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Dear Clemson Students:

You are now beginning the process of being shaped by Clemson while you begin the process of shaping Clemson. This mutually supportive effort is called the "Clemson Experience." It is a unique set of experiences in a distinctive environment.

It is important for you to know that I was an undergraduate student on this campus, and I now have the remarkable opportunity to serve my alma mater as President. My family and I live on campus and we will be a part of the life on campus.

Please take advantage of all the opportunities you encounter. Explore Clemson's traditions and history while helping us shape Clemson's future. Let Clemson become a part of you.

I look forward to getting to know you and I look forward to our work together.

Sincerely,

James F. Barker, FAIA
President
Dear Students:

These are exciting times at Clemson! One of the goals and challenges given to us by President James F. Barker is to move Clemson University into the "Top 20" by U. S. News and World Report. This is definitely in keeping with the spirit of our founders. It was their vision over a century ago that Clemson be here to serve, to succeed and to excel as a high seminary of learning.

One of the many challenging experiences that you will face as a student here is accepting responsibility to manage your academic workload, your social and personal activities, as well as all other aspects of an adult life. I would encourage you to set your goals and to keep them high. Your parents have entrusted their most prized possession(s) of life to faculty and staff here at Clemson. We are here for you -- and, we are here to encourage academic excellence along with positive personal endeavors. We are here to answer your questions, please call on us.

This Student Handbook is a valuable tool; get acquainted with the information enclosed. As you begin your new journey, you will learn of our policies and guidelines set forth within. You will want to become active in our many student organizations, Student Government, Greek Life or in the many other programs we offer. We will present many opportunities during your tenure with us; take advantage of our offer!

You will discover that Clemson University is rich in tradition. We offer a legacy of commitment, equality, and diversity as well as impeccable academic credentials. We hope you will feel the excitement, pride, and affection when you arrive that we feel as we ready ourselves in making your "home away from home" comfortable. Those of us here in Student Affairs look forward to getting to know you; come by any of our offices for a visit and introduce yourself.

Best wishes for a successful year!

Sincerely,

Almeda Jacks
Vice President for Student Affairs
A FEW FACTS ABOUT CLEMSON

Clemson University, a South Carolina land-grant institution, was founded in 1889, the result of a bequest of land to the state by Thomas Green Clemson. Mr. Clemson was a scientist and agriculturalist who came to South Carolina from Pennsylvania in the 1830s and married the daughter of John C. Calhoun, foremost statesman in South Carolina history and Vice President of the United States from 1825 to 1832.

The University began full-time operation in June 1893. Originally Clemson Agricultural College, the name was changed to Clemson University in 1964.

Clemson's tree-lined campus provides a panoramic background accentuating the traditional and contemporary features of the University's facilities. The main campus comprises 1,400 acres and represents an investment of approximately $553 million in permanent facilities. Seventy-seven percent of the University's 73 main campus buildings have been constructed since 1950.

The University offers 74 fields of undergraduate study and 71 areas of graduate study in five academic colleges. The academic units are the:
- College of Agriculture, Forestry and Life Sciences
- College of Architecture, Arts and Humanities
- College of Business and Behavioral Sciences
- College of Engineering and Science
- College of Health, Education and Human Development

Students may participate in military training through Army and Air Force ROTC programs.

ACCREDITATION

Clemson University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404/679-4501) to award the bachelor's, master's, specialist's and doctoral degrees. Curricula are accredited by the Accreditation Board for Engineering and Technology, American Assembly of Collegiate Schools of Business, American Council of Construction Education, Computing Sciences Accreditation Board, Council on Accreditation of the National Recreation and Park Association, National Architectural Accrediting Board, National Council for Accreditation of Teacher Education, National League for Nursing, Planning Accreditation Board, National Association of Schools of Art Design, International Association for Management Education, Human Factors and Ergonomics Society and Society of American Foresters.

ABOUT THE STUDENTS

In the Fall 2001:
- 17,101 students attended Clemson
- 13,975 students were classified as undergraduates
- 3,126 as graduate students
- 45 percent were women
- 55 percent were men

Clemson students come from:
- all 46 South Carolina counties
- all 50 states
- the District of Columbia, Puerto Rico and Virgin Islands
- 94 foreign countries (949 students)
South Carolina residents compose 67 percent (11,667) of Clemson's enrollment, and out-of-state residents account for 33.2 percent (5,798).

VISION
Clemson will be one of the nation's top 20 public universities.

MISSION
The mission of Clemson University is to fulfill the covenant between its founder and the people of South Carolina to establish a "high seminary of learning" through its historical land-grant responsibilities of teaching, research and extended public service.

Clemson University is a selective, public, land-grant university in a college-town setting along a dynamic southeastern corridor. The University is committed to world-class teaching, research and public service in the context of general education, student development and continuing education. Clemson's desire is to attract a capable, dedicated and diverse student body of approximately 12,000 to 14,000 undergraduate and 4,000 to 5,000 graduate students, with priority to students from South Carolina.

Clemson offers a wide array of high quality baccalaureate programs built around a distinctive core curriculum. Graduate and continuing education offerings respond to the professions, while doctoral and research programs contribute to the economic future of the state, nation and world. The University emphasizes agriculture, architecture, business, education, engineering, natural resources, science and technology. The University also promotes excellence in education and scholarship in selected areas of the creative arts, health, human development, the humanities and social sciences. In all areas, the goal is to develop students' communication and critical-thinking skills, ethical judgment, global awareness, and scientific and technological knowledge. Students remain the primary focus of the University.

Just as Clemson values its students, the University also values its faculty and staff who have committed their talents and careers to advance its mission. Clemson pledges to support their work, to encourage their professional development, to evaluate their professional performance and to compensate them at nationally competitive levels.

UNIVERSITY 10-YEAR GOALS

ACADEMICS, RESEARCH AND SERVICE
1. Excel in teaching, at both the undergraduate and graduate levels.
2. Increase research and sponsored programs to exceed $100 million a year in research support.
3. Set the standard in public service for land-grant universities by engaging the whole campus in service and outreach, including a focus on strategic emphasis areas.
4. Foster Clemson's academic reputation through strong academic programs, mission-oriented research and academic centers of excellence, relevant public service and highly regarded faculty and staff.
5. Seek and cultivate areas where teaching, research and service overlap.

CAMPUS LIFE
1. Strengthen our sense of community and increase our diversity.
2. Recognize and appreciate Clemson's distinctiveness.
3. Create greater awareness of international programs and increase activity in this area.
4. Increase our focus on collaboration.
5. Maintain an environment that is healthy, safe and attractive.

STUDENT PERFORMANCE
1. Attract more students who are ranked in the top 10 percent of their high school classes and who perform exceptionally well on the SAT/ACT.
2. Promote high graduation rates through increasing freshman retention, meeting expectations of high achievers and providing support systems for all students.
3. Promote excellence in advising.
4. Increase the annual number of doctoral graduates to the level of a top-20 public research university.
5. Improve the national competitiveness of graduate student admissions and financial aid.

EDUCATIONAL RESOURCES
1. Campaign goal surpassed by 40 percent. New release.
2. Rededicate our energy and resources to improving the library.
3. Increase faculty compensation to a level competitive with top-20 public universities.
4. Increase academic expenditures per student to a level competitive with top-20 public universities.
5. Manage enrollment to ensure the highest quality classroom experiences.

CLEMSON'S NATIONAL REPUTATION
1. Promote high integrity and professional demeanor among all members of the University community.
2. Establish a Phi Beta Kappa chapter.
3. Have at least two Clemson students win Rhodes Scholarships.
4. Send student ensembles to perform at Carnegie Hall.
5. Have at least two Clemson faculty win recognition by national academies.
6. Publicize both national and international accomplishments of faculty, staff and students.
7. While maintaining full compliance, achieve notable recognition with another national football championship, two championships in Olympic sports and two Final Four appearances in basketball.

GUIDING PRINCIPLES
Clemson University is a public, selective land-grant university in a rural setting committed to high quality teaching, internationally significant research, and extended public service in the context of general education, student development, public service, research, and continuing education. Clemson's desire is to attract a capable, dedicated, and diverse student body of approximately 12,000 to 14,000 undergraduate and 4,000 to 5,000 graduate students from throughout the state and nation, with priority to students from South Carolina.

The University offers a wide variety of undergraduate and graduate degrees, with emphasis in the areas of agriculture, engineering, natural resources, science and technology, architecture, business, and education. The University also provides a strong fundamental education in the creative arts, health, human development, the humanities, and social sciences to all students with the goal of developing their communication and critical thinking skills, ethical judgment, global awareness, and scientific and technological knowledge.

Just as Clemson values its students, the University also values the men and women of its faculty and staff who have committed their talents and careers to its enduring mission as a land-grant university. Clemson pledges to support their work, to evaluate their professional performance, to compensate them at nationally competitive levels, and to encourage their professional development.
The University is governed by a board of 13 members, including six elected by the State Legislature and seven self-perpetuating life members in accordance with the will of Thomas G. Clemson. The Board is primarily responsible for setting policy and approving budgets and expenditures. The University's day-to-day operations are administered by the President and his Administrative Council (the Vice President for Academic Affairs and Provost, the Vice President for Public Service and Agriculture, the Vice President for Student Affairs, the Chief Business Officer, the Director of Athletics, General Counsel, Executive Secretary to the Board, Vice President for Advancement, Director of Institutional Effectiveness & Assessment, Chief Human Resources Officer, and Vice President for Research). Following are lists of the Board of Trustees, the Administrative Council and the Deans of the five colleges.

**BOARD OF TRUSTEES**

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William C. Smith, Jr. Vice Chairman  Columbia
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J.J. Britton  Sumter
Leon J. (Bill) Hendrix, Jr.  Kiawah Island
Harold D. (Doug) Kingsmore  Aiken
Louis B. Lynn  Columbia
Patricia Herring McAbee  Greenwood
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E. Smyth McKissick, III. Easley
Thomas B. McTeer, Jr.  Columbia
Joseph D. Swann  Greenville
Allen P. Wood  Florence

**TRUSTEES EMERITI**

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Paul W. McAlister Laurens
Paul Quattlebaum Charleston
D. Leslie Tindal Columbia
James M. Waddell, Jr. Columbia

**UNIVERSITY ADMINISTRATION**

**Administrative Council**

James Barker  President
Doris Helms  Vice President for Academic Affairs and Provost
John W. Kelly  Vice President for Public Service and Agriculture
Neill Cameron  Vice President for University Advancement
Almeda R. Jacks  Vice President for Student Affairs
Scott Ludlow  Chief Business Officer
R. W. Robinson  Director of Athletics
Benjamin W. Anderson General Counsel
J. Thornton Kirby  Executive Secretary of the Board of Trustees
Cathy Sams
Debra Jackson
Lawrence Nichols, III
Chris Prizirembel
Marvin Carmichael

Chief Public Affairs Officer
Institutional Effectiveness and Assessment
Chief Human Resources Officer
Vice President for Research
Assistant to the President and Director of Financial Aid

Academic
Doris Helms, Ph.D.

Provost and Vice President for Academic Affairs and Provost
FASLA Dean, College of Architecture, Arts and Humanities
Ph.D., Dean of the Graduate School
M.S., Dean of Clemson University Libraries
Dean, College of Engineering and Science
Senior Vice Provost and Dean of Undergraduate Studies
Interim Associate Provost for Academic Affairs
College of Business and Public Affairs
Interim Dean, College of Agriculture, Forestry and Life Sciences
Interim Dean, College of Health, Education and Human Development

Janice C. Schach

Bonnie Holaday
Joseph R. Boykin Jr.
Thomas M. Keinath, Ph.D.
Jerome V. Reel, Ph.D.
T. Ross Wilkinson, Ph.D.
Jerry E. Trapnell, Ph.D. Dean
Calvin L. Schoulties, Ph.D.

Lawrence R. Allen, Ph. D.

Student Affairs
Almeda R. Jacks
Joy S. Smith
Mary F. Poore
Verna G. Howell

Vice President for Student Affairs
Associate Vice President and Dean of Students
Associate Vice President for Municipal Services
Associate Vice President and Executive Director of University Housing
Assistant to the Vice President
Assistant to the Vice President and Director of Multicultural Affairs

Rusty C. Guill
Altheia L. Richardson

Raquel Contreras
Charles A. Dickerson
Andrew M. Watkins
Gary E. Campbell
George W. Clay
Deborah R. Culler
L. Joe Granger
Greg A. Padgett
James R. Pope Jr.
Jeffrey A. Powell
R. Randy Rice
Bill Daniel
Stephen A. Robbins
Lonnie J. Saxon
Alesia A. Smith
George N. Smith
Jeanine Ward-Roof

Director of Counseling and Psychological Services
Student Affairs Business Officer
Director of Student Affairs Development
Director of Residential Life
Director of Health Services
Director of Municipal Court
Director of Parking Services
Director of Housing Administrative Services
Director of Campus Recreation
Executive Director of University Career Services
Director of Housing Facilities
Director of Fire and EMS
Director of Information Technology Services
Director of Law Enforcement and Safety
Director of Judicial Services
Director of University Union and Student Center
Director of Student Development Services
As the official representative of the Clemson University Student Body, Student Government was created to be and still acts as the liaison between the students and the administration, faculty and staff. From its inception in 1957, Student Government has sought to be the chief student advocate in all areas of campus life. In addition to serving as the governing body of the student population, Student Government also participates heavily in the daily affairs of the University. Through interaction with University officials and representation on University committees and councils, Student Government representatives provide continuous input to the administration and offer many recommendations with regard to student sentiment. Student Government also provides a wide array of services and programs for the mutual benefit of all Clemson students, from the Homecoming Pageant in the Fall to Campus Sweep in the Spring.

Every Clemson student is represented through the elected and appointed members of the Executive, Legislative, and Judicial Branches of Student Government, and those representatives welcome and encourage visits from students who wish to voice their ideas, opinions, and concerns. As the chief student advocate on campus, Student Government is dedicated to the service of all Clemson students and the enhancement of the Clemson experience. The active student input is the most vital ingredient in the functioning of the Clemson University Student Government.

CONSTITUTION OF THE CLEMSON UNIVERSITY STUDENT BODY

Preamble

The Students of Clemson University do establish this Constitution for the preservation and improvement of a democratic Student Government at Clemson University.

Article I - Legislative

Section 1: Legislative Power. The legislative power shall be vested in a Student Senate. However, no legislation enacted by the Student Senate may be in conflict with current federal, state or local laws.

Section 2: Membership. Membership of the Student Senate shall be composed of at least one eligible senator from each college and class.

Section 3: Officers. The Student Senate shall elect therein a Senate President, Senate President Pro-Tempore, Senate Secretary and Senate Clerk. The Student Body Vice President shall serve as a voting member of the Student Senate.

Section 4: Powers of the Student Senate. The Student Senate shall have the power to:

A. Enact by a majority vote, resolutions, bills and rules amendments.
B. Propose amendments to this Constitution by a two-thirds vote.
C. Override the veto if the Student Body President by a two-thirds vote.
D. Confirm all but temporary summer appointments made by the Student Body President by a two-thirds vote.
E. Remove any officer of Student Government for malfeasance by a two-thirds vote.
F. Formulate the procedure to be used in all Student Government elections, referendums and special votes.
G. Provide for publication of legislation.
H. Act upon petitions for recognition by student organizations.
I. Approve requests from organizations seeking funded recognition.
J. Create committees as needed.
K. Establish Student Senate rules of procedure.

Section 5: Legislation.
A. All bills passed by the Student Senate must bear the signature of the Vice President for Student Affairs to become effective. Once effective, only General Bills shall become By-Laws of this Constitution.
B. Legislation requiring the signature of the Student Body President that is not signed within 15 days or vetoed and returned to Student Senate within 15 days shall be sent to the Vice President for Student Affairs as if signed by the Student Body President. In the case of legislation passed less than 15 day before the final Student Senate meeting in the Spring semester, the Student Body President shall have until the first Student Senate meeting in the following Fall semester to either sign or veto and return the legislation. Legislation not signed or vetoed and returned to the first Student Senate meeting of the Fall semester shall be sent to the Vice President for Student Affairs as if signed by the Student Body President.

Article II - Executive
Section 1: Executive Power. The executive power shall be vested in a President and a Vice President elected by the Student Body. In the event that the President becomes incapable of serving the office of the President, the Vice President shall assume full executive power.

Section 2: Powers of the Student Body President. The Student Body President shall have the power to:
A. Recommend legislation.
B. Veto Student Senate legislation requiring his signature within 15 days of passage through the Student Senate.
C. Create committees as needed.
D. Make temporary summer appointments without Student Senate confirmation.
E. Appoint the non-elected members of the President’s Cabinet with Student Senate approval.
F. Appoint persons to any other positions required by legislation with Student Senate approval.

Section 3: Powers of the Student Body Vice President. The Student Body Vice President shall have the power to assist the Student Body President in the appointment of the President’s Cabinet and any other positions required by legislation.

Section 4: President’s Cabinet. The President’s Cabinet shall include the Student Body Vice President, Student Senate President, four appointed officers and eight appointed directors. The four appointed officers shall include the Attorney General, Student Body Treasurer, Chief-of-Staff, and Executive Assistant. The eight directors shall include the Activities Director, Research and Development Director, Public Relations Director, Organizations Director, Minority Council Director, Freshman Council Director, Elections Director, and Student Services Director. The Cabinet may be increased upon recommendation of the Student Body President and a two-thirds vote of the Student Senate. Any additional seat created in this manner will expire with the term of the appointing President.

Article III - Judicial
Section 1: Judicial Power. The power to determine the general and specific intent of the acts of Student Senate shall be vested in the judicial system. This judicial power shall
be vested in a Supreme Court and in such lesser courts as the Student Senate shall establish.

Section 2: Attorney General. The Attorney General, appointed by the Student Body President, shall serve as the chief administrative officer of the Judicial Branch. The Attorney General is charged with the duty of protecting the rights of the Student Body.

Section 3: The Supreme Court. The Supreme Court shall have appellate jurisdiction over all cases involving violations of student regulations. The Supreme Court shall also have jurisdiction over controversies involving the Constitution, Constitutional By-Laws, the constitutionality of Student Senate actions and bills, and all other disputes raised in Student Government.

Article IV - Amendment

Section 1: Proposal. Amendments to the Constitution may be proposed by legislation of the Student Senate or by petition of 10 percent of the Student Body.

Section 2: Referendum. Amendments proposed must be approved by the Student Body in a referendum by two-thirds of those voting and signed by the Vice President for Student Affairs.

Article VI - Supremacy

This Constitution, the Bill of Rights and responsibilities attached hereto and all the By-Laws enacted by the Student Senate, or that shall be enacted, in accordance with this Constitution, shall be the supreme governing authority of the Clemson University Student Body. All elected members and appointed officers and directors within Student Government shall be bound by this supreme authority.

BILL OF RIGHTS AND RESPONSIBILITIES

Preamble

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

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Rights in the University Community

A. The University, as a community, has the responsibility and right to formulate policies and guidelines to promote the general welfare of its members.

B. As the University is a community in a democracy, students shall have voice in those affairs of the University directly concerning the Student Body.
C. Students are not to consider themselves the sole members of the community in
making demands upon the whole community.

II. Rights Concerning Academic Freedoms and Responsibilities
   A. Performances shall be judged by achievement in academic areas and not on opin-
      ions or conduct unrelated to academic areas.
   B. Students will accept all responsibilities concerning required course material and
      attendance. They shall have protection through orderly procedure against prejudi-
      cial or capricious academic evaluation. No faculty member or administrator shall
      consider it his or her prerogative to go beyond established academic policy.
   C. Information concerning student views, beliefs and political associations that pro-
      fessors may acquire in the course of their work shall be considered confidential.
      Protection against voluntary disclosure is a serious professional obligation.
   D. Students whose academic freedoms may have been abridged have the right to seek
      redress.

III. Rights Concerning Records
   A. The University shall have a carefully considered policy as to the information in a
      student's permanent educational record and as to the conditions of its disclosure.
      To minimize the risk of improper disclosure, academic and disciplinary records
      should be separate, and the conditions of access to each shall be explicitly and
      publicly stated. Transcripts of academic records shall contain only information
      about academic status.
   B. Information in all disciplinary and counseling files shall be available only to
      authorized persons unless prior written consent is given by the student. Exception
      of this shall be made in the case of legal subpoena and where there is a possible
      danger of serious physical harm to the student or to others.
   C. No records shall be kept that reflect adversely on the political or religious activi-
      ties or beliefs of students.

IV. Freedom of Inquiry and Expression
   A. Students shall be free to examine and to discuss all questions of interest to them
      and to express opinions publicly and privately. They shall always be free to support
      any causes by lawful means. At the same time, it shall be made clear to the aca-
      demic and larger community that in their public expressions or demonstrations,
      students or organizations speak only for themselves.
   B. Those routine procedures needed in securing speakers will be designed to ensure
      that there is orderly scheduling of facilities and adequate preparation for the event
      and that the occasion is conducted in a manner appropriate to an academic com-
      munity. Although the University is properly concerned with the prevention of
      unlawful conduct, no control of campus facilities shall be used as a device of cen-
      sorship. It should be made clear to the academic and larger community that spon-
      sorship of guest speakers does not necessarily imply approval of the views
      expressed, either by the sponsoring group or the institution.
   C. The editorial responsibility for student publications is given to the editor and staff
      of each publication commensurate with guidelines established by the University.
      In addition to editorial freedom, which includes freedom from censorship, students
      have financial freedom within the framework of approved budgets and expenditures.
D. The editorial freedom of student editors and managers entails a corollary responsibility for responsible journalism. All University-published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University.

V. Right to Self Government
A. Students have the right to organize such government to represent student opinion and desires as delegated by the Board of Trustees.
B. Such an organization shall have financial freedom within the framework of its approved budget and expenditures.
C. Such a government shall initiate legislation in areas of student concern.

VI. Right to Trial by Peers
A. Students have the right to trial by peers in cases that have been reserved for the student courts by established University policy.
B. Any incident occurring outside the University should not be given University jurisdiction. Only where the University’s interest as an academic community is distinct and clearly involved should the special authority of the Institution be asserted.

VII. Rights Concerning Student Affairs
A. The University shall be open to all qualified persons regardless of race, sex, religion or national origin.
B. Students will be free to organize and associate to promote their common interests.
C. Student organizations are free to invite their own faculty or staff advisers. Advisers may advise organizations in the exercise of responsibility, but they shall not have the authority to control the policy of the organizations.
D. Student organizations are required to publicize information concerning purpose, criteria for membership and a current list of officers. They shall not be required to submit a membership list as a condition of institutional recognition other than an initial list of members.
E. No recognized student organization can be denied access to University facilities if available, unless they prove to be irresponsible in the care of such facilities.
F. Campus organizations shall not deny membership to students solely because of race, sex, color, religion or national origin.

VIII. Rights Concerning Housing
A. Students have the right to choose where they will live, whether it be on or off campus.
B. The student has the right to be secure in his or her possessions against invasion of privacy and unreasonable search and seizure.
C. In all cases, students shall not violate the rights of other students residing in University housing.
D. There is to be no discrimination in University housing assignment based on race, religion or national origin.
IX. Redress of Grievances

In the case where a student’s rights as outlined herein are contravened, he or she has the right to petition for redress of grievance in all matters.

BYLAWS

Legislative Branch

The Legislative Branch shall perform the legislative function of Student Government by debating and enacting legislation concerning matters affecting student life and the operation of Student Government. The Legislative Branch shall consist of the five Student Senate officers and the remaining elected and appointed senators.

I. Senate Apportionment

The Clemson University Student Senate shall be comprised of 64 total senators. They shall be elected according to the following makeup:

A. Three (3) senators elected by each of the five colleges: College of Art, Architecture and Humanities; College of Business and Behavioral Sciences; College of Agriculture, Forestry and Life Sciences; College of Engineering and Science; and College of Health, Education and Human Development.
B. Three (3) senators from each of the following classes: Freshman, Sophomore and Junior.
C. Thirty (30) senators with the next highest vote count elected as at-large senators.
D. Five (5) senators shall include the five Student Senate Officers: Senate President, Senate President Pro-Tempore, Senate Clerk, Senate Secretary, and Student Body Vice President.
E. Five (5) senators from the incoming freshman class shall be appointed at the discretion of the Student Senate President.

II. Standing Committees

There shall be ten standing committees of the Student Senate, appointed by the Student Senate President, as follows:

A. Committee on Academic Affairs shall act on all questions pertaining to academics including but not exclusive to class attendance policies, grading procedures, honors, awards, admission requirements and scholarships.
B. A Committee on Finance and Procedures shall act on all questions pertaining to constitutional and rules amendments, the student courts and other judicial affairs, funding for higher education and appointments. Additionally, the Finance and Procedures Committee shall review the Student Senate Handbook along with the Senate Clerk, and shall review the current year's student life budget in order to make recommendations for next year's budget. The Chairman shall serve as the chairman of the Student Activity Fee Review Committee and shall serve as a member of the Finance Committee.
C. A Committee on Health and Human Awareness shall act on all issues of health, wellness, and student awareness included but not limited to Redfern, campus safety, accessibility for the disabled, Minority Council, SAB, and women’s issues.
D. A Committee on University Housing shall act on all questions pertaining to University Housing. The Committee shall also serve as a liaison between the Student Senate and the Residence Hall Council and shall review all the rules established by the Residence Hall Council.
E. A Committee on Public Relations shall act on all questions pertaining to publicity needed by the Senate, Student Government, and the University. Additionally, the Committee shall act as the media outlet for Senate press releases.

F. A Committee on Traffic and Parking shall act on all questions pertaining to traffic, parking and mass transportation at the University. The Chairman shall serve on the Parking Advisory Committee.

G. A Committee on University Relations shall act on all questions pertaining to relations between the various university organizations. The Committee shall also serve as a liaison between the Student Senate and groups including but not limited to the Faculty Senate, Graduate Student Government, Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, Minority Council and the Organizations Department. The Senate President Pro-Tempore shall chair the committee and shall serve as a member of the Finance Committee.

H. A Committee on University Services shall act on all questions pertaining to commercial student services including not limited to the Agricultural Products Sales Center, the University Bookstore, CATS, Campus Card Access, East Campus Convenience Store, dining halls, Redfern Health Center, the University Post Office, Printing Services, Union Copy Center and vending.

I. A Steering Committee shall act on all questions concerning the Student Senate, shall coordinate Student Senate action and business and shall review all legislation before it is brought before the body. The Committee shall be comprised of the Student Senate President, Senate President Pro-Tempore, Senate Clerk, Senate Secretary, Student Body Vice President and all other standing committee chairmen.

J. A Driving Committee shall coordinate Student Government socials, write the Student Senate Newsletter, and shall be involved in service projects. The committee shall be comprised of all standing committee vice chairmen.

III. Legislation

Legislation considered by the Student Senate shall include:

A. Constitutional Amendments. (See Constitution of the Clemson University Student Body, Article IV).

B. Rules Amendments. Legislation entitled "A Rules Amendment" is any amendment to the Student Senate Handbook.

C. Resolutions. Legislation entitled "A Resolution" is a recommendation regarding any University activity that the Student Senate has deemed necessary for student input.

D. General Bills. Legislation entitled "A Bill" is any amendment to the By-Laws that accompany the Constitution as the supreme governing authority of the Clemson University Student Body. Upon approval by the Student Senate, each General Bill must be signed by the Student Senate President, the Student Body President, and the Vice President for Student Affairs before it can be enacted.

E. Approval Bills. Legislation entitled "An Approval Bill" states the Student Senate's approval of nominations or appointments. Upon approval by the Student Senate, each Approval Bill must be signed by the Student Senate President, the Student Body President and the Vice President for Student Affairs before it can be enacted.

F. Appropriations Bill. Legislation entitled "An Appropriations Bill" outlines the Finance Committee's recommended allocation of Activity Fund monies to Activity Fund Recipients and recognized funded organizations. An Appropriations
Bill shall be unamendable and, upon approval by the Student Senate, must be signed by the Student Senate President, the Student Body President, and the Vice President for Student Affairs before it can be enacted.

G. Recognition Bills. Legislation entitled "A Recognition Bill" states the formal recognition, either non-funded or funded, of an organization by the Student Senate. Upon approval by the Student Senate, each Recognition Bill must be signed by the Student Senate President, the Student Body President, and the Vice President for Student Affairs before the organization is officially recognized as either a non-funded or funded student organization.

H. Special Funding Bills. Legislation entitled "A Special Funding Bill" allocates emergency funds or subsistence funds to recognized funded organizations based on the Finance Committee's recommendation. A Special Funding Bill shall be unamendable, and upon Student Senate approval, must be signed by the Student Senate President, the Student Body President, and the Vice President for Student Affairs before the bill can be enacted.

IV. Impeachment

A. Impeachment procedures may be initiated by any Senator's motion to impeach.

B. An impeachable offense may be defined as but is not limited to: 1) being placed on disciplinary probation or 2) not fulfilling his or her elected/appointed responsibilities as defined in the Student Body Handbook.

C. Any Senator who brings up the motion to impeach shall present a formal written statement of the charges, which will be read before the Senate upon bringing up the motion.

D. The written statement of charges shall consist of:
   i. Name of the accused and office held.
   ii. Specific reasons for impeachment (charges).
   iii. Three signatures of current Senators in office.

E. There will then be a five-minute period of question and answer directed towards the Senator presenting the motion concerning the written statement. Once the five-minute period has expired the body will move into a period of debate.

F. Upon passing of closure of debate the body will move into voting. A simple majority is required.

G. If the motion is passed, a special meeting of the Senate will be called for the impeachment trial.

H. Rule 3 of "Rules of Senate" (Order of Business) will not apply to this meeting.

I. The meeting will be called no earlier than one (1) week and no later than two (2) weeks after the motion to impeach has been passed.

J. Any Senator who is absent from this special meeting will receive one (1) Senate absence.

K. Orders of the Day:
   1. President of the Senate will preside. If the President is the accused then the Senate Pro-Tempore will preside.
   2. The Senator who motioned for the impeachment trial will have ten (10) minutes to re-read his letter of formal charges and then speak on the letter.
   3. The accusing Senator is allowed to yield his/her remaining time to other witnesses.
   4. Once time has expired the Senate Body will move into a period of question and answer with the accuser(s) and his/her witnesses until there is a passing
motion to end question and answer. Question and answer will begin with the defendant(s) and then move to the Senate at large.

5. After the completion of the question and answer of the accusing Senator(s) and witnesses the defendant(s) will have ten (10) minutes to present his/her case.

6. The defendant(s) is allowed to yield his/her remaining time to other witnesses.

7. Once time has expired the Senate Body will move into a period of question and answer with the defendant(s) and his/her witnesses until there is a passing motion to end question and answer. Question and answer will begin with the accuser(s) then move to the Senate at large.

8. After the completion of question and answer the Senate will be cleared of all non-Senators excluding the Attorney General. There will then be a period of pro/con. Once pro/con has ended (by the passing motion of a Senator) there will be an immediate vote.

9. This motion requires a 2/3 majority of current membership to pass.

10. The accusing Senator(s), defendant(s), and witnesses will pledge the oath: “I affirm that I will tell the entire truth to the best of my knowledge.”

11. Any person testifying who commits perjury will be subject to High Court prosecution under the Student Regulations.

L. The entire special meeting will be held in executive session, not including any defendants, witnesses, whom will be let in one at a time. The Attorney General of the Judicial Branch will also be present at the special meeting.

M. Any appeals must be made to the Supreme Court within five (5) University business days of the passing vote to impeach.

N. The vacant office(s) shall be filled in the same manner in which they were originally filled or through currently defined and approved vacancy procedures.

**Executive Branch**

The Executive Branch shall perform the executive function of Student Government by coordinating and lending direction to Student Government initiatives, by providing diplomatic representation, and by appointing student officials. The Executive Branch shall include the Student Body President, Student Body Vice President, and all members appointed by and responsible to the Student Body President, except for the Attorney General who shall serve as chief administrative officer of the Judicial Branch.

I. **President's Cabinet**

A. Purpose. The President's Cabinet shall serve as the central body to direct the efforts of the Executive Branch and shall facilitate communication between the respective branches of Student Government.

B. Members and Responsibilities. The President's Cabinet shall be comprised of the Student Body Vice President, the Student Senate President, and the following members appointed by and responsible to the Student Body President. All Cabinet members shall report to all Cabinet meetings called by the Student Body President.

1. Attorney General shall report on the activities of the Judicial Branch and shall provide advice to any member of Student Government regarding University regulations and policies.
2. Student Body Treasurer shall serve as chairman of the Finance Committee and approve all Student Government expenditures. The Student Body Treasurer shall also monitor and advise the Cabinet on all matters relating to budgets, expenditures, the expenditure process and revenues.

3. Chief-of-Staff shall serve as advisor to the Student Body President regarding all executive matters and shall manage the office of the Student Body President. The Chief-of-Staff shall also serve as the chief facilitator for all cabinet functions and maintain records of those functions in order to review continually the executive function of Student Government.

4. Executive Assistant shall serve as secretary of the President's Cabinet and shall coordinate any special projects deemed necessary by the Student Body President.

5. Activities Director shall represent the Activities Department and relay to the Cabinet any information regarding Student Government activities.

6. Research and Development Director shall direct the Research and Development Department in conducting research requested by Cabinet members. All findings shall be compiled and presented before the Cabinet.

7. Public Relations Director shall represent the Public Relations Department and update the Cabinet on matters pertaining to publicity.

8. Organizations Director shall represent the Organizations Department and apprise the cabinet of all matters pertaining to University organizations.


11. Elections Director shall be responsible for informing the Cabinet of all election proceedings and results.

12. Student Services Director shall represent the Student Services Department and shall inform the Cabinet on all matters relating to services and revenue generation by the department.

C. Filling Appointed Vacancies. Any appointed executive position that becomes vacant shall be filled by the Student Body President, in conjunction with the Student Body Vice President, upon approval of the Student Senate.

II. Vice President's Advisory Council

The Vice President's Advisory Council shall exist for the purpose of enhancing communication between student groups on campus, generating new ideas for student life improvement, and offering feedback to Student Government on current issues and services. The Student Body Vice President shall chair the Council and is responsible for calling all meetings.

A. Members. Membership of the Council shall include one liaison from the following organizations:

1. Student Alumni Council
2. ROTC
3. Union Programs and Activities Council
4. Interfraternity Council
5. Panhellenic Council
7. Central Spirit
8. Graduate Student Government
9. Residence Hall Association
10. Club Sports Association
11. Media Advisory Board
12. Calhoun Society
13. IPTAY Student Advisory Board

B. Representatives. Representatives to the Council shall consist of any interested student group/organization deemed necessary by the Student Body Vice President with approval of the Student Senate.

III. Executive Branch Departments, Councils, and Committees
A. Activities Department
1. Purpose. The Activities Department shall coordinate special activities sponsored by Student Government. These activities shall include:
   a. Homecoming Pageant to select the finalists for Miss Homecoming
   b. High School Leadership Conference
   c. Student Government Banquet
   d. Campus Sweep
   e. Other activities deemed appropriate by the Student Body President
2. Structure.
   a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
   b. At least one Assistant Director shall be appointed by the Activities Director and approved by the Student Body President. The Assistant Director shall be responsible for coordinating at least one of the committee’s assigned projects.
   c. Department membership is open to any enrolled Clemson University student who expresses an interest through means of an interview.

B. Elections Department
1. Purpose. The Elections Department shall be responsible for administering the procedures of nominations, elections and referendums, and for certifying their results.
2. Structure
   a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.
   b. Seven additional members of the Department shall be selected by the Director through means of an interview and with Student Senate approval. Members of the Elections Department must be Clemson University undergraduate students.
3. Procedures. The Elections Department shall be responsible for the following:
   a. All elections concerning the Clemson University student body.
      1) Student Senate
         i. Officers of the Student Senate from the previous Student Senate
         ii. Senators
      2) Miss Homecoming
   b. Issuing any proxies for students who are not on campus at the time of election(s) due to official University related business.
   c. Calling a mandatory meeting with all candidates to explain election
rules and procedures.

d. Ensuring proper advertisement, pictures and ballots are prepared for effective elections.

e. Establishing at least six locations for manual ballot polls.

f. Disqualifying any candidate in violation of election rules (See Student Government Elections section).

g. Tabulating and certifying the results of each election. Results of a non-protested election shall be posted within 24 hours.

h. Overseeing referendums in the same fashion as elections.

C. Organizations Department

1. Purpose. The Organizations Department shall disseminate information and conduct business pertaining to organizations. The functions of the department shall be:

   a. To inform organizations of Student Government regulations.

   b. To enforce all University and Student Government regulations concerning organizations.

   c. To handle all petitions for non-funded and funded recognition.

   d. To create an Organizations' Handbook before the Fall semester to include organizations' names, contact persons, purposes and brief descriptions.

   e. To host an Organizations Day in September to provide information about organizations to the Clemson University Student Body.

   f. To administer an organizations' meeting in both the Fall and Spring semesters.

   g. To maintain updated files on all recognized (non-funded and funded) organizations, including updated copies of constitution and bylaws, officer listings, status of recognition, etc.

   h. To assign funded organizations (or recognized organizations applying for funded status) to the appropriate organization classification as defined in Student Organization Legislation, Section II.B.1.g.

2. Structure.

   a. The Director shall be appointed by the Student Body President with the approval of the Student Senate.

   b. An Assistant Director shall be chosen by the Director and approved by the Student Body President.

   c. Department membership is open to any enrolled Clemson University undergraduate or graduate student who expresses an interest through means of an interview. Members shall serve as liaisons to recognized organizations and organizations seeking to gain recognition.

   d. The Director may appoint a member of the department to serve as an ex-officio member of the Student Government Finance Committee.

   e. The Chairman of the Student Senate University Relations Committee shall serve as a liaison between the Department and the Student Senate.

D. Public Relations Department

1. Purpose. The Public Relations Department shall perform the following functions:

   a. Help inform students of Student Government sponsored activities.

   b. Work with campus media and provide them with necessary details of the activities and operations of Student Government.
c. Provide students with additional outlets to express their opinions.
d. Communicate to the Student Body President the ideas and opinions of
the student body.
e. Maintain good relations with the administration and all departments of
the University.
f. Assist, when needed, with inter-organizational activities and solicit stu-
dent organization help in various Student Government sponsored
events.

2. Structure.
a. The Director shall be appointed by the Student Body President with the
approval of the Student Senate.
b. A Student Government Webmaster shall be appointed by the Student
Body President with the approval of the Student Senate.
c. At least one Assistant Director shall be appointed by the Director for
the purpose of coordinating the production and posting of banners and
fliers announcing Student Government sponsored events.
d. Department membership is open to any enrolled Clemson University
undergraduate student who expresses an interest through means of an interview.

E. Research and Development Department
1. Purpose.
a. To seek information on pertinent problems facing students at the request
of any member of Student Government.
b. To provide background information and recommend possible solutions
for problems facing Student Government or the Student Body.
c. To administer any student opinion poll for Student Government and the
Division of Student Affairs.

2. Structure.
a. The Director shall be appointed by the Student Body President with the
approval of the Student Senate.
b. The Director may appoint one Assistant Director with the approval of
the Student Body President.
c. Department membership is open to any enrolled Clemson University
student who expresses an interest through means of an interview.

F. Student Services Department
1. Purpose. The Student Services Department shall provide the Student Body
with appropriate services and generate the funds to provide these services.

2. Structure.
a. The Director shall be appointed by the Student Body President with the
approval of the Student Senate.
b. The Director may appoint any number of assistant directors he deems
necessary for the efficient and economical operation of the Department.
c. All department personnel must be Clemson University students.

a. New services shall be initiated and funded by the Department after the
approval of the Director and the President's Cabinet.
b. Funds from the Department may be allocated to Department personnel
for honoraria with approval of the Student Body President, the Student
Body Treasurer and the Student Senate.
4. Audits.
a. The Student Services account shall be audited annually, and every fifth year, it shall be audited with the University accounts by the University auditors. Audits will occur at the end of each fiscal year.
b. The results of audits shall be placed in Student Government records and shall be available as governed by rules pertaining to University records.

G. Freshman Council
1. Purpose. The Freshman Council shall:
   a. Develop in its members a better concept and understanding of the structure, function, projects, services and opportunities of Student Government and the University as a whole.
   b. Provide members, as needed, for the various committees, councils and departments of Student Government.
   c. Promote activities for and address the concerns of members of the freshman class.

2. Structure.
   a. The Freshman Council Director shall be appointed by the Student Body President with the approval of the Student Senate.
   b. Any interested freshman Clemson student or transfer student may interview for a position on Freshman Council.

H. Minority Council
1. Purpose.
   a. To advise Student Government on matters of concern to those students not in the racial majority of the Student Body.
   b. To serve as the voice of minority students at Clemson University in dealing with persons, organizations, committees, businesses and other establishments located or visiting on or off campus.
   c. To encourage minority student involvement in student organizations at Clemson University.
   d. To promote unity among the racial minority and the racial majority students so as to preserve the Clemson Family spirit.

2. Structure.
   a. The Council shall consist of a maximum of 60 students not in the racial majority of the student body of Clemson University.
   b. Up to eight positions on the Council will be left open for freshman or transfer students who will be appointed by means of an interview process at the beginning of the Fall semester.
   c. During the third week of March, all executive positions shall be elected by the Minority Council. The Director shall serve on the Student Government President’s Cabinet.
   d. Any Clemson University student, faculty or staff member may attend Council meetings.

3. Procedure.
   a. Minority Council interviews shall be held once every semester.
   b. The Minority Council shall meet at least once every two weeks.

I. Finance Committee
1. Purpose. The Finance Committee shall be responsible for:
a. Allocating Activity Fund monies to Activity Fund Recipients, to organizations with funded recognition (in accordance with Finance Committee Guidelines and Organizational Funding guidelines found in the Student Handbook), and to the Executive, Legislative and Judicial branches of Student Government.
b. Maintaining an updated version of Finance Committee Guidelines.

2. Structure.
a. The Finance Committee shall consist of a minimum of 16 members and a maximum of 20 members. The number of members (within these constraints) shall be decided solely by the Student Body Treasurer. Standing members of the committee shall include the Student Body Treasurer, the Assistant Treasurer, the Student Senate President Pro-Tempore, the Organizations Director (or an appointed member of the Organizations Department), the chairman of the Student Senate Finance and Procedures Committee, and the Student Body Vice President. The remaining committee members shall be selected from the Student Body by the Student Body Treasurer through means of an interview.
b. The Student Body Treasurer shall chair the committee, and the Assistant Treasurer shall serve as the committee's secretary.
c. A simple majority of members must be present in order to conduct official business.

3. Procedure for Activity Fund Recipient and Organizational Funding.
a. To determine the allocation of funds, the Finance Committee will hold Budget Hearings in the Spring semester.
b. During the Budget Hearings, the Finance Committee will review the proposed budgets submitted by Activity Fund Recipients. Activity Fund monies shall be allocated to Activity Fund Recipients after considering recommendations from the Student Activity Fee Review Committee.
c. During the Budget Hearings, the Finance Committee will also review the proposed budgets submitted by recognized funded organizations and formulate a recommended allocation for each organization based on Finance Committee and Organizational Funding Guidelines. In addition, the Finance Committee will determine an amount appropriate to withhold for organizational emergency funding and subsistence funding.
d. The Finance Committee may solicit records from all organizations seeking funds. The Student Body Treasurer may review financial records at any time.
e. The Finance Committee's recommended allocation to Activity Fund Recipients and individual organizations shall be included in the Appropriations Bill and submitted to the Student Senate for approval by April 1.

4. Procedure for Executive, Legislative, and Judicial Branch Funding.
a. Executive, Legislative, and Judicial Branch groups shall submit their budgets to the Student Body Treasurer on or before the last day of the Finance Committee Budget Hearings.
b. The Student Body Treasurer shall prepare and submit the Student Government budget to the Finance Committee for review in accordance with all State and University purchasing policies. The Finance Committee shall then submit an unamendable budget within the Appropriations Bill to Student Senate for approval by April 1.
Judicial Branch

I. Judicial Powers

A. The judicial powers of Student Government are vested in a Student Government Judicial Branch. The Judicial Branch shall have jurisdiction over the Student Body in all cases involving violation of any student regulation except those reserved to the administration (See Administrative Policies). Actions by the student judicial boards shall be in the form of recommendations to the Vice President for Student Affairs or the Vice President's designee.

B. The Student Government Judicial Branch shall have complete jurisdiction over all cases involving student organizations, except those reserved to the administration, and all Student Government violations. These violations shall be heard by the Supreme Court in the form of a recommendation from the Attorney General.

II. Positions and Responsibilities

A. Office of the Attorney General

The Office of the Attorney General shall be composed of the Attorney General, the Assistant Attorney General(s), the Parking Review Director, Conduct Advisors and Conduct Examiners.

1. Attorney General
   a. The Attorney General shall coordinate the operation of the student judicial boards. This constitutes the coordination of all paperwork for cases, recommended sanctions, selection and dismissal of justices, and the coordination of the appeal process. The Attorney General shall also serve as advisor to the student judicial boards.
   b. The Attorney General shall disseminate all case paperwork and back ground information for Supreme Court hearings to the Chief Justice. In addition, the Attorney General shall make recommendations to the Chief Justice for hearings involving Student Government matters.
   c. The Attorney General, in addition to administering student judicial board and Supreme Court affairs, shall be the student representative of the University to the administration in all matters involving student policies and judicial procedures.
   d. The Attorney General shall be responsible for maintaining a pool of students willing to serve as the student representative for Administrative Hearings. This selected pool of students must be pre-approved by the Vice President for Student Affairs or the Vice President's designee.
   e. The Attorney General shall ultimately be responsible for the appointment of all members within the Office of the Attorney General and all matters within the office’s jurisdiction.

2. Assistant Attorney General(s)
   a. The Assistant Attorney General(s) shall be responsible for coordinating all affairs involving the internal operations of the Judicial Branch. This shall include, but not be limited to, the coordination of all conduct advisors and examiners and the paperwork for the trial courts.
   b. The Assistant Attorney General(s) shall perform all tasks otherwise assumed by the Attorney General involving Administrative Hearings or any other administrative matter.
   c. The Assistant Attorney General(s) shall perform all other tasks required to assist the Attorney General in the operations of the Judicial Branch.
3. Student Parking Review Director
   a. The Parking Review Director shall be responsible for coordinating the student representatives for the Clemson University Parking Review Boards. These representatives must be approved by the Attorney General.
   b. The Parking Review Director must coordinate all use of Student Government facilities for the Clemson University Parking Review Boards.
   c. The Parking Review Director shall serve as a liaison between Student Government and the Parking Services Office and shall inform Student Government of all matters pertaining to parking and traffic within the University.

4. Official Notice of Appearance. The Office of the Attorney General has the ability to require any member of the Clemson University Student Body to appear before a student judicial board hearing. Failure to comply with the official notice may result in charges against the student, which shall be filed by the Attorney General. An Official Notice of Appearance shall be served to students or organizations at least 72 hours prior to the time of the hearing.

B. Supreme Court
   1. Supreme Court Chief Justice
      a. Jurisdiction. The Chief Justice has the ability to determine whether a hearing is warranted from the information presented by the Attorney General. All student appeals for cases from student judicial boards must be approved as having some merit for recourse in order for the Supreme Court to be called into session.
      b. Justice Selection. The Chief Justice shall assist the Attorney General in making recommendations to the Student Body President and the Student Senate for vacated seats on the Supreme Court.
      c. Interpretation. The Chief Justice, in addition to the Attorney General, has the authority to interpret Student Government policies. However, if the Attorney General makes a hearing recommendation, the Chief Justice must convene the Supreme Court.

   2. Supreme Court Justices
      a. Term. The five justices of the Supreme Court shall serve two-year terms.
      b. Appointments. The appointments of justices are in the form of recommendations from the Student Body President to the Student Senate. Approval of the recommendation shall be a two-thirds vote from the Student Senate.
      c. Qualifications. All students nominated must have a minimum of one academic year of experience on a student peer review board and must meet the same qualifications as those for judicial board members.

C. Student Judicial Board Members
   1. Members may serve on either of the upper or lower student judicial boards.
   2. Selection. The members shall be selected by the Office of the Attorney General and the Office of Judicial Services in the Spring of every academic year.
   3. Qualifications. No member may be approved as a student judicial board member if they are currently on probation. For students who have been placed on any type of probation at any University, they must be pre-approved. A minimum GPR of 2.3 is required, in addition to one academic semester as a Clemson University student.
D. Parking Review Board Representatives

1. Selection. The Parking Review Board Director, with the approval of the Attorney General, shall appoint the student representatives to the Clemson University Parking Review Board.

2. Qualifications. No student may be approved as a Parking Review Board representative if they are currently on probation. For students who once before have been placed on any type of probation at any university, they must be pre-approved. A minimum GPR of 2.2 is required, in addition to one academic semester as a Clemson University student.

III. Court System

A. Supreme Court

1. The Supreme Court has ultimate jurisdiction over all matters within the Student Government jurisdiction.

2. The Supreme Court has the right to hear any appeal that does not have a recommended sanction of eviction, suspension or expulsion.

3. The Supreme Court must meet at least once a month per semester.

4. Dated files of all Supreme Court hearings and decisions shall be kept by the Attorney General.

B. Upper Boards

1. Jurisdiction. The Board shall have original jurisdiction of all cases involving violations of student regulations. The Office of the Attorney General and the Office of Judicial Services will assign all cases. The Attorney General’s office will be responsible for maintaining all audio records pertaining to cases. All permanent records shall be given to the Office of Judicial Services.

2. Each student judicial board must have three members present for quorum.

3. The Board shall meet at least once a month during the Fall and Spring semesters.

4. Conduct Advisors. These members are assigned to students and organizations alleged to have violated student or organization regulations. Advisors must consult the accused student and suggest proper courses of action. Advisors must make the accused student or organization aware of judicial procedures and University regulations at least 18 hours prior to the Board hearing.

5. Conduct Examiners. These members are assigned cases involving students and organizations alleged to have violated student or organization regulations. Examiners may question anyone involved in the case in order to present the University’s case and must present the case against the student, including charges and recommended sanctions.

6. Procedures. The Office of the Attorney General will retain a copy of the procedures, to be followed by chairpersons, for any student or organization that chooses to review them prior to the hearing. The procedures for the Upper Boards are formal.

C. Lower Boards

1. Jurisdiction. The Board shall have original jurisdiction over all cases involving violations of Student Regulations. The Attorney General and the Director of Judicial Services will assign all cases. The Attorney General’s Office is responsible for maintaining all audio records pertaining to cases. All permanent records shall be given to the Office of Judicial Services.
2. Each Student Judicial Board must have at least three justices present for quorum.
3. The Board shall meet at least once per month during the Fall and Spring semester.
4. Procedures. The procedures for the Lower Boards, to be followed by the Chairpersons, are more informal than those of the Upper Boards. The Office of the Attorney General will retain copies of these procedures for any student or organization that chooses to review them prior to the hearing.

STUDENT ACTIVITY FEE

The Student Activity Fee of $20 per Fall and Spring semester per full-time undergraduate student and $2.00 per credit hour per semester per part-time undergraduate student (including Maymester and summer sessions) as accorded by the Clemson University Board of Trustees shall be used for the provision of Clemson University student activities, and the following guidelines shall be followed regarding said fee monies:

1. The Student Activity Fee monies shall be combined with Education and General allocations from the Division of Student Affairs. These combined funds shall hereinafter be referred to as "Activity Funds."
2. The Clemson University Student Body, through its elected representatives of the Clemson University Student Government, shall have final control over the allocation of the Activity Funds. These allocations must receive final approval from the Vice President for Student Affairs in order to become effective.
3. As accorded by the Clemson University Board of Trustees, a sum of $50,000.00 per fiscal year shall be appropriated from the Activity Funds for the purpose of capital improvements. The allocation of this money shall be approved by the Student Body President's Cabinet, the Student Senate, and the Vice President for Student Affairs.
4. The following entities shall be considered "Activity Fund Recipients:"
   Media Advisory Board
   Union Programs and Activities Council
   Funded Recognized Organizations
   Greek Life
   Student Government
   Graduate Student Government
   Student Organizational Support
5. The Student Activity Fee Review Committee shall conduct a fee effectiveness assessment on a continuing basis throughout each academic year. This assessment shall evaluate student sentiment concerning the activities provided by the fee. Based upon research conducted by the Committee, recommendations shall be made to the Finance Committee concerning allocations for the following year. Findings of the Committee shall also be communicated to the Student Body and the Activity Fund Recipients.
6. Excluding the appropriation for capital improvements, Activity Funds shall be distributed annually by the Student Government Finance Committee. Activity Fund Recipients shall submit a budget to the Student Body Treasurer by February 1st. These budgets shall be presented to the Finance Committee during Spring semester Budget Hearings. During these hearings, the Finance
Committee shall allocate Activity Funds after considering recommendations from the Student Activity Fee Review Committee.

7. The Finance Committee also reserves the right to consider proposed budgets for special activities from the departments within the Division of Student Affairs.

8. The recommended allocations from the Finance Committee shall be included in an Appropriations Bill and submitted to the Student Senate for approval by April 1.

9. All Activity Funds shall be spent in accordance with the purchasing guide lines of all state agencies. Activity Fund Recipients shall be held accountable for all expenditures of Activity Funds.

10. Student Government may not recommend an increase in the Student Activity Fee before the 2002-2003 academic year.

11. If the position is deemed necessary by Activity Fund Recipients, salaries for Graduate Assistants shall be included in the submitted budget.

12. Activity Fund Recipients not complying with all rules and regulations in the allocation process and in spending allotted sums, shall be subject to a reduc tion and or loss of funding for the following year.

STUDENT GOVERNMENT FINANCING

I. Funds allocated to Student Government are state monies and are to be used under the same purchasing guidelines of all state agencies.

II. To ensure that allocated funds are being used appropriately, the Student Body Treasurer shall approve all monetary requests before purchases can be made.

III. All monetary requests must be submitted to the Student Body Treasurer in the form of an expense requisition. These forms are to be available to Student Government officials in the Main Office of Student Government and in the Office of the Treasurer.

STUDENT GOVERNMENT ELECTIONS

I. General Information

A. Elections may be in the form of a manual ballot and/or an online (computerized) ballot.

B. Elections shall be publicized at least one week in advance.

C. There shall be a mandatory meeting of all candidates to be scheduled by the Elections Director prior to the campaign period.

D. No one shall solicit votes within 50 feet of the poll locations.

E. Voters must present positive student identification in order to vote.

F. Students away on official University business may apply to the Elections Department for an absentee ballot at least 48 hours before an election.

G. Names of write-in candidates shall appear on the manual ballot where applicable in runoff elections.

H. Results of an election shall be posted outside the Student Government Main Office within 24 hours of the poll closings unless the election is disputed.

I. All candidates, including write-in candidates, are subject to all rules and regulations as established by the Student Handbook and the Elections Department.
II. Student Senate Elections

A. Qualifications.
1. Candidates for Student Senate President, Senate President Pro-Tempore, Senate Secretary and Senate Clerk must have a minimum GPR of 2.3, while candidates for Student Senate must have a minimum GPR of 2.0.
2. No senator may be an executive officer or director or hold a court office position.
3. All freshman seats must be filled by appointment after freshman candidates file the appropriate petition and interview with the Student Senate President, the Senate President Pro-Tempore and the Student Body Vice President.
4. Senators must be enrolled in the college under which they petition or fulfill the credit hour requirement for the class for which they petition.

B. Nominations. All Student Senate candidates must file a nominating petition signed by twenty-five students with the Elections Department no later than 5 p.m. on the second Friday of February.

C. Election Procedures.
1. General Information
   a. Senate on-line elections shall be held the first Tuesday of March, and Senate manual elections shall be held the first Wednesday of March. Runoff elections shall be held the following Tuesday and Wednesday, respectively.
   b. Online polls shall open at 12 a.m. and close at 4 p.m. on Tuesday. Manual ballot polls shall open at 9 a.m. and close at 7 p.m. on Wednesday. All Clemson University students, regardless of credit hours currently in progress, may vote at any poll in campus-wide elections.

2. Polls
   a. The Elections Department shall determine the location of manual ballot polls.
   b. At least one manual ballot poll shall be located within the vicinity of each college area. These polls shall be operated under the supervision of the Elections Department.

D. Campaign Rules.
1. There will be no restrictions on campaign expenditures for Student Senate candidates except that the use of University media shall be prohibited.
2. Student Senate candidates shall abide by the following rules governing the location of all posted material. These guidelines will be enforced by the Elections Department.
   a. In residence halls, posted material shall be restricted to bulletin boards.
   b. Fliers may be placed under residents’ doors.
   c. Senate candidates shall be restricted to kiosks, University Post Office bulletin boards, and any other approved location and academic building under the following guidelines:
      1. Campaign material cannot be posted prior to the candidates meeting.
      2. Campaign material in academic buildings must be no larger than 8.5 inches by 11 inches.
      3. Candidates shall be restricted to one piece of campaign material per bulletin board in academic buildings.
   d. The use of the Internet and e-mail for dissemination of campaign material is prohibited.
   e. Campaign material posted with the candidate’s knowledge in any area other
than what is allowed specifically in this section will constitute grounds for immediate disqualification.

f. All candidates must remove their campaign material within 48 hours after the election has been officially finalized.

E. Disqualification.
1. A candidate may be disqualified for not abiding by the rules governing Student Senate elections.
2. If a candidate is disqualified before the polls open, the election will be held with the candidate’s name stricken from the ballot.
3. If a candidate is disqualified after the polls have closed, the election will be considered null and void; however, if a qualified candidate has received a plurality of all the votes cast, the results of the election will stand. If a new election is required, all candidates’ names will appear on the ballot except those who have been disqualified.

F. Appeal of Disqualification.
1. Grounds for appeal of elections
   a. Inaccurate vote count.
   b. Failure of the Elections Director and Elections Department to abide by the elections procedures.
2. An election referendum, special vote or disqualification may be appealed by filing a written notice containing specific allegations with the Attorney General within 72 hours after the polls have closed. Any complainant in this matter shall be considered an adversary and shall be granted all applicable rights.
3. The Supreme Court shall hold a mandatory hearing within three working days following the deadline for appeals. If the Court decides there are adequate grounds for appeals of elections, the court may at its discretion call a new election, uphold or overturn the ruling of the Elections Department or otherwise penalize the parties involved.

G. Commencement of duties. Elected candidates shall assume their duties in the first week of April.

H. Vacancies. Vacancies in Student Senate shall be filled by fully qualified candidates who are appointed by the Student Senate President and approved by a majority vote of the Student Senate. These senators shall serve out the remainder of the vacated term.

III. Presidential and Vice Presidential Elections
A. Qualifications.
1. Candidates for office must currently be enrolled as Clemson University undergraduate students and have a minimum GPR of 2.3.
2. Candidates for the office of President must have completed a minimum of 60 semester hours prior to petitioning. Candidates for Vice President must have completed a minimum of 45 semester hours prior to petitioning. If the President is removed or has resigned, the Vice President does not have to have the required number of semester hours to assume the Office of President.
3. Candidates for all offices must be enrolled as Clemson University undergraduate students during their entire term. All candidates must agree to serve the entire term.
4. No President or Vice President may hold an additional executive office, court
position or Student Senate position.

B. Nominations. Nominations for office will be made by petition of twenty-five stu-
dents filed with the Elections Department no later than 5 p.m. on the second
Friday of February.

C. Election Procedures.
   1. Candidates for the offices of President and Vice President shall be elected on
      receiving a majority of ballots cast.
   2. Online elections shall be held the first Tuesday of March, and manual ballot
      elections shall be held the first Wednesday of March. Runoff elections shall
      be held the following Tuesday and Wednesday, respectively.
   3. Online polls shall open at 12 a.m. and close at 4 p.m. on Tuesday. Manual
      ballot polls shall open at 9 a.m. and close at 7 p.m. on Wednesday. All
      Clemson University students, regardless of credit hours currently in progress,
      may vote at any poll in campus-wide elections.
   4. In the case of a runoff election, the number of candidates included shall be
      twice the number of positions in dispute.

D. Campaign Rules.
   1. Each candidate shall be allowed to spend no more than $300 on campaign
      materials in the initial election and no more than $50 on printed materials
      for each subsequent election.
      a. Campaign materials shall include all posters, signs, fliers, platforms, let-
         ters, buttons, banners and notices.
      b. In order to prevent slanderous campaigns, all campaign material to be
         used must be approved and/or initialed by the Elections Director before
         being reproduced or distributed.
      c. All candidates must file one sample of each type of campaign material to
         be used in the election with the Elections Department.
      d. All candidates must specify and submit an itemized report with intended
         campaign expenditures to the Elections Director at the mandatory
         Presidential and Vice Presidential candidates’ meeting. Candidates must
         adhere to their report. Each expense will be recorded by means of the
         candidates turning in any expense forms or receipts to the Elections
         Department as money is spent. Candidates will also turn in a finalized,
         specific expense report completed by each of the candidates. Any dona-
         tions to a candidate must be reported and will be valued at a rate set by
         the Elections Department.
      e. If elected, write-in candidates for President and Vice President shall be
         subject to all regulations governing elections except that campaign
         expenditures must be submitted to the Elections Director no later than
         24 hours after the official notification by the Elections Director.
      f. There will be a $30 deposit required of all Presidential and Vice
         Presidential candidates, which will be returned after all the candidate’s
         campaign material has been removed and will be forfeited if all the
         materials are not removed within 48 hours after the posting of election
         results.
   2. Presidential and Vice Presidential candidates shall abide by the following
      rules governing the location of campaign material. These guidelines will be
      enforced by the Elections Department.
a. Campaign materials (including non-reproduced) shall be restricted to kiosks, University Post Office bulletin boards, ground stake locations approved by the Elections Department, nonacademic buildings and all locations approved by the Elections Director.
b. In residence halls, posted material shall be restricted to bulletin boards.
c. Fliers may be placed under residents' doors.
d. Use of campus media shall be permitted.
e. The use of the Internet and e-mail for dissemination of candidate platform information is prohibited.
f. The three poles in front of the Robert M. Cooper Library shall be restricted from use for campaign publicity.
g. Campaign material posted with the candidate's knowledge in any area other than what is allowed specifically in this section will constitute grounds for immediate disqualification.
h. Posted campaign materials must be removed within 48 hours after the election has been officially finalized.

3. All campaigning may begin immediately following the mandatory candidates meeting, which shall be held at the discretion of the Elections Director following the Friday on which petitions are due.

E. Disqualification.
1. A candidate may be disqualified for not abiding by the rules governing campus-wide elections.
   a. Candidates will be given the regulations at the mandatory candidates' meeting and allowed one minor offense before the candidate is penalized.
   b. If an offense is detected, the Elections Department has the right to determine it to be a major or minor offense.
   c. For a minor offense, the candidates will be penalized by correcting the offense and will also be required to take down one major posting of campaign material in the following order: the Amphitheatre; Schilleretter Dining Hall, Harcombe Dining Hall, and lastly, any other major area used for posting.
   d. For a major offense, an Executive Elections Committee consisting of the Elections Director, the Student Body Attorney General, and the Associate Vice President for Student Affairs will oversee the consideration of the case. That committee will make a unanimous decision with a recommendation for a course of action based on the offense. If the Associate Vice President for Student Affairs cannot participate for any reason, and in the event of an emergency, Student Government faculty advisors may serve on the committee.
2. If a candidate is disqualified before the polls open, the elections will be held with the candidate's name stricken from the ballot.
3. If a candidate is disqualified after the polls have closed, the election will be held considered null and void; however, if a qualified candidate has received a majority of all votes cast, the results of the election will stand. If a new election is required, all candidates' names will appear except those who are disqualified.

F. Appeal of Disqualification.
1. Grounds for appeal of elections
a. Inaccurate vote count.
b. Failure of the Elections Department or candidates to abide by the elections procedures or campaign guidelines.

2. An election referendum, special vote or disqualification may be appealed by filing a written notice containing specific allegations with the Attorney General within 72 hours after the polls have closed. Any complainant in this matter shall be considered an adversary and shall be granted all applicable rights.

G. Commencement of duties.
1. Elected candidates shall assume their duties in the first week of April.
2. An elected candidate for the Office of President shall be required to serve an internship as a President-Elect under the current President.
3. An elected candidate for the Office of Vice President shall be required to serve an internship as a Vice-President-Elect under the current Vice President.
4. Internships shall begin the day following the final election results and continue until the elected candidates assume office.

H. Vacancies.
1. If the office of the Student Body President is vacated, the Student Body Vice President will assume office.
2. If the office of the Student Body Vice President is vacated, a new vice president will be appointed by the Student Body President upon ratification by two-thirds majority vote of the Student Senate.

STUDENT ORGANIZATIONS

I. Rights and Privileges
A. The structure of each student organization shall be decided solely by that organization provided that it does not conflict with any University policies and it continues to meet recognition requirements.
B. An organization may be recognized as either non-funded or funded.
   1. A non-funded organization shall be entitled to all the rights and responsibilities accorded by the University community, excluding the right to receive funding from Clemson University Student Government.
   2. A funded organization shall be entitled to all rights and responsibilities accorded by the Clemson University community, including the right to receive funds through the Clemson University Student Government. Organizations included within the Student Media Association may receive funding through the Media Advisory Board.
C. All recognized organizations have the right to:
   1. Invite their own faculty or staff advisors.
   2. Publish their organization picture in the Clemson yearbook.
   3. Reserve University facilities provided they meet the requirements for the use of the facility.
   4. Have an organizational e-mail and Web account.
   5. Sponsor a candidate for Miss Homecoming.

II. Requirements for Recognition
A. Non-Funded Organizations
All organizations petitioning for non-funded recognition must:
1. Have an advisor who is a full-time employee of Clemson University.
2. Hold at least two meetings each semester.
3. Not deny membership on the basis of race, sex, creed, color, religion, or national origin.
4. Limit their active membership to the students of Clemson University with all others to be considered honorary, advisory, associate, etc.
5. Provide an initial list of at least 12 members (with the exception of groups chartered by a national organization, which must meet the national organization's membership requirements) upon the request of the Organizations Director. This list is to remain confidential.
6. Have a Constitution and/or By-Laws. Included within the organization's Constitution or By-Laws must be the name and purpose of the organization, the requirements for membership in the organization, a list of the official positions of the organization, their duties, the method of selection, and provisions for filling a vacancy and the method of selection of Faculty/Staff Advisor(s).
7. Obtain and complete an Organization Report Form and a Petition for Recognition from Student Government.
8. The completed Organization Report Forms, petition for recognition, and the organization's constitution and by-laws shall be submitted to the Student Government Organizations Director. The Organizations Director shall review the information submitted to verify that the organization meets the requirements for non-funded recognition, and working in conjunction with the Senate Pro-Tempore, will draft legislation to recognize the organization as a non-funded student organization. The University Relations Committee shall present the bill before Senate and the bill shall require a majority vote of the Senate, the approval of the Student Body President (or a veto override by the Student Senate), and the approval of the Vice President for Student Affairs before the organization is officially recognized as a non-funded student organization.

B. Funded Organizations
1. All organizations applying for funded recognition must:
   a. First be a recognized non-funded organization.
   b. Have assumed non-funded status for the equivalent of one academic year before becoming eligible for funded recognition.
   c. Meet the recognition requirements for non-funded organizations.
   d. Provide an initial list of at least 18 active, dues-paying members upon the request of the Organizations Director. This list is to remain confidential.
   e. Collect dues. Of the dues collected, at least $10 per semester per dues-paying member must be retained at the Clemson organization.
   f. Meet the definition of one of the following categories:
      1. Service: An organization with the primary purpose of providing services benefiting Clemson University and its surrounding community, yielding no personal or tangible rewards. Such organizations must average a minimum of 20 hours of services per active, dues-paying member per semester.
      2. Professional: An organization with the primary purpose of promot-
ing future professional activity such as one's occupation or major.

3. International: An organization seeking to help acclimate students from foreign countries to the Clemson community.

4. Sports and Fitness: An organization of which the primary activity and purpose is promoting athletics, physical recreation, or fitness.

5. Honorary: An organization with the primary function of conferring distinction for honorable achievement.

6. Performing Arts: An organization with the primary purpose of promoting an art through public performance.

g. Submit an estimated budget to the Organizations Department. The Organizations Department shall verify that the organization meets the requirements for funded recognition and shall place the organization in one of the six funded organization categories. The Organizations Department and the Senate Pro-Tempore shall draft legislation (in the form of a bill) to recognize the organization as a funded student organization. The University Relations Committee shall present the bill before Senate and the bill shall require a two-thirds vote of the senators present, the approval of the Student Body President (or a veto override by the Student Senate), and the approval of the Vice-President for Student Affairs before the organization is officially recognized as a funded student organization.

2. The Organizations Department reserves the right to make inquiries into the purposes, programs, etc. of any organization seeking either non-funded or funded recognition or any student organization currently recognized as non-funded or funded.

3. Religious, political, and social organizations must apply for non-funded status.

4. Any national social fraternity or sorority must obtain and maintain membership in the appropriate governing council: The Interfraternity, National Pan-Hellenic, or Panhellenic Council. After the membership is obtained, maintained, the organization must follow all of the recognition requirements and procedures set forth in the Student Handbook and administered by Student Government.

III. Retaining Recognition

A. To retain non-funded recognition, an organization must:

1. Continue to conform to Student Government regulations, including all the requirements for non-funded recognition.

2. Complete and return to the Student Government Organizations Department an updated Organization Report Form each year.

3. Inform the Student Government Organizations Department of any change(s) to its list of officers.

4. Submit a copy of the organization's Constitution and By-Laws to the Organizations' Department.

B. To retain funded recognition, an organization must:

1. Continue to conform to Student Government regulations, including all the requirements for funded and non-funded recognition. Continue to meet all requirements for retaining non-funded recognition.

2. Organizations have to provide funding for at least 35% of their total budget. This 35% can be from fundraisers, membership dues, or other sources of
money coming from outside the University. Fundraising events must be approved by the University union Office and registered through Student Government prior to holding the event.

3. Sign-up for a Finance Committee Budget Hearing time in the Spring, and send a representative to the scheduled hearing time.

4. Obtain a Budget Packet from Student Government in January, accurately complete all enclosed materials, and submit nine copies of a completed budget proposal (which shall include a completed Budget Information Form, Allocation Request Form, and a detailed account of proposed revenues and expenses for the upcoming fiscal year) to the Student Government Main Office on or before the deadline date set by the Student Body Treasurer.

5. Any organization not complying with the requirements for retaining funded recognition will lose funded recognition.

C. It is the responsibility of the chief officer of each organization to file all updated forms, including new listings of officers, new By-Laws, etc., with Student Government.

D. If an organization wishes to change its recognition, it must reapply for recognition and meet all present standards of recognition.

E. The Student Government reserves the right to change the classification or revoke the recognition or funding of any student organization based on Student Government guidelines.

IV. Organizational Funding

A. Eligibility.

1. Only organizations recognized as funded may apply for Student Government funding.

2. Only recognized funded organizations that comply with all organizational regulations and funding guidelines by the start of the Finance Committee Budget Hearings will be eligible to receive funds from Student Government.

3. Organizations newly recognized with funded status are encouraged to send a representative to one of the Student Government Budget Preparatory Sessions held in the beginning of the Spring semester.

B. Receiving Funding.

1. The Finance Committee holds hearings for the recommendation of funding during the Spring semester. These hearings shall begin no later than the third Monday of February.

2. If an organization is to be funded for the upcoming fiscal year it must:
   a. Obtain a Budget Packet from Student Government and accurately complete all enclosed forms and information. Budget Packets shall be available to recognized funded organizations in the Student Government Main Office no later than February 1.
   b. Arrange for a hearing with the Student Government Finance Committee on or before the deadline set by the Student Body Treasurer. Any organization not complying with this deadline will lose funded recognition.
   c. Submit nine copies of a completed budget proposal (which shall include a completed Budget Information Form, Allocation Request Form, and a detailed account of proposed revenues and expenses for the upcoming
fiscal year) to the Student Government Main Office on or before the deadline date set by the Student Body Treasurer. Any organization not complying with this deadline will not be eligible for either general budget or emergency funding.

d. Send at least one representative to the scheduled hearing time. General budgets will be heard during the specified scheduled hearings only, and failure to show up for the scheduled hearing time will render the organization ineligible for either general budget or emergency funding.

3. Records of all organizations seeking funds may be required. The Student Body Treasurer may review financial records at any time.

4. After the hearings, the Finance Committee will submit recommended allocations within the Appropriations Bill to the Student Senate for approval.

C. Guidelines For the Use of Funds.

1. The funds allocated by Student Government are state monies and are to be used under the same purchasing guidelines of all state agencies.

2. When an organization applies for funding, this contract requires that the funds only be used for those categories applied for by the organization and specified by the final allocation of the Student Senate. If an organization wishes to reallocate funds, a Budget Reallocation Request Form must be completed and submitted to the Student Body Treasurer for approval. These forms shall be available to organizations in the Student Government Main Office.

D. Emergency Funding.

1. Requests for emergency funding are limited to specific purposes or events that are considered essential to the function of the club but could not be planned for or foreseen at the time annual budgets were approved; except in the case of unforeseen debt, which is not considered emergency funding. Funding will not be granted retroactively.

2. Organizations requesting emergency funding must complete an Emergency Funding Request Form (available in the Student Government Main Office) and submit it to the Student Body Treasurer for review. If the Student Body Treasurer feels the request warrants consideration, it will be forwarded to the Finance Committee and an Emergency Funding Hearing will be scheduled.

3. During an Emergency Funding Hearing, nine copies of the organization’s current budget, the organization’s emergency funding request and the emergency funding case will be presented by the organization to the Finance Committee.

4. After the hearing, the Finance Committee will follow the same procedures used for regular funding requests. The chairperson of the Student Senate Finance and Procedures Committee shall present the emergency funding legislation to the Student Senate for approval.

E. Subsistence Funding.

1. Any recognized organization attaining funded recognition without having yet received either general budget or emergency funding from Student Government since attaining funded recognition is eligible for a maximum of $500 in subsistence funding.

2. Eligible organizations must contact the Student Body Treasurer to apply for subsistence funding. The Student Body Treasurer, in turn, will arrange a Finance Committee hearing to review the organization’s funding proposal.

3. The same procedures used for regular funding requests will be used by the Finance Committee to allocate subsistence funds.
4. Organizations granted subsistence funding will not be eligible for emergency funding.

**SPECIAL ACTIVITIES**

**Miss Clemson University**

I. Qualifications
   A. The Miss Clemson University Pageant shall be administered by Mortar Board.
   B. To be qualified to hold the position of Miss Clemson University, a contestant must be a registered, single, female student at Clemson University with the grade point ratio required for her graduation, except in the case of a first-semester freshman or a transfer student. Each candidate must also sign an affidavit that stipulates that she will not graduate prior to the following year’s pageant.

II. Procedure
   A. The Miss Clemson University pageant will be held during the spring semester of each year. The contestants will be judged on public appearance, poise and personality. The judges will select a second runner-up, a first runner-up and Miss Clemson University.
   B. In the event that Miss Clemson University should forfeit her office or marry, her successor will be the first runner-up selected by the panel of judges. In the event that the first runner-up cannot assume the position, the second runner-up will be the successor.

**Miss Homecoming**

I. Qualifications
   A. Any organization on campus that is recognized by Student Government may sponsor a candidate for the position of Miss Homecoming.
   B. To be qualified to hold the position of Miss Homecoming, a contestant must be a full-time registered female student at Clemson University with the grade point ratio required for graduation, except in the case of a first-semester freshman or transfer student. Each candidate must also sign an affidavit that stipulates that she will not graduate prior to the end of the Spring semester.

II. Selection
   A. A panel of nonstudent judges shall select 10 finalists from the original field of contestants. No member of the panel may be concerned with any sponsoring organization. The members of the panel shall be selected by the Homecoming chairperson and a representative of Student Affairs and approved by the Student Body President’s Cabinet.
   B. Each contestant shall be interviewed by the panel of judges. All contestants shall participate in a pageant the week of Homecoming. The panel of judges shall select 10 finalists on the basis of poise, personality and personal appearance within the interview and pageant. Judging is to be based on a 30-point scale with a total of 20 possible points awarded for the pageant: 10 points allotted for casual attire and 10 points allotted for formal attire. From these 10 finalists, the Student Body shall select Miss Homecoming.
   C. Photography for all contestants will be carried out on a uniform basis before the Homecoming football game. No campaigning for candidates will be allowed. The
finalist receiving the largest number of votes will be declared Miss Homecoming and will be crowned at Tigerama. There also will be four runners-up who will ride on the float with Miss Homecoming at halftime during the Homecoming football game.

OTHER GOVERNING BODIES

Residence Hall Councils (RHCs)

I. Structure

A. A Residence Hall Council shall exist for each apartment unit or residence hall for these purposes:
   1. To obtain a consensus concerning visitation and social functions with the residence hall/apartment area.
   2. To make rules for the residence hall/apartment area that do not conflict with University Housing policy.
   3. To conduct and sponsor social, educational and charitable functions for the residents.
   4. To be available and assist at activities where large numbers of students are participating.
   5. To supply input to the University Housing Office and to make recommendations and propose legislation for improving student housing.

B. A Residence Hall Association has been established to conduct and sponsor campus-wide functions and projects.

C. The Residence Hall Councils and the Residence Hall Association shall be administered according to their respective constitutions.

D. The election procedure shall be as follows:
   1. The Residence Hall Council shall consist of members from each hall or apartment area elected by "show of hands."
   2. The Residence Hall Association will be made up two representatives from each Residence Hall Council. All residents are also invited to attend the weekly meetings.

II. Procedures

A. Presidents, by a simple majority, shall enact visitation rules and other action within the framework established by the administration and Student Senate.
   1. Informational copies of all actions of the Residence Hall Association, including minutes of meetings, shall be made available to the secretary of the Student Senate and to the University Housing Committee. Copies of all legislation passed by the Residence Hall Association shall also be sent to the Vice President for Student Affairs.
   2. The Student Senate shall have the power to veto all Residence Hall Council action by a two-thirds vote.

III. Financing

The Residence Hall Council may receive funds for the residence hall functions through the Residence Halls Social Fund, fundraisers, or special funding request from other organizations on campus.
**Student Media Association**

I. Structure

A. The Student Media Association shall consist of Semantics, CCN, The Tiger, The Tiger Town Observer, TAPS, and WSBF. Other organizations may be added by the process outlined in Section I. D.

B. Each media staff shall have an adviser, selected by the individual staff, for the purpose of offering professional advice.

C. Media Adviser
   1. There shall be two Media Advisers (associate director and assistant director) from the administration.
   2. The duties of the Media Advisers shall include receiving, reviewing and compiling annual budget requests from each media organization, aiding in negotiation of necessary business contracts, monitoring funds, budget expenditures, acting as a liaison between administration and students, and providing training and educational programming to enhance and improve the media’s performance.

D. Membership
   1. An organization that wishes to be considered for membership of the Student Media Association must first be recognized as a CU Student Organization.
   2. A presentation from the proposed organization must be made to the Media Advisory Board.
   3. There must be a 2/3 vote for approval from the Board for the organization to be recognized.

II. Media Advisory Board

A. A Media Advisory Board (hereafter referred to as "the board") shall be established.

B. The board shall have 12 voting members as follows:
   1. One administrator, who shall be appointed by the Vice President for Student Affairs.
   2. One member of the faculty, who shall be appointed by the Faculty Senate President to serve a two-year term. The faculty member shall not be an adviser to any media staff.
   3. One non-faculty employee from University Relations, who shall be appointed by the Chief Public Affairs Officer.
   4. Two representatives from Student Government that shall be appointed, one by the Student Body President and one by the Student Senate President. These students shall not be members of any student media staff, and will serve a one-year term.
   5. The leader or designee thereof from each student organization: Semantics, TAPS, The Tiger, Tiger Town Observer, CCN, and WSBF.
   6. The Director of the University Union and Student Center or a designee.

C. The board may have 5 non-voting members as follows:
   1. Three faculty, staff or professionals representing each of the media areas—print, radio, and television.
   2. The Associate Director and Assistant Director of student media.

D. Board member terms are for one academic year (August to May). A member may be appointed for consecutive terms.

E. The board will elect a chair and a vice chair for a one-academic-year term. The Board has the option to vote to renew the chair's appointment for up to three con-
secutive terms. The chair will facilitate the meetings and the vice chair will fulfill the duties of the chair in his or her absence.

F. The Boards' duties shall be as follows:
1. Provide input to the media advisers on issues affecting campus media and/or media related issues, when necessary.
2. Allocate University resources to student media organizations as available (including space, budget dollars, equipment and funding from the Media Reserve Account).
3. Review written complaints and suggestions from any person concerning any media organizations or the media in general and advise the media adviser(s) and the affected media organization as to the proper course of action to take in response to the complaints or suggestions. The board will review complaints only after an attempt has been made to resolve the issue with the respective media officers and the media advisers. The chair will have the right to invite the plaintiff to a board meeting if deemed appropriate.
4. Make recommendations to the Vice President for Student Affairs relating to the Media Advisory Board structure, media policies and other issues relating to student media.
5. Accept or reject the annual budget proposal presented by each student media organization.

G. A simple majority of voting members present will be required to approve any action by the board.

H. The individual staffs shall determine the intrastaff policies and procedures of each media organization.

III. Media Advisory Board Policies

A. Meetings
1. The board shall hold a minimum of one meeting per month, with the exception of summer semesters, and as many additional meetings as the board may deem necessary. The chair shall give written notice of the date, time and place of the meeting not less than 10 working days prior thereto to each board member and student organization.
2. Special meetings may be called by the chair at the written request of three members of the board. Notice of the special meetings shall be given not less than 48 hours in advance and state the object of the meeting.
3. The agenda shall be drafted by the chair. Requests to be placed on the agenda shall be made to the chair within 24-hours of the meeting.
4. A simple majority of the board shall constitute a quorum for the transaction of business. The board will follow a set procedure as determined by the board. The phrase "a simple majority" shall mean no fewer than 7 voting members.
5. Minutes of the board meeting shall be kept by the chair and distributed to all members of the board and to each media organization. They are considered public record.

B. Attendance Policy
1. 1 absence per representative, per semester will be allowed.
2. If absences are exceeded by an organization, the organization will lose voting privileges for the next three (3) meetings.
3. When meetings are scheduled, the duration will be specified. If that time expires and there is still pending business, the Board will decide whether to
continue or adjourn. If an individual must leave after the set time, the Board can excuse the absence.

4. If a representative has to leave early, they are encouraged to have another representative present.

5. The Board always has the option of excusing any absence.

6. If more than one meeting is missed during the semester by an organization, the Board has the option of requesting a replacement or replacing representative (whichever applies).

7. Two-week notice must be given for all meetings. Emergency meetings that are called without this notice will not fall under this policy.

8. Other circumstances that arise will be reviewed by the board.

C. Media Reserve Request Procedures

1. The Media Reserve Account is to be used for emergencies only.

2. A written proposal must be forwarded to the Student Media Adviser from the leader of the requesting student media group.

3. Proposals must include who, what, why, how much and a payment plan.

4. A Media Advisory Board (MAB) meeting must be scheduled (within existing guidelines) after the request is received unless an earlier date is agreed upon by all involved parties.

5. A quorum must be present to vote on the proposal.

6. Proposal must receive a 2/3 vote of the MAB members present.

7. If the proposal is approved, the signatures of at least three student media leaders and the advisor are required for distribution of the funds to the requesting organization.

8. A copy of the approved, signed proposal must be kept on file with the MAB chair and the Student Media Adviser.

IV. General Media Policies

A. Clemson students have the opportunity to share their talents and gain valuable experience by working with one or more of the six media organizations on campus. Semantics, the art, literary and variety magazine; TAPS, the yearbook; The Tiger, the newspaper; and Tiger Town Observer, a conservative journal are published for the Clemson University student body. WSBF, the radio broadcasting station, is operated for the student body under license granted by the Federal Communications Commission, and Clemson Cable Network (CCN) develops programming to be aired on Clemson's closed circuit cable network.

B. These student communications media are recognized as legitimate student activities sponsored by the University. Students are protected in their exercise of free expression by the First Amendment to the Constitution of the United States.

C. It is the policy of the University that recognized student media have been established as forums for student expression and as voices in the uninhibited, free and open discussion of issues. Each medium should provide a full opportunity for students to inquire, question and exchange ideas.

D. Members of Student Media shall have the right to determine the content of official student media. The University administration does not censor contents of Semantics, TAPS, The Tiger or Tiger Town Observer, or the broadcasts of WSBF and CCN. Students who work with student media determine the content of these media and are wholly responsible for that content. Students are encouraged to fol-
low professional standards of journalism and broadcasting. These standards may include the following:

1. Strive to produce a publication based upon professional standards of accuracy, objectivity and fair play
2. Review material to improve sentence structure, grammar, spelling and punctuation
3. Check and verify all facts and verify the accuracy of all quotations
4. In the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinions and provide space for them if appropriate.
5. Strive to be accurate in reporting; therefore verification of data and information to be presented as fact should be sought.
6. Editors and directors of student communications are encouraged to know and comply with current laws governing libel.
7. All student media organizations at Clemson University are expected to adhere to all federal and state statutes including South Carolina State statute 16-3-730 regarding publication of a victim's name in criminal sexual assault cases. The opinion/advice of University counsel is available to the media organizations should there be a question about printing or broadcasting potentially libelous materials.

E. As communications media for the Clemson University student body, Semantics, TAPS, The Tiger, Tiger Town Observer, WSBF and CCN should provide a broad forum for the full range of opinion from the Student Body and especially from elected leaders of the Student Body and its various components.

F. In accordance with journalistic and broadcasting tradition, as well as academic tradition, conflicting opinions should be given prominence so the listener or reader can best judge the truth. Invitation should be made to student leaders so conflicting opinions can be broadcast simultaneously with the views of the staff.

G. The editors-in-chief of Semantics, TAPS, The Tiger, Tiger Town Observer, the program director of WSBF and the general manager of CCN are responsible for the entire contents of any publication or broadcast.

H. A student affairs professional will be assigned to advise each media organization on financial and other administrative matters. The duties of the administrative media adviser(s) shall include:
1. receiving, reviewing and compiling annual budget requests from each media organization
2. aiding in negotiation of necessary business contracts
3. monitor budget expenditures
4. providing training opportunities
5. overseeing equipment inventory
6. ensuring all applicable University policies and procedures are followed

I. Clemson University fully supports the first amendment rights of all students, thus the duties of the administrative adviser do not extend to editing or censoring materials produced by the student media.
ACADEMIC POLICIES AND PROCEDURES

Academic Policies and Procedures

For additional academic policies and procedures, please refer to Clemson University's Undergraduate Announcements publication or website at:
http://www.registrar.clemson.edu/publicat/catalog/contents.htm

Faculty Policies and Procedures

For additional information on faculty policies and procedures, please refer to Clemson University's Faculty Manual publication or website at:
http://virtual.clemson.edu/groups/facman/index.htm

Graduate Student Policies and Procedures

For additional information on graduate student policies and procedures, please refer to Clemson University's Graduate School Announcements publication or website at:
http://www.grad.clemson.edu/catalog

English Fluency Policy

Clemson University has established a policy to assure that all instructional activities are conducted by individuals possessing appropriate proficiency in written and oral use of the English language. Instructional activities include lectures, recitation or discussion sessions, and laboratories. The individuals to be certified include full-time and part-time faculty, graduate teachers of record, graduate teaching assistants and graduate laboratory assistants for whom English is not the first language.

A student who experiences difficulty with an instructor's written or oral English and who wishes to seek relief must do so prior to the seventh meeting of a 50-minute class and prior to the fifth meeting of a 90-minute class in regular semesters. In the five-week summer sessions, relief must be sought prior to the third class meeting.

The procedure is summarized as follows:

a. The student must quickly bring the problem to the attention of the instructor's department chair either directly or through a faculty member such as the student's advisor. That department chair will assess the complaint and, if deemed valid, offer an appropriate remedy within two days.

b. A student who is not satisfied with the department chair's decision or the relief suggested, may appeal within two days to a five-member hearing panel comprised of three faculty members and two students appointed by the Senior Vice Provost and Dean of Undergraduate Studies.

Students with questions should contact the Associate Dean of Undergraduate Academic Services, 101 Sikes Hall.

ADMINISTRATIVE POLICIES

AIDS and HIV Policy

It is the intent of this policy to ensure that those individuals identified as having a positive antibody to Human Immunodeficiency Virus (HIV) or a true case of Acquired Immune Deficiency Syndrome (AIDS) will not be unlawfully discriminated against at Clemson University. However, the University reserves the right to make necessary reasonable accommodations without arbitrarily denying anyone's rights.

HIV/AIDS information will be treated as confidential medical information. However, it is necessary under South Carolina law to notify the Department of Health and Environmental Control (DHEC) of any new HIV/AIDS cases.
Overall, it is important that the entire University community be protected from unnecessary risks; therefore, proper protective measures will be adopted as are deemed reasonable based upon the latest medical and scientific research.

The University proposes to educate and communicate the most current information regarding HIV/AIDS to students, faculty and staff through workshops, training sessions, brochures, etc. Counseling and Psychological Services, the Housing Office and Redfern Health Center will assist in providing educational information on HIV/AIDS to the University community.

A task force has been appointed under the direction of the Vice President for Student Affairs in order to address issues relating to HIV/AIDS. This task force consists of the Student Affairs Dean of Municipal and Health Services, Director of Health Education, the Chair of Faculty Senate Welfare Committee, Director of Counseling and Psychological Services, Executive Director of Housing or designee, Director of Access and Equity, Director of the School of Nursing, Director of Human Resources, Director of Health Services, Chief Facilities Officer, Chief Public Affairs Officer or designee, President of the Student Body, Provost or designee and the University Counsel. Other members will be included upon the recommendation of the task force. The task force will avoid adopting a blanket policy regarding people with HIV/AIDS, but will make recommendations to the administration regarding people with HIV/AIDS on a case-by-case basis, applying the most current medical and legal information available on the issue.

**Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) of 1990 provides comprehensive federal civil rights protection for people with disabilities in the areas of employment, state and local government services, public accommodations, transportation and telecommunications.

The ADA applies to qualified individuals with disabilities. To have a covered disability under the ADA, a person must have a physical or mental condition that substantially limits one or more major life activities, a history of such a condition, or be regarded as having such a condition. To be qualified under the ADA, a person with a disability must be able to perform the essential functions of a job or meet the essential eligibility requirements of the program or public accommodation, with or without an accommodation to his/her condition. The term physical or mental disability includes, but is not limited to, speech; hearing; visual and mobility; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; diabetes; heart disease; HIV/AIDS; emotional illness; ADHD and specific learning disabilities such as perceptual impairments, brain injury, dyslexia and developmental aphasia.

Postsecondary institutions that receive federal monies have been required to comply with a similar disability nondiscrimination law - Section 504 of the Rehabilitation Act of 1973. The ADA upholds, amends and clarifies the standards for compliance set forth in Section 504 and extends many of the protections of the Civil Rights Act of 1964.

Clemson University is committed to upholding the letter and spirit of these and all laws.

**Disabled Students Policy**

Student Disability Services coordinates the provision of accommodations for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Reasonable and specific compensatory strategies are developed with each student based on current documentation from a physician or licensed professional. All accommodations are individualized, flexible and confidential based on the nature of the disability and the academic environment. Housing accommodations for a disability or medical condition as
well as temporary disabilities are coordinated through this office. The office is located at G24 Redfern Health Center. Call (864) 656-6848 for an appointment. To review policies and procedures visit our Web site at: http://www.clemson.edu/disability_services.

**Equal Opportunity in Programs and Activities Policies**

Federal laws prohibit discrimination in programs and activities receiving federal financial assistance. The statutes listed below are applicable to Clemson University and provide in part:

**Title VI of the Civil Rights Act of 1964**

"No person in the United States shall, on the basis of race or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

**Title IX of the Education Amendments of 1972**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

**Section 504 of the Rehabilitation Act of 1973**

"No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

**Section 303 of the Age Discrimination Act of 1975**

"No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Clemson University conducts its programs and activities involving admission and treatment of students, employment, teaching, research and public service in a nondiscriminatory manner as prescribed by federal law and regulation.

Inquiries concerning the above may be addressed to – Director, Office of Access and Equity, E-103 Martin Hall or to – Director of the Office of Civil Rights, Department of Education, Washington, D. C. 20201.

**Harassment Policy**

Clemson University is committed to offering educational and employment opportunities based on ability and performance, in a productive climate, free from unlawful harassment. Accordingly, it is the policy of Clemson University that unlawful harassment of any kind by employees, students or non-employees on University property or at University-sponsored activities or programs will not be tolerated.

Harassment is any unwelcome verbal or physical conduct, based upon race, color, religion, sex, gender, national origin, age, disability, status as a military veteran or protected activity that unreasonably interferes with the person’s work or educational performance or creates an intimidating or hostile work or educational environment. Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

Furthermore, it is also the policy of Clemson University that retaliation against any person who has filed a complaint of harassment or who has assisted or participated in any manner in the investigation and resolution of a complaint of harassment is prohibited and will not be tolerated.
Individuals who feel that they are victims of harassment can seek advice from the Office of Access and Equity, E-103 Martin Hall, phone: (864) 656-3181 (voice) or (864) 656-0899 (TDD).

**Sexual Assault Policy**

Sexual assault is strictly prohibited by the University. "Sexual assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations where the victim is unable to consent.

"Rape" is defined as vaginal, anal or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent or when the victim is otherwise unable to consent.

Consent requires speech or conduct indicating a freely given agreement to have intercourse or relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means 1) unable to understand the circumstances and implications of the sexual advances, 2) unable to make a reasoned decision concerning the sexual advances or 3) unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or from some other cause.

The University will impose sanctions on individuals who commit sexual assault. In cases involving a student, a temporary (immediate) suspension may be imposed which means the accused cannot attend classes or be on campus until an administrative hearing is held (within ten days). In other cases, the accused may be permitted to attend classes pending a final recommendation from the Director of Judicial Services. If that recommendation is eviction (from University housing), suspension (from the University) or expulsion (from the University), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following: admonition, censure, probation and the restriction of privileges.

**Sexual Harassment Policy**

Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without just cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment. Harassment of an employee on the basis of sex violates this federal law. The Equal Employment Opportunity Commission has issued guidelines regarding what constitutes sexual harassment of any employee under Title VII.

Title IX of the Education Amendments of 1972, as amended, prohibits sexual discrimination in any educational program or activity receiving Federal financial assistance. Clemson University receives such assistance.

The Board of Trustees has determined that the Title VII guidelines on sexual harassment against employees shall be equally applicable in the instance of sexual harassment of students. Accordingly, the following University guidelines are issued:

I. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
Clemson University Student Code of Conduct

I. Purpose
A academic institutions exist to transmit the knowledge, the pursuit of truth, the development of students, and the general welfare of society. Free inquiry and free expression are indispensable to the attainment of these goals. A Clemson student is expected at all times to show respect for civility, community, and the rights of others and to exemplify a high sense of personal honor and integrity.

Clemson University supports the concept of educational discipline. When a student is not a danger to the University community, or when the repetition of misconduct is unlikely, the University will make an effort to educate the student through a sanction; but should the student demonstrate an unwillingness to obey the rules governing conduct, he or she may be separated from the University.

II. Board of Trustees Policy
The Board of Trustees recognizes that there is a valid function performed by faculty, staff, and the student body alike in considering and supporting any and all issues, controversial or noncontroversial, within the framework of orderly, peaceful and lawful decorum, demeanor, and processes. The board encourages freedom of speech, including constructive criticism, expression of grievances or petition for redress of wrongs, real or fancied, so long as those rights are exercised in a lawful and peaceful manner.

The Board of Trustees is charged by law with the responsibility of making rules and regulations for the University and establishing policy governing the conduct of the University, its employees, and its student body. The President of the University is elected by the Board of Trustees to serve at its pleasure. The President is the chief executive officer entrusted by the Board of Trustees with the execution of its policies and the internal government and administration of the University. The Board of Trustees orders and directs the President of the University to administer and enforce its policies as herein announced. In carrying out this responsibility, the President is vested with authority to take such disciplinary action as in his judgment the circumstances warrant. The President has delegated this function to the Vice President for Student Affairs.

III. Powers Reserved to the Administration
The Board of Trustees reserves for the administration the right to retain any case from the jurisdiction of the student body in which:

1. There is an alleged violation of a student regulation where University property has been damaged or destroyed.
2. There is an alleged violation of a student regulation where the conduct in question may threaten the safety of any member of the University community or any University property.
3. There is an alleged violation of a student regulation where the action in question would disrupt the educational process and/or orderly operation of the University.
4. There is an alleged violation of a student regulation where a federal, state or local law may have been violated.

IV. Powers Delegated to the Student Body
The Board of Trustees delegates the following powers regarding student conduct to the student body of Clemson University:

1. To recommend rules that regulate, control and dictate conduct on campus and within student organizations of Clemson University.
2. To create student peer review boards to try cases, not retained by the administration, of alleged violations of student regulations by Clemson University students and to interpret student regulations.
3. To enact procedural rules for student judicial and governmental activities.
4. To enact rules of evidence for the student judicial boards.
5. To recommend to the administration sanctions for students who violate student regulations.

V. Jurisdiction Statement
Sanctions may be imposed against a student or student organization for the violation of any student regulations that occur on campus. Sanctions also may be imposed against a student or student organization for violation of any regulations that occur off campus when the alleged conduct would, if true, impair, interfere with, or obstruct the missions, processes, or functions of the University, or when the alleged conduct would, if true,
endanger the health, safety, or welfare of the student or others, or would endanger any University property.

VI. Referrals
A nyone may initiate a complaint against any student for misconduct. The complaint shall be submitted in writing and directed to the Office of Student Judicial Services. In cases alleging a violation of a Student Housing regulation or occurring in the residence halls or apartment areas, the initial incident report shall be submitted to a Residential Life staff member, who in turn, will submit the completed case to the Office of Student Judicial Services.

VII. Pending Criminal or Civil Action
Student discipline proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending in civil or criminal court.

VIII. Standard of Proof
Student and student organization disciplinary cases will be decided on the burden of proof standard of a preponderance of the evidence. In other words, the determination shall be made on the basis of whether it is more likely than not that the referred student violated the Student Code of Conduct.

IX. Student Conduct
A. General Student Regulations
This section establishes the rules and regulations for all students and student organizations of Clemson University. Students are expected to abide by these regulations, and administrators are expected to enforce them. Through the setting of high standards of student conduct and scholarship and through the regulation of the use of University facilities, these regulations are intended to protect the educational purposes of Clemson University. Clemson University believes students are the product of their own experiences and they should assume certain responsibilities for their own conduct and that of their fellow students. These regulations are not designed to define prohibited conduct in exhaustive terms and, therefore, should be interpreted broadly. Also, since Clemson University cannot foresee each and every circumstance that may arise, all may not be included herein. As such, a student may be subject to disciplinary action when such behavior is deemed detrimental or disruptive to the mission, purposes, and/or goals of the University, and may not be provided for herein.

NOTE: For the purpose of this policy a “student” is defined as any person who is admitted, enrolled, or registered for study at Clemson University for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with Clemson University are considered “students.” A person shall be considered a student during any period, which follows the end of either the Spring, or Fall semester, which the student has completed until the last day for registration for the following semester. A person shall be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, fraternity or sorority rush, orientation, placement testing, and residence hall check-in.

Attempting, abetting or being an accessory to any act prohibited by the General Student Regulations shall be considered the same as a completed violation.

1. Arson and Fire Hazards
   No student shall start a fire or create a fire hazard on University-owned or operated property. Willful damage to property by fire shall be prosecuted as arson when appropriate.

2. Computer Misuse
   a. No student shall allow any person to use his/her ID and/or password, create access into the computing network in such a way that will bypass University security systems, attempt unauthorized access and use other computing resources or data, violate software licenses or copyrights while using University equipment, or use computing services in any way which may violate federal, state, or local law.
   b. No student shall send abusive, obscene, or threatening messages by use of computing facilities and services; attempt to read, delete, copy, or modify electronic mail or files of others without authorization;
3. **Contempt**
   No student shall fail to comply with sanctions, orders, and rules set forth by the Office of Judicial Services, hearing or appeals official, student judicial panel, or judicial committee without proper excuse or justification as deemed by University judicial officials.

4. **Damage to Property**
   No student shall take any action, which willfully or accidentally damages or has the potential to damage public or private property.

5. **Disorderly Conduct**
   a. No student shall take any action, which is disorderly, lewd, or indecent, or be found in a grossly intoxicated condition.
   b. No student shall take any action that creates hazardous conditions including, but not limited to, actions such as dropping, throwing, or causing objects to fall from windows, doors, ledges, balconies, or roofs.
   c. No student shall take any action, which intentionally interferes with or disrupts normal University or University-sponsored activities including, but not limited to, teaching, service, research, or administration.

6. **Disruption of Judicial Process**
   a. No student shall willfully show disrespect or provide false and/or misleading information to any University judicial official, student judicial panel, or judicial committee.
   b. No student shall disrupt the University judicial process.

7. **Drugs and Alcohol**
   a. No student shall unlawfully manufacture, use, possess, distribute, or dispense any illegal drug, controlled substance, or alcohol.
   b. No student under 21 years of age shall possess, sell, purchase, or consume alcoholic liquor, beer, or wine.
   c. No student of legal age shall purchase for or sell or provide to a person under 21 years of age any alcoholic liquor, beer, or wine.
   d. No student of legal age shall possess or consume alcoholic liquor, beer, or wine except in areas designated by the University.
   e. No student shall violate any provisions of the University Drug and Alcohol Policy (see Drug and Alcohol Policy).

8. **Failure to Comply with Official Request**
   a. No student shall fail to comply with any reasonable and lawful request (verbal, written, or other) of University officials including, but not limited to, police officers, fire or paramedic personnel, Resident Directors, Resident Assistants, Department of Housing and Residence Life staff, maintenance personnel, security officers, and other administrators or University officials acting in the performance of their official duties.
   b. No student shall fail to appear before any University judicial official, student judicial panel, or judicial committee as summoned without proper excuse or justification as deemed by the University judicial officials.

9. **Fire Alarms and Safety Equipment**
   a. No student shall make, or cause to be made, a false fire alarm or emergency report of any kind.
   b. No student shall tamper with, damage, disable, or misuse fire safety equipment.

10. **Fraud**
    a. No student shall misrepresent himself/herself in, or with regard to, any transaction with the University, whether oral, written, or by other means.
    b. No student shall alter, misuse, or intend to misuse University documents, records, or identification cards.

11. **Harassment**
    No student shall commit any act, verbal or physical, which has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance at Clemson University or which creates an intimidating, hostile, or offensive educational, work, or living environment.

12. **Harm to Person**
No student shall cause physical harm or threaten to cause physical harm to another person, nor shall any student take any action, which creates a danger to any person's health, safety, or personal well being.

13. Hazing
No student shall engage in hazing. Hazing is defined as intentionally or recklessly engaging in acts, which have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal, or sorority organization. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, treasure hunts, scavenger hunts, road trips, causing the wearing of apparel which is insufficient or excessive for weather conditions, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements.

14. Sale of Instructional Materials
No student shall sell or attempt to sell any information provided by a faculty member in any course of study offered at Clemson University.

15. Sexual Assault
No student shall commit or attempt to commit sexual assault. (See Sexual Assault Policy).

16. Skateboards/Bicycles/Motorcycles/Rollerblades
No student shall utilize skateboards, bicycles, rollerblades, or any motor vehicle in unauthorized areas or in a manner that threatens physical safety, damages University or personal property, disrupts University classes or activities, or disrupts normal pedestrian or vehicular traffic flow.

17. Stalking
No student shall engage in conduct that may cause a person to fear for his/her safety due to a pattern of behavior that is unwanted and/or an emotional/mental disruption of his/her daily life. Such acts may include, but are not limited to, following another person, telephone calls, e-mail messages, meeting at classes or places of residence, and written notes or letters.

18. Stealing
a. No student shall steal or attempt to steal public or private property.
   b. No student shall be in possession of stolen property.
   c. No student shall appropriate or attempt to appropriate public or private property without the consent of the owner or the person legally responsible.
   d. No student shall knowingly give assistance or information to aid in the action of theft.

19. Student Housing
a. No student shall violate the terms of the Student Housing Contract.
   b. No student shall violate any residence hall regulations. Students living in residence halls shall be held responsible for the actions of their guests.

20. Student Organization Alcohol
a. No University funds, including those raised by a student organization, may be used either directly or indirectly for the purchase of alcoholic beverages.
   b. No student organization shall sell alcoholic beverages.
   c. At any event sponsored by a student organization involving alcoholic beverages, the student organization is responsible for verification of the ages of guests and will be held responsible for ensuring that any alcoholic beverages are legally dispensed.
   d. At an event sponsored by a student organization involving alcoholic beverages, the cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge.
   e. No student organization shall collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages.
   f. No student organization may utilize alcoholic beverages as contest prizes.
   g. No student organization shall participate in any activity or promotion with an establishment whose primary business function is the selling of alcoholic beverages.
   h. No student organization shall enter into an agreement with said establishment with regard to the sale or distribution of alcoholic beverages. This shall include, but is not limited to, any of the following arrangements:
      1. The student organization sells or otherwise shares a profit from the sale of alcohol or serves as a co-sponsor of an event involving alcohol with an establishment whose primary business is the selling of alcoholic beverages.
2. The student organization advertises or distributes advertising for programs or activities sponsored by an establishment whose primary business function is the selling of alcoholic beverages.

3. The student organization receives free or discounted room rental rates or other goods or services in exchange for holding an event with alcohol or meeting a bar receipt minimum.

21. Student Organization Conduct
   a. No unrecognized student organization shall use the rights and privileges of recognized groups as defined in the Student Handbook under Student Organization Legislation.
   b. No recognized student organization shall act in a manner that does not promote or uphold the outstanding image of Clemson University as defined by the Vice President for Student Affairs or the Vice President’s designee(s).

22. Trespassing/Unauthorized Entry
   a. No student shall gain access to any University facility in a forcible or Unauthorized manner.
   b. No student shall occupy any University facility that has not been reserved through the appropriate University offices.

23. University Facilities
   No student shall take any action, which violates the rules relating to the use of University-operated, owned, and/or approved grounds, properties, facilities, and services.

24. University ID Card
   a. No student shall fail to present his/her student identification to a University official upon request. Clemson University ID cards are nontransferable, and students may not lend their ID cards or use the ID cards of other students.
   b. No student shall fail to carry his/her student identification at all times when within reason.

25. University Keys
   a. No student shall use or possess any University key without proper authorization.
   b. No student is allowed under any condition to have a University key duplicated.

26. University Posting
   No student or student organization shall post flyers, posters, banners, or any other material without prior approval from a University official. (See University Posting Policy).

27. University Policies
   No student shall take any action, which violates any published University policies or procedures.

28. Vandalism
   No student shall engage in willful or malicious destruction or defacement of property owned or operated by the University, students, faculty, staff, or administration. This includes, but is not limited to, physical destruction using paint or sidewalk chalk or damage created by skateboards or roller blades.

29. Violation of Federal, State, or Local Law
   No student shall violate any federal, state, or local law wherein the conduct in question impairs, interferes with, or obstructs the missions, processes, or functions of the University.

30. Weapons, Firearms, and Explosive Materials
   a. No student shall possess or use firearms, explosive devices, or weapons of any kind. Such weapons may include, but are not limited to, guns, BB guns, air pistols, rifles, knives with at least a 2 1/2-inch blade, martial art devices, and bows.
   b. No student shall use instruments to simulate weapons in acts, which endanger or threaten any person.

B. Sanctions
   A student admitted to Clemson University accepts the responsibility to conform to all Clemson University rules and regulations. Failure to meet this obligation will justify appropriate disciplinary sanctions. Failure to satisfactorily complete a disciplinary sanction may result in more severe sanctions. The sanctions are listed in ascending order of severity. The following sanction(s) (or any combination thereof) may be imposed upon any student found to have violated any Student Regulation:

   1. Admonition: An oral statement to the student explaining that he or she has violated a student regulation.
2. **Censure**: An official written statement to the student explaining that he or she has violated a student regulation. It is intended to communicate most strongly both the disapproval and the reprimand of the University community.

3. **In-Kind Restitution (may include but is not limited to)**: The reimbursement of costs for damage to, or destruction of, University property or property of any person. Restitution in the form of appropriate service to be completed by the student. The relocation of the student within University housing facilities. The required attendance of the student to the appropriate educational programs based on the circumstances of the case.

4. **Restriction of Privileges**: The restriction of University privileges for a specified period of time. These restrictions may include, but are not limited to, the following:
   a. Denial of regular priority for room assignment in University housing.
   b. Denial of regular priority in obtaining tickets to athletic events.
   c. Denial of residence hall visitation privileges.
   d. Denial of the privilege to vote in University-held elections.
   e. Denial of the privilege to attend nonacademic University functions.
   f. Denial of the privilege to participate in nonacademic University organizations or activities.
   g. Denial of parking privileges.
   h. Denial of the use of University facilities.
   i. Denial of the use of University funds allocated by the Student Government.
   j. Denial of the use of University vehicles.
   k. Denial of the privilege to represent the University to anyone outside the University community in any way, including representing the University at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
   l. Denial of the privilege to participate, be elected, or appointed as a member or officer of Student Government or any registered student organization.
   m. Denial of the privilege to live in University housing.

5. **Disciplinary Probation**: A specified period of review and adjustment during which a student is under an official warning that his or her violation was very serious. While on disciplinary probation, a student will be considered to be “not in good standing” with the University and may face specific restrictions on his or her behavior and/or University privileges. Students involved in similar or additional disciplinary incidents while on probation may be recommended for immediate suspension or expulsion.

6. **Eviction**: Eviction from University housing without a refund if the student is currently residing in a residence hall or an on-campus apartment.

7. **Suspension**: The denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for readmission upon the termination of the period may be granted with or without conditions/ restrictions. The student must receive clearance for re-enrollment from the Office of Judicial Services. A student who has been issued a suspension sanction is deemed “not eligible to return” to the University during the suspension period.

8. **Expulsion**: The dismissal of a student from the University without the ability to apply for re-enrollment. A student who has been expelled is deemed “not eligible to return” to the University.

9. **Interim Suspension**: An interim suspension may be imposed, by the Vice-President for Student Affairs or his/her designee, prior to the beginning of the administrative process. The interim suspension may be imposed in extreme cases where the alleged action of a student(s) may pose a threat to the well-being of the University, any of its members, or himself/herself, or there is substantial evidence that the continued presence of the student(s) on the campus will disrupt the University. Prior to imposing an interim suspension, every effort will be made by the Vice President for Student Affairs or his/her designee to give the student an opportunity to respond to the charge(s). Following the imposition of an interim suspension, the opportunity for an administrative hearing as described above will be provided as expeditiously as possible but no later than ten calendar days after the interim suspension unless the student waives the ten days.

X. **Student Judicial Procedures**
   **A. Purpose**

   Clemson University has a duty to develop policies and procedures, which provide an environment that is conducive to learning and promotes a sense of community. These policies and procedures are developed within the framework of general standards of conduct with the broadest possible participation of the members of the
University community and are consistent with the principles of due process of the law applicable to state land grant universities.

B. Administration
The Director of Student Judicial Services is responsible for the coordination of judicial programs and proceedings. The Director and the Associate Director have the authority to determine the appropriateness of a referral, accept a student’s admission(s) to a violation(s) and impose sanction(s), hear cases involving alleged violations of the general student regulations as well as alleged violations by student organizations. The Director and Associate Director may present the facts, circumstances, and evidence on behalf of the University or on behalf of the complainant to the various hearing boards. Further, students who have been suspended from the University must petition for readmission through the Director or Associate Director. Readmission may be granted with conditions or restrictions and a period of disciplinary probation may be imposed at the time of return.

C. Administrative Discipline Procedures
1. Hearing Authorities
   a. University Judicial Officers
      Staff members deemed appropriate have the authority to hear cases involving alleged violation(s) of the student code. In addition to the Director and Associate Director of Student Judicial Services, staff members may be the Associate Vice Presidents for Student Affairs, Residence Life staff, and Judicial Assistants.
   b. Administrative Hearing Board
      The Dean of Students or his/her designee will serve as the chairperson of the Administrative Hearing Board for cases in which the contemplated sanction for an alleged violation may include eviction from University housing, suspension, or expulsion from the University. A student, a faculty member, and a staff member will also serve on the Administrative Hearing Board unless the student waives this option or extenuating circumstances occur. The chairperson shall exercise control over the hearing to prevent the harassment or intimidation of participants.

2. The Office of Student Judicial Services
   Upon receipt of an incident report, police report, or written complaint from the complainant, the Director, Associate Director or their designees will review the report and initiate the following procedures in cases retained by the administration:
   a. The student(s) will be contacted by a staff member via letter, telephone, or email to schedule an appointment for a discipline conference, when possible, to discuss the alleged violation(s) of student regulation(s) and the disciplinary process.
   b. During the discipline conference, the student will be given an opportunity to review the information describing the alleged violation and respond to the allegations.
   c. If the facts and/or sanctions concerning the alleged violation(s) can be agreed upon by the staff member and the referred student, a sanction(s) may be imposed and a case disposition form will be completed.
   d. In cases where the contemplated sanction(s) will NOT result in eviction from University housing, suspension or expulsion from the University and the facts and/or sanctions cannot be agreed upon, the staff member shall consider all evidence and will render a decision to the student.
   e. In cases where the contemplated sanction(s) may include eviction from University housing, suspension or expulsion from the University and the facts and/or sanctions cannot be agreed upon, the staff member will provide the following options to the student(s)
      1. The student(s) may plead no contest, have the staff member impose sanctions, and waive his/her right to an administrative hearing
      or,
      2. The student may request a hearing before the Administrative Hearing Board so that a broader exploration of the facts and circumstances may occur.
   f. If a referred student fails to appear at a scheduled discipline conference, an additional charge of failure to comply with an official request will be added and the staff member may render a decision in the student’s absence.

3. University Housing
   Upon receipt of an incident report the Area Coordinator or his/her designee will review the report. If 1) the student has three or more prior violations of Student Regulations, 2) the alleged action could result in a suspension or expulsion, or 3) there was police involvement, the incident report will be sent directly to the Office of Student Judicial Services. Otherwise, the Area Coordinator will initiate the following procedures:
a. The student(s) will be contacted by a staff member to schedule an appointment for a discipline conference to discuss the alleged violation(s) of student regulation(s) and the disciplinary process.
b. During the discipline conference, the student will be given an opportunity to review the report describing the alleged violation and respond to the allegations.
c. If the facts and/or sanctions concerning the alleged violation(s) can be agreed upon by the staff member and the referred student, a sanction(s) may be imposed and a case disposition will be completed. If the referred student does not agree with the facts or the sanction(s), then the case will be referred to the Director or Associate Director of Student Judicial Services.
d. If a referred student fails to appear at a scheduled discipline conference, an additional charge of failure to comply with official request will be added and the staff member may render a decision in the student's absence. However, cases reviewed by a resident director will be referred to a student judicial board for resolution.
e. Upon completion of the discipline case in University housing, the case will be routed to the Office of Student Judicial Services. A staff member in the Office of Student Judicial Services will enter the case as a discipline record, review the case, formally apply the sanction(s) and notify the student by mail of the action.

4. Administrative Hearings
In cases where the contemplated sanction is eviction from University housing, suspension or expulsion from the University and the referred student requests an administrative hearing, the Director or Associate Director will initiate the following procedures:

a. The referred student will be notified in writing a minimum of five (5) calendar days prior to the date of the hearing unless the referred student waives this right or extenuating circumstances preclude this possibility. Such notice shall include the following:
   1. A statement of the specific regulation(s) which the referred student is being charged with violating.
   2. A description of the incident upon which the charge(s) are based.
   3. The names of the possible witnesses, except when their physical welfare may be in jeopardy as a result of this disclosure.
   4. A copy of any documents in the Office of Student Judicial Services possession that will be presented to the Administrative Hearing Board.
   5. The possible sanction(s) to be imposed if the charges are supported.
   6. The time, date and location of the hearing.

b. The hearing shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in strictest confidence by administrative hearing board members, University staff and witnesses, before, during, and after deliberations in keeping with the Family Educational Rights and Privacy Act (FERPA). Video, audio, stenographic, or photographic recording of hearing proceedings are prohibited, except as authorized by the Office of Student Judicial Services.

c. The hearing shall be tape recorded for appeal purposes only. The tape shall be kept in the Office of Student Judicial Services. No typed record of the hearing shall be required. The referred student shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Student Judicial Services.

d. On behalf of the University, or at the request of the complainant, the facts, circumstances, and evidence will be presented by the Director or Associate Director of Student Judicial Services or his/her designee.

e. The University, Administrative Hearing Board members and the referred student shall have the opportunity to present and examine statements, facts, and any relevant information regarding the case. The University, the referred student, and the complainant, shall have the privilege of presenting and questioning their own witnesses. The University, referred student, and the complainant shall have the privilege of presenting any questions for the witnesses (other than their own) to the chairperson of the administrative hearing board in order to refute or respond to the testimony.

f. All procedural questions are subject to the final decision of the chairperson. The rules of evidence as used in the legal system will not be applied in this hearing. Repetitious or irrelevant evidence may be excluded from the hearing. Any person who disrupts the hearing will be asked to leave the hearing room.

g. After all the information has been presented, the Administrative Hearing Board will go into closed deliberations to determine whether the student has violated each
section of the Student Code, which the student is charged with violating.
h. The determination shall be made on the basis of whether it is more likely than not that the referred student violated the Student Code. A referred student will be found in violation of a student regulation based on a majority decision of the Administrative Hearing Board members.
i. The chairperson shall be responsible for rendering a decision in writing to the referred student. The decision shall include a summary of the findings and the sanctions imposed. In cases involving a victim of violence, the victim will also be notified of the outcome of the hearing.
j. The decision of the administrative hearing board shall be final and the tape will be erased unless the student qualifies for an appeal.
k. Deviation from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the referred student is shown to have resulted.

5. Administrative Hearing Appeals
a. Administrative Hearing Board decisions resulting in eviction from University housing, suspension, or expulsion may be appealed by the referred student to the Vice President for Student Affairs or his/her designee within five calendar days of the receipt of the decision of the administrative hearing board.
b. Such appeals must be in writing and delivered to the Office of the Vice President for Student Affairs and the Office of Judicial Services. Failure to submit an appeal within the allotted time will render the original decision final and conclusive. Appeals must address one of the following conditions to be considered:
   1. A procedural error so substantial that the referred student did not receive a fair hearing
   2. Significant information or evidence has become available that was not available previously to the original administrative hearing
   3. The sanction was arbitrary or grossly disproportionate to the offense
   4. The decision was completely unsupported by the evidence
c. Upon receipt of a properly filed appeal, the Vice-President for Student Affairs may do one or more of the following:
   1. Review the record and render a written decision to the student.
   2. Grant an appeals hearing and then render a written decision to the student.
   3. Request that the administrative hearing board clarify the original decision and then render a written decision to the student
   4. Remand the case to the Administrative Hearing Board for a rehearing. This action will be taken only when:
      i. The student alleges that new evidence has been found that could materially affect the decision.
      ii. The Vice President for Student Affairs agrees that the new evidence could materially affect the decision.
      iii. The Vice President for Student Affairs is satisfied that the student was unable to present the new evidence at the original hearing through no fault of his or her own. If a rehearing is granted before the original Administrative Hearing Board, the student shall have the same right of appeal.
d. The decision of the Vice President for Student Affairs shall be final unless the decision is suspension or expulsion from the University and the referred student files an appeal. Sanctions by the Administrative Hearing Board may be upheld, dismissed, or amended by the Vice President for Student Affairs. The tape will be erased unless the student qualifies for an appeal to the President.
e. Appeal decisions sustaining suspension or expulsion may be appealed to the President of the University within five calendar days of receipt of the decision of the of the Vice President for Student Affairs. Such appeals must be in writing, based on the above conditions, and delivered to the office of the President. The President will render a written decision to the student and the tape will be erased.

D. Student Judiciary Discipline
1. Student Judicial Boards
   The judicial powers of Student Government are vested in a Student Government judicial branch. The judicial branch has jurisdiction over the student body and student organizations in all cases involving violation of any
student regulation except those retained by the administration. The Director of Student Judicial Services or his/her designee will determine the process of case referral to the Student Judicial Boards.

2. Student Judicial Board Procedures

In cases delegated to Student Judicial Boards for alleged violations of the Student Code, the following procedures will be initiated:

a. A staff member will notify the referred student within a minimum of five calendar days prior to the hearing unless the student waives this right or extenuating circumstances preclude this possibility. Such notice to the student shall include, in writing, the following:
   1. A brief description of the action that is an alleged violation and the student regulation allegedly violated.
   2. The time, date, and location of the hearing.

b. The hearing shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in the strictest confidence by Student Judicial Board members.

c. A taped record shall be maintained by the Student Attorney General for appeal purposes. Taped records will be erased after time for appeals has elapsed. All Student Judicial Board decisions will be transmitted by the Student Attorney General to the Director of Student Judicial Services or his/her designee for approval.

d. The referred student shall have the opportunity to present and examine statements, facts, and any relevant information regarding the case. The referred student shall have the privilege of presenting any questions for witnesses to the Student Judicial Board when appropriate.

e. After all the information has been presented, the Student Judicial Board members will go into closed session to determine whether the student has violated each section of the Student Code which the student is charged with violating.

f. The determination shall be made on the basis of whether it is more likely than not that the referred student violated the Student Code.

g. The Student Judicial Boards will render the decision to the student as soon as the decision has been made.

h. In cases where the sanction(s) recommended are not eviction from University housing, suspension, or expulsion, the referred student may appeal the decision of the student judicial boards to the student supreme court.

i. In cases where the sanction(s) recommended is eviction from University housing, suspension, or expulsion, the referred student will be referred to the administrative process.

3. Student Judiciary Appeals

a. Disciplinary hearing decisions by the Student Judicial Boards may be appealed by the referred student to the Student Supreme Court within five calendar days of notification of the decision. Such appeals must be in writing and delivered to the Office of Student Judicial Services. An appeal must be based upon one or more of the following grounds:
   1. A procedural error so substantial that the referred student did not receive a fair hearing.
   2. Significant information or evidence has become available that was not available previously to the original administrative hearing.
   3. The sanction was arbitrary or grossly disproportionate to the offense.
   4. The decision was completely unsupported by the evidence.
   The Student Attorney General will determine if the appeal meets one of the above criteria.

b. The Student Supreme Court may make one of the following decisions as the result of an appeal:
   1. The appeal may be denied.
   2. Sustain the decision of the Student judicial Board, but alter the sanction.
   3. Remand the case to the original Student Judicial Board for further consideration on the specific issues.
   4. Reverse the decision of the Student Judicial Board.

b. Decisions resulting in sanctions other than eviction from University housing, suspension or expulsion is final after appeal to the Student Supreme Court.
E. Rights and Responsibilities of Referred Student

1. In investigating alleged violations of student regulations, University judicial officials, student judicial board members, or administrative hearing board members shall respect the right of individuals to remain silent.
2. Pending action on alleged violations of University regulations or pending final disposition of any appeal, the status of a student shall not be altered, nor shall the right to be present on the campus to attend classes be suspended, except when an interim suspension has been imposed.
3. Students who are alleged to violate public law may have also violated a student regulation and will be subject to dual jurisdiction, which means the University can process a student's case separate from any action taken by the criminal justice system.
4. In cases of alleged violations of student regulations, students are required to meet with a University judicial official, the student judicial board, or an administrative hearing board to facilitate the resolution of the case. Prior cases of discipline cannot be used against a student in determining whether the action is a violation of a student regulation, however, prior discipline can be used in determining the sanction if found in violation of a student regulation. Failure to meet with a University official will result in an additional charge of Failure to Comply and may result in forfeiture of certain procedural rights.
5. A University judicial official shall inform students in writing of the reasons for any proposed disciplinary action in sufficient time to insure that the student has an opportunity to prepare for a hearing, if applicable.
6. To assist in preparing for a disciplinary hearing and to assist the student at such a hearing, a student may choose one advisor. This advisor may be a member of the University staff or student body or other individual of the student's choosing. The advisor's role is limited to communicating directly with the student, and the advisor may not directly participate in the hearing or ask questions of the student or witnesses.
7. The student is responsible for contacting any witnesses on his/her behalf.

F. Rights of Victims of Violence

1. The victim has the right to be informed of the judicial process prior to any disciplinary action involving his/her incident and has the option of discontinuing the process if the evidence is based solely on the victim's testimony.
2. The victim has the right to attend the hearing involving the referred student. The victim will have the option of providing testimony regarding the incident. The Office of Student Judicial Services will attempt to make special accommodations when deemed necessary. The victim will be listened to and treated with respect.
3. The victim is entitled to bring one advisor to be present during testimony at the hearing. The advisor's role is limited to communicating directly with the victim, and the advisor may not directly participate in the hearing or ask questions of the student or witnesses.
4. The victim shall be informed of the outcome of the disciplinary hearing and the outcome is required to be kept confidential by the victim. In the event the referred student appeals the decision, the Director of Student Judicial Services will keep the victim informed of the status of those appeals.

G. Withdrawals/Completion of Semester with Pending Disciplinary Action

1. Should a referred student be academically dismissed or withdraw from Clemson University before pending disciplinary charges have been resolved, the Director or the Associate Director of Judicial Services may proceed with the administrative conference or hearing according to the procedures above. A disciplinary hold on the student's records, including future registration and the granting of a degree will be imposed until the case is resolved.
2. A student who has a disciplinary charge pending at the end of an academic semester term may have a disciplinary hold placed on his/her records, including the posting of grades and the granting of a degree until the disciplinary charge has been resolved and/or sanctions completed. Furthermore, a student who has a disciplinary charge brought against him/her after the end of an academic semester or term, but prior to graduation, will have a disciplinary hold placed on his/her records, including the posting of grades and the granting of a degree until the disciplinary charge has been resolved and/or sanctions completed.

H. Disciplinary Records

The Office of Judicial Services will maintain disciplinary records for six years after disciplinary action has been taken. In the case of suspension or expulsion, the record will be maintained indefinitely. In disciplinary cases where charges have been dismissed or the student was found not guilty, records will be maintained for one year.
All student cases are kept confidential except cases involving crimes of violence, when the victim may be informed of the outcome of the judicial hearing. Student disciplinary records requested by agencies are available only upon the signed consent of the student. However, educational institutions where the referred students may transfer to may receive information without signed consent. Notification of judicial action taken against students may be made available on a “need to know” basis within the university community or any other educational institution. This may include notification to any university official who has a legitimate educational interest regarding a student’s discipline file.

In the case of suspension or expulsion, notification is sent to the several University departments. In the case of suspension or expulsion, a notation is placed on the student’s official transcript describing the suspension period or expulsion. Lesser sanctions, such as admonition, censure, and probation, do not affect a student’s academic standing and do not appear on the official transcript.

**XI. Conduct of Student Organizations**

This policy sets forth the rules governing the conduct of student organizations and also sets forth the sanctions that may be imposed on student organizations for violations of University rules and regulations. The Office of Judicial Services is primarily responsible for the supervision and administration of the conduct of student organizations.

Individuals who join together as a student organization to share common interests and purposes also collectively share a responsibility to themselves, their organization, and the University. The organization must ensure that members acting individually or as a group reflect favorably upon the University community. Organization leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organization’s mission. All University organizations accept responsibility for the actions of their members related to the organization.

As a guiding principle, 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. Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists when:

A. Members of the organization are acting together in violating a University regulation.
B. A violation of a University regulation arises out of an organization-sponsored, financed, or endorsed event.
C. An organization’s leader(s) has knowledge of the potential for a violation of University regulations before it occurs and fails to take corrective action.
D. A violation of a University regulation occurs on the premises owned, leased, or operated by the organization.
E. A pattern of individual violations of University regulations is found to have existed without proper and appropriate organization control, remedy, or sanction.
F. The organization, or members of the organization, provides the impetus for a violation of University regulations.

Cases involving student organizations are not considered confidential under the Family Educational Rights and Privacy Act (FERPA); therefore, the University does not protect the confidentiality of the disciplinary records regarding the conduct of student organizations.

**A. Sanctions**

The following disciplinary sanctions may be imposed upon student organizations when they have been found in violation of the Student Code. All sanctions may be imposed individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organizational event. Failure to satisfactorily complete a disciplinary sanction may result in more severe sanctions.

1. **Reprimand:** An official statement to the student organization explaining that they have violated a University regulation. Any further misconduct could result in additional disciplinary action.
2. **In-Kind Restitution:** An organization may be required to make restitution when the organization has damaged or destroyed University or personally owned property. Restitution may also be in the form of community service or other educational activities.
3. **Restriction of Privileges:** Restrictions placed upon a student organization which limits University privileges for a specified period of time. These limitations may include, but are not limited to, the following:
a. Denial to represent the University in any capacity.
b. Denial to maintain an office or other assigned space on University property.
c. Denial to receive or retain University funds.
d. Denial to participate in intramural sports.
e. Denial to sponsor, co-sponsor, and/or participate in any social event or other activity.
f. Denial to sponsor any speaker or guest on campus.
g. Denial of rush or membership recruitment activities.
h. Denial of the request for block seating.
i. Denial of the use of University vehicles.
j. Denial of the use of University facilities.
k. Denial of advertising on campus for organizational activities.
l. Denial of soliciting and/or selling any items on campus.

4. **Disciplinary Probation**: A specified period of review and observation during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in more severe sanctions, including suspension or expulsion. During the probationary period, a student organization is deemed “not in good standing” with the University and may be subject to specific limitations upon its behavior or University privileges.

5. **Suspension of Organizational Recognition**: The denial of privileges of a recognized organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:
   a. Cease all organizational activities.
   b. Vacate any appointed or elected office with that organization’s governing body for the duration of the organization’s period of suspension.
   c. Surrender balances of all organizational funds granted by Student Government.
   d. Vacate office or housing space assigned by the University from the date of the notice of suspension.
      Space vacated due to suspension may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University housing contract cancellations.

6. **Expulsion of Organizational Recognition**: Permanently excludes the organization from the University without any recourse to reapply for recognition. Any organization whose recognition is permanently revoked must:
   a. Cease all organizational activities.
   b. Vacate any appointed or elected office.
   c. Surrender balances of all organizational funds granted by Student Government.
   d. Vacate office or housing space assigned by the University from the date of the notice of expulsion.
      Space vacated due to expulsion may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University housing contract cancellations.

B. **Student Organization Discipline Procedures**

The Director of Student Judicial Services or his/her designee will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. The Director shall have the authority to do the following:

1. Institute all sanctions except suspension or expulsion.
2. Refer the student organization to a peer review board.
3. Schedule an administrative hearing for the referred student organization in cases where the contemplated sanction is suspension or expulsion of recognition, unless the student organization waives its right to a hearing. The notice of an administrative hearing, the procedure during an administrative hearing, and the appeal process of an administrative hearing will follow the same format as described in the sections on Disciplinary Hearing Procedures (pp.) and Appeal Procedures (pp.). If the student organization waives its right to a hearing, the recommended sanction will be imposed.
e. Denial to sponsor, co-sponsor, and/or participate in any social event or other activity.

f. Denial to sponsor any speaker or guest on campus.

g. Denial of rush or membership recruitment activities.

h. Denial of the request for block seating.

i. Denial of the use of University vehicles.

j. Denial of the use of University facilities.

k. Denial of advertising on campus for organizational activities.

l. Denial of soliciting and/or selling any items on campus.

4. Disciplinary Probation: A specified period of review and observation during which a student organization is under official warning that its misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in more severe sanctions, including suspension or expulsion. During the probationary period, a student organization is deemed “not in good standing” with the University and may be subject to specific limitations upon its behavior or University privileges.

5. Suspension of Organizational Recognition: The denial of privileges of a recognized organization for a designated period of time, which will be no less than one semester. Any organization whose recognition is suspended must:

a. Cease all organizational activities.

b. Vacate any appointed or elected office with that organization’s governing body for the duration of the organization’s period of suspension.

c. Surrender balances of all organizational funds granted by Student Government.

d. Vacate office or housing space assigned by the University from the date of the notice of suspension. Space vacated due to suspension may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University housing contract cancellations.

6. Expulsion of Organizational Recognition: Permanently excludes the organization from the University without any recourse to reapply for recognition. Any organization whose recognition is permanently revoked must:

a. Cease all organizational activities.

b. Vacate any appointed or elected office.

c. Surrender balances of all organizational funds granted by Student Government.

d. Vacate office or housing space assigned by the University from the date of the notice of expulsion. Space vacated due to expulsion may be reassigned to other eligible University organizations. In the case of housing, individual members will be reassigned provided space is available. There will be no University housing contract cancellations.

B. Student Organization Discipline Procedures

The Director of Student Judicial Services or his/her designee will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. The Director shall have the authority to do the following:
PHILOSOPHICAL STATEMENT ON ALCOHOL AT CLEMSON UNIVERSITY

Clemson University is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and other drugs. The University will comply with all federal, state, and local laws and policies on the use and abuse of alcohol and other drugs. The legal drinking age in the state of South Carolina is 21. Clemson University provides students of legal age who choose to drink an environment that promotes safety and responsible drinking. Each individual retains responsibility for his or her own actions at all times regardless of his or her mental or physical state, even if altered by alcoholic beverages or other drugs. As an institution of higher education, Clemson University values the concepts of informed decision-making, promotion of healthy behaviors, prevention of disease, and treatment and rehabilitation of dysfunction.

ALCOHOL AND DRUG POLICIES

Standards of Conduct

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

Disciplinary Sanctions

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

University Policy and Federal/State Laws Concerning Alcohol and Drugs

This section explains University policy on the consumption or possession of alcoholic liquor, beer and wine by students on University property. Also included in this section is a brief overview of federal and state laws governing the possession, use and distribution of alcohol and illegal drugs. It is not meant to be an exhaustive or definite statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed by such conduct.
Consumption or Possession of Alcoholic Liquor, Beer and Wine By Students on University Property

The consumption or possession of beer or wine is allowed by students 21 years old or older in their private rooms in University housing and in other designated areas on University property in accordance with the Social Policy as stated in the Student Handbook. The consumption or possession of alcoholic liquor, beer or wine by students on University property other than as provided above is prohibited.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance (as of January 24, 1994)

21 U.S.C. 844 (a)
First convictions: Up to one year imprisonment and fined at least $1,000 but not more than $100,000 or both.
After one prior drug conviction: At least 15 days in prison, not to exceed two years, and fined at least $2,500 but not more than $250,000 or both.
After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and fined at least $5,000 but not more than $250,000 or both.
Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to $250,000 or both if:
   I. First crack conviction and the amount of crack possessed exceeds 5 grams.
   II. Second crack conviction and the amount of crack possessed exceeds 3 grams.
   III. Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881 (a) (4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884 (a)
Civil fine up to $10,000 (pending adoption of final regulations).

21 U.S.C. 862 (b)
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922 (g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.
Federal Penalties and Sanctions for Trafficking of Controlled Substances

A summary of federal trafficking penalties for illegal drugs is attached as Table 1.

South Carolina Drug Laws

The following is a partial list of South Carolina’s drug laws. For further information and a complete list of laws relating to offenses, please see Chapter 53, Title 44 of the South Carolina Code of Laws, as amended, which is available in the University’s Cooper Library.

Methaqualone (Schedule I) - Amphetamine (Schedule II Drugs)

Action: Illegal possession of methaqualone or amphetamine.
Penalty: First offense – Not more than six months and/or not more than $1,000, and loss of driver’s license.
Second or subsequent offenses – Not more than one year and/or not more than $2,000, and loss of driver’s license.

Action: Illegal manufacture, distribution or possession with the intent to distribute.
Penalty: First offense – Not more than five years and/or not more than $5,000.
Second offense – Not more than 10 years (with no suspension or probation) and/or not more than $10,000.
Third or subsequent offenses – Not less than five years nor more than 20 years (with no suspension or probation) and/or not more than $20,000.

Action: Trafficking (15 grams to 150 grams of methaqualone).
Penalty: First offense – Not less than one year nor more than 10 years and $10,000.
Second or subsequent offenses – 25 years and $25,000.

Action: Trafficking (150 grams to 1,500 grams of methaqualone).
Penalty: 25 years and $25,000.

Action: Trafficking (1,500 grams to 15 kilograms of methaqualone).
Penalty: 25 years and $50,000.

Action: Trafficking (15 kilograms or more of methaqualone).
Penalty: Not less than 25 years nor more than 30 years and $200,000.

Marijuana-Hashish

Action: Illegal possession of 1 ounce or less of marijuana, or 10 grams or less of hashish.
Penalty: First offense – Not more than 30 days or not less than $100 nor more than $200, and loss of driver’s license.
Second or subsequent offenses – Not more than one year and/or $200 to $1,000, and loss of driver’s license.

Action: Illegal possession of more than 1 ounce of marijuana, or more than 10 grams of hashish is considered trafficking.
Penalty: First offense – Not more than five years and/or $5,000.
Second offense – Not more than ten years and/or $10,000.
Third or subsequent offenses – not less than five years nor more than 20 years and/or not more than $20,000.
**LSD – Heroin – Cocaine**

**Action**: Illegal possession

**Penalty**: First offense – not more than two years and/or not more than $5,000, and loss of driver's license.

Second offense (felony) – Not more than five years and/or not more than $5,000, and loss of driver's license.

Third or subsequent offenses (felony) – Not more than five years and/or not more than $10,000, and loss of driver's license.

**Action**: Illegal manufacture, distribution or possession with the intent to distribute.

**Penalty**: First offense – Not more than 15 years (with no suspension or probation) and/or not more than $25,000, and loss of driver's license.

Second offense – Not less than five years nor more than 30 years (with no suspension or probation) and/or not more than $50,000, and loss of driver's license.

Third or subsequent offenses – Not less than 15 years nor more than 30 years, and/or not more than $50,000, and loss of driver's license (note: loss of driver's license is an administrative action by the Department of Public Safety).

**Action**: Trafficking (10 grams to 28 grams of cocaine).

**Penalty**: First offense – Not less than three years nor more than 10 years (with no suspension or probation) and $25,000.

Second offense – Not less than five years nor more than 30 years (with no suspension or probation) and $50,000.

Third or subsequent offenses – Not less than 25 years, nor more than 30 years, and $50,000.

**Action**: Trafficking (28 grams to 100 grams of cocaine).

**Penalty**: First offense – Not less than seven years nor more than 25 years with no suspension or probation) and $50,000.

Second offense – Not less than seven years nor more than 30 years (with no suspension or probation) and $50,000.

Third or subsequent offenses – Not less than 25 years, nor more than 30 years, and $50,000.

**Action**: Trafficking (100 grams to 200 grams of cocaine).

**Penalty**: 25 years (with no suspension or probation) and $50,000.

**Action**: Trafficking (200 to 400 grams or more of cocaine).

**Penalty**: 25 years (with no suspension or probation) and $100,000.
Action: Trafficking (400 grams or more of cocaine).
Penalty: Not less than 25 years nor more than 30 years (with no suspension or probation) and $200,000.

Action: Trafficking (4 grams to 14 grams of heroine, opium or morphine).
Penalty: First offense – Not less than seven years nor more than 25 years (with no suspension or probation) and $50,000.
Second or subsequent offenses – 25 years (with no suspension or probation) and $100,000.

Action: Trafficking (14 grams to 28 grams of heroin, opium or morphine).
Penalty: 25 years and $200,000.

Action: Trafficking (28 grams or more of heroine, opium or morphine).
Penalty: Not less than 25 years nor more than 40 years (with no suspension or probation) and $200,000.

Ice – Crank – Crack Cocaine

Action: Illegal possession of less than 1 gram.
Penalty: First offense – Not more than five years and not less than $5,000.
Second offense – Not more than 10 years and not less than $10,000.
Third or subsequent offenses – Not less than 10 years nor more than 15 years and not less than $15,000.

Action: Illegal manufacture, distribution, purchase or possession with intent to distribute (more than 1 gram).
Penalty: First offense – Not more than 15 years and not less than $25,000.
Second offense – Not more than 25 years and not less than $50,000.

Action: Trafficking (more than 100 grams).
Penalty: 25 years (with no suspension or probation) and $50,000.

Be aware that state drug laws are subject to change!

South Carolina Alcohol Beverage Laws

The following is a partial list of South Carolina laws related to the illegal acquisition, possession and use of alcoholic beverages.

Action: To purchase or possess beer or wine if you are under the age of 21.
Penalty: A fine of not less than $25 nor more than $100 and suspension of driver's license.

Action: To purchase or possess liquor if you are under the age of 21.
Penalty: A fine of not less than $100 nor more than $200 or imprisonment for not more than 30 days and suspension of driver's license.

Action: To lie or give false information concerning age in order to purchase beer or wine.
Penalty: A fine of not less than $50 nor more than $100 or imprisonment for not more than 30 days and suspension of driver's license.

Action: To lie or give false information concerning age in order to obtain liquor.
Penalty: A fine of not less than $100 nor more than $200 or imprisonment for not more
than 30 days and suspension of driver's license (note: loss of driver's license is an adminis-
trative action taken by the Dept. of Public Safety).

Action: To possess an altered or invalid driver's license or personal identification card. 
Penalty: First offense: A fine of not more than $200 or imprisonment for not more than 
30 days. 
Second or subsequent offenses: A fine of not more than $500 or imprisonment for not 
more than six months.

Action: To lend a driver's license or personal identification card to any other person. 
Penalty: First offense: A fine of not more than $200 or imprisonment for not more than 30 
days, and mandatory suspension of driver's license for 90 days. 
Second or subsequent offenses: A fine of not more than $500 or imprisonment for not 
more than six months, and mandatory suspension of driver's license for six months.

Action: To give false information on an application to obtain a driver's license or personal 
identification card. 
Penalty: First offense: A fine of not more than $200 or imprisonment for not more than 30 
days. 
Second or subsequent offenses: A fine of not more than $500 or imprisonment for not 
more than six months.

Action: To alter a driver's license. 
Penalty: A fine of not more than $2,500 or imprisonment for not more than six months or 
both and loss of driver's license.

Action: To sell or issue a false driver's license. 
Penalty: A fine of up to $2,500 or imprisonment of not more than six months or both and 
loss of driver's license.

Action: To use someone else's driver's license or personal identification card. 
Penalty: A fine of not more than $100 or imprisonment for not more 30 days and loss of 
driver's license.

Action: To use an altered driver's license or identification card containing false information. 
Penalty: A fine of not more than $100 or imprisonment for not more than 30 days and 
loss of driver's license.

Action: To give beer, wine or liquor to anyone under the age of 21. This law includes serv-
ing anyone in your home except your child or spouse. 
Penalty: A fine of not more $200 or imprisonment for not more than 30 days.

Action: To sell beer, wine or liquor to anyone under the age of 21. 
Penalty: A fine of not less than $100 nor more than $200 or imprisonment for not less 
than 30 days nor more than 60 days or both.

Action: To have an open container of beer or wine in a moving vehicle of any kind, 
except in the trunk or luggage compartment. 
Penalty: A fine of not more than $100 or imprisonment for not more than 30 days.
Action: To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed minibottle establishment, the luggage compartment of a vehicle or a legally constituted private gathering.  
**Penalty:** A fine of not more than $100 or imprisonment for not more than 30 days.

Action: Disorderly conduct – To be grossly intoxicated on any highway or at any public place or public gathering.  
**Penalty:** A fine of not more than $100 or imprisonment for not more than 30 days.

Action: DUI – Driving under the influence of alcohol or other drugs. With a blood alcohol content (BAC) level of 0.10 percent or more, it may be inferred that the person was under the influence of alcohol. With a BAC less than 0.10 percent, the BAC may be considered with other evidence, and the person may be charged with DUI.  
**Penalty:** First offense – A fine of $200 or imprisonment for not less than 48 hours nor more than 30 days; driver's license is suspended for six months.  
Second offense – A fine of not less than $2,000 nor more than $5,000 and imprisonment for not less than 48 hours nor more than one year; driver's license is suspended for one year.  
Third offense – A fine of not less than $3,500 nor more than $6,000 and imprisonment for not less than 60 days nor more than three years; driver's license is suspended for two years.  
Fourth or subsequent offenses – Imprisonment for not less than one year nor more than five years; driver’s license is suspended for three years for a fourth offense and is permanently revoked for a fifth offense; if the offender is the owner of the vehicle, the vehicle shall be confiscated at the time of the arrest.

Action: Felony Driving Under the Influence – Driving under the influence which results in great bodily harm or death.  
**Penalty:** For Causing Great Bodily Harm – A fine of not less than $5,000 nor more than $10,000 and imprisonment for not less than 30 days nor more than 10 years; driver's license is suspended for period of imprisonment plus three years. For Causing Death – A fine of not less than $10,000 nor more than $25,000 and imprisonment for not less than one year nor more than 25 years; driver's license is suspended for period of imprisonment plus three years.  
Be aware that state laws are subject to change.

**Drug Conviction Reporting Requirement**  
All University employees (including student employees) are required to report any conviction under a criminal drug statute for any violation occurring in the workplace or as part of any University activity. A conviction means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence or both by any federal or state judicial body charged with such responsibility.

This report must be made within five days of the conviction to the employee’s supervisor and to the director of employee development. In the event that the convicted employee was employed in the performance of a federal contract or grant or state contract or grant, the director of employee development shall immediately notify the vice president for research so that the sponsoring federal or state agency can be notified within 10 days of the date the University received notification as required by federal and state law.

Within 30 days after the University’s receipt of a drug conviction report, the appropriate supervisory authority will either take appropriate personnel action against the employee, consistent with federal and state law and regulations and the Rehabilitation Act of 1973, as amended, or require the employee to participate successfully in a drug abuse assistance or rehabilitation program approved for such purposes.
## Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>Penalty</th>
<th>Quantity</th>
<th>Drug</th>
<th>Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>I and II</td>
<td>Not less than 10 years. Not more than 20 years. Not more than life.</td>
<td>10-99 gm or 100-999 gm mixture</td>
<td>Methamphetamine</td>
<td>100 gm or more or 1 kg of 11 or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td></td>
<td>If death or serious injury, not less than 20 years.</td>
<td>100-999 gm mixture</td>
<td>1 kg or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or serious injury, not less than 20 years.</td>
<td>500-4,999 gm mixture</td>
<td>5 kg or more mixture</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or serious injury, not less than 20 years.</td>
<td>5-49 gm mixture</td>
<td>50 gm or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or serious injury, not less than 20 years.</td>
<td>10-99 gm or 100-999 gm mixture</td>
<td>PCP</td>
<td>100 gm or more or 1 kg of 11 or more mixture</td>
<td>Fine of not more than $6 million individual, $12 million other than individual.</td>
</tr>
<tr>
<td></td>
<td>or serious injury, not less than 20 years.</td>
<td>1-10 gm mixture</td>
<td>LSD</td>
<td>10 gm or more mixture</td>
<td>Fine of not more than $8 million individual, $16 million other than individual.</td>
</tr>
<tr>
<td></td>
<td>or serious injury, not less than 20 years.</td>
<td>40-399 gm mixture</td>
<td>Fentanyl</td>
<td>400 gm or more mixture</td>
<td>Fine of not more than $12 million individual, $24 million other than individual.</td>
</tr>
<tr>
<td></td>
<td>or serious injury, not less than 20 years.</td>
<td>10-99 gm mixture</td>
<td>Fentanyl Analogue</td>
<td>100 gm or more mixture</td>
<td>Fine of not more than $18 million individual, $36 million other than individual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Others(2)</td>
<td>Amy</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $2,000 individual, $4,000 million not individual.</td>
<td>Fines not more than $2,000 individual, $4,000 million not individual.</td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Amy</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $2,000 individual, $4,000 million not individual.</td>
<td>Fines not more than $2,000 individual, $4,000 million not individual.</td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Amy</td>
<td>Not more than 5 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $250,000 individual, $500,000 million not individual.</td>
<td>Fines not more than $250,000 individual, $500,000 million not individual.</td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Amy</td>
<td>Not more than 5 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $250,000 individual, $500,000 million not individual.</td>
<td>Fines not more than $250,000 individual, $500,000 million not individual.</td>
</tr>
</tbody>
</table>

(1) Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. (2) Does not include marijuana, hashish, or hash oil. (see separate chart.)

## Federal Trafficking Penalties - Marijuana

As of November 18, 1988

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more, or 1,000 or more plants</td>
<td>Marijuana</td>
<td>Not less than 10 years, not more than life.</td>
<td>Not less than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td>Mixture containing detectable quantity</td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $4 million individual, $10 million other than individual.</td>
<td>Fines not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg, or 100-999 plants</td>
<td>Marijuana</td>
<td>Not less than 5 years, not more than 40 years.</td>
<td>Not less than 10 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td>Mixture containing detectable quantity</td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $2 million individual, $5 million other than individual.</td>
<td>Fines not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
<td>If death or serious injury, not less than 20 years, not more than life.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $1 million individual, $5 million other than individual.</td>
<td>Fines not more than $5 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td>50-999 plants</td>
<td>Marijuana</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Hashish</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not more than 20 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana</td>
<td>Not more than 5 years.</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fines not more than $250,000 individual, $1 million other than individual.</td>
<td>Fines not more than $500,000 individual, $2 million other than individual.</td>
</tr>
</tbody>
</table>
# Controlled Substances - Uses & Effects

<table>
<thead>
<tr>
<th>Drugs/Trade Names</th>
<th>Use</th>
<th>Medical Uses</th>
<th>Dependance</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Hours</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxycodone 0 BYF</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Morphine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Hydrocodone OXYF</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Heroin 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Methadone 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Carbamazepine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Valium 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depressants</th>
<th>Use</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Hours</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorpromazine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Haloperidol 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Methadone 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Carbamazepine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Valium 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stimulants</th>
<th>Use</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Hours</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caffeine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
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</tr>
<tr>
<td>Amphetamine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
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</tr>
<tr>
<td>Phenmetrazine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
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</tr>
<tr>
<td>Methyldopa 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Dextroamphetamine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
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<table>
<thead>
<tr>
<th>Hallucinogens</th>
<th>Use</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Hours</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>Methaqualone 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
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<td>Slow breathing, pinpoint pupils, coma, death.</td>
<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
<tr>
<td>PCP 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
<td>Overdose: Soporification, respiratory depression, constipation, death.</td>
<td>Slow breathing, pinpoint pupils, coma, death.</td>
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</tr>
<tr>
<td>Phencyclidine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
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<tr>
<th>Narcotics</th>
<th>Use</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Hours</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morphine 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
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<td>Slow breathing, pinpoint pupils, coma, death.</td>
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</tr>
<tr>
<td>Methadone 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral -&gt; Inhaled</td>
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</tr>
<tr>
<td>Heroin 0</td>
<td>Analgesic</td>
<td>Analgesic</td>
<td>Dependence</td>
<td>Psychological</td>
<td>Yes</td>
<td>3-6</td>
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<td>Stiffness, anxiety, nausea, vomiting, diarrhea, agitation, respiratory depression.</td>
</tr>
</tbody>
</table>

Health Risks

Drugs and alcohol are toxic to the human body and if abused can have catastrophic health consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal. Approximately 30 percent of all admissions to general hospitals and 50 percent to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes deaths from stroke, diseases of the heart and liver, and all alcohol-and drug-related suicides, homicides and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

Controlled Substances: Effects

A description of some of the various health risks associated with the use of specific types of drugs is listed in Table 2.

Alcohol: Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. 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 cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling and Treatment for Alcohol and Drug Abuse

The following is a brief summary of various on- and off-campus opportunities for counseling, education and treatment for alcohol and drug abuse.

On-Campus Opportunities

Counseling and Psychological Services (656-2451) provides individual and group counseling in resolving personal problems and concerns, including those associated with alcohol and drug abuse.

Education opportunities are available to students through the Office of Health Education (656-0141).

Off-Campus Opportunities

State Services are available for counseling and/or treatment admission on Alcohol and Drug Abuse (868-3106).
EVENT POLICY

These guidelines apply to events that take place in any facility owned or controlled by Clemson University.

I. The individual or organization sponsoring the event must reserve the desired facility with the responsible department.

II. If the event will be open to the general public, charge admission, have an attendance of 100 or more people or extend beyond normal facility hours, the following steps are required:

A. Take a copy of the Reservation Form to CUPD to request security at least 14 days prior to the event. CUPD will determine the number of officers that must be present for the event including uniformed officers and trained event staff.

B. Return Reservation Form to the reserving department with a completed Security Request Form and payment of all applicable fees.

C. During the event, the individual or organization sponsoring the event must:

1. Provide one contact person to communicate with CUPD and Event Staff as well as coordinate opening and closing of the facility/area, sign in process and fire code occupancy management.

2. If deemed necessary by CUPD, require all in attendance to sign the appropriate Sign-In Sheet that will be provided by CUPD.
   a. A CU student or employee may gain access with a CU ID.
   b. The sponsoring organization/individual may sign in an unlimited number of guests (ie: alumni, guests from other institutions). The actions of these guests are the responsibility of the sponsoring organization/individual. At least one person must be present at the door at all times during the function to identify guests for entry.

3. Maintain an accurate count of individuals in the function at all times and ensure that fire code regulations are not exceeded.

4. End the function by 1:30am and have facility cleared no later than 2:00am.

III. All events where alcohol is present that are held in a location not permanently licensed to sell alcohol must be registered at the host location. Facility reservation forms along with the alcohol event registration forms will be forwarded to CUPD by the host location. Events where alcohol is present are subject to having security present as required by CUPD.

A. All alcohol sales and service must be administered by the contracted food service provider for Clemson University and will end no later than 12 midnight. Permanent licensed facilities that sell alcohol will operate during regular business hours as usual.

B. Approval of the sale and serving of alcohol at any event is at the discretion of the Vice President or his/her designee of the group hosting the event if applicable and the Vice President or his/her designee responsible for the area in which the event is held.
C. The general membership of an organization or office requesting an event where alcohol is present is encouraged to be educated about alcohol annually in coordination with the Office of Health Education.

IV. Clemson University takes no responsibility and assumes no liability for any event not covered by this policy.

V. All matters related to advertising, promotions and parking are subject to University regulations.

VI. All violations of this policy are subject to action by appropriate disciplinary body.

Security Staffing for Campus Events

In an effort to educate the campus community on the staffing needs for security at various events, the following document has been prepared including the number of officers that are consistently assigned to events scheduled for these locations based on the fire code maximum occupancy mandate.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FIRE CODE MAX</th>
<th># of ASSIGNED CUPD</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Guard Armory</td>
<td>720</td>
<td>Five (5) Officers</td>
</tr>
<tr>
<td>Hendrix Student Center Ballroom</td>
<td>300</td>
<td>Three (3) Officers</td>
</tr>
<tr>
<td>Tillman Auditorium</td>
<td>860</td>
<td>Two (2) Officers</td>
</tr>
<tr>
<td>YMCA Y-Barn</td>
<td>300</td>
<td>Three (3) Officers</td>
</tr>
<tr>
<td>Clemson House Ballroom</td>
<td>300</td>
<td>Three (3) Officers</td>
</tr>
<tr>
<td>Fike Gym</td>
<td>250</td>
<td>Three (3) Officers</td>
</tr>
</tbody>
</table>

NOTE: The Clemson University Police Department retains the authority to increase staffing at any of the above locations based on the following factors:

a. alcohol event
b. community intelligence that a hosting organization or club is controversial creating a security concern for the campus

In the event that a hosting organization/individual does not receive the attendance numbers projected, then the security contact member will meet with the highest-ranking officer and make the decision whether to decrease the security staff assigned to the event.

OTHER UNIVERSITY POLICIES

Bicycle Policies

South Carolina Law § 56-5-160 states "every device propelled by human power upon which any person may ride, having two tandem wheels, is a 'bicycle.'"

Registration of Bicycles

Bicycles are not required to be registered in order to be operated or parked on the campus of Clemson University. Registration of bicycles, to include stenciling of numbers on the bicycle, for identification purposes is recommended by and available at the University Police Department.

Parking Areas

Bicycles may be parked in areas designated by signs or bicycle racks, in residence hall rooms if done in such a manner so as not to damage the room or the furnishing or to interfere with maintenance or custodial personnel as they carry out their duties and in other areas as designated by appropriate University departments. Exceptions: According to South Carolina Fire Codes, bicycles with helper motors may not be parked in any building or attached to any building.
Bicycles may not be parked, stored or left unattended in offices, stairwells, hallways, lobbies or other common areas, in front of or to the side of any entrance or exit of any building, sidewalk, motor vehicle parking spaces or in other areas as designated by appropriate University departments.

**State Laws Governing the Operation of Bicycles**

**Rights and Duties of Bicyclists**

South Carolina law § 56-5-3420 states that every person riding a bicycle has all of the rights and is subject to all of the duties applicable to the driver of a motor vehicle. That is, any person riding a bicycle must follow the same rules of the road as a driver of a motor vehicle. Statute § 56-5-3430 requires that "every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction." This statute further states that riders must use a bicycle path if it is provided.

**Lamps and Reflectors on Bicycles**

Bicycles used at night must be equipped with a lamp on the front that has a white light that can be seen at least 500 feet to the front. They must also have a red reflector on the rear of the bicycle that can be seen from all distances from 50 to 300 feet to the rear when directly in front of the lawful beams of a motor vehicle. The lamps and reflectors on bicycles used at night are mandated by South Carolina law § 56-5-3470.

**Bells or like devices on Bicycles**

South Carolina law § 56-5-3480 indicates that all bicycles must have a bell or some other type of device capable of giving an audible signal that can be heard at least 100 feet away. However, it is not lawful for a bicycle or any person riding a bicycle to have a siren or whistle according to this statute.

**Clinging to Vehicles Prohibited**

South Carolina law § 56-5-3450 states that "no person riding a bicycle, coaster, roller skates, sled or toy vehicle shall attach it or them or himself to any vehicle upon a roadway."

**Transport of Articles**

No person riding a bicycle may carry any article, package or bundle that prevents him from keeping at least one hand upon the handle bars according to South Carolina law § 56-5-3460.

**Manner of Riding Bicycle and Legal Limit**

South Carolina law §56-5-3440 indicates that "a person propelling a bicycle shall not ride other than upon or astride a permanent and regular seat attached thereto. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped."

**Violations**

It is important to know that failure to comply with South Carolina's laws governing the operations of bicycles is a misdemeanor (§ 56-5-3500). These regulations are applicable whenever a bicycles is in operation or upon any path set aside for the exclusive use of bicycles.
Schedule of Penalties is as follows
Violation: Parking in improper space or manner
Penalty: Impound bicycle
Fine: $40*

Violation: Bicycles left unattended in any area of housing or offices other than student's room
Penalty: Impound bicycle
Fine: $40*

Violation: Bicycles parked in such a manner as to constitute a hazard and bicycles left abandoned after 30 days
Penalty: Impound bicycle
Fine: $40*

Violation: Improper operation (any violation of South Carolina Laws pertaining to the operation of bicycles.)
Penalty: State ticket by police officer
Fine: to be set by the Municipal Judge

Penalties for impounds are payable in person or by mail at Parking Services, G-01 University Union, Clemson, SC 29634-4014.
Penalties for violations of South Carolina laws are payable in person or by mail at the Municipal court office, G-01 University Union, Clemson, SC 29634-4014.

Trials
Alleged violators of the Bicycle Code or South Carolina law have the same right to trial before the Municipal Judge as do operators of motor vehicles.

Cheerleader Policies
The varsity and junior varsity cheerleading squads are programs sponsored by the University and are under the supervision of the Athletic Department. The squads represent the University and are financed by the Athletic Department. The University administration expects the squad captains, as well as all cheerleaders, to have at all times the highest standards of conduct in acts, words and deeds. The University administration does not wish to interfere with the right of freedom of speech; nonetheless, the cheerleaders, as official representatives of the University, will be expected to observe in cheers and remarks the canons of good taste. Profanity, vulgarity, including vulgar gestures and improper statements, will not be tolerated and are reasons for dismissal from the squad. The varsity captain and adviser are responsible for all material used at games. As representatives of the Clemson University student body, the cheerleading program has one mission — to bring about full support of students and spectators in an effort to help the Clemson varsity athletic teams play their best. Microphones or power-amplified equipment should be used only by the squad captain and only to accomplish the stated mission. Announcements not related to spirit-engendering items will not be made.

Requests for off-campus appearances by the cheerleaders will be addressed by the Athletic Department (656-1923). In general, participation of the cheerleaders, the Tiger Cub and the Clemson Tiger is limited to athletic events and pep rallies. The Tiger or Tiger Cub suit will not be loaned to organizations or persons outside the University.
No additional persons, whether student or nonstudent, will be asked to participate on the cheerleading squads.

Dining Services Policy

Meal Plan Policies

Students entering the University for the first time from high school or preparatory school and who live in University housing (excluding Calhoun Courts, Clemson House Apartments, Lightsey Bridge Apartments and Thornhill Village) are required to subscribe to a meal plan for their first two semesters. All other students may choose a meal plan on a semester basis or pay for individual meals. Meal Plan purchases are made by voice response system or at the Tiger 1 Card Office located near Harcombe Dining Hall.

The University provides several economical meal plans as outlined in the food service brochure. The Harcombe and Schilletter dining facilities feature an unlimited seconds policy, except on premium entrees, while the Clemson House dining room serves meals on an a-la-carte basis. Students dining at the Clemson House may use the meal card as a cash equivalency or for predesignated meals at no additional cost. Sunday Brunch in the Clemson House is a special meal and is at additional cost. Meals may also be purchased on a cash basis or with a Tiger 1 Card.

Five major meal plans are available for freshman and upperclassmen for 2002-03, i.e., the Unlimited Access, Any 15, Plus Any 15, Plus Any 10, and Any 10. One additional commuter plan is available for upperclassmen and commuters.

Meal Plans begin at the start of a semester immediately after the student purchases a meal plan and activates the Tiger 1 card to allow dining access. Meal plans end after the evening meal on the day of graduation each semester. Only one meal may be eaten during a set meal period with all meal plans, except the Unlimited Access Plan. Meal plans may not be transferred, sold to another person or held in reserve for a later time.

Students may change meal plans after the first two weeks and prior to the last six weeks of a semester by paying a service charge. Changes may be made at the Tiger 1 Card Office located near Harcombe Dining Hall on Mondays only. Exceptions will be made for students withdrawing from the University. All adjustments will be prorated for the cost of meals previously available. Meals not eaten during a week are not refunded or held in reserve for use at another time.

Meal Plan Termination by the Student

First year freshman living in University housing (excluding Calhoun Courts, Clemson House Apartments, East Campus Apartments, Thornhill Village, and the Lightsey Bridge Apartments) during their first two semesters may only terminate a meal plan for one of the following reasons:

1. Withdrawal from Clemson University.
2. Change in housing assignment to an apartment with kitchen facilities.
3. Medical condition with dietary requirements that cannot be met by Dining Services. Documentation from a medical doctor regarding specific dietary requirements must accompany the "Request for Meal Plan Waiver" form.
4. Other circumstances determined by the University to be beyond the student’s control.

Freshmen must provide the necessary documentation for any of the above reasons before termination of a meal plan will be considered. Upper classmen may terminate meal plans for any reason. Failure to participate in a meal plan does not automatically release a student from his/her meal plan requirement.
Meal Plan Termination by the University

Upon reasonable notice and for good cause, the University reserves the right to terminate a meal plan for failure of the student to abide by its policies. Examples are a change in student status such as disciplinary suspension or failure to comply with University policies.

Refunds and Termination Charges

Meal plans canceled by the student for any reason after service of the first meal will result in a refund of advance payment minus a termination charge and a weekly charge for meals available. The meals available charge applies to all meals that have been served in the dining facilities, and not those which were eaten by the individual student. No refunds will be made the first two (2) weeks and last six (6) weeks of any semester. Requests for refunds may be made at the Tiger 1 Office located adjacent to Harcombe Dining Hall. Debts owed the University will be deducted from refunds due.

Meal Plans canceled prior to the start of service of the first meal for the Spring semester will have the termination charge waived.

Meal plans terminated by the University for disciplinary reasons will result in a refund of advance payment minus a $100 termination fee and a daily meals available charge.

Energy Conservation Policy

To reduce energy consumption as required by the 1975 South Carolina Energy Management Policy and in accordance with the 1992 Energy Policy Act, the University has developed and adopted a policy for campus-wide energy management and conservation strategies. The policy outlines conservation measures and procedures that are implemented by Clemson.

University Facilities has developed a Statement of Mission and Vision outlining a comprehensive energy management strategy. Energy conservation is the responsibility of all students, faculty, and staff. University Facilities strives to reduce energy consumption and the associated costs by proactively working with the campus community.

For more information about the energy conservation policy or energy management strategies, contact University Facilities.

Family Education Rights and Privacy Act

(Annual Notice to Students)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student’s education records (provided the student has not waived this right) within 45 days of the day the university receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request identifying the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate
or misleading. To challenge the accuracy of an education record, the student should write to the registrar or other university official responsible for the record, and clearly identify the part of the record he/she wants changed and specify why it is inaccurate or misleading. If the university official decides not to amend the record as requested by the student, the university official will notify his/her vice president. The vice president will then notify the student of his/her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of a right to a hearing.

Note: The challenge of a student under this paragraph is limited to information which relates directly to the student and which the student asserts is inaccurate or misleading. With regard to a student’s grade, this right does not permit the student to contest a grade on the grounds that a higher grade is deserved, but only to show that the grade has been inaccurately recorded.

3. The right to consent to the disclosure of personally-identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the university; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to refuse to permit the designation of any or all of the following categories of personally-identifiable information as directory information, which is not subject to the above restrictions on disclosure: student’s full name, home address and telephone number, campus address and telephone number, campus e-mail address, state of residence, date and place of birth, marital status, academic class, class schedule and class roster, name of advisor, major field of study, including the college, division, department or program in which the student is enrolled, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and graduation, degrees and honors and awards received including selection to a dean’s list or honorary organization and the grade point average of students selected, and the most previous educational institution attended. Photographic, video, or electronic images of students taken and maintained by the university are also considered directory information.

Directory information may be disclosed by the university for any purpose, at its discretion. Any student wishing to exercise his/her right to refuse to permit the designation of any or all of the above categories as directory information must give written notification to the Registration Services Office (E-206 Martin Hall) by the last day to register for the enrollment period concerned as published in the Clemson University calendar.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clemson University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family
Financial Responsibilities of Students

Fee Establishment
The annual State Appropriations Act imposes the general requirement that student fees be fixed by the University Board of Trustees. The act imposes two specific requirements on the Board:

1. In fixing fees applicable to academic and general maintenance and operation costs, the Board must maintain a minimum student fee not less than the fee charged the previous year;
2. In fixing fees applicable to residence hall/apartment area charge, dining halls, laundry, infirmary and all other personal subsistence expenses, the Board must charge students an amount sufficient to fully cover the cost of providing such facilities and services.

Fee Payment
The entire semester's expenses are due and payable at the beginning of each semester and no student is officially enrolled until all semester expenses have been satisfied. In special cases at the beginning of a semester, the University will accept a non-interest-bearing promissory note for a portion of the semester University housing charge and board fee. Approximately one-half of the semester charge of the least expensive residence hall room (excluding temporary rooms) and one-half of the fee of average board plan may be included in the note. In such cases, a note for the first semester charges will be due October 1, and a note for the second semester charges will be due March 1. The University reserves the right to deny issuance of promissory notes to students with prior records of indebtedness and those who failed to pay promissory notes when due.

A $150 advance payment of room charge is required for a room reservation for the fall semester. Currently enrolled students who expect to continue enrollment are given an opportunity to make housing reservations for the Fall semester by using the on-line computer system at a time designated by the Housing Office and by paying the $150 advance room deposit by a designated date. All freshmen are required to live on campus and are guaranteed University housing, unless they are living with an immediate family member. New students who are offered on-campus housing accommodations are required to pay a $25 nonrefundable application fee and a $100 admission deposit fee. The admission deposit fee is deducted from the amount otherwise due for the semester expenses.

All checks and money orders should be made payable to Clemson University.

Past Due Accounts
All students are reminded of their obligations as financially responsible individuals. Any indebtedness to the University that becomes past due immediately jeopardizes the student's enrollment. A $25 late fee will be assessed for all past due payments. Until the indebtedness has been cleared, the student will not be permitted to reenroll for an ensuing semester or summer school term. Further, any student who fails to pay all indebtedness may not receive proper clearance upon withdrawal or be issued a transcript. Unresolved debts will have billings and collection costs added, may be placed with a third party collection agency, may be reported to a credit bureau and may be deducted from state income tax refunds.

A candidate for graduation who has an indebtedness of more than $50 will not receive a diploma. Names of students who are candidates for graduation with any indebtedness
will be placed on a clearance list. The Registrar's Office will remove a student's name from the clearance list upon receipt of evidence that the account has been settled with the appropriate office of the University.

The University Revenue and Receivables Office will begin disenrollment procedures prior to the end of a semester or summer session where appropriate. A student may be disenrolled for having delinquent accounts with any University agency but specifically with Business Affairs, Communications Services, Financial Aid Office, Housing Office, Department of Services, Library, Health Service, Office of Parking and Vehicle Registration, intramurals, Bookstore or canteens.

Returned Checks

A check or charge card given in payment of University expenses that is returned unpaid by the bank immediately creates an indebtedness to the University. The University Revenue and Receivables Office, G-12 Sikes Hall, administers matters related to the collection of all returned checks for students and nonstudents.

The Bursar's Office will redeposit returned checks in payment of academic fees for the fall and spring semester. A $25 returned check charge will be assessed for each returned item in accordance with state laws. Students with returned items for payment of academic fees are also subject to a late payment fee of $5 per calendar day, not to exceed $350, beginning the day after the last day of late registration. If the item was returned to the University in a timely manner with no response by the student or drawer, a written request to disenroll the student is made to the Registrar. If the request is approved, the percentage of refund will be applied to the debt. If the check is returned after the midpoint of the semester with no response, a decision will be made by Coordinator of University Revenue and Receivables Office and the Registrar as to the effects of disenrollment. At that point, the student will owe 100 percent of tuition and fees, even if he/she has been disenrolled. The University may restrict subsequent payment for academic and other fees by accepting only cash, certified checks, cashier's checks or money orders.

Any individual who uses a two-party check for payment of University expenses will be held responsible for that check if it is returned unpaid by the bank. Checks used as payment for various University services, such as meal plans, housing, etc., that are later returned unpaid by the bank, give the University the right to cancel such services and cause forfeiture of any refund.

Any returned check not collected by the above procedures may be turned over to a collection agency and the indebtedness reported to a credit bureau. Costs of collection will be added to the debt. Transcripts and diplomas will be withheld pending payment, and the debt may be deducted from state income tax refunds.

Abuse of check-payment privileges may result in the restriction of such privileges for an indefinite period of time based on the frequency and/or dollar amount, as determined by the University Revenue and Receivables Office.

Fire Safety Policies and Regulations

Prevention

Clemson students shall be required to abide by regulations prescribed by the state fire marshal and the Clemson University Fire Department. Appropriate disciplinary measures will be administered to protect persons and property from fire.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages public property. Any person suspected of sending a false fire alarm will be turned over to the appropriate judicial authority.
2. University housing foyers, stair landings and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles and storage containers. No item may be placed in such a way that emergency evacuation of the building is impeded.

3. Decorations of all types, including Homecoming displays, must be constructed of flame retardant material. University housing curtains must be treated with a flame retardant.

4. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open at any time.

5. Christmas trees may not be placed indoors more than 14 days prior to Christmas holidays. All trees must be removed from buildings before occupants vacate during the holidays. All trees shall be treated with flame retardant material and maintained flame resistant regardless of height. All lighting and electrical decoration shall be UL (Underwriters Laboratory) List approved for the intended use. Extension cords shall not be use, installed and/or attached to any decorative lighting.

6. No flammable liquids except standard containers of lighter fluid are permitted inside University housing. This includes motorized vehicles.

7. No candles, incense burners, incense in any form, or open flame devices except cigarette lighters are permitted inside University housing.

Upon Discovery of Fire

1. In all University buildings, as you move toward the nearest exit, activate the alarm system by pulling down the handle of fire alarm pull box normally located adjacent to the exit door. Activation of the system will signal the Fire Department and sound an evacuation alarm throughout the building in the event of fire. After you have safely evacuated the building, call 911 to inform the Emergency Dispatcher with any and all information regarding the exact location of the fire.

2. If possible, without risking your safety, isolate the fire by closing doors in the vicinity.

3. University housing occupants should use good judgment in any attempt to extinguish fire. In case of small trash fires, use the appropriate fire extinguisher to extinguish the blaze. Ask your resident counselor specifically about the firefighting equipment and procedures in your area. Report all missing and/or damaged fire extinguishers to your Resident Assistant.

In case of fire in an electrical appliance, turn off the power only if it is safe to do so. Then extinguish fire using an ABC dry chemical fire extinguisher. (Never use water on electrical fires! If you encounter extreme heat and/or smoke, do not attempt to fight the fire. The accumulation of toxic smoke alone is deadly.

4. When firefighters arrive, information about the type of fire, its location and any possibility of persons entrapped by fire should be reported to the incident commander. Unless the firefighters authorize you to assist in evacuation or handling firefighting equipment, go to your designated evacuation area and remain there until the firefighters give permission to return to the building.

Evacuation When Alarm Is Sounded

Evacuation of University buildings is mandatory when a fire alarm sounds.

1. When the alarm sounds close any open windows in your rooms. If possible, take a damp hand towel and flashlight with you in case you encounter smoke or darkness along the evacuation route.

2. If your room door is closed, do not open it until you feel the surface. If there is heat or thick smoke present, remain in your room and wait for assistance. Open
the windows if breathing becomes difficult. Signal the Fire Department by hanging preferably a white towel from the window and by telephoning the dispatch center to indicate your condition and location. Do not break the windows as this may help spread smoke into your room. Your room door is fire resistive and will protect you as long as it remains closed. If there is no heat present, open the door slowly and leave the room, escaping through the nearest exit. Avoid smoke at all times. If necessary, change from one stairwell to another to avoid passing through the smoke.

3. Upon leaving the building, go to your assigned area and remain there until you are given permission to return to the building.

Fire monitors and assistant fire monitors will be appointed for each residence hall. Each monitor will assign a certain area to which his or her hall will evacuate. This area will be at least 100 feet from the building. Roll call will be taken and confirmed to the fire department commander at the scene.

In the absence of the fire monitor and assistant fire monitor, the first student on a hall to discover a fire or hear the alarm will assume the responsibility of fire monitor and order immediate evacuation of the building.

Fire Alarms

Frequently, some individuals on the University campus send false fire alarms. These individuals threaten the safety of all persons protected by causing the unnecessary evacuation of buildings. Therefore, all persons in University buildings should watch for anyone tampering with pull boxes or other parts of the alarm system. The Fire Department offers a reward of up to $200 for information leading to the conviction of a person who falsely pulls an alarm or damages fire safety equipment.

According to Section 16-17-570, Code of Laws, State of South Carolina, Misdemeanor to Interfere with Fire Alarm and Police Boxes, any persons who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone, or break the glass in such box of any fire or police alarm system in this state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor.

Setting Fires

Because of the threat to safety and damage to property, setting fires as a prank is considered felony arson. The Arson Task Force of the State Law Enforcement Division is required to investigate all fires that cause personal injury or damage to state property. A person convicted of arson may be sentenced to the penitentiary for not less than two or more than 20 years.

General Safety Policy

Safety is of vital importance in all University activities. Although the University attempts to eliminate unsafe conditions through an active safety program, the safety of any individual cannot be assured unless everyone becomes concerned personally in this matter.

All students are required to abide by published directives and oral instructions given by properly identified University officials who are performing their duties. Any person discovering a fire or hazardous materials accident should call 911. In the case of injury or illness in which an ambulance is required, call 911. For police assistance, call 911 (for non-emergencies call 656-2222). For other non-emergency hazardous conditions, call Environmental Health and Safety (656-2583), or email ehs@clemson.edu. You can obtain further information at: http://ehs.clemson.edu
Health Services Policies

University policy requires that all students registered for seven or more credit hours during either the fall or spring semesters must pay the University health fee. Those students registered for four or more credit hours during a summer school session must pay the University health fee.

Health Fee Policy

The $102 per semester health fee (summer session fees are prorated) covers the services of the University physicians, nurse practitioners, nursing staff, and supports Counseling and Psychological Services (CAPS), Health Education and Alcohol and Drug Education and Student Disability Services. Included in the health fee is an excess accident and sickness benefit specific for after hours urgent care. This benefit (a secondary insurance) is payable for urgent problems that arise after hours if the student has no primary health insurance coverage. For students with primary health insurance who have not met their deductible, this benefit will pay up to a maximum of $500 toward the deductible.

Students paying the health fee incur reduced costs for pharmaceuticals, lab and x-ray co-pays, allergy injections, physical examinations, orthopedic equipment and specialty clinics. Consultation with referral physicians and medical or surgical services performed away from campus are the responsibility of the student.

Immunization Requirements

The University requires that all new students have documentation of two red measles (rubeola) vaccines on or after their first birthday. Those students born prior to January 1, 1957 are exempt from the measles requirements. A tuberculin skin test (PPD) is required within the past year. For students with a history of a positive skin test, a chest X-ray is required (also within the past year). Students not in compliance with immunization requirements will not be allowed to pre-register for the next semester.

Medical Excuses/Confidentiality

No medical excuses are issued by Medical Services for class absence. Students are encouraged to make an appointment during a vacancy in their class schedule unless they are too ill to attend class. No information concerning a student’s diagnosis is released to anyone without the student’s authorization, except in the event of a life threatening emergency or under subpoena. Medical records are confidential.

Information Resources for Students

Clemson University computing resources are the property of Clemson University, to be used for university-related business. Students have no expectation of privacy when utilizing university computing resources, even if the use is for personal purposes. The university reserves the right to inspect, without notice, the contents of computer files, regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output, such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security or functionality of university or other computer resources or to protect the university from liability;
2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources;
3. An account appears to be engaged in unusual or unusually excessive activity;
4. It is otherwise required or permitted by law.
Use of university computing resources, including network facilities, account numbers, data storage media, printers, plotters, microcomputer systems, and software for computing activities other than those authorized by the university is strictly prohibited. Unauthorized use of such resources is regarded as a criminal act in the nature of theft and violators are subject to suspension, expulsion, and civil and criminal prosecution.

The following are examples of misuse of computing resources:
1. Unauthorized duplication, distribution or alteration of any licensed software. This includes software licensed by the university and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, at Clemson or anywhere on the Internet, or attempting to disrupt the normal operation of any computing resource or network.
3. Attempting to use another student's or employee's computer account or data, without their permission.
4. Using the university electronic mail system to attack other computer systems, falsify the identity of the source of electronic mail messages. Sending harassing, obscene or other threatening electronic mail. Attempting to read, delete, copy or modify the electronic mail of others without their authorization. Sending, without official university authorization, "for-profit" messages chain letters or other unsolicited "junk" mail.
5. Knowingly infecting any computing resource with a software virus.
6. Tampering with the university computer network or building wiring or installing any type of electronic equipment or software that could be used to capture or change information intended for someone else.
7. Participating in a "denial of service" attack on any other computer, whether on or off campus.
8. Using university computing or network resources for personal gain or illegal activities such as theft, fraud, copyright infringement, sound or video recording piracy, or distribution of child pornography or obscenities.

Any suspected violations of this policy or any other misuse of computer resources by students should be referred to the Office of Student Judicial Services. That office will investigate the allegations and take appropriate disciplinary action. Violations of law related to misuse of computing resources may be referred to the appropriate law enforcement agency.

Notwithstanding the above, the Division of Computing and Information Technology may temporarily suspend, block or restrict access to an account, independent of university disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security or functionality of university or other computer resources, to protect the university from liability, or where the emotional or physical well-being of any person is immediately threatened. When DCIT unilaterally takes such action, it will immediately notify the account holder of its actions and the reason therefore in writing. The account holder may appeal the action taken by DCIT in writing to the Vice Provost of the Division of Computing and Information Technology.

Access will be restored to the account holder whenever the appropriate investigatory unit of the university determines that the protection of the integrity, security or functionality of university or other computing resources has been restored and the safety and well
being of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Office of Student Judicial Services.

**Moped Policy**

**Definition**
South Carolina Law 56-5-165 states "every cycle with pedals to permit propulsion by human power or without pedals and with a motor of not more than fifty cubic centimeters which produces not to exceed two brake horsepower and which is not capable of propelling the vehicle at the speed in excess of thirty miles an hour on level ground is a moped."

**Registration of Mopeds**
Mopeds are required to be registered in order to be parked on the campus of Clemson University. Registration of mopeds includes the issuance of a parking decal through the Office of Clemson University Parking Services.

**Parking Areas**
Mopeds must be parked in designated motorcycle parking areas on the campus of Clemson University.

Mopeds may not be parked, stored or left unattended in offices, stairwells, hallways, lobbies or other common areas, in front of or to the side of any entrance or exit of any building, sidewalk or in other areas as designated by appropriate University departments.

According to South Carolina Fire Codes, mopeds may not be parked in any building or attached to any building.

**State Laws Governing the Operation of Mopeds**

S.C. 56-5-3710 Driving upon Sidewalk (Mopeds)
"No person shall drive any vehicle upon a sidewalk or sidewalk area"

S.C. 56-5-3710 Limitations (Mopeds)
"No person may ride upon a moped other than upon or astride a permanent and regular seat attached to the moped. No moped may be used to carry more persons at one time than the number for which it is designed and equipped"

S.C. 56-5-3720 Required Equipment (Mopeds)
"at least one rearview mirror, operable running lights, and brake lights which are operable when either brake is deployed"

S.C. 56-5-3730 Use of Operating Lights (Mopeds)
"must have the operating lights turned on at all times while the moped is in operation on the public highways and streets"

S.C. 56-5-3660 Helmet Usage (Mopeds)
"It shall be unlawful for any person under the age of twenty-one to operate or ride upon a two-wheeled motorized vehicle unless he/she wears a protective helmet"

**Parking Policies**

**Permits**
Clemson University Parking Regulations require students to obtain a parking permit
immediately upon bringing a vehicle to campus and to park in a space designated for student parking. Motorcycles, mopeds and motor scooters must display a current parking permit and park in designated motorcycle parking areas. Parking permits are available to all students, provided the permit fee is paid. The permit may not be transferred to another person. Students are encouraged to purchase annual parking permits during the summer months to avoid long lines during the start of the Fall semester in August.

Regulations

University Parking regulations are published in the South Carolina Code of Laws, 1976, as amended. A copy of the parking regulations is at the time of parking permit purchase. Students are encouraged to read and comply with the regulations. Failure to comply will result in the issuance of a parking citation. Students who receive six or more parking citations in a parking year are subject to an additional penalty for the seventh and subsequent parking citations. Disciplinary action, including loss of parking privileges for the remainder of the parking year, will be initiated for students who receive ten or more parking citations in a parking year. A parking year is the period of time that an annual parking permit is valid, currently August 16th - August 15th.

Citation Payments

Students are expected to pay parking violation penalties promptly. Citations become past due if not paid or appealed within 15 days. Accumulation of 3 or more past due citations will result in the vehicle being towed and impounded until all indebtedness has been paid. From time to time, past due citations are turned over to the Bursar's office for collection and will appear on the next academic bill. Payment of citations may be made via mail or in person at the Office of Parking Services.

Citation Appeals

Appeals must be initiated within 15 calendar days of the date of the citation. Requests for an appeal should be initiated at the University Municipal Court, located in G-01 University Union. Appeals will be heard by a Parking Review Board.

Pet Policy

Except for seeing-eye does and tropical fish, pets are not permitted in the interior of University buildings unless specifically authorized.

Posting Policy

Clemson University offers posting areas throughout campus and in most buildings because publicizing is a necessary part of supporting the success of events and programs of recognized student organizations, university departments, and academic units.

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

Approval Process:

Prior to posting, all materials must be approved by the proper area.

• Materials to be posted in general posting areas, kiosks, or banner alleys must be approved by the University Union's information desk.
- Materials to be posted in University Housing must be authorized by University Housing at one of the three branches (Mell Hall, East Campus Housing, or West Campus Housing Offices).
- Materials to be posted in University dining facilities must receive authorization from each facility manager and are valid only at that location.
- The content of all items for posting must be consistent with the University standards of good taste and may not jeopardize campus safety. Alcoholic beverage consumption may not be the primary message of any posted material. You should bring an original flier or poster for stamping BEFORE it is photocopied.
- Appeals may be made to Housing or the UUSC using the University's appeal form.

Posting Guidelines:
- Only recognized student organizations, university departments, academic units, faculty, staff, and students can post on campus.
- All commercial posting by off-campus organizations, businesses, entities, and individuals is prohibited unless sponsored by a recognized student organization, department, or academic unit.
- Posted materials must clearly promote the activity publicized and the sponsoring university organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier or a non-university affiliate appears on the flier, it must not appear as the dominant message.
- The expiration date on all printed materials for posting will be a maximum of two weeks from the date of approval.
- The University Union will post all materials in the kiosks, and the banner alleys in front of the Library, and in the Hendrix Center. No materials may be placed over the materials of other groups.
- No fliers, posters, or banners should be posted on vehicles, trashcans, sidewalks, support columns, lampposts, buildings, ATM's, or any other areas, which are not listed in the categories of this policy.
- Items must be posted with only tacks. Adhesive affixtures are not permissible. The use of sidewalk chalk for campus advertising is prohibited.
- The policy applies to all posting with the exception of Student Government elections. For information on the posting policy at this time, refer to the student handbook.

Enforcement:
All violations of this policy by students or student organizations will be forwarded to the Office of Judicial Affairs for disciplinary action. All departmental violations will be handled through the appropriate administrative channels.

University Statement:
Neither the contents of this policy nor the receipt of an approval stamp for posting should in any way be understood as endorsement of support by Clemson University of the materials being posted or the actual function(s) being advertised. In the interest of public safety, exceptions to this policy may be made by the University Union and Student Center.

Public Prayer Policy
Clemson University is a multicultural community and because students, faculty and staff are of many different religious persuasions, prayers given at University-sponsored public events should be nonsectarian.
Refund Policy Due to Student Death

In the case of a student death, Clemson University will refund all monies paid for current or future academic tuition and fees. University Housing and meal plan(s) dollars will be refunded on a pro-rata basis. The University will follow Federal Guidelines for a deceased student who has received financial aid.

Sales and Solicitation Policy

Solicitation on University property is strictly prohibited without authorization from the University Union & Student Center. Evidence of such authorization shall be displayed at all times while on campus (e.g. an identification badge on vendor or a seal of approval on all items). Any authorized solicitations are subject to applicable University regulations, and local, state and federal laws. Solicitations may be approved for a specific area on campus or for all pre-approved campus-wide locations. No solicitation shall interfere or conflict with the mission of the University or its occupants. Any profits derived from solicitations on campus must be used for a purpose consistent with University policy and with the purpose of the sponsoring entity.

Regulations

All solicitations on campus are subject to the following:

1. must be authorized in writing to the University Union & Student Center,
2. are restricted to approved areas,
3. may contain only legal materials and/or content.

Athletic Events: Solicitations on the day of an athletic event are not permitted from 12:01 am until 11:59 pm in an area east of Lake Hartwell, west of a line running from Mell Hall, past Tillman Hall to Lee Hall and bounded on the north by Highway 93 and on the south by Perimeter Road, unless so approved by the University Union & Student Center and by the Athletic Department.

Amplified Sound Systems and/or Visual Aids: May be used only when authorized and only in areas specifically approved for such. Any reservations between the hours of 8:00 am-9:00 pm Monday-Thursday and 8:00 am-4:30 pm Friday using sound must adhere to the 80 decibel limit. Any event exceeding 80 decibels (at 50 feet from speaker) will be asked to turn sound down. If problem persists, the University Union & Student Center reserves the right to cancel the event.

Designated Times, Days and Areas: Authorized solicitation may be restricted to certain times of the day, to certain days of the week and to specified locations to preserve privacy, safety and the educational environment of the campus. Areas have been designated on the campus for authorized solicitation. These areas have been selected to accommodate the needs of all persons wishing to solicit. A list of these can be obtained at the time solicitation is approved.

Door-to-door solicitation is prohibited on campus for any reason.

Solicitation is not allowed under any circumstance in residence halls, classrooms or work areas except when it is specifically requested by a resident (residence hall) or authorized employee (classroom or work area) and shall be limited to the resident’s room or other approved meeting area (e.g. lounge), or to a specific classroom, office or other department facility. Such requests by employees are subject to departmental policy. Any entity so soliciting must be accompanied by the individual making the request.

Solicitation by any person, organization or agency is generally not permitted in any other University building. However, solicitation may be authorized in any such building (other than those above) for the following activities:

1. Approved fund-raising activity of any department of the University
2. Approved fund-raising activity of an affiliated entity
3. Approved fund-raising activity of a non-affiliated entity only when sponsored and conducted or supervised by the University or affiliated entity.
4. Collection of data for University sponsored research or for a class
5. Approved fund-raising activity of a recognized local, state or national charitable organization (e.g. Red Cross).

Credit Card Guidelines: All solicitation must be tabled and under no circumstance are solicitors allowed to move from behind the table. All signage is restricted to the table only. The University Union & Student Center reserved the right to cancel any reservation if complaints of violations to these guidelines become apparent.

Sales: Any outside entities conducting sales must have a vendor contract completed with the University Union & Student Center or with the sponsoring recognized student organization/University Department.

Statement of Equity: Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy and regulations exist to ensure privacy, safety, and educational/work environment of campus occupants. Application of this policy and regulations will be neither arbitrary nor capricious, nor shall they be based on the political content of the solicitation. All constitutionally protected speech will be permitted within reasonable time, place and manner parameters of this policy and regulations.

Smoking and Use of Tobacco

No smoking or other use of tobacco will be permitted in classrooms during regularly scheduled class sessions. Deans and other administrative department heads responsible for buildings may establish additional regulations for fire protection or other reasons as desirable.

Smoking is not permitted in the bathrooms, hallways, or lounges of any residence area or in any other common (public) areas within the buildings or in any designated smoke-free area. Students are permitted to smoke within their room, unless the hall is designated as smoke-free.

UNIVERSITY HOUSING POLICIES

Students who are assigned a space in University housing are required to sign a University Housing contract and are judicially held responsible for terms and conditions of occupancy for both the Fall and Spring semesters. Please read your contract thoroughly before signing, as this is a legally-binding agreement between you and Clemson University Housing. Students will complete a directory form as part of the registration process and will report all changes of address as they occur to the Housing Office.

All unmarried first-year students entering the University directly from high school or preparatory school and not residing with parents, guardians or close relatives are required to live in University housing.

Housing Reservations

New freshmen, new graduate and new transfer students: Advance housing reservations for both the Fall and Spring semesters are made only after the student has signed the contract and paid a $35 nonrefundable application fee.

Continuing, graduate, co-op and former students returning: Advance housing reservations for both the Fall and Spring semesters are made only after the student has signed the contract, paid a $150 advance payment, and submitted his or her residence location and roommate requests. The advance payment serves as a reservation fee and is credited to the Fall semester’s housing charges.
Guests
Residents are responsible for the conduct of their guests and must be present for the duration of the visit. Overnight guests of residents must be registered with the resident assistant or at the desk of the individual residence halls/apartments. Residents must ensure that guests abide by the rules and regulations as stated in the University housing contract, the Student Handbook and by University Housing.

Security
1. Visitors at residence halls must enter and exit only by the main entrance to the hall.
2. Residents who leave by locked security doors are responsible for leaving the doors in a locked position. If a resident props open any door, he or she is subject to possible eviction from University housing.
3. Residents are urged to lock their windows and doors when asleep and during periods of absence. Windows in Byrnes, Manning and Lever shall remain closed at all times. During holiday periods, additional precautions should be taken to include removing small portable items and closing curtains or shades. Any losses should be reported to the University Department of Public Safety and the Housing Office.
4. For personal safety, ground floor accessible windows should be kept locked at all times. Any student who observes a potentially dangerous situation or has been the victim of a crime should report this circumstance immediately to the Clemson University Police Department and appropriate Housing officials. Your assistance in taking charge of your own safety, both inside and outside University housing, is an integral part of maintaining a safe campus.

VISITATION
Members of the opposite sex are allowed in rooms and apartments every day based upon the visitation option for that area. All residence halls with communal baths have a Standard Visitation plan, 10:00 AM to 2:00 AM, every day. Areas with private or suite baths have a Self-Regulated plan that allows occupants to set visitation hours by mutual agreement at the beginning of each year or whenever occupancy changes.

Any visitor of the opposite sex who needs to be escorted to a restroom must be accompanied to the door of the restroom and allowed to enter only after all other members of the opposite sex have exited. No members of the opposite sex shall be allowed to use the showers on the residential floors.

All persons will be held responsible for complying with visitation regulations applicable to the visited area. Those who by their acts violate visitation regulations or state or municipal laws are subject to prosecution in civil courts and/or student courts, residence hall eviction, fines, and/or suspension or dismissal.

Other Housing Policies
In addition to these policies, certain residence halls and all apartment areas require regulations pertinent to each of them. Addenda to the contract will be distributed in written form to all residents.

The general policies of the 2002-2003 University Housing contract can be found within your signed copy of the contract. Please refer to your contract for further details.