following business day to submit an appeal. Appeals must be submitted in writing to the Office of the Registrar at registrar@wofford.edu. The subject line must read, Appeal for Administrative Withdraw. The Registrar will communicate the appeal to the Academic Standing Committee.

The appeal should present clear, concise and detailed information explaining: 1) why absences should be excused, 2) why continuing in the course should be permitted, and 3) how the withdraw process deviated from the outlined policy. The Academic Standing Committee may confer with the persons involved to inform their decision. The committee will make every effort to decide on the appeal in a timely manner. The committee's resolution is binding on all parties. Both the instructor and the student will be notified through their Wofford email.

Class Attendance During Appeal

If the student chooses to appeal, the student is required continue attending the course until the committee decides on the appeal and communicates the decision to the student and instructor.

Class attendance & Inclement Weather

Wofford College ordinarily does not close because of weather that brings snow and ice to the area. Every effort will be made to hold classes and to have offices open. Commuting students should understand that classes are held, but that they are to run no unreasonable risk to get to the campus. They will be permitted to make up work they miss. If an exception is made to this policy, area radio and television stations will be notified. A notice will also be posted on the college's official Facebook page. Otherwise, it is safe to assume that the college is open and conducting classes as usual.

A.

Inclement Weather Policy

Wofford College ordinarily does not close because of weather that brings snow and ice or other threatening weather conditions, such as hurricanes or tornadoes, to the area. Every effort will be made to hold classes and to have offices open. Commuting students and employees should understand that classes are held, but that they are to run no unreasonable risk to get to the campus. Students will be expected to make up missed work.

If an exception is made to this policy, notice will be given through the Wofford email system, Wofford website (wofford.edu) and Wofford official Facebook page (facebook.com/woffordcollege/), and if the situation warrants, through the Wofford emergency alert system (Rave Mobile Safety). Notice also will be provided to local television and radio stations.

If there is no cancellation or delay notice on these sources, it is safe to assume that the college is open and conducting classes as usual.

Note that all Wofford students, faculty and staff are registered in Rave Mobile Safety with their Wofford email addresses. All are urged to register their cell telephone numbers in Rave as well. To do this, log into Rave through myWofford (using your Wofford ID and password, unless you have changed your Rave password) and add your cell number; you also may register the email address and/or the cell telephone number of your parent or spouse into your account so that they may receive alerts. Note that all registered users will receive test alerts and all other emergency alerts, not just inclement weather notifications. All faculty and staff who have Wofford-issued cell phones are required to register those numbers in their Rave account to receive text messages.

Involuntary Leave Policy

The college is committed to providing optimal educational opportunities to all students. However, occasions exist when a student's physical or emotional health and behaviors place unmanageable risks on the individual or the college. For this reason, the college reserves the right to require further evaluation of a student through appropriate professionals, to establish conditions under which a student may continue at the college and to recommend voluntary or involuntary withdrawal of the student from the college. Moreover, the college reserves the right to suspend a student whose conduct is disruptive or poses a danger to the college community.

Medical Withdrawal Policy

Wofford supports all students who need to withdraw from the college due to physical illness/injury or to seek treatment for chemical dependency or other psychological condition. Students must submit a formal request to the Office of Accessibility and Counseling Services. Those who withdraw are eligible to return once they have been cleared to return by their health care provider. The Office of Accessibility and Counseling Services may confer with the appropriate campus offices in evaluating the student's request. This may include, but is not limited to, medical or mental health professionals, current course instructors and advisers, the dean of students, the director of residence life, the registrar and/or the provost. The student is required to provide supporting documentation from the health care provider.

Supporting documentation must be provided within 30 days of the initial medical withdrawal request. Once the documentation is reviewed and approved, students who are granted a medical withdrawal will receive a grade of W for ALL courses attempted during the semester or term in question. A W does not affect the student's GPA nor hours earned, but will be noted on the transcript. Students who do not provide appropriate supporting documentation will be held to the regular withdrawal policy, which will result in either a grade of WP or WF, (or for a pass fail course a WS or WU) at the instructor's discretion.

Students granted a medical withdrawal will have a hold placed on their records pending readmission to the college. The college expects the medical leave to be of sufficient duration to allow the student to address the issues that necessitated the withdrawal and thus enhance the likelihood of success upon return.

A student requesting a medical withdrawal must complete the following steps:

1. Submit a request by the last day of class of the term in question. Medical withdrawals will not be retroactively considered or applied. Written requests may be submitted to accessibilityservices@wofford.edu or through the myWofford student tab under Accessibility Services Accommodations and Submit Accommodations Request.
2. Provide documentation from the health care provider stating the student's diagnosis and support for withdrawal from the school, as well as confirmation of treatment plan during the withdrawal period. Documentation must be received within 30 days of the request for medical withdrawal. If appropriate documentation is not received in this time, the college's withdrawal policy will apply and the medical withdrawal is no longer applicable.
3. The Office of Accessibility and Counseling Services will notify the appropriate campus offices as well as the student's faculty, of the withdrawal. The student is responsible for following up with the Office of Financial Aid and/or the Business Office to discuss financial aid, scholarships and tuition/fees. This may be done at the student's convenience and is not necessary during the initial request.

4. A student wishing to return after a medical withdrawal must complete the following steps:
5. Notify the Office of the Registrar of their desire to return by completing the readmission application available online and through the Office of the Registrar.
6. Submit documentation from the health care provider to the Office of Accessibility Services attesting to the student's ability to resume studies with a reasonable likelihood of success. The statement must provide a description of the student's diagnosis and the treatment rendered. It must outline, as appropriate, a plan of treatment to be followed upon return. All documentation will be maintained in strict confidence in the Office of Accessibility Services.
7. *The readmission application and medical documentation must be submitted at least one month prior to the beginning of the semester the student wishes to return, but exceptions can be granted when appropriate.*
8. Contact the Office of Financial Aid and/or the Business Office to discuss financial aid, scholarships and tuition/fees.
9. Contact the Office of Residence Life, if on-campus housing is desired.
10. Submit an official transcript to the Registrar's Office if coursework was taken at another institution.

Once all appropriate documentation is received, the Office of the Registrar, in consultation with other campus offices as appropriate, will make the final determination regarding the student's readmission request. Upon readmission the student will need to work with the Registrar's Office regarding registration for the upcoming term. Upon re-enrollment, students are expected to meet with a staff member in the Wellness Center to discuss a treatment plan for the initial semester of return and follow the treatment plan as established by the health care provider.

***Special consideration for Interim**

A student who is able to finalize the request before the first day of Interim is eligible for a pre-approved Interim waiver. This allows the student to waive one of the four Interims required for graduation. The student is still responsible for the hours necessary for the appropriate degree. To be eligible, the student must make the formal request, provide appropriate documentation, and receive a status of "Finalized" from Accessibility Services. Students who finalize the withdrawal process after the start of Interim will be considered for the waiver on an individual basis.

Missing Student Notification Policy

Wofford College establishes the following policies and procedures concerning when a student residing in oncampus housing is determined to be missing in compliance with 20 U.S.C. § 1092 and 34 C.F.R. § 668.46.

Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, staff member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person's daily schedule, habits and reliability.

Individuals also will be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life threatening situation.

Designation of emergency contact information

Students age 18 and above and emancipated minors. (Emancipated minors are those students under the age of 18 who have been legally granted adult status.) All students (including those students 18 and above and emancipated minors) can confidentially identify and designate one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information at any time. This information is accessible only to the director of campus safety/designee and the dean of students/designee in the event that an on-campus student is determined to be missing. The contact information will be registered confidentially, accessible only to the authorized campus officials listed above, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation. The designation will remain in effect until changed or revoked by the student. Students over the age of 18 and those under 18 but otherwise emancipated may designate their missing student contact by going to the student tab under their myWofford page and selecting the

Personal Information tab and selecting missing student contact. Students may make changes to their contact information at any time. Current resident students will be reminded of the ability to designate a missing student contact and the procedures to do so at the beginning of each semester by email. All incoming first-year students will be asked to designate a missing student contact as part of their required information necessary to be supplied prior to the start of classes at the college as part of the FYI checklist.

If a student under the age of 18 and not emancipated is determined to be missing, the college is required by federal law to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

Missing Student Procedure

1. Any individual at Wofford who has information that a residential student may be a missing person must notify the Wofford Department of Campus Safety immediately at 864-597-4911.
2. Campus safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, from the student's acquaintances and from college personnel and from official college information sources.
3. Campus safety will notify the dean of students, the residence life office and the Wellness Center to aid in the search and location of the student.
4. A person shall be determined to be missing if:
 - Search efforts are unsuccessful in locating the student in a reasonable amount of time.
 - It is apparent immediately that the student is a missing person (e.g. witnessed abduction).
 - It has been determined that the student has been missing for more than 24 hours.
5. No later than 24 hours after determining that a student is missing, the dean of students or his/her designee or campus safety will notify the confidential contact person previously identified by the student and the custodial guardian/parent (for students under the age of 18 and not emancipated) and advise that the student is believed to be missing. Not later than 24 hours after determining the student to be missing, campus safety also will notify other law enforcement agencies to report the student as a missing person.

Responsibilities

a. Campus safety

Begin an immediate investigation that includes gathering the following information:

- A physical description of the missing person, including the clothes were last worn.
- Student's cell phone number (if known).
- Where the student might be, who the student might be with, vehicle description.
- Information about the physical and emotional well-being of the student.
- A class schedule and when the student last attended class.
- Last time the student used his/her ID card.
- Determine locations of the student by utilizing surveillance camera system.

Attempt to contact the student and others that might know the missing student's whereabouts by the following:

- Calling the student's cell phone.
- Emailing and/or texting the student.
- Entering the student's residence hall room.
- Talking to roommates, hall mates and other friends.
- Notifying external law enforcement agencies, to include the State Law Enforcement Division (if appropriate) no later than 24-hours after the student is deemed to be missing.

b. Dean of students:

- Notify the president and other appropriate members of the college staff.
- Notify the confidential contact previously identified by the student and the custodial parent/guardian (if the under the age of 18 and not emancipated) and advise that the student is believed to be missing. Maintain contact with the contact person/custodial guardian or parent throughout the investigation.

c. Residence life:

Assist in the attempt to locate the student by:

- Making frequent checks of the student's room.

- Utilizing resident assistants to inquire of their residents about the possible locations of the student or possible reasons for the disappearance.
- d. Registrar's office:
- Provide a mechanism for students to identify and maintain confidential contact personal information
 - Assist the investigation by providing class schedule or other pertinent student information to authorized personnel

Office of Marketing and Communications Policies

Notice of Intent to Publish Certain Personally Identifiable Information

As required by the Family Educational Rights and Privacy Act of 1974 (FERPA), Wofford College hereby informs current students of its intent to respond to legitimate, third-party requests for the following information: (1) legal name(s) during periods of attendance; (2) date and place of birth; (3) dates of attendance and actual or projected date of graduation; (4) degrees awarded and honors received, including the dean's list; and (5) participation in officially recognized activities and intercollegiate sports.

On its website, Wofford College publishes an abbreviated student directory that confirms current registration and provides an email address and Campus Post Office box.

For official college publications and certain types of news media releases, directory information that is allowed to be released to third parties includes: (1) legal name; (2) campus address (residence hall and room number, Campus Post Office box number, Spartanburg phone number and email address); (3) legal residence and the name of parent, spouse or legal guardian; and (4) photographs made by the staff of student publications, college staff or photographers under contract to Wofford College, including candid photography or videography of students involved in college-sponsored academic or extracurricular activities. Because this information is allowable for release does not mean the college automatically will release it upon request; consideration is given regarding the requesting party and the purpose of the request. Students who have questions or who wish to withhold permission to publish certain information should contact the director of communications in the Office of Marketing and Communications at woffordnews@wofford.edu or 864-597-4538.

Students will be asked specifically for permission prior to the release of most other personal information. Faculty and staff members have been duly cautioned that discussion of such information with third parties is prohibited.

Photography and Videography Policies

This policy is intended to regulate the activities of commercial, news and other photographers and videographers. Photographers/videographers wishing to conduct activities on Wofford College's campus must make their requests to:

Director of Communications
Office of Marketing and Communications (OMC)

Phone: 864-597-4538

Policies:

- Photography/videotaping are prohibited in residence halls.
- Photography/videotaping inside any other campus building must be approved by the senior director of public relations, and photographers/videographers must be escorted by a designated staff person.
- The use of yards or porches of private residences on campus is prohibited without specific approval from the senior director of public relations and communications. These homes are: the Kilgo-Clinkscales House (Dean's Home), the President's Home or the Carlisle-Wallace House (home of the dean of students). See the campus map at http://www.wofford.edu/uploadedFiles/Wofford_map_download.pdf for these locations.
- Photography/videography also is prohibited at the Stewart H. Johnson Greek Village, including the Richardson Family Pavilion, during the academic year; during the summer months, permission must be granted by the senior director of public relations and communications. (Exception are photographers/videographers contracted on behalf of campus Greek organizations.)

- Photographers/videographers may not disrupt any campus activity.
- Photographers/videographers should carry appropriate identification/business cards and must show identification if asked by campus personnel.
- Photographers/videographers under contract with the college or a sanctioned campus organization must display identification and/or credentials and must produce identification and/or credentials when requested by a member of the Office of Marketing and Communications, Department of Campus Safety or a senior administrator. This includes, but is not limited to, photographers/videographers engaged on behalf of fraternities and sororities. Copies of contracts between these organizations and the photographers must be provided to the director of news services before the date of these events.
- Wofford restrooms or other facilities may not be used as dressing or preparation areas, except as approved for day-of preparations for duly scheduled weddings through the Office of Campus Ministry.
- Vehicles are not allowed on sidewalks, grass or streets on Wofford's campus; please park in designated parking lots.
- As a private institution, Wofford reserves the copyright/trademark on all of our buildings and grounds, and commercial photography/videography of these features intended for sale must be licensed through Learfield Licensing, Wofford's licensing agent. Contact marketing@wofford.edu for more information. Any offer for sale or sale of such photography/videography must be approved.
- Photographs or video of Wofford buildings or grounds may not be used for advertising or other commercial purposes without written permission of the vice president for marketing and communications or the director of news services.

Special notes:

- Photographers, videographers and reporters making requests for athletics events must follow the procedures and guidelines set forth by the Department of Athletics. Contact Brent Williamson, assistant athletics director for media relations, at 864-597-4093 or williamsondb@wofford.edu for details, credentials or permissions.
- Photographers and videographers, including news media, on campus for events being hosted by outside parties will abide by policies and procedures established by those outside parties in collaboration with the Office of Marketing and Communications as appropriate.
- Wedding photography/videography conducted on the day of the wedding scheduled on campus through the Office of Campus Ministry is exempt from these policies, except for the provisions prohibiting the use of residence halls, yards/porches of private residences and indoor photography, except for the location of the ceremony; and the provision prohibiting the use of photographs/videography for advertising purposes.

Policy on the Operation of Drones/Unmanned Aircraft
Updated November 2018

Purpose

To define the requirements for the use of drones, also known as unmanned aerial vehicles (UAVs) and/or unmanned serial systems (UASs), on Wofford College-owned or -controlled property in compliance with the Federal Aviation Administration (FAA) and all applicable federal, state and local laws as well as Wofford College policies.

Scope

Drones, UAVs and UASs (hereafter collectively referred to as "drones") are defined as any contrivance invented, used or designed to navigate or fly in the air that is operated without the possibility of direct human intervention from within or on the aircraft. The scope of this policy applies to, but may not be limited to, the operation of drones on Wofford College property, including the Goodall Environmental Studies Center at Glendale, S.C.; collegecontrolled property or for college- affiliated events held elsewhere (hereafter collectively referred to as "college property").

Policies

To ensure the safety and privacy rights of individuals and ensure the legal operation of drones on college property, the use of all drones must be approved by the Wofford Office of Marketing and Communications (OMC).

The FAA is responsible for regulating and overseeing the use of all aircraft, including drones, and recognizes that drones may be used for recreational/hobby purposes or for commercial use. Drone users must be registered and/or certified by the FAA for the appropriate purpose.

All persons requesting to use a drone for any purpose on college property are personally responsible for compliance with current FAA regulations, state and federal laws, and college policies.

The use of personal drones for hobby, recreation, campus activities or coursework on college property is prohibited.

Before operating on Wofford College property, users are required to:

- Contact the office of Regional One Air Medical at Spartanburg Regional Medical Center at 864-5601363 to inform them of the flight scheduled, including the date, time and specific campus location(s).
(Regional One usually is willing to contact the GSP International Airport FBO in Greer, Cerulean Aviation, and Spartanburg Downtown Memorial Airport. Cerulean Aviation contact number is 864-655-5221.)
- Contact the Spartanburg Downtown Memorial Airport with the same information, if Regional One is not contacting. FBO, 864-574-8552; after hours, 864-347-2304.

Drones may not be operated on college property at a height of more than 200 feet.

Users are specifically prohibited from operating drones over or near Gibbs Stadium, Snyder Field or athletics practice fields without specific approval in writing from the Office of Marketing and Communications AND the Department of Athletics.

These policies apply to any contractor or third-party drone operator contracted by any personnel of any office at Wofford College.

Any use of a drone on campus or properties described above must be approved by the Wofford Office of Marketing and Communications. The decision regarding approval or disapproval of the request is at the sole discretion of the director of communications.

Contact: Director of Communications
Office: 864-597-4538
Email: WoffordNews@wofford.edu

Requests to operate a drone on Wofford College property must be made at least three (3) weeks before the requested date for the operation.

The user must provide: Name, company name, address, telephone number, Email address, date/time requested and purpose of activity.

The user will be required to sign an agreement that includes, but may not be limited to, these provisions:

- The operation of unmanned aircraft systems, including drones and model aircraft, requires compliance with the Federal Aviation Administration (FAA), relevant state laws and Wofford College established procedures in order to ensure compliance with those legal obligations and to reduce risk to safety, security and privacy.
- The user will be responsible for obtaining and paying for the license required to operate the drone on college property.
- In operating a drone for the purposes of recording or transmitting visual images, the user must take all reasonable measures to avoid violations of areas normally considered private. The UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- The drone may not be used in indoors areas.
- The drone may not be used over groups of people.

- The user assumes all risks that may or can arise out of operating a drone on the college campus or other properties described herein.
- The user agrees to indemnify, keep, save and hold Wofford College, its Board of Trustees, officers, directors, agents, employees, subcontractors or assignees, harmless for any direct, indirect, special or consequential damages connected to this activity that may occur as a result of any act or omission by the college from and against any and all liabilities, damages, losses, claims, expenses, demands, suits, fines or judgments, including attorney's fees, costs and expenses incidental thereto and to the full extent as allowed by the laws of the state of South Carolina. In the event of any such injury, including death, loss, damage or claims therefore, the user shall give prompt notice to the college.
- The user hereby releases, waives and discharges the college for any and all liability associated with operating the drone on college property. This waiver and release are intended to include all claims for injuries, accidents, illnesses or property loss, whether known or unknown or anticipated or unanticipated. •
If the user intends to, and does, take photographs or videos during the use of the drone on Wofford College property, the user agrees to provide Wofford College with copies of said photographs/video free of charge and agrees to allow the college to use said photographs/video for any purpose the college deems appropriate without further compensation.
- The user hereby agrees that this agreement shall be construed in accordance to the laws of the state of South Carolina.
- If any term or provision of this agreement shall be held illegal, unenforceable or in conflict with any law governing this agreement, the validity of the remaining portions shall not be affected thereby.
- Copies of applicable FAA registrations/certifications and proof of insurance must be provided to the college before the user receives approval.

Social Media Acceptable Use Policy

Wofford College social media accounts exist to communicate about the college with the Wofford community and other interested stakeholders. These accounts will share updates about the college; its offices, departments and programs; and its students and alumni. All official Wofford College social media platforms also may be used by the Office of Marketing and Communications to disseminate information in the event of a crisis. More information about the Office of Marketing and Communications can be found at wofford.edu/omc.

Wofford College social media account administrators can, and will, block users who attempt to spam college accounts. We also will remove posts that advertise services or promote ideals or events that are not in keeping with the mission of Wofford College.

We recognize and value differences of opinion but will remove posts that are:

- Abusive, bullying, threatening or in any way endangering the health or safety of others.
- Lewd, profane or sexually explicit.
- Racist.
- Encouraging violence.
- Violating privacy or copyright laws.
- Contrary to Wofford's mission and values.

The college reserves the right to remove posts in accordance with the above criteria at any time, without warning. This Social Media Acceptable Use Policy applies to all official accounts that represent Wofford College.

Residence Life Policies

Resident Student Classification

Wofford College is a residential liberal arts college. Because living on campus offers important academic, social and co-curricular benefits, the college prioritizes a residential experience for all students. First-year students are expected to live in the college residence halls, and the college makes every effort to accommodate returning students who follow established guidelines. Campus housing, however, may be limited. Each year students should submit a housing application or a request to live off campus and commute in accordance with published residence life housing procedures and deadlines.

Students must be enrolled in nine or more hours to reside in on-campus housing. Exceptions may be granted by the director of residence life or their designee upon application and justification.

Wofford does not provide married student housing. Housing fees are the same in all residence halls for double occupancy rooms. Most rooms are designed for occupancy by two students, but a few single rooms are available. Single occupancy rooms are assigned by the director of residence life; there is an additional \$750 fee per semester for students living in single rooms.

Residence Hall Assignments

Each spring, Wofford College holds a lottery for residence hall rooms and apartments. Students are eligible to participate if they are in good standing and if they pay the non-refundable \$500 reservation fee by March 15 of that year. The order of the lottery is based on the year students entered Wofford. Students may contact the director of residence life for a complete list of the rules and regulations of the lottery. First-year students are able to participate in a room lottery for rooms in Greene, Marsh and Richardson Halls. Transfer students who meet the admissions office deposit deadline are placed in rooms based on availability.

Wofford College reserves the right of final approval of all room and residence hall assignments. Additionally, Wofford College reserves the right to move a student from one room or residence hall to another at any point during the year.

Residence Life Staff

Residence Life Coordinators

Wofford College employs staff members to supervise the campus residence halls. These staff members are referred to as residence life coordinators. They are selected for their abilities to assist and advise students and help develop a community within each building. They are responsible for enforcing policies and regulations, responding to emergencies and overseeing the resident assistants. They report to the assistant director and director of residence life.

Resident Assistants

The office of residence life hires upper-class students to be resident assistants in the residence halls and the Village apartments. There is one resident assistant assigned to each hall community in every residence hall. They are selected for their abilities to help to develop a community within each building, assist and advise students, respond to emergencies and enforce policies. They work with the Campus Life and Student Development staff to create an atmosphere conducive to the well-being of all students and to develop among residents the recognition that they themselves must be responsible for maintaining such an atmosphere. Wofford students are encouraged to get acquainted with their resident assistant and resident director and to participate in the hall programs.

Duties of Residence Life Coordinators and Resident Assistants

Residence Life coordinators and resident assistants are assigned specific areas of responsibility in the residence halls. In addition, they maintain a schedule for duty to ensure that both a resident director and a resident assistant are on campus in the evenings and weekends when the offices are closed. One resident assistant per residence hall area is on duty beginning at 5 p.m. and ending at 8:00 a.m. the following morning. The dispatcher center has a roster of resident assistants and can assist students needing to locate the resident assistant on duty in their area. Contact information for the resident assistant on duty is posted in each hall.

Residence Life coordinators and resident assistants:

- Are available as resources and mediators for students.
- Share with all other residents the responsibility of protecting the rights and privileges of Wofford students against the infractions of regulations by others.
- Help maintain orderly living conditions.
- Help create a campus community by providing educational and social programs for students.
- Are responsible for reporting infractions to the dean of students and the director of residence life.
- Work with the office of residence life in checking students into their rooms at the beginning of the fall semester and checking them out of their rooms at the end of the spring semester.

- Assist the office of residence life with health and safety inspections.

Individual Student Responsibility

Students should expect to live in residence halls that are sanitary and conducive to study and that provide an environment where rights of privacy are respected. If these rights are not observed, students should not hesitate to contact violators personally, with the help of a resident assistant and, if necessary, report the problem to the director of residence life. Any student having difficulties adjusting to life in the residence hall should not hesitate to contact a member of the residence life staff. Students who demonstrate an unwillingness to uphold their responsibilities within the community may be removed from campus housing.

Access

Access to the residence halls is controlled by a card-key system. Every student is issued a card-key, which serves as a means of identification. Students are required to carry their cards with them 24 hours a day and use them for access to the residence halls. Students who lose their cards must report the loss to the Department of Campus Safety immediately, so that the building can be secured. Each resident student is issued one key to his/her room when checking in at the beginning of an academic term. Keys are for personal use only and are not to be given to other residents or guests. Each card is the property of Wofford College and is for the sole use of the person to whom it was issued. Propping open doors or otherwise tampering with the access control and alarm systems is strictly prohibited. Persons found responsible for such violations will face disciplinary action.

Room Key

Each resident student receives a room key at check-in. If a key is temporarily misplaced, students may seek assistance from the resident assistant on duty in their building or borrow an extra key from the Office of Residence Life during office hours (8 a.m.-5 p.m., Monday-Friday). If a student borrows a key from the Office of Residence Life and does not return the key within 24 hours, a re-key will be ordered, and a new key will be issued at a cost of \$150 to the student. If a key is lost or stolen, the loss or theft should be reported immediately to the Office of Residence Life; a re-key will be ordered at the cost of \$150 to the student. This is necessary for the protection and security of the student, the roommate and their belongings. Room keys must be turned in at checkout or whenever there is a change in a student's residence status, or there will be a charge of \$100.

Personal Safety

Students should take the following security precautions:

1. Always lock the door to your room when not in the room and when you are sleeping.
2. Do not lend your keys to another person.
3. Do not keep large amounts of money in your room.
4. Lock your bicycle.
5. Keep your vehicle locked, conceal audio equipment and place packages, luggage and other valuables out of sight.
6. Secure prescription medications.
7. Report suspicious persons and do not let unescorted strangers into the residence halls.
8. Record serial numbers of electronics.

If something is stolen from a student's room, that student should immediately report the theft to a resident assistant and a campus safety officer. Wofford College is not responsible for the loss, damage or theft of any personal property. Students are able to obtain insurance for personal belongings through independent vendors if they choose to do so.

Visitation Policy

Wofford College provides eight residence halls and the Village apartments that form a unique residential community on the campus. Because it is important for students to establish a safe environment that they can call home, Wofford College understands the need for positive social interaction and the introduction of guests into the residence halls.

All students residing in a residence hall and any visitor to campus must abide by the following:

General Visitation Policy

1. Each student may decide what persons are allowed to be in his or her room. A student may refuse entry to the room by any person except his or her roommate(s). College officials are not considered visitors and may not be denied access to a room.

2. Each student must respect his or her roommate's rights to sleep and study. A student's guests should never infringe upon these or other basic rights of personal privacy.
3. Overnight guests are not permitted.

Guests of Residents

Wofford students must take responsibility for damages and/or any other inappropriate behavior of their guests. It is a privilege to entertain guests in the residence halls. Students must inform their guests of all pertinent rules. All guests must be escorted by their hosts. All unescorted guests will be removed from the residence hall. Any student who believes a roommate or hall mate is abusing this privilege should contact the resident director or director of residence life.

Sales and Services

All on-campus sales and solicitations must be operated or sponsored by a chartered student organization and must receive the proper authorization. Sales and solicitations in any area (student rooms, apartments, porches, lounges, offices and other common areas) of the residence halls must be approved in writing by the director of residence life. Sales and solicitations in other public and common areas on campus must be approved by the associate dean of students.

Babysitting and other service activities can present health and safety issues when infants, toddlers and other nonstudents are in the residence halls. It is potentially dangerous and disruptive. Students cannot conduct such activities in any area of the residence halls as defined above or any other common areas on campus.

Pets, other than fish in tanks of 10 gallons or less, are not allowed in residence halls, therefore, students cannot conduct activities such as pet-sitting in any area of the residence halls.

Alterations and Modifications

Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to any rooms within the residence halls or the apartments. This includes, but is not limited to, putting holes in the walls/ceilings; installing wall shelving; painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets; applying stickers to walls, windows or furniture; installing ceiling fans and making lighting alterations.

Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines. Any damage to a room as a result of alterations or modifications will result in a monetary charge and disciplinary action. Command strips are allowed and should not be removed by student at end of year. Cinder blocks are prohibited in residence hall or apartments.

Furniture

Students are responsible for the furniture in their rooms provided by Wofford College. This furniture is not to be modified or removed from the rooms. Students will be charged to replace or repair missing and/or damaged college furniture. Furniture placed in the hallways or common areas for removal remains the responsibility of the student, who must ensure that furniture is in the room at the time of checkout. Students may personalize their rooms by adding carpet and other items. Students are responsible for removing all the items they bring, or they will be fined. Students also will be charged for any piece of college furniture that is missing from the room upon checkout.

Lofts

Lofting is not allowed in any residence hall or apartment on campus. Residents are allowed to use bed risers no higher than 12 inches high.

Windows

Students may not hang any item from their rooms' windows. This includes clothing, shoes, flags, etc. Students also are prohibited from throwing trash and unwanted belongings from their windows. Violators will be fined \$25 per item per day and will face disciplinary actions.

Walls

Students should not damage the walls of the residence halls or apartments. Items that should not be used include, but are not limited to, nails, double-sided foam tape or duct tape. 3M Command strips are encouraged to hang posters, pictures, etc. Only products approved by the staff of the physical plant are permitted for use to attach items to surfaces. The use of other products is subject to fines. Absolutely no holes of any type are permitted to be made onto any surface.

Other

Students, parents or guests are not allowed to adhere satellite dishes or cable equipment in, around or outside the residence halls.

Changing Residence Hall Rooms

A \$300 fine will be assessed against any student who changes rooms without the written approval of the director of residence life. Students who change rooms without written approval from the director of residence life may also jeopardize their on-campus housing privileges.

Room Inspections

1. The residence life staff conducts health and safety inspections each semester. The inspections are announced by email at least 24 hours in advance.
2. Information about searches of students' rooms or houses and offices leased to student organizations can be found in Article VII, Section A of the Code of Student Rights and Responsibilities.
3. Wofford College reserves the right to enter rooms without prior notice for the purpose of safety, maintenance or detection of a suspected rule violation or emergency situation.
4. Residence life coordinators and resident assistants may act as agents of the office of the dean of students, making inspections of rooms at pre-announced times in accordance with the Code of Student Rights and Responsibilities. Article VII, Section A3: "Custodial Inspection: At reasonable intervals and on advance notice, any residence hall or fraternity house may be inspected for maintenance, repair, health or safety purposes."

Closing Procedures

Members of the residence life and campus safety staffs secure the residence halls to protect students' rooms during breaks and holidays. During these breaks, students are not allowed to live in the residence halls. Any student unable to check out by the closing deadline must receive, submit a late stay request on the housing portal and receive approval to remain on campus. Students should follow the closing procedures posted by the staff. Members of the residence life staff will check every room when securing the building. Students are responsible for any violations observed in their rooms. For a complete listing of the dates that the residence halls close, please refer to the academic calendar provided on the college's website.

Damages

Members of the Wofford community, including faculty, staff and students, are expected to assist in keeping the campus a safe and pleasant place to live and to study. Each resident student must pay a \$250 residence hall damage deposit. The residence hall or apartment damage deposit is held on account in the Business Office while the student resides on campus. Charges will be made against a student's deposit for fees, fines and financial restitution related to damages in the student's room, the hallway or other public areas. Throughout the year, damage does occur to college property for various reasons, including natural causes (weather, age) and accidental or malicious actions of individuals. However, Wofford College operates on a self-supporting basis and no provision is made in the institution's budget for the repair of unnecessary damages to the campus, especially to the residence halls and apartments.

Students found responsible for intentionally damaging college property will be fined at least \$100 and be required to reimburse the college for the cost of repairs. Students are responsible for keeping damages to a minimum and reporting to the resident assistant or director of residence life any damages they, their guests or other members of the hall cause. Only then can timely repairs be made and the responsible party or parties be charged. Students must pay all damage fines and restitution fees to bring their residence hall damage deposit balance back to the original level each week. Any unused balance will be refunded to the student upon graduation or withdrawal from Wofford College.

Hall Sports

Students are not allowed to play sports in interior hallways. Games played in the hallways of residence halls or apartments (football, golf, basketball, bowling, etc.) are a major source of hall damage. Although these activities may not seem destructive, they are dangerous and costly to students and to Wofford College. Damage as a result of games played indoors will be treated as if it were a result of vandalism. Students found playing sports in the hallway may face disciplinary action. Wofford College reminds students to play outside.

Community Damage

When the person(s) responsible for the theft or damage to college property in a common or public area cannot be identified, the cost to replace or repair the damages will be divided equally between the residents of the hallway or in the building. In cases of severe damages, students may be charged with a violation of the Code of Student Rights and Responsibilities. For further information, please read the code.

Each floor is responsible for respective hallways, stairwells and bathrooms. As a general rule, lounges and laundry rooms are the responsibility of all residents. The assistant director of residence life will determine which hall communities to assess for damages based on the building layout.

If students believe that they are being billed unfairly, or if they have information about those responsible for the damage, they have the opportunity to appeal to the director of residence life. Residents must submit copies of their written appeal (email is acceptable) to the director of residence life within 48 hours of a damage billing notice being sent. The appeal should include the following information:

1. Name, CPO, email and phone number of the individual(s) submitting the written appeal.
2. Date and location of the damage/excessive cleaning.
3. A description of the incident including what was damaged/cleaned, how it happened, cost for service or repair, what is being appealed and a suggested course of action.

The director of residence life will review all submitted appeals. Within one week of receiving the appeal, he/she will contact the individual(s) submitting the appeal to inform them if the appeal has been granted. If applicable, the director of residence life will base his/her decision on the information in the appeal in conjunction with the appeals committee. All decisions are final and letters will be sent to all affected individuals.

Individuals submitting an appeal may be called in to discuss the situation with the director of residence life or the appeals committee.

If no information about community damage is submitted within two weeks from the date the damages were reported to the staff, the fine and replacement costs will be assessed to each resident's account and can no longer be contested or appealed.

Cleaning Provisions Rooms

Cleaning of individual rooms is the responsibility of the student or students assigned to the rooms. Students who have excessively dirty rooms may be required to clean them to maintain health and safety standards.

Bathrooms

Community bathrooms are located in Marsh, Greene, Richardson and Shipp and DuPré halls. Wofford College's housekeepers regularly clean these bathrooms. Students are reminded that several residents share these facilities, and students should not leave personal items in the shower stalls or around the sinks. The rooms in Carlisle, Lesesne and Wightman halls and the Village apartments are built in suite style, with a bathroom between every two rooms. The students who live in the adjoining rooms and who use the bathrooms are responsible for cleaning and maintaining a safe and healthy environment. Students living in the apartments are responsible for cleaning and maintaining their entire apartment, the porches, the stairways and the grounds around the balcony and apartment building. Toilet paper is provided and may be obtained from the housekeeper in the building.

Halls

Every member of the community shares the halls of each building. Students are prohibited from storing personal items in the hall. Items left in the hall will be documented and removed by the residence life staff. Items that are removed from the halls will not be returned to students.

Check-in/Checkout Procedures

All students must follow check-in and checkout procedures at the beginning and end of each academic term. Students check in with the residence life staff. In addition, students who change rooms at any time during the year should check out of one room and into the new room with the staff members responsible for each building.

Check-in

All students will check in through the Division of Campus Life and Student Development. At that time resident students will receive a room key. Each resident must complete a room condition report (RCR) in the housing portal within the first week after checking in.

Checkout

Prior to all scheduled closings of residence halls, the office of residence life will communicate specific closing policies and procedures via email. Students must follow the given procedures to check-out of their rooms. During exams, the resident assistants will post information about checkout procedures throughout the halls and through email.

If students have permission to make a room change during the year, they will check out with a member of the residence life staff before moving to the new room. A new RCR must be completed for the room into which the student is moving. After the student has cleaned out his/her room, the staff member will note any damage or missing furniture on the RCR. Any charges for damaged or missing furniture will be deducted from the student's residence hall damage deposit.

Students who do not follow the appropriate check-out procedures will be fined \$100 from their residence hall damage deposit.

Alcohol

The full Beverage Alcohol and Drug Policy is listed in this handbook. Please refer to it as well as this information: Students who are 21 years or older may consume alcoholic beverages in their rooms or the room of another student who is at least 21 years of age. Students who are 21 years old may not take alcoholic beverages into a room or apartment in which the residents are not 21 years old. Alcohol may not be possessed or consumed in common areas, such as bathrooms, hallways or lounges.

Students who are not yet 21 may not possess or consume alcoholic beverages on campus. A student who is 21 and shares a living space with students who are under 21 should store all alcohol in his/her cubicle or closet when he/she is not present. In rooms where both residents are under the age of 21, the room is considered an alcohol-free area. No alcohol or empty alcohol containers are permitted in these rooms. Persons found violating these policies will face disciplinary action. Beer pong tables, drinking games, and devices used for the rapid consumption of alcoholic beverages are not allowed (and will be confiscated), and the room will be charged a \$75 fine.

Drugs

The full Beverage Alcohol and Drug Policy is listed in this handbook. Please refer to it as well as this information:

Students are prohibited from possessing, distributing or using illegal substances. Students may not use or possess drug paraphernalia on campus. Students may not use or possess prescription drugs that are prescribed for another individual. All prescription drugs shall be maintained or stored in the original prescription container per South Carolina state law. Students who accept responsibility or are found responsible for violating any college policies related to drugs and other illegal substances may be removed from campus housing.

Smoking

Wofford College is a tobacco free campus to provide a healthy, smoke-free environment. Smoking or the use of any non-medically necessary vaporizing device is not permitted in any building or anywhere on campus. The use of any and all tobacco products is prohibited in residence hall rooms and apartments on campus. Students found violating this policy in a building will be fined \$100 per occurrence.

Firearms and Weapons

The possession and/or use of firearms, weapons and other propelling devices, as well as explosives such as fireworks, ammunition or chemicals that are explosive in nature, are prohibited on campus. Unauthorized use, possession or storage of any weapon on campus constitutes a violation of the Code of Student Rights and Responsibilities and college policy. All weapons are strictly prohibited in students' rooms and elsewhere on campus. Firearms are permitted for official use by the Department of Military Science and the College Rifle Team.

Weapon is defined by the college as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property and includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus, knives (with blades three inches or more in length and all switchblades), box cutters, darts and bows and arrows. The official policy of the College is that no weapons, other than those officially used by campus safety, ROTC or the rifle team are permitted on campus, even in cases allowed by S.C. law in the possession of concealed weapons permit holders.

Note: Wofford College reserves the right to confiscate anything it deems hazardous or dangerous.

Fire Safety

Fire alarm systems, fire extinguishers, hoses and their connections, emergency signage and other devices for giving alarms or fighting fires are placed in college buildings for the protection of occupants. Such systems and devices are required by applicable municipal and state laws, and they must be in operating condition at all times.

The unlawful use, destruction or theft of fire alarm and firefighting equipment is a serious offense. Students determined to be responsible for the unlawful use, destruction or theft of this equipment will be fined a minimum of \$250 and reassignment, eviction, or further disciplinary action. Wofford College may pay a reward for information leading to the adjudication of any person or persons guilty of committing such an offense. Wofford College will prosecute any offenders to the fullest extent. Wofford's policies do not supersede the jurisdiction of the city, county, state or federal laws; therefore, in addition to being charged with a violation of the Code of Student Rights and Responsibilities, students may face prosecution in the South Carolina criminal courts.

At a minimum, Wofford College will conduct fire drills each semester in all residence halls and during each summer school semester. Campus safety also will conduct fire drills in academic, athletic and administrative buildings throughout the year. Each student is expected to participate in each fire drill. When the alarm sounds, all students must vacate their rooms. Any students found residing in a room during a fire drill will be charged with a violation and fined \$50.

No open flames, such as candles, oil lamps or incense, are allowed in residence hall rooms. If observed, members of the residence life, student affairs or campus safety staffs will confiscate these items. Students found in violation of this policy will be fined \$20 plus \$5 per item, and will be subject to disciplinary actions.

Maintenance

The members of the facilities staff are responsible for all maintenance, repairs and general upkeep of approximately 75 buildings on the 200-acre campus. If there is a need for maintenance in a residence hall room, students are asked not to make repairs themselves. Students may make their request online at fixit.wofford.edu or contact their resident assistant concerning any maintenance problem.

Wofford College reserves the right to enter a student's room for maintenance purposes. Facilities employees wear designated uniforms. When work has been performed in an individual residence hall room, the facilities staff will notify the residents of the room either by placing information in a conspicuous location in the room or through electronic communication.

Heating and cooling systems in some residence halls require approximately six to eight hours to switch modes. Every effort is made to anticipate the need to switch modes and make the change as quickly as possible. Students are encouraged to be patient and understand that the change cannot be made instantaneously. It is important that students do their part in helping keep energy costs down. Students are encouraged to make a conscious effort to turn off lights and other electrical equipment.

Housekeeping is provided for all common areas in the residence halls, such as corridors, lounges, lobby areas, laundry rooms and community bathrooms. Students are responsible for maintaining an acceptable level of cleanliness in their rooms, as well as for cleaning up after themselves in public areas.

Prohibited Appliances

The following appliances have been deemed a fire hazard and are not allowed in the residence halls: hot plates, Bunsen burners, toasters, toaster ovens, George Foreman Grills, black lights and halogen lamps. Additionally, microwave/toaster combination appliances are not permitted. Any student found in possession of these items will be subject to disciplinary action and fines, and the items will be confiscated. Extension cords and multi-plug outlet adapters are also prohibited items. Students should use quality surge suppressors in place of extension cords.

Noise Policy and Quiet Hours

Students are responsible for creating a community that is conducive to living and learning. Noise from stereos, televisions, gaming systems and computers should be kept at moderate levels, audible in the room of origin. Students are also responsible for maintaining a courteous noise level while conversing in the hall. Students found guilty of violating the noise policy will face disciplinary sanctions including a \$25 fine, administrative room reassignment, loss of sound equipment or removal from college housing.

Quiet hours extend from 10 p.m.-8 a.m. seven days a week. During these hours, any student making noise that is disturbing to other residents will face the disciplinary sanctions listed above. Courtesy hours, as described above, are in effect during all other times. During exam week, 24-hour quiet hours are in effect.

Campus Animal Policy

Wofford College is committed to a safe and healthy learning, living and working environment. Therefore, pets and other animals are prohibited from all college-owned buildings with the following exceptions:

- A service animal in the service of a person with a disability;
- An emotional support animal (ESA) approved by Accessibility Services in accordance with the Emotional Support Animal policy;
- An animal used for an official college research purpose;
- An animal that lives in one of three on-campus administrative personal residences;
- Common aquarium fish in tanks smaller than 10 gallons within Wofford residence halls;
- Animals invited to campus for an approved event, including, but not limited to, therapy dogs and trained performing animals; and
- A Boston terrier used by the college as an official mascot for a verified college event or promotion.

Only service animals and other animals approved by Accessibility Services may enter a college building or instructional space. All animals on Wofford's campus must comply with all relevant city and county animal control ordinances. All animals must be under restraint when in public places, must have received all required vaccinations, and must not create a nuisance (e.g., must not damage private property, cause unsanitary conditions, cause disturbances through excessive noise making, or attack or threaten persons or other animals on public or common property). Animals that fail to meet one or more of the indicated requirements may be banned from campus.

Wofford community members with animals authorized to be on campus are responsible for collecting and properly disposing of their animals' solid waste. Persons found in violation of this policy may be fined. Wofford students found with an unauthorized animal on campus will be subject to conduct sanctions and in the case of repeat offenses, extensive property damage, or the creation of a campus nuisance, removed from campus housing without refund.

Members of the Wofford community and our Spartanburg neighbors can walk their pets on campus as long as the animals are not taken into a college building, are under restraint at all times, and animal waste is collected and disposed of properly. Persons found in violation of these expectations may receive a trespassing notice and be denied future access to the campus.

Village Policy and Housing Contract

Preamble: Living in Wofford's Village apartments is considered a privilege, not a right. The highest standards of conduct, cleanliness and decorum are expected. Persons failing to meet these expectations will lose the privilege of residing in these houses.

All Wofford College policies apply to all residents in the Village apartments. A complete copy of the policies is available online. All resident students must sign a Wofford College Housing Contract to live in college housing. Students who choose to live in the Village apartments must agree to live by the additional policies listed in this contract, and they must sign this second contract which will be kept in the Division of Campus Life and Student Development. Any student who does not want to live by these policies will be reassigned to housing in a residence hall or may move off campus.

Property Liability: Wofford College recommends that students and/or their parents cover belongings with the appropriate insurance. Wofford cannot take responsibility for lost, stolen or damaged property.

Prohibition on Alterations: Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to the apartments. This includes, but is not limited to putting holes in the walls/ceilings, installing wall shelving, painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets, applying stickers to walls, windows, or furniture, installing ceiling fans, making lighting alterations, inserting window air conditioning units, or heaters with exposed heating elements. In order to hang appropriate decorations on walls students should use 3M Command Strips.

Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines.

The following items are prohibited: halogen lamps, additional beds, live trees (i.e., Christmas trees), candles, other open flames, dart boards (including magnetic dart boards), and hammocks. Each resident is allowed a small refrigerator in their bedroom that may be used in addition to the large refrigerator provided.

Residents will be held responsible for all furniture in the apartment and will be charged if it is not present at the end of the academic term or when the student vacates the apartment.

No outside or inside construction is permitted without written permission from either the director of residence life or the director of the physical plant.

Rules and Regulations

1. The apartments will be inspected for cleanliness during health and safety inspections each term and before the following breaks: Thanksgiving, Winter and Spring Breaks and once during Interim. Inspections are announced in advance. Failing an inspection will result in fines and a 48-hour period to correct problems before re-inspection.
2. Residents of the apartments are required to keep the apartments, porches and stairwells clean and provide their own cleaning materials. Residents may obtain toilet paper from Village laundry facilities.
3. All residents are required to remove trash and recyclable materials and deposit them in the appropriate containers located behind the houses in designated locations. Students must ensure that trash can lids are securely fastened after depositing bags into the receptacles. Bags of trash are not allowed to remain on the porches or in the stairwells. Failure to dispose of trash promptly and in secure bags will result in disciplinary action including fines. Throwing trash is strictly prohibited. When moving out of the apartments at the end of the academic year, trash and unwanted items that do not fit in a single can must be taken to the nearest dumpster.
4. Residents of the apartments are responsible for all guests and persons found in their apartments.
5. Residents of the apartments may not tamper with the ID card-key system or the door locks. Exterior doors of apartments should NOT be propped at any time and locking mechanisms should NOT be disabled. Residents of the buildings will be fined \$50 when a door is found to have been tampered.
6. Lights are provided on Village porches for convenience and safety purposes. Residents may not remove bulbs or otherwise obstruct lights placed by the college.
7. Sidewalks and fire lanes are OFF LIMITS to all vehicular traffic and may not be used for parking, loading/unloading, etc. Fire lanes will be opened for loading/unloading only during special circumstances which will be communicated to students in advance; non-fire lane sidewalks are always off limits to parking.

8. Residents are not allowed to have overnight guests for an extended period, in accordance with the visitation guidelines outlined in Residence Life Policies
9. Residents must respond cooperatively to campus safety officers and residence life staff members at all times.
10. Throwing or dropping any objects whatsoever off the porch or from the windows of the apartment is not allowed. Residents will face disciplinary action and/or possible eviction for such incidents.
11. Residents are responsible for keeping porch areas and stairwells attractive, healthful and pest free.
12. Porches should be swept regularly and are not to be used as storage areas for personal items (clothes, shoes, gear, etc.).
13. Porch-style furniture is allowed, but upholstered furniture is not. All college-issued furniture must stay indoors.
14. Many houses have utility closets for use by college staff. These closets are not to be opened or used by any students.
15. While stairways are cleaned by the housekeeping staff once a week, trash and rubbish deposited anywhere other than the available receptacles will result in fines for the entire building. Residents are strongly encouraged to assist the college by keeping the stairwells clean. Stairwells that are carpeted may be vacuumed by residents in the building. Residents may decorate the stairwells tastefully.
16. Fire regulations prohibit bicycles, scooters, motorcycles and other conveyances from being chained to or parked on stairwells, porches and handicap ramps. Residents are reminded to use the bike racks placed around the Village.
17. Cooking out on porches is not allowed. Both indoor and outdoor grills are prohibited in or around college buildings. Community grills (charcoal use only) are located at different locations around the Village. Residents must supply their own grilling supplies for use with the community grills. Grills found by college staff will be confiscated.
18. No flags, laundry, clothing or other items can be hung from the windows, the porches or the roofs.
19. No pets are allowed in the apartments except for small aquarium fish in tanks smaller than 10 gallons. Residents found with pets will pay the fine outlined in Residence Life Policies and will be responsible for associated cleaning and treating costs. Pets are not allowed to visit in the apartments. Students wishing to request an accommodation of an Emotional Support Animal should follow the procedures outlined in the Guide to Accessibility Services.
20. Students are expected not to feed stray animals on campus or lay out food for animals in any location on campus. This includes feeders of any kind.
21. Bunk beds and lofts are not permitted in the apartments.
22. Roofs and ledges of all buildings are off limits. Fines of \$100 per person may be imposed on violators among other sanctions deemed appropriate by the residence life staff.
23. Hitting golf balls (including plastic golf balls) is not allowed.
24. In accordance with college policy, smoking and or vaping is not allowed. Smoking is NOT allowed inside apartments, in stairwells, or on porches. If cigarette butts are found on a porch or in the grass around an apartment, the residents of the apartment in the nearest building will be held accountable. The sanctions for the first offense for cigarette butts is a \$50 fine, the second offense is a \$100 fine and community restitution hours, and the third offense will be removal from the apartments.
25. In accordance with college policy, vaping is not allowed in any Village buildings.
26. Students should not disable smoke detectors or tamper with fire equipment in any way. Tampering with fire equipment may cause the fire alarm system to initiate and dispatch the local fire department. Students who cause a fire alarm due to tampering with fire equipment will be fined for the full cost of the dispatch and may face reassignment.
27. Residents must comply with the Wofford College Beverage Alcohol and Drug Policy.

Apartment Parties & Gatherings

All parties must be registered with the Office of Residence Life by submitting the party registration form by noon on Thursdays for weekend parties and 24 hours in advance for weekday parties. This form may be obtained from the Office of Residence Life or online. In addition, campus safety and residence life officials reserve the right to shut down a party at any time. A party is defined as more than 16 people, including residents of the house, being present within the house at one time. The maximum number of people allowed in an apartment for a registered party is 35. The maximum number of people allowed on a porch during a registered party is 20, unless otherwise posted. If at any time a resident has guests over for a spontaneous gathering and the number exceeds 16, the resident MUST contact the resident assistant on duty IMMEDIATELY. The resident assistant on duty then will, in turn, alert campus safety and the resident director on call.

1. All parties must be registered with the Office of Residence Life, the registration form can be found online.
2. Parties are not considered approved until residents of the apartment have received explicit written approval from a member of the residence life staff.
3. No more than two apartments in a building can be approved to host party during the same times (except MSBVC). Parties will be approved on a first-come, first-serve basis.

4. In order to host a party, all residents of an apartment must complete the party registration workshop offered by the Office of Residence Life.
5. Parties must be registered by a resident of the hosting apartment.
6. Individual apartments may not be approved to host more than three parties in a week.
7. Party requests may not be submitted more than two weeks in advance.

These policies outlined in the Village Housing Contract apply to the exterior and interiors of the apartments unless otherwise stated. Therefore, failure of residents to observe and abide by these policies will result in disciplinary action and/or possible eviction. Multiple violations can be reported within the same incident. Each violation below does not have to be on separate occasions. Members of the Wofford College staff will monitor the outdoor Village areas, the stairwells and the porches on a regular basis. Any violations of college policies will be documented.

1. The first violation will result in the residents being given a formal warning.
2. A second violation will result in the resident being fined and serving community restitution hours determined by the office of residence life.
3. A third violation will result in students being reassigned to other residence halls or being evicted from college housing.

Students wishing to appeal sanctions for Village policy violations should contact the director of residence life within 48 hours of the notice of sanctions.

Village residents who accept responsibility or are found responsible for violating the college policy on drugs and illicit substances may be evicted from campus housing.

In addition to these set policies, students are expected to abide by the Student Code of Rights and Responsibilities and all college policies. At any time, these policies may be changed or updated by the Office of Residence Life or the dean of students. Apartment residents will be notified via email within 24 hours of changes or updates to these policies.

Responding to Faculty and Staff Members

Students are expected to respond to all communications from members of the faculty or staff of Wofford College. Both email and the Campus Post Office are channels for official communications. The preferred method of communication is email, and each student is required to have and check a valid Wofford College email account.

In addition, all students are required to have Campus Post Office boxes where they may receive other notices and requests from college personnel. Students are expected to check their mail and email daily and to respond to faculty and staff during the next class day after they receive a request. Failure to comply may be grounds for academic or disciplinary sanction.

Student Organizations Policies

Wofford College recognizes the rights of individuals to associate on campus and acknowledges that a wide range of campus organizations may enhance the college environment. Therefore, Wofford College encourages organizations to be chartered. Student organizations should contribute positively to the Wofford College community in a distinctive manner and have objectives that correspond to the Purpose of the College. Student organizations should aim to develop students' intellectual curiosity, independence of thought, maturity of judgment, self-discipline, religious faith and moral character. They should foster citizenship and leadership and promote community service. Organizations should seek a positive and open relationship with Wofford College. In order to foster this relationship with Wofford College, every formal organization should seek formal recognition of the organization through the granting of a charter. Even without a formal charter, Wofford College emphasizes that every organization operating on campus (chartered or informal) is accountable to the following policies and procedures.

Charter Application Process

The duties of the Student Experience Committee include the power and responsibility to grant and/or withdraw charters to all student organizations with due regard to their contribution to campus life, student development and acceptable standards of conduct or impose restriction when organizations fail to serve useful functions or maintain acceptable standards.

Applications for charters are available online. The Student Experience Committee will accept applications at any time. The committee may seek opinions from existing organizations on charter applications.

Once an organization is granted a charter, it may renew the charter at the end of the spring semester by completing an annual report distributed by the Student Activities office.

Independent organizations that apply for and receive a charter from the Student Experience Committee receive specific benefits. This does not mean that those organizations are controlled by Wofford College, or that Wofford College is responsible for the organizations' contracts or other acts or omissions, or that Wofford College approves of the organizations' goals or activities.

Relationship Between Student Organizations and Wofford College

Wofford College is a private not-for-profit corporation, and the organizations that apply for charters are not part of that corporation, but, rather, exist and operate independently of Wofford College. Student organizations are not agents, servants or employees of Wofford College, but, rather, independent contractors, which manage their own affairs. The purpose or purposes of a student organization must not conflict with the educational functions or established policies of Wofford College.

Benefits of Chartered Organizations

1. Chartered student organizations in good standing may use college facilities subject to the rules governing such use.
2. Chartered student organizations that lease facilities from Wofford College are subject to all the terms of that lease.
3. Chartered student organizations in good standing may petition the Campus Union for funds for the purpose of fulfilling their organization plans or goals.
4. Chartered student organizations in good standing may advertise their meetings and fundraisers on campus (subject to the rules of publicizing information as stated in this Student Handbook).
5. Chartered student organizations in good standing may hold fundraising activities on campus (subject to the rules of solicitation and canvassing) with permission from the associate dean of students.

Good Standing and Operation

1. Individuals who join together in a student organization collectively share a common responsibility to themselves, their group and Wofford College. All student organizations will be held responsible by Wofford College for abiding by federal, state and local laws, as well as all college regulations.
2. Nondiscrimination: A student organization is ineligible for chartered status when membership is restricted by reason of age, ancestry, citizenship, color, disability or handicap, gender, race, religious creed, national origin, political affiliation, sexual orientation or veteran status. Consideration shall be given to organizations that may be exempt from Title IX of the Educational Amendments of 1972 relating to the discrimination of gender.
Notwithstanding these requirements, a student organization may restrict membership based on an ability to perform the activities related to the organization's purpose. In determining cases of discrimination, it is not sufficient to look merely to the constitution of an organization but also to its actual practices and operations.
3. Financial standing: Chartered organizations must not operate with an end-of-the-year deficit or have substantial debt.
4. Annual report: Chartered organizations must complete an annual report form for the college at the end of the academic year. The form is distributed by the Office of Student Activities.
5. Judicial standing: Student organizations that have been sanctioned by a body of Wofford College must complete all the sanctions to attain good standing.
6. Student organizations shall not disturb or infringe upon the privacy of the residents in college residence halls, or disturb or interrupt the conduct of classes or extracurricular activities for the purposes of recruiting new members and/or raising funds.
7. The president or student leader of the organization must provide each member of the organization with a copy of these policies and procedures.

Membership

Only currently employed faculty, staff and currently registered students shall be eligible for active membership status in student organizations. All full-time and part-time officially registered students shall be eligible to preside, officiate, vote, officially represent or solicit funds on the campus on behalf of the organization. Only current students in good standing shall be eligible to serve as appointed or elected officers.

Fundraising

- Chartered student organizations in good standing may hold fundraising activities on campus with permission from the Associate Vice President for Campus Life and Student Development or their designee.
- The Office for Campus Life and Student Development defines fundraising as the collection of money through donations, sales or programming for the intent of charitable donations or adding to the organizational budget.
- The sponsor of the fundraising activity must have prior approval and complete the room reservation and event request process. The sponsor will be contacted once the requests have been received and will meet with a staff member to go over specific details such as money collection, deposits, etc.
- Applications for fundraising should be completed and submitted at least two weeks prior to the event.
- Wofford College reserves the right to require third parties participating in fundraising events to meet additional requirements. These requirements may include providing evidence of insurance coverage acceptable to the college and/or agree to indemnify the college and college personnel against liabilities arising from their acts or omissions.
- The Office of Campus Life and Student Development should coordinate any requests from student clubs and organizations to solicit businesses and vendors for monetary donation and/or services. Those seeking donations from local vendors for events/prizes/etc. should be aware of and sensitive to the fact that they receive many requests from both the Wofford community and other members of the community. Coordinating these efforts enables the college to ensure that we are not overburdening the same businesses and vendors for support.
- Publicity for fundraising events must have clear advertising, including the name of the organization sponsor and may only be posted in appropriately designated posting spaces on campus.
- Please note that the college reserves the right to review and approve all items as part of the fundraising effort.
- Door-to-door solicitation in residential areas or to college offices is strictly prohibited.
- Fundraising is prohibited for any political office or political campaigns unless approved by college administration.
- Sales may not be in conflict with the college's normal merchandise or policies from college offices such as philanthropy, food services, bookstore, athletics, etc.
- An itemized financial report must be submitted to the Associate VP for Campus Life and Student Development or their designee within 2 days of the event's conclusion. Any deposits need to be made within 2 working days after the event.

Solicitation

Solicitation activities shall be defined as 1) donations without products or services being rendered or 2) activities that raise funds through the direct sale of merchandise or service for the benefit of a student organization or non-college charitable organizations. Student organizations may be required to verify the nature of the charitable purpose or existence of the organization.

Canvassing

- Canvassing is any effort to influence opinions, gain support or promote a particular cause or interest, specifically excluding solicitation or fundraising as defined by current policy. Surveys are not considered canvassing for purposes of this policy.

- Canvassing shall be restricted to 8 a.m.-10 p.m.
- Canvassing may occur outside of the Burwell Building, the Mungo Student Center and the Michael S. Brown Village Center.
- Canvassing may not occur in individual residence hall rooms, apartments or classrooms.
- Canvassers must abide by all college rules and regulations. Violators will be subject to referral to the dean of students and may lose the privilege of being a chartered organization.

Group Responsibility

When persons are functioning in their capacity as members of a student organization, they will be held accountable for their conduct individually and collectively. Any group or collection of a group's members acting in concert is responsible for the actions of the members. Occasional misconduct of an individual member is not chargeable to the group; however, group conduct exists where:

- Members of the group act in concert to violate the Code of Student Rights and Responsibilities or college policies.
- A violation arises out of a group-sponsored, financed or endorsed event.
- A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
- The incident occurs on the premises leased, owned or operated by the group.
- A pattern of individual violations is found to have existed without appropriate group control, remedy or sanction.
- An organization, or members of a group acting in concert, provides the impetus for violation of Wofford College rules, policies and regulations.

Groups will be held responsible for the acts of their members when those acts grow out of or are in any way related to group life. Each organization has the duty to take all reasonable steps to prevent any infraction of college rules and state laws growing out of, or related to, the activities of the organization. This duty is applicable to all members at all times. (All members should be aware that their misdeeds could result in the sanctioning of their entire organization and themselves as individuals.)

If a student organization violates a college policy or a local, state or federal law, the following process shall take effect: a member of the student body, the faculty or the staff of Wofford College shall complete an incident report form. The form shall be given to the dean of students, who will determine what charge shall be lodged against the organization. The president or leader of the organization shall meet with the dean of students to receive the charge. The charge and the organization will be referred to the appropriate body.

Any conduct of a student organization that is not covered by the Code of Student Rights and Responsibilities shall be referred for action to the Student Experience Committee.

Sanctions

Organizations found guilty of violating the Code of Student Rights and Responsibilities, local, state or national laws may be subject to one or more of the following sanctions:

- Completion of educational and training programs.
- Loss or suspension of charter.
- Suspension of fundraising activity.
- Suspension of solicitation activity.
- Assessment of financial reimbursement and/or community restitution related to the offense.
- Loss of use, or restricted use, of college facilities.
- Suspension of the privilege to apply for funds from Wofford College.
- Receipt of administrative warning.
- Referral of individuals and/or organizations to a Judicial Hearing Board or the Student Experience Committee of the faculty.
- Receipt of other sanctions as defined in the code or as deemed appropriate.

Organizations charged with violating other policies or procedures of Wofford College shall be referred to the Student Experience Committee. If the committee decides that an organization should be sanctioned, it may choose

the sanction(s) from those listed above. Individuals and organizations may appeal the decision(s) of the committee by submitting within three class days a letter requesting a review to the president of Wofford College.

Advisers

All chartered organizations are required to have a faculty or staff adviser. The adviser must be a full-time employee of Wofford College. The purpose of an organization having an adviser is to provide assistance to the officers and the members in accomplishing the group's goals and have oversight of its activities. The adviser must attend an annual training session sponsored by the Campus Life and Student Development Division. The adviser may assist the organization by providing counsel on specialized subjects in which the adviser is experienced or expert and on general matters relating to the conduct of organization affairs. Advisers are encouraged to offer constructive criticism and guidance. Advisers shall be informed of any judicial proceedings taken with the organization.

Use of Wofford College's Name and Symbols

Wofford College will allow the use of its name as part of the student organization's name only if the organization takes appropriate steps necessary to prevent persons and organizations with which it deals from receiving the impression that the organization is part of, controlled by or acting on behalf of Wofford College. The organization shall not use any marks, symbols, logos, mottos or indicia of Wofford College without its express prior written consent. Contact the Office of Marketing and Communications at 864-5974184 or woffordnews@wofford.edu for more information.

Taxes

An organization shall not use the Wofford College taxpayer identification number or Wofford College's tax-exempt status in connection with purchases or sales by the organization, gifts to the organization, interest or other income of the organization or any other activity of the organization.

Liability, Insurance and Defense

The organization understands and agrees that Wofford College, its employees and agents will not be liable for any of the organization's contracts, torts or other acts or omissions, or those by the organization's directors, officers, members, staff or activity participants. The organization understands and agrees that neither it nor its directors, officers, members, staff or activity participants are protected by Wofford College's insurance policies or self-insurance plans, and that Wofford College will not provide any legal defense for the organization or any such person in the event of any claim against any of them.

Tobacco/Smoking Products Use Policy

(Adopted Fall 2019)

Background

Wofford College seeks to provide a safe, healthy and comfortable environment in which all members of our campus community can live and work. Wofford College and the American College Health Association support the findings of the surgeon general and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health both have classified second-hand smoke as a known carcinogen (cancer causing). A version of this policy, which included designated smoking areas, took effect at Wofford College at the beginning of the fall semester of 2019. The policy was reevaluated in the spring of 2020, and the decision was made to prohibit the use of all smoking and tobacco products on campus beginning fall 2020.

Policy

I. The use of any tobacco or smoking product is prohibited inside buildings or vehicles that are leased, owned or controlled by Wofford College whether signs are posted or not. This includes, but is not limited to, buildings on college-owned, leased or controlled land, offices, classrooms, meeting rooms, laboratories, residential rooms and apartments, elevators, stairwells, balconies, decks, porches, restrooms, bridges and walkways, sidewalks, hallways, entrances, lobbies and athletics venues. II. "Tobacco and smoking product(s)" include all tobacco-derived or containing products, including, but not limited to, cigarettes (e.g. clove, bidis, kreteks), electronic cigarettes, vaping devices, cigars and cigarillos, pipes, water pipes,

smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff) or any other device intended to simulate smoked tobacco.

- III. The solicitation of tobacco and smoking products is prohibited on campus and in all college publications.
- IV. Officers with the Department of Campus Safety may issue citations for use of tobacco/smoking products in violation of this policy with a fine of \$25 when a violation is noted. Fines will be collected by the Department Campus Safety. Continual violations of the policy prohibiting the use of tobacco/smoking products may result in additional disciplinary action.
- V. Failure on the part of a faculty or staff member to abide by the policy prohibiting the use of tobacco/smoking products may result in administrative action by the person's supervisor or the Office of Human Resources.