Student Life Information and Guidelines for Student Organizations

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Student Life and Organizations

Activities at USC Aiken are funded by students from a portion of their fees at the beginning of each semester. An effort is made to program a variety of events to meet the diverse interests of the campus community. The offices of the Assistant Vice Chancellor of Student Life, Director and Assistant Director of Global Studies and Multicultural Engagement, Associate Director of Student Life, Assistant Directors of Student Life, the Pacer Union Board, the Student Government Association, the Minority Assistance Program (MAP), and Intramural Sports are located in the Student Activities Center. Events are planned and sponsored by these offices as well as by other student organizations.

Student Life provides an opportunity for students to apply and expand upon their classroom experiences. Student activities are an excellent way to develop important skills that will be beneficial to students in their future. Special academic, social, media and community service interests are served by a great variety of clubs and organizations on the USCA campus.

There are over ninety recognized campus organizations pursuing interests in everything from music to skiing to research. These groups sponsor many events for the entire campus as well as small events for their own membership. In many cases, student organization membership is open to anyone.

Each spring and fall, the Student Life Office has the responsibility of recognizing student organizations with the assistance of the Campus Life Committee; many may receive funding for activities, if available, and use various facilities on campus. Existing organizations must be recognized each year by filling out the appropriate forms in the spring the previous academic year. Both old and new organizations must submit a constitution, officer form and registration form before they can be recognized. All forms and additional information can be obtained from the Associate Director of Student Life (or designee).

If you are interested in any of the student organizations on campus or would like to start a new one, come by the Office of Student Life or call 641-3634.

Academic Organizations

Engineering Club
The Engineering Club provides for the extracurricular need of the industrial mathematics major as well as all five of the engineering majors offered by USC. The Club provided opportunities to visit local industries, participate in regular meetings of professional societies, and to draw upon their engineering, mathematics and science studies in an effort to assist with community outreach projects.

Exercise and Sport Science Club (EXCSO)
The EXS Student Organization allows students to come together and discuss the common interests in health, fitness, and wellness. The EXSCO should also foster education by providing opportunities to attend presentations, seminars and conferences to give practical applications for Exercise and Sport Science majors and non-majors.

History Club
The History Club provides students with a love of history to interact and learn more about the discipline of history. Open to all students, the History Club sponsors programs and events to promote the learning and enjoyment of history.

International Association of Business Communicators
Founded in 1970, The International Association of Business Communicators provides a professional network of over 15,500 business communication professionals in over 80 countries. Currently, there are over 100 chapters.

National Association for Music Educators
NAfME, among the world’s largest arts education organizations, marked its centennial in 2007 as the only association that addresses all aspects of music education. Through membership of more than 75,000 active, retired, and pre-service music teachers, and with 60,000 honor students and supporters, MENC serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school.

Neuroscience Club
The Neuroscience Club will enrich course experience with intellectually stimulating field trips and presentations on research
performed by faculty members at the University of South Carolina Aiken. The Neuroscience Club will also present opportunities for students to become involved in graduate research projects.

**Pacer Accounting Club**
The Pacer Accounting Club will provide career preparation through networking opportunities and educational events.

**Pacer Law Society**
This organization provides pre-law students with a setting in which to become more familiar with the legal profession, and to learn how to prepare both for the LSAT exam and for legal study.

**Philosophy Club (Symposium)**
The Philosophy Club provides USCA students an opportunity to further their interest in philosophy and was established with the express purpose of chasing wisdom, perchance to catch a glimpse of her.

**Political Science Club**
The Political Science Club is open to all students who have an interest in the study of politics. A new organization, the Political Science Club strives to provide its members opportunities to become actively involved in the field of politics and encourage the study of politics.

**Society for Advancement of Management (SAM)**
SAM abounds with opportunities for professional development. You will meet management and academic leaders from around the world; share your thoughts with your peers through presentations, publications, and interactive sessions at the local and national level; help students and others develop management expertise; and define and guide management thinking into the future.

**Student Nursing Association**
The Student Nurses Association contributes to nursing education at USCA by providing programs representative of fundamental and current professional interests and concern. It also provides an opportunity for students to participate in a pre-professional organization.

**Student Nursing Government**
The Student Nursing Government works with the faculty of the School of Nursing to enhance the educational experiences of nursing students. Committee members regularly met to discuss issues and concerns facing nursing students at USCA.

### Cultural and Diversity Interest Groups

**African American Students’ Alliance**
The African American Student Alliance (AASA) is one of the largest student organizations on campus. The AASA officers and members work together to develop programs that appeal to the diverse membership. These include fun and light-hearted activities planned to give members opportunities to make new friends and to enjoy the fellowship. There are also enlightening programs to foster cultural awareness and appreciation. In addition, there are many opportunities for members to develop leadership skills through committee work, community service projects, campus retreats, and regional conferences.

**Globe (International Club)**
Globe is an organization that is committed to promoting awareness of other cultures, both in and outside the U.S., among the population at USCA and the community at large. Members hope to break down cultural barriers, get to know students of different backgrounds and to provide a forum for discussion of cultural issues.

**Latino Club**
The Latino Club is open to all students and celebrates the Hispanic culture and its significant contributions to our community.

**National Association for the Advancement of Colored People**
The mission of the National Association for the Advancement of Colored People is to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate racial hatred and racial discrimination.
Unity (GLBTS Alliance)
Unity exists as a support group for Gay, Lesbian, Bisexual, Transgender, Straight, and Questioning students, faculty, and staff of USC Aiken. In addition, Unity educates and increases awareness relating to the needs of GBLTSQ people by conducting scheduled meetings and a variety of other social events.

Service Groups

Circle K International
Circle K International is a service organization sponsored by the Kiwanis Club of Aiken. Circle K’s objectives are to help the community while building and developing the citizenship of its members. Circle K is open to all students.

Habitat for Humanity
Our chapter is a student-led, student-initiated organization at USCA that partners with the local Habitat affiliate to fulfill the four functions of a campus chapter: building, fundraising, advocating, and educating.

Impact
Impact is run through the Student Life office. Impact plans various community service events, programs, and trips throughout the academic year.

Omega Leo Club
The Leo Club promotes service activities in the community which will develop each member’s qualities of leadership, experience, and opportunity. Unite members in friendship, fellowship, and mutual understanding.

Omega Phi Alpha
Omega Phi Alpha is a national service sorority focused on promoting friendship, leadership, and service. By adhering to these three principles Omega Phi Alpha hopes its members will become life-long, service-minded leaders. The organization strives to better the lives of others worldwide by collaborating with organizations and volunteering through a flexible service program. The national motto is “Today’s Friends, Tomorrow’s Leaders, Forever in Service.”

Rotaract
The purpose of the Rotaract Club of The University of South Carolina Aiken is to build leadership and professional skills, respect, and awareness of issues in the community and the world; to provide recognition of self and others, and to provide an opportunity for growth; and to promote positive ethical standards and dignity, and to promote goodwill toward all people.

Students for a Sustainable Campus
Students for a Sustainable Campus promote environmental stability and awareness within USCA and the surrounding community through education and practice.

Greek Life

NATIONAL PANHELLENIC COUNCIL ORGANIZATIONS (Sororities)

Alpha Omicron Pi
Founded in 1897, Alpha Omicron Pi has over 126,000 members worldwide. The object of the fraternity is to encourage a sense of fraternity and love among its members; to stand at all times for character, dignity, scholarship and college loyalty; to strive for and support the best interest of the university. Alpha Omicron Pi is inspired and committed to its founding principles and is guided by the following values: trusting and respecting each other, building lifelong friendships, contributing time, talent and financial resources, promoting integrity, developing leaders, striving for excellence, encouraging innovation and creativity, using teamwork and collaboration, acting philanthropically, and being an living example for others.

Phi Mu
The Phi Mu Fraternity is one of the oldest national Greek organizations for women, founded in 1852. Phi Mu provides personal and academic development, service to others, commitment to excellence and lifelong friendship through a shared tradition.

**Zeta Tau Alpha**
The Zeta Tau Alpha Fraternity is a national Greek organization for women founded in 1898. The mission of ZTA is to make a difference in the lives of their membership by developing the potential of each individual through visionary programming which emphasizes leadership development, service to others, academic success and continued personal growth for women with a commitment to friendship.

**INTERFRATERNITY COUNCIL ORGANIZATIONS (Fraternities)**

**Delta Sigma Phi**
Delta Sigma Phi is a national, not-for-profit Fraternity that's helped young men become better for more than a century. Founded on December 10, 1899 at the College of the City of New York, Delta Sig has grown significantly over the years with 104 active chapters in the United States. In our 115 years of history, over 115,000 men have initiated into Delta Sigma Phi Fraternity. Today, we have 85,000 living alumni and more than 5,000 undergraduates. Our great Fraternity helps and encourages our members to become better students, better leaders, better citizens, better professionals... better men.

**Lambda Chi Alpha**
Founded in 1909, Lambda Chi Alpha is today one of the largest general fraternities with more than 227,000 initiated members, as well as having chapters at more than 300 universities. Lambda Chi Alpha looks to foster a high Christian standard of life and ideals, to promote honorable friendship, brotherly love, and to secure members the greatest advantages in college life. Lambda Chi Alpha also compliments higher education by providing opportunities for academic achievement, leadership development, and lifelong friendship.

**Tau Kappa Epsilon**
Since its founding in 1899, TKE has initiated more than 240,000 men and has active chapters on more than 270 campus across the United States and Canada, making it the world's largest college fraternity. A Teke values scholarship, character, leadership, teamwork, service and brotherhood. He aims to make a positive difference in society, and make himself a better person in the process.

**NATIONAL PAN-HELLENIC COUNCIL ORGANIZATIONS (Black Greek Letter Organizations)**

**Alpha Kappa Alpha Sorority, Inc.**
Founded in 1908, Alpha Kappa Alpha is an international organization of 100,000 college women worldwide. Their unifying objective is the improvement of human life through service to others. The AKA Sorority also promotes scholastic and ethical standards, unity and friendship among college women, higher education and service to all mankind.

**Alpha Phi Alpha Fraternity, Inc.**
Founded in 1906, Alpha Phi Alpha is a national fraternity which strives to stimulate the ambition of members; to prepare them for the greatest usefulness in the causes of humanity, freedom, and dignity of individuals; to encourage the highest and noblest form of manhood; and, to aid downtrodden humanity in its efforts to achieve higher social, economic, and intellectual status.

**Delta Sigma Theta Sorority, Inc.**
Delta Sigma Theta is an international public service organization consisting of over 250,000 members throughout the United States, the Caribbean, Africa and Europe. Founded in 1913, Deltas emphasize scholarship and service to humankind as noble endeavors and engage in activities consistent with these ideals.

**Kappa Alpha Psi Fraternity, Inc.**
Founded in 1911, Kappa Alpha Psi is one of the largest national historically African-American fraternities in the country. Their fundamental purpose is achievement in every field of human endeavor. The Kappas emphasize the academic and social development of members as well as service to the community.

**Omega Psi Phi Fraternity, Inc.**
Omega Psi Phi Fraternity, Inc. is the first international fraternal organization to be founded on the campus of a historically black college. Omega Psi Phi has over 700 chapters throughout the United States, Bermuda, Bahamas, Virgin Islands, Korea, Japan, Liberia, Germany, and Kuwait.

**Phi Beta Sigma Fraternity, Inc.**
Phi Beta Sigma Fraternity, Incorporated is a national Greek organization that seeks to provide service to humanity as expressed in Our Principles of “Brotherhood”, “Scholarship”, and “Service”, in a variety of ways. Since its founding in 1914 on the campus of Howard University, Phi Beta Sigma, Inc. and its members have worked to fulfill the motto, “Culture for Service and Service for Humanity” through its educational programs and community and campus services. Today the brotherhood continues to truly exemplify the ideals and principles of its brotherhood in the United States, the Caribbean, Europe, and Asia.

**Sigma Gamma Rho Sorority, Inc.**
Sigma Gamma Rho is a national Greek organization for women founded in 1922. From seven young teachers, Sigma Gamma Rho became an international service organization comprised of women from every profession. Sigma Gamma Rho offers its members opportunities to develop their unique talents through leadership training and life in sorority activities. Sorority activities provide an atmosphere where friendships and professional contacts are developed which often lead to bonds that last a lifetime.

**Zeta Phi Beta Sorority, Inc.**
Zeta Phi Beta, a community-conscious, action-oriented organization, provides programs that effectively address the needs of local communities. Founded on principles of finer womanhood, sisterly love, scholarship and service, it involves strong women in programs which provide meaningful services according to a Seven-Point Plan of Action. Through these activities, women not only have lots of fun with friends, but also develop personally, socially and spiritually.

**Student Media**

**Broken Ink (Literary Magazine)**
Broken Ink, an award-winning literary art journal in publication since 1971, contains the poetry, prose, and artwork of USCA students.

**Pacer Times (Student Newspaper)**
Pacer Times, the student weekly newspaper, makes a conscientious effort to involve all students in every phase of University activities. The student staff tries to seek out and publish a wide range of opinions and news from campus and community issues.

**Religious Organizations**

**Baptist Campus Ministries**
The Baptist Collegiate Ministry exists to lead students and others in the academic community to faith in Jesus Christ as Savior and Lord, to guide them in Christian growth and discipleship, and to promote active membership in a local church. Membership in BCM is extended to anyone who regularly participates and who expresses support for the purposes of BCM.

**Campus Crusade for Christ**
This organization gives students who want to know more about their spirituality an opportunity to fellowship and learn more about Christianity.

**Campus Outreach**
A group committed to enhancing the spiritual experience of students at USCA.

**Fellowship of Christian Athletes**
One of the newest organizations on campus, the Fellowship of Christian Athletes is an organization open to all students at USCA who want to enrich their lives through Christian fellowship and faith.

**Merge**
A non-denominational Christian ministry that reaches out to adolescents through volunteers, staff, club meetings, and campus by building meaningful relationships

Newman Club
A group with connections to the Catholic church, the Newman Club is open to anyone who is interested in growing in Christ and developing their spirituality while at USCA.

Young Life
Young Life began with a few simple ideas about sharing the truth of God’s love with adolescents. Seven decades later, those simple ideas have become time-tested methods for reaching out to middle school, high school and college students in friendship and hope.

Performing Art Groups

Pacer Pulse Basketball Pep Band
The Athletic Band plays at home basketball games, special campus events, and community programs. All instruments are welcomed! Students who know how to play an instrument, enjoy being a part of something exciting, and want to possibly earn a little scholarship money are encouraged to join.

University Choir
The University Choir provides students an opportunity to share and explore their musical interests with other students through the study and performance of music from a variety of musical styles.

University Theatre Players
The University Theatre Players strive for a better public awareness and appreciation of theatre. The Players support both on-stage and backstage the University Theatre's Main Stage and Playground Playhouse seasons. They also support the Etheredge Center and its many offerings. What Is That is an improvisational theatre company that is also supported by the Players. Participation in University Theatre Players is open to anyone with an interest in theatre.

USCA Cheerleading Team
The USCA Cheerleaders are a small co-ed squad consisting of 4 male and 12 female members. The squad cheers for both the Lady Pacers and Pacer Basketball teams, both home and away. In addition to cheering at games, the cheerleaders also attend UCA clinics, judge local tryouts and competitions, participate in Midnight Madness, teach summer camp, perform at local area high schools, sponsor the Annual Pacer Cheerleader Championships, and compete in the Peach Belt Athletic Conference Cheerleader Competition. Tryouts are held in April. All squad members receive a $200/year scholarship and out-of-state fee waiver, which reduces tuition to in-state rates.

USCA Concert Band
Open to all instruments, this organization allows students to pursue the development of their musical instrument talents in a positive and instructive band. The USCA Concert Band performs several times a year and scholarships are available for members.

USCA Dance Team
The USCA Dance Team is a 14 member squad who performs hip-hop, jazz, and funk routines at all Lady Pacer and Pacer home basketball games. The team competes in the Peach Belt Conference Dance Team Championship and the Universal Dance Association National Collegiate Dance Team Competition. Tryouts are held in April and throughout the summer. All squad members receive a $200/year scholarship and out-of-state fee waiver, which reduces tuition to in-state rates.

Voices of Praise
Voices of Praise is an ecumenical organization that provides an opportunity for students to share their interest in music and to contribute to student life. The group performs various types of musical selections.
Political Groups

**College Democrats**
The USCA chapter of the College Democrats promotes the registration of voters and works towards supporting the National Democratic Party issues, platforms, and candidates.

**College Republicans**
The USCA chapter of the College Republicans promotes the registration of voters and works towards supporting the National Republican Party issues, platforms, and candidates.

General Interest Organizations

**Amnesty International**
Amnesty International is a global movement of more than 3 million supporters, members and activists in more than 150 countries and territories who campaign to end grave abuses of human rights. The USCA chapter supports the international organization as well as focuses on issues within South Carolina and America.

**Animal Health Club**
This club intends to mentor pre-veterinary students at the University of South Carolina Aiken by providing them with extracurricular education about the field of veterinary medicine as well as to provide volunteer projects. This club also intends to provide knowledge and volunteer projects to other USCA students that are generally interested in animal health. Knowledge will be provided by the discussion of current animal health topics such as, but not limited to, nutrition, population control, and veterinary medicine. Members will gain volunteer experience through projects designed to better USCA and its campus life such as managing the stray cat population on campus.

**C.U.R.L.S.**
C.U.R.L.S. will display healthier ways of caring for natural hair inside and out, starting with a healthier lifestyle. C.U.R.L.S. focuses on giving back to the USC Aiken campus and community by providing a niche for opportunity and educational growth. "One CURL at a time."

**Ducks Unlimited**
An organization committed to informing students about North American wetlands and the many important ways each person can help in their preservation, restoration, and protection.

**Guild of Poetic Intent**
The purpose of The Guild of Poetic Intent is to share original and favorite poems with each other and the community at large; to create a community of guidance and offer support through public readings and various social activities; to act as a vehicle for creativity and self-expression.

**Horticulture Club**
Horticulture Club hopes to gain knowledge and educate others about horticulture. The duties of the club include (but are not limited to): building and tending a sustainable garden on campus, growing and selling plants for funding, taking part in community service such as visiting children's classes to educate them about the plants around them, seeking knowledge from community experts, and visiting gardens and horticultural-related places to gain insight about horticulture and all it has to offer.

**Pacer Fanatics**
Pacer Fanatics is the student athletic booster club established to support and promote all USCA athletic teams and events. Members receive special seating at athletic events, discounts to local businesses, and e-mail updates from the Sports Information Department at USCA.
**Pacer Spirit**
Pacer Spirit is a group which promotes Pacer pride through the USCA Admissions Office by providing tours to new students and their families as well as assisting with other programs and events to promote the University to potential students.

**Pacer Union Board**
Pacer Union Board (PUB) is a student organization designed to facilitate, plan, and execute co-curricular activities on the USCA campus. The purpose of the Board is to provide cultural, educational, recreational and social programs for USCA students and their guests. PUB is an active member of the National Association for Campus Activities (NACA). Participation in this organization enables PUB to provide the finest programs available to the college market. All Pacer Union Board events are supported by student activity fees. The Pacer Union Board invites students to get involved and welcomes comments and suggestions. For more information, contact the Office of Student Life.

**Pacesetters**
A group of student leaders who are selected to help with the orientation process. Applications are available in January for those interested in the program.

**Peer Educators**
A group of student leaders coordinated by the Counseling Center who are selected to help provide programs and workshops for students to enhance their knowledge about social and health issues.

**Resident Student Association (RSA)**
RSA helps provide programs and events for on campus students. Any resident of one of USCA’s three resident halls can be a member.

**Silent Crusaders Sign Language Club**
The purpose of this club is to teach individuals who wish to learn, and those who already know, Sign Language and to bring an awareness of deaf culture to campus.

**Skeet and Target Club**
The Skeet and Target Club was established for the purpose of bringing together students with similar interests in the sports of skeet, trap, sporting clays, and other target sports; promoting safety and responsibility; engaging in competitions; and providing club-level competition.

**Student Athletic Advisory Committee**
Made up of representatives from each varsity athletic team, the Student Athletic Advisory Committee (SAAC) works with the Athletic Department to improve life for student athletes as well as promote campus life.

**Student Government Association**
The voice of the student body, the Student Government Association (SGA) meets weekly to discuss issues and concerns related to the campus. Meetings are open to all students and elections are held in March of every year.

**Student Veterans Organization**
The USCA Student Veteran’s Organization (SVO) exists to establish and develop a student organization for military veterans, family members of veterans, current active duty, and drilling National Guard or Reservist Students. The primary intent of the USCA SVO is to help ease students’ transition from military lifestyles to student life and on to a career. The second intent of the SVO is to help veterans and family members make the most of USCA resources, facilitate the full use of education benefits, encourage student retention at USCA, and to become an active contributing part of the campus and local community. Third, the organization intends to foster fellowship of like-minded individuals in order to create a network of students and successful alumni in order to provide professional and leadership development. Finally, the SVO will accomplish these goals by helping to make veterans, active duty personnel, reservists and their families aware of and gain access to all benefits and resources entitled to them.

**USCAnime**
USCAnime is a student organization established to bring together those sharing an interest in Japanese anime. Representative samples of this cinematic genre are viewed and discussed with a focus on insights into both Japanese culture and worldview.
Honor Societies

HONOR SOCIETIES BASED ON ACADEMIC MAJOR

*Alpha Psi Omega (Theater)*
Alpha Gamma Chi is USC's local chapter of the National Theatre Honor Society: Alpha Psi Omega. The purpose of the society is to provide acknowledgement to those demonstrating a high standard of accomplishment in theatre and through the expansion of Alpha Psi Omega among colleges and universities provide a wider fellowship for those interested in theatre.

*BBB Biological Honor Society*
Beta Beta Beta (TriBeta) is a society for students, particularly undergraduates, dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research.

*Beta Gamma Sigma (Business)*
The purpose of Beta Gamma Sigma is to encourage and honor academic achievement in the study of business and personal and professional excellence in the practice of business.

*Gamma Sigma Epsilon (Chemistry)*
Gamma Sigma Epsilon is a national chemistry honor society founded in 1919 at Davidson College. The purpose of Gamma Sigma Epsilon, as summed up by one of its founding fathers, Malcolm Ray Doubles, was to "unite those men with a high scholastic grade in Chemistry, in Class A colleges, in order to foster a more comprehensive and cooperative study of that great branch of Science and its immediately allied studies".

*Kappa Delta Pi (Education)*
The purpose of Kappa Delta Pi is to promote excellence in and recognize outstanding contributions to education. Kappa Delta Pi endeavors to maintain a high degree of professional fellowship among its members, to quicken professional growth, and to honor achievement in educational work.

*Lambda Pi Eta (Communications)*
The purpose of Lambda Pi Eta is to recognize, foster, and reward outstanding scholastic achievement in communication studies, to stimulate interest in the field of communications, to promote and encourage professional development among communication majors, to provide an opportunity to discuss and exchange ideas in the field of communication, to establish and maintain close relationships with communication faculty, to explore options for graduate education in communication studies, and to engage in service activities and promote civic responsibility.

*Pi Gamma Mu (Social Sciences)*
The South Carolina Theta Chapter of Pi Gamma Mu, the international social science honor society, recognizes distinguished achievement in the social sciences and endeavors to inspire in its honorees social service to humanity as well as lifetime interest in the study of human association.

*Psi Chi (Psychology)*
A national honor society in psychology, Psi Chi shall provide undergraduate and graduate students an organization which allows students at differing levels to interact, develop leadership, and provide service. Further it provides a way for students and professors to develop relationships which can stimulate student interest in psychology and provide opportunities for Life in research.

*Sigma Tau Delta (English)*
Chartered in 1986, the Epsilon Upsilon Chapter of Sigma Tau Delta, the international English society, recognizes achievement in the study of English and promotes general interest in literature and the English language.

*Sigma Theta Tau (Nursing)*
Sigma Theta Tau International recognizes superior achievement in scholarship and the development of leadership qualities, fosters high professional standards, encourages creative work and strengthens the commitment to the ideals and purposes of the nursing profession.
HONOR SOCIETIES BASED ON LEADERSHIP AND ACADEMICS

**Gamma Beta Phi**
This scholastic, honor, and educational service organization seeks to recognize and encourage educational excellence, promote the development of leadership ability and character in members, and foster, disseminate and improve education through appropriate service activities.

**National Society of Leadership and Success**
The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nations leading presenters and a community where like minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful source of good in the greater community by encouraging and organizing action to better the world.

**Omicron Delta Kappa Leadership Society**
The Omicron Delta Kappa (ODK) Leadership Society recognizes students, faculty, and administrators of exemplary character, responsible leadership and service in campus or community life, superior scholarship, genuine fellowship, and consecration to democratic ideals. It brings together persons from all phases of collegiate life at USCA which will help to mould the sentiment of the institution on questions of local in intercollegiate interest.

**Order of Omega**
A national honor society, Order of Omega is designed to recognize those students who have attained a high standard of leadership in inter-Greek activities and to inspire others to strive for similar conspicuous attainment. Order of Omega will also bring together the most representative fraternity and sorority members whether they are faculty, alumni, or students on a basis of mutual interest, understanding, and helpfulness.

**Pi Epsilon Mu**
Pi Epsilon Mu is dedicated to promoting the occupational fields of health, exercise science, recreation, and athletics in a professional manner.

**Veterans' Honors Society**
The purpose of the Veterans' Honors Society is to aid members in their academic pursuits, recognize outstanding achievements of veterans and their family members, encourage groups and individuals to promote veterans' achievements, and support and uphold veterans' issues.

Club Sports

**Equestrian Eventing Club**
The Equestrian Club was established to foster interest in horse-related activities and issues. Its members share knowledge and training in various equine pursuits. The club seeks opportunities to participate and serve within the greater Aiken equestrian community.

**IHSA Riding Team**
The Riding Team will foster interest in Riding related activities and issues. The team seeks to share knowledge and training in various riding pursuits.

**Men's Lacrosse**
Men's Club Lacrosse is established for the purpose of allowing its members to participate in competitive lacrosse and represent USC Aiken in contests against Clubs from other Universities within the “Men's Collegiate Lacrosse Association” (MCLA), South Eastern Lacrosse Conference.

**Polo Team**
The Polo Team introduces Polo/Equestrian oriented disciplines and furthrpursuit of equestrian learning to the community of USCA and Aiken. The club will provide an educational model for the progression in the improvement of equine oriented
studies.

**Rugby Union Football Club**
South Carolina Aiken (Men's) Rugby Union Football Club or “USCA RUFC” was established for the purpose of teaching, informing, promoting, and playing men’s rugby.

**Shotgun Club**
The Shotgun Club is a student organization designed to bring together students with similar interests in the clay target sports (skeet, trap, & sporting clays).

**Swim Club**
The USCA Swim Club provides a structured swimming environment for the physical, competitive, intellectual, social, and emotional benefits of its members.

**Table Tennis Club**
The purpose of this club shall be to provide students interested in playing table tennis a resource for improving their skills and engaging in friendly competition with fellow club members, as well as enjoying the sport of table tennis.

**Women’s Rugby**
The purpose of this organization is to teach, learn, promote, and engage in the game of rugby in order to enhance the skills of females who have played, or would like to play the sport.

**University Liability Statement:** The University considers participation in campus recreation programs a purely voluntary activity, and individuals participate at their own risk. Participants should be aware of the possibility of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damages sustained through participation. For more information please contact the Student Life Office or call 641-3412
Who Should I Call?

In need of assistance? Here are some potential problems or issues that your organization may have and who you can turn to for assistance and/or guidance.

<table>
<thead>
<tr>
<th>Issue/Problem</th>
<th>Who to Contact</th>
<th>Issue/Problem</th>
<th>Who to Contact</th>
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</thead>
<tbody>
<tr>
<td>General Student Life Issues</td>
<td>Dr. Deb Kladivko 641-3577</td>
<td>Counseling Center</td>
<td>Ms. Cindy Gelinas 641-3609</td>
</tr>
<tr>
<td>Orientation</td>
<td></td>
<td>Peer Educator Issues</td>
<td></td>
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<td>Judicial Affairs</td>
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<td>Ms. Phylesha Hiers 641-3661</td>
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<td>Mr. Barry Ready 641-3769</td>
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<td>Ms. Amy Westra 641-3587</td>
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<td>Mr. J.J. Tramontana 641-3388</td>
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Guidelines for Student Organizations and Advisors

STUDENT ACTIVITIES CENTER PURPOSE

The Student Activities Center is the community center of the college, for all members of the college family—students, faculty, administration, alumni, and guests. It is not just a building; it is also an organization and a program. Together they represent a well-considered plan for the community life of the college.

As the “living room” or the “hearthstone” of the university, the Student Activities Center provides services, conveniences, and amenities for the members of the campus and for getting to know and understand one another through formal association outside the classroom.

The Student Activities Center is part of the educational program of the college. As the center of college community life it serves as a laboratory of citizenship, training students in social responsibility and for leadership in a democratic society. Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

In all its processes, it encourages self-directed activity, giving maximum opportunity for self realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects. The Student Activities Center serves as a unifying force in the life of the college, cultivating enduring regard for loyalty to the college.

The Student Activities Center (SAC) provides students with a place to meet and relax with friends and to participate in many activities and events. It is the focal point of activity for many student services and organizations. Services and facilities available include the conference rooms, the Mezzanine, TV lounge area, the Intramural Gym, the Cafeteria, the Natatorium, a small game room, ping-pong tables, pool tables, bookstore, vending machines, and student organization mailboxes. Many areas of the Student Activities Center are available for use by campus organizations, students, faculty, and staff. For additional information or to reserve an area, please call 641-3412. Offices located in the Center to serve student needs are: Student Government, Pacer Union Board, African American Student Alliance, Intramurals, Vice Chancellor for Student Life and Services, Assistant Vice Chancellor for Student Life and Services, Assistant Director of Student Life, Assistant Director of Student Life, Assistant Director of Global Studies and Multicultural Engagement, Director of Global Studies and Multicultural Engagement. Other offices include: the Bookstore, Broken Ink & Pacer Times Office, the Cafeteria, Starbucks, and the Student Health Center.

The Student Activities Center is open Monday-Friday, 8:30 a.m. - 10:00 p.m.; Saturday and Sunday, 12:00 p.m. - 10:00 p.m. during the semester.

SPECIAL LEADERSHIP OPPORTUNITIES

Annual Student Life Leadership Retreat
Every August, the Office of Student Life hosts the Annual Leadership Retreat. Each organization is required to send two delegates to the retreat (preferably the President and Treasurer). The retreat is an opportunity for the leadership of student organizations to learn more about university policies and procedures, improve personal leadership skills, and network with other leaders on campus.

Annual Student Life Leadership Awards Banquet
Every year, the Office of Student Life hosts the Annual Leadership Awards Banquet. The banquet, held in April, is an opportunity for each student organization to recognize outstanding leaders within their group. During the banquet, various all-campus leadership awards are given including the Robert E. Alexander Leadership Award, Advisor of the Year, and the Outstanding Student Organization of the Year, among others.

Leadership USCA
This unique leadership certificate program is co-sponsored by the Career Services Office and the Office of Student Life. We believe strongly in preparing our graduates to be ready to transition into the world of work and becoming active citizens in their communities. Through a variety of academic classes, workshops, and learning opportunities, students gain a competitive edge as they enter a complex and competitive society. Apply for the program at http://web.usca.edu/leadership-usc-
**Chancellor’s Town Hall**
The Chancellor’s Town Hall is a representative body of the major organizations on campus. This group meets approximately once a semester with the Chancellor and Vice Chancellors to discuss any student-related University issues. Each organization is sent a schedule of meeting times every semester. Every effort should be made for a representative of each registered student organization to be in attendance.

**IMPACT: Community Service Programs**
The IMPACT program at USCA encourages students, faculty, staff, and the community to collaborate on meaningful community service projects and promotes responsible citizenship through Life in such projects.

The IMPACT program offers several ways that students can participate in community service activities.

Annual IMPACT service projects and awareness events include the following:
- Freshman Day of Service
- Volunteer Fair
- Alternative Fall Break
- The Hunger Banquet
- Dr. Martin Luther King Day Service Project
- Relay for Life
- Dance Marathon

IMPACT projects are one-time community service projects that are offered at different Aiken area agencies. “Quick Serve Lunches” are projects on campus that provide a meaningful service to the campus or community and can be done during a lunch break. Past projects have included making a valentine for residents at Cumberland Village or helping to plant flowers on the Quad. For more information, please stop by the Student Life Office or check out the IMPACT website at [www.usca.edu/impact](http://www.usca.edu/impact).

**Student Media Board**
The Student Media Board derives its authority from the USC Board of Trustees. In accordance with the Board of Trustees, the Board assures editorial freedom for student editors and managers of student media, protecting them from arbitrary suspension and removal because of student, faculty, staff, administrative or public disapproval of editorial policy or content. The board believes that the widest degree of latitude should be allowed editors and managers for the free discussion of current issues and problems under the First Amendment of the U.S. Constitution.

**Pacer Union Board**
Pacer Union Board (PUB) is a student organization designed to facilitate, plan, and execute co-curricular activities on the USCA campus. The purpose of the Board is to provide cultural, educational, recreational and social programs for USCA students and their guests. PUB is an active member of the National Association for Campus Activities (NACA). Participation in this organization enables PUB to provide the finest programs available to the college market. All Pacer Union Board events are supported by student activity fees. The Pacer Union Board invites students to get involved and welcomes comments and suggestions. For more information, contact the Office of Student Life.

**Pacesetter Program (Orientation Leaders)**
Pacesetters are a group of current students who help with new student orientation. Their primary objective is to ease a new student’s transition from high school, a job, or family to college.

**Peer Educator Program**
In order to promote the best environment for the success of USCA students, the Peer Educator Program was created to provide positive and proactive programming to meet some of the challenges facing students in our campus community. Four to six paraprofessionals have been trained to assist with the development of students, both academically and socially, through the creation of programs and workshops. According to published studies, one of the most effective ways to reach and retain students is through peer education. There are many instances in which a student would not seek appropriate assistance from University “officials” but would seek that assistance from a peer. Peer Educators are available to provide one-on-one counseling, present on a variety of academic and social issues, and serve as a resource for student organizations, classes, athletic teams, and other groups on campus. For more information, contact the Counseling Center.

**Student Government Association**
Student Government can provide a valuable learning experience for any interested student. It gives the individual student the opportunity to participate in the decision-making processes at USCA. Through Student Government, students can acquire skills in the governmental process and have influence over the policies and procedures of the university. Each student who attends the University is encouraged to read their Student Government Constitution and to run for the various offices. Since the Student Government Association is no more effective than the enthusiasm and dedication of the students who participate in it, individual life is very important. Student Government is the collective voice of the students and an excellent opportunity for students to make a difference!

The actual Student Government governing body is comprised of the following divisions:

1) The Executive Branch  
   a) President  
   b) Vice President  
   c) Secretary-Treasurer  
2) The Legislative Branch  
   One seat from each of the three colleges and two schools, five seats elected at-large, and six appointed seats for a total of 16 seats  
3) New Student Advisory Council  
   Three new students selected through an interview process at the beginning of fall semester.

**Emerging Leaders Class (ASUP 110)**  
This two credit course is an excellent way for you to enhance your leadership skills while earning college credit. Offered both fall and spring semesters, the Emerging Leaders Class is an eleven week leadership training program which offers students an opportunity to meet campus and community leaders, explore leadership issues through unique activities and programs, and enhance personal development.

**Citizen Leadership Class (ASUP 210)**  
This two-credit course is designed for students with an interest in community service/active citizenship and developing their leadership skills and potential in this area. Each student in the course will design and implement a community service project while earning college credit.

**Leadership Exchange (ASUP 310)**  
The USC Aiken Leadership Exchange Program is an unique opportunity for USC Aiken upperclassmen to enhance their leadership skills by learning about an important issue facing our country and how committed citizens can help make a difference. Participants will be selected based on their application and will participate in a leadership exchange program with another university in the country. Selected students will travel to that university for four days and then host students from the university to our campus. Applications will be available during fall semester.

**Disney Leadership Experience**  
Working with the Disney YES Collegiate Program, students are selected to participate in this uniquely, magical leadership experience. Applications are accepted in September.

**Programming Events**  
Throughout the academic year, the Office of Student Life oversees traditional events such as Homecoming Week, Spring Week, Intramural Sports, Outdoor Recreation, Health Education Programs, Midnight Madness, and the Fall Festival. Students can gain valuable leadership skills by participating on the student-run committees which help plan and implement these events or by joining the Pacer Union Board.

**Greek Life**  
Life in a sorority or fraternity offers you an opportunity to make new friends, develop leadership skills, participate in community service, receive encouragement and support for academic excellence, and build bonds that last a lifetime. Recruitment occurs at the beginning of the fall and spring semesters, and minimum GPAs vary depending on the organization. Hazing is not tolerated by the University, and hazing and alcohol policies are reviewed at Greek Forum each semester. For more information, please call the Assistant Director of Student Life at 641-3611 or stop by the Student Life Office.

**Peer to Peer Mentoring Program**  
The Peer to Peer Mentoring Program is designed to aid in the retention of students at USCA by providing student mentors to entering freshmen and transfer students, promoting academic success, cultural awareness, personal development, and campus life, and through giving upperclassmen opportunities to gain leadership skills through the various training programs.
The Peer to Peer Mentoring Program accomplishes these goals through weekly contacts with the mentees through telephone calls, special workshops, visits, dinners, trips, and other activities where mentors introduce Peer to Peer Mentoring students to student organizations, faculty/staff of the university, and departments that provide helpful services to students. Leadership skills are taught to prepare and encourage new students to participate in other campus organizations and opportunities for students to participate in local/regional retreats, conferences and workshops that provide them with additional opportunities to network with student leaders on other campuses are also offered.

**Compass Leadership Program**
Compass is an eight week leadership training program for sophomore, junior and senior year minority students which focuses on minority leadership topics and encourages and prepares participants for leadership in campus organizations and throughout life. The program addresses the leadership topics of individual goal setting, cultural leadership and responsibility, glass ceilings and invisible walls, resume writing/grad school preparation, professional attire, job shadowing, financial management, and etiquette skills training. The class includes a capstone retreat at the end of the program and participation opportunities in local/regional conferences to network with other minority student leaders on other campuses. Currently there are two components of the Compass Program (Compass I and Compass II), which invites those students who successfully complete Compass I to progress to the second year of the program (Compass II) and assume leadership roles in the development of the program.

**College 2 Career Readiness Program**
An unique collaboration between the State Chamber of Commerce and the USCA, this workshop series will help develop “soft skills” which will make graduates more marketable and desirable.

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**Relationship of Student Organizations to the University**

The relationship of the University of South Carolina Aiken to organizations formed by its students have two components. One basis of the relationship is the educational component. The University of South Carolina Aiken has stated in its purpose that it will provide students with “an opportunity to discover learning processes which enable them to grow personally and socially.” The University has accepted this responsibility.

The second component is based on a contractual relationship. The basic elements of a contract are evident in the registration process of student organizations. This is demonstrated as follows: 1) an offer exists and specific criteria are required of all organizations wanting to exist on campus indicating this opportunity is available; 2) an organization which submits the material to satisfy the criteria, in essence, accepted the offer; and 3) the institution will, in turn, provide the student organization with access to privileges afforded only to registered organizations. The contractual part of the University’s relationship serves to clarify responsibilities and benefits. This relationship also sets up a system that is clearly defined to insure registration be applied in a nondiscriminatory manner and as a reference for standards of evaluation in any disciplinary situations that may exist.

**Relationship Statement**
The University of South Carolina Aiken recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. The University, in the registration process set forth, seeks the freedom of existence of student organizations and insures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals or purpose of any organization unless it specifically chooses to do so. The University may choose to officially register a student organization indicating that the particular organization is a part of the educational program of the University.

**Rights and Privileges of Registered Student Organizations**
As a recognized student organization, your group is entitled to certain rights and privileges. As long as your organization remains registered with the University, in good standing, and active, your group may:

- Use University facilities as established by University policies.
- Sponsor and promote activities according to established University policies.
- Recruit USCA students as members.
- Be eligible to solicit funds on campus with appropriate approval.
- Use University services/resources such as purchasing, printing, maintenance, motor pool, computer services, mail

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services and central supply.

• Receive student activities allocations if the organization meets criteria established by the Student Government Association and the Assistant Vice Chancellor of Student Life.
• Receive assistance from the Student Life staff.
• Be eligible for awards or honors presented to student organizations and members.
• Be listed in appropriate University publications.
• Use the University’s logo (used only with permission from the Marketing and Community Relations Office).

Obligations of a Registered Student Organization
As a registered Student Organization you must agree to the following guidelines...

Organizations must follow the stated purpose of the organization. An officially registered organization will not use its official status for any purpose other than its own organization. Sponsoring activities, reserving facilities, and carrying on business for a non-registered group are not allowed.

• The organization will register all changes that occur within the organization. The names, phone numbers, VIP ID numbers of officers as well as the name of the advisor must be kept up-to-date with the Office of Student Life.
• Organizations wishing to change their constitution or affect changes in affiliation must submit these changes to the Associate Director of Student Life (or designee). All changes will be reviewed by the Campus Life Committee.
• Use of activity fee monies must conform to the purposes and practices approved by the Student Life Fee Allocation Committee. Organizations are expected to meet their financial obligations on time and use the funds prudently.
• Student Organizations must sponsor only such projects as will benefit both the group and the University.
• Each recognized student organization must have at least one faculty/staff advisor who is interested in the purpose of the organization and gives counsel and advice to the organization. The organization should review the advisor’s position on an annual basis.
• All student organization accounts which are held at a financial institution off campus must have a two-signature checking system.
• Each organization shall designate an individual to conduct the affairs of the organization during the summer and interim periods.
• Any organization wishing to sponsor a regional or intercollegiate meeting must have such sponsorship approved by the Associate Director of Student Life (or designee) before the meeting can be held on campus.
• Sport clubs and Greek letter social - fraternities and sororities are registered student organizations at the University. However, additional recognition criteria may be established for these organizations due to their unique relationship with the institution.
• Each organization is responsible for maintaining adequate communication with the Office of Student Life.
• In addition to these regulations, student publications are subject to regulations by the Student Media Board.

For more information about the obligations of a registered student organization, please contact the Associate Director of Student Life.

Annual Forms
Recognized student organizations are required to complete two pieces of paperwork every year: the Student Organization Advisor Confirmation Form and the Student Organization Registration Form. Each form must be completed by the last day of class in the Spring Semester. An organization will be classified as inactive upon failure to submit these annual reports.

ADVISOR STUDENT RELATIONSHIP
Role of the Advisor
The University of South Carolina Aiken requires that all recognized student organizations have a faculty or staff advisor. Advisors are essential to the success of a student organization. It is their responsibility to guide the group in accordance with the purposes and ideals of the University of South Carolina Aiken and the organization. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities and duties of the advisor will vary according to the group’s needs.

We have provided some possible responsibilities that the advisor may consider when determining his/her responsibility to the organization, the individuals, and the University. Specifically, the role of the advisor is defined by the person filling the position. Hopefully each advisor will become involved in the organization through meetings, planning, programming, and activities.

Helpful Hints for Advising Advising a Group
 Assist the group in filing its annual reports, required in order to maintain active status.

- Have a knowledge of all plans and activities of the group.
- Discourage domination of the group by any individual or small groups.
- Provide long-term continuity within the group.
- Assist in the orientation and training of new officers.
- Be available to meet with members of the organization at their regular meetings.
- Provide assistance in the planning and evaluation of programs.
- Attend as many of the organization’s programs as possible.
- Assist the group in setting realistic goals and objectives for the academic year.
- Promote closer life between students, faculty, and staff.
- Assist the group in abiding by all University policies, procedures, and regulations.
- Advising Individuals in a Student Organization.
- Encourage each individual to participate in and plan group events.
- Assist students in maintaining a healthy balance between academics, co-curricular, and social aspects of student life.
- Encourage students to accept responsibility for specific parts of the program or event.
- Help students recognize the importance of their roles in relation to the group’s goals.
- Assist in the development of individuals into better citizens.

**What an Advisor May Expect of a Student Officer**

- Keep advisor informed of all organizational activities, meeting times, locations and agendas.
- Provide advisor with minutes of all meetings.
- Meet regularly with the advisor and use him/her as a sounding board for discussing plans and problems.

**What a Student Officer May Expect of an Advisor**

- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- To serve as a resource person for alternative solutions to problems confronting the group.
- Assistance with University procedural matters.
- Make suggestions of ways by which the group meetings can be improved.
- To represent the group and its interests in staff and faculty meetings.
- Assist in evaluating group projects, performance, and progress.
- Make suggestions that will permit the officers to improve leadership skills.

**Considerations for the University of South Carolina Aiken**

- Guide the group in accordance with the purposes and educational objectives of the University.
- Supervise the financial procedures of the organization in handling its funds.
- Help increase awareness of both students and staff of the University facilities, events and personnel.

**Different Approaches to Advising**

- Point out issues relating to ideas presented by the officer without imposing bias.
- If an idea is inappropriate, the advisor should encourage students to consider other alternatives.
- Informal meetings are conducive to open and worthwhile discussion.
- If the officer asks “What should we do?” or “What do you think?” the questions should be rephrased and handed back to him/her. The advisor is there to assist the officer, but not to solve the problem for the student.
- The officers should be encouraged to take an occasional chance on some less proven member in delegating authority.
- The advisor may wish to periodically evaluate the student in his/her effectiveness as an officer.
- The advisor may feel comfortable participating in group discussions when the members have learned to recognize and accept the advisor’s role as a co-worker whose opinions are respected for their value. This participation should not inhibit the prerogatives of anyone else.

**DEFINITION OF A STUDENT ORGANIZATION**

Student organizations shall be defined as any group, consisting of at least 75% University of South Carolina Aiken students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

A. Have illegal goals and objectives;
B. Advocate or support the overthrow of the United States Government;
C. Propose or participate in activities which would violate regulations of the Board of Trustees, the University, or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the University;
D. Advocate incitement of imminent lawlessness which may produce such action referred to in (c) above; or
E. Discriminate on the basis of age, sex, race, color, national origin, or handicaps unless otherwise exempt.

Any groups existing on campus who wish to use University facilities and/or services and who fulfills the above description can be registered. Only groups who are registered will have access to campus facilities and/or services.

**REGISTRATION FOR STUDENT ORGANIZATIONS**

Registration shall be defined as the collection and recording of specific information required of qualified student organizations as defined in Section “Definition of a Student Organization.” The registration, in turn, affords these organizations certain privileges. But, the University views them as private affiliations and does not endorse the mission, goals, or purpose of the organization and does not allow the University of South Carolina Aiken’s name to be used in the organization’s name in any form or allow the organization to represent itself on behalf of the University. Registered organizations exist only on the University of South Carolina Aiken campus.

I. Denial of registration.

No organization may be denied registration on the basis of its beliefs, goals, or attitudes unless these beliefs, goals, or attitudes place the organization in a circumstance discussed on page 18. Student organizations may not be denied registration based on similarity of purpose to previously registered organizations. The names of such organizations must be different.

II. Loss of registration status. A registered student organization may lose its status of registration and all privileges associated therewith if any of the following occur:

A. A student organization submits a written notification of its disestablishment to the Associate Director of Student Life (or designee).
B. A constitutional provision deactivates an organization as of a certain date.
C. A student organization becomes involved in any situation as described in the section names.
D. A student organization fails to register by the last day of class in the Spring Semester.

**RENEWAL FOR A REGISTERED STUDENT ORGANIZATION**

I. All registered student organizations must renew their registration annually.

II. Organizations shall renew their registration by the last day of class in the Spring Semester

III. The Associate Director of Student Life (or designee) shall be responsible for the annual re-registration process.

IV. Registration procedures are as follows:

A. An informational letter and a registration form shall be sent to all registered student organizations during the last month of Spring semester. This letter shall notify the organization of the re-registration process and the required meetings.
B. The re-registration process will also be advertised through every available method on campus. Every organization advisor will receive notification of the re-registration process through the campus during the last month of Spring semester.
C. The advisor must be a faculty or staff member of the University community.

V. An organization’s failure to submit registration materials by the last day of class in the Spring Semester will result in that organization being classified as inactive. Inactive organizations cannot exercise any of the privileges granted to recognized groups. Active status will be reinstated only upon completion of annual reports within one year. Failure to complete annual reports within one year of deactivation will result in loss of the organization’s recognition. The organization will be deleted from the files and must follow all application procedures to be reinstated.

**Specific Registration Conditions**

To become/remain a registered student organization, the organization must:

A. Maintain membership as described in Section “General Student Organization Requirements”;
B. Maintain at least one officer in the positions of president and treasurer. All officers must meet the requirements set forth in Section “General Student Organization Requirements”;
C. Retain an advisor as described in Section “General Student Organization Requirements”;
D. Submit all changes in the constitution and/or organization name to the SAC office within one week of the change;
E. Maintain an on-campus address—all organizations are provided with mailboxes in the SAC office;
F. Submit all officer update information after elections according to established deadlines;
G. Continue to meet all requirements necessary for registration as outlined in Sections I and III;
H. Refrain from any hazing activities;
I. Refrain from entering or attempting to enter into contractual obligations for the organization or the University of South Carolina Aiken without proper authorization by designated University staff;
J. Adhere to all guidelines set forth by the Student Government Association concerning the finances of student organizations;  
K. Adhere to guidelines set forth in “Obligations of a Registered Student Organization”  
L. Renew registration annually as described in Section III.

GENERAL STUDENT ORGANIZATION REQUIREMENTS

Membership
A. In order to be defined as a student organization, membership must be limited to persons officially connected with the University as faculty, staff or students. Students must comprise at least 75% of a student organization’s membership.
B. Student organizations may not, in any form, discriminate on the basis of age, sex, race, color, national origin, or handicap(s) in membership selection/admission (unless specifically exempt based on Title IX). Membership criteria may be implemented by a student organization as long as it is applied fairly and evenly to all prospective members and can be shown to have an actual relationship to the mission, purpose and goals of the organization. It is suggested that the criteria be objective and not subject to personal interpretations (e.g. “of good character” is difficult to define).

Leadership
Students who have been placed on academic probation may be prohibited from the following activities:
A. Extracurricular athletics, including cheerleading;
B. The holding of any office whether elective or appointive, in Student Government or any group or organization sanctioned by USC Aiken (all officers must have a 2.0 GPA or higher cumulative GPA);
C. Any titled position on Pacer Times or other University-sanctioned publications;
D. Any titled position or role in any dramatic production.

Note: Any member who is not fee paying student shall not be eligible to hold an elective or appointed office in a student organization.

Advisors
To encourage positive interaction between students and faculty and administrative staff, all student organizations are required to have an advisor. The advisor must be selected from faculty or administrative staff members at the University of South Carolina Aiken. Advisors for registered student organizations are officially appointed by the Vice Chancellor for Student Life and Services (or designee). Advisors to student organizations are responsible for ensuring that their student group follows all stated University policies. In addition, advisors are expected to be present themselves at all club sponsored events both on and off campus. The chief administrator in the sponsoring staff/unit officially may appoint the advisor of a recognized organization. Some advisors to recognized organizations will be staff members specifically hired or appointed to advise that organization (e.g. PUB, SGA).

External Affiliations
Organizations that are affiliated with an outside group must provide a copy of that group’s constitution and by-laws as well as a copy of their own. If a parent organization or affiliation is involved in any situation described in Section “Definition of a Student Organization” (unless otherwise exempt), registration/recognition will be denied. Additionally, registration/recognition will be revoked if a parent group becomes involved in such a situation.

REGISTRATION PROCESS FOR A NEW STUDENT ORGANIZATION

I. A representative(s) of the proposed organization must meet with the Associate Director of Student Life (or designee). The student will receive:
   A. copy of the Student Handbook  
   B. registration form  
   C. application for registration  
   D. consultation on and a copy guide to writing a constitution  
   E. outline of student organization responsibilities  
   F. outline of privileges granted and services available to registered student organizations  
   G. a constitution (including appropriate membership clause) and the registration form must be turned in and reviewed by the Associate Director of Student Life (or designee).

II. Once it has been determined that:
   A. all forms have been completely and correctly filled out;  
   B. the organization has certified that membership requirements are nondiscriminatory (except where exempt by Title IX); and  
   C. faculty or administrative staff member has agreed to serve as the advisor to the student organization,
D. the Associate Director of Student Life (or designee) will recommend to the Campus Life Committee that the organization will be considered a registered organization and notification of the organization's status will be sent to the organization as well as specified offices on campus.

III. Once the registration criteria has been turned in and all questions or problems resolved, the registration process may take no longer than forty-five working days.

IV. Should an organization be denied registration, the representative will be notified in writing no more than three working days after all the criteria has been turned in and reviewed. The organization may appeal to the Vice Chancellor for Student Life and Services (or designee).

ORGANIZATIONAL FINANCES

Student Organization Allocation Guidelines

All funded organization advisors, officers, and members should become aware of and adhere to the following:

• Under no circumstances shall any organization in any way financially obligate the University without proper authorization. Always plan in advance. Nothing will be processed without the proper paperwork and authorization.

• No funded organization may maintain any account with any other party other than Student Life/Student Government. Any and all transactions must be processed through both organizations.

Academic Support

The purchase of supplies for the purpose of supporting or supplementing an academic program is strictly prohibited.

Alcoholic Beverages

Under no condition will Student Activity funds be used to purchase alcoholic beverages.

Awards

Awards may be used to recognize individual organization members for outstanding contributions to the organization or University. Awards and prizes may be considered for the specific purpose of generating revenue at least equal to the cost of the award. In this case, the organization must provide a detailed description of the means by which the prize will be used to generate the funds to cover the expense.

Charitable Organizations

Student Activity funds may not be distributed to charitable organizations, however, these funds may be used to raise money for charitable organizations and they may receive the portion considered net profit.

Check Requests

A check request is used when a check is needed in a short period of time. The request should be placed at least two weeks in advance. The correct procedure for handling check requests is to complete the Form 17 and Purchase Requisition Form and obtain approval through Student Life. The paperwork is then processed through the Finance Department and the check is cut. The receipt from the purchase and any change must be brought back to Student Life.

Contingency Funds

There will be no allocations for contingency funds. Emergency requests are heard on an individual basis.

Contracts

A contract is used when services are performed through an outside party. Contracts require prior approval and must be processed through Student Life.

Equipment Purchases

All equipment purchases are the property of the University and must be reported as such by each organization as a part of inventory. All inventory must be accounted for at the end of each fiscal year before an organization is eligible for additional funding.

Honoraria

Honoraria payment is simpler than a formal contract. The paperwork required includes a Direct Expenditure for Personal Services form and an I-9 form for the individual. See Student Life for assistance in handling honoraria payment.

For persons already employed by the University, the payment process can be much more difficult. The organization should consult with Student Life for information regarding other options.
Fundraising
Money which is earned by the organization through fund raising activities will be placed in the rollover balance for that particular organization. This money can be spent on a variety of items; however, proper paperwork and procedures must still be completed. For more information about the process to do fundraisers, please refer to the section of this manual titled Fundraising located on pg. 27. Remember, all fundraisers must be approved by the Associate Director of Student Life (or designee).

Intra Institutional Transfer (IIT)
An IIT is used to transfer money from one University account to another.

Petty Cash
The petty cash account may not exceed $50 per expenditure. The procedure for handling petty cash is to complete the Form 17 and Purchase Requisition Form and obtain the proper signatures through Student Life. This process should occur three or four days in advance. You must spend your own money and bring the receipt into Student Life in order to receive reimbursement.

Printing
Organizations must use University Printing facilities where possible. If printing cannot be done on campus, every attempt should be made to follow normal bidding procedures through University Printing.

Purchase Requisition Form
The purchase requisition form is essentially a request for a purchase order. It is designed to convey to the Purchasing Department an organization's need for supplies, equipment, or other contractual services.

Purchase Orders
The purchase order is established for companies with which we do not have a blanket order set up. It is intended for amounts in excess of $2500, and three bids must be submitted for the services under consideration. All paperwork for purchase orders should be completed at least ten days in advance. The invoice or packing list should be submitted to the SAC office for merchandise received.

Revenue
In addition to allocated funds, your organization may also earn money through the collection of dues, ticket sales, bake sales, etc. This money, referred to as rollover, should be added to the organizations allocated balance to obtain a total beginning balance for the fiscal year. Revenue will roll over for one academic year.

Sales Tax
Sales tax must be withheld from money earned through means such as bake sales, candy sales, etc. This sales tax is reported under a separate cost code, and it is not considered a part of rollover.

University Police Costs
The cost of having a University Police officer present at any event, on or off campus, is currently between $20.00 and $40.00 an officer per hour. The need for University Police officers is based upon the nature of the event and the potential for problems to develop. The need for an officer will be decided by the Director of University Police and the Conference Center and Special Events Office. However, events held in the Etheredge Center after 5:00 p.m. may require a University Police officer.

Note: Whether or not a University Police officer is present at any event, the organization is solely responsible for any and all occurrences at the event.

Special Accounts
There are a variety of special accounts and procedures established to simplify certain qualifying receipts and expenditures.

Telephones
Telephone installation will be restricted to those organizations which have a permanent office on campus which is utilized a minimum of four hours per day.

Ticket Sales
Ticket sales for a funded organization must follow certain regulations and procedures. Tickets may be picked up from the Finance Department. At the conclusion of the event, the remaining tickets, stubs, and cash must be returned to Finance.
Travel
Money may be allocated for travel where members of the organization will:
- Represent the university and thereby enhance the prestige of the university and the organization;
- Gain knowledge or experience of benefit to the student body and the individual's organization.

Travel Authorizations
An organization traveling on school business must complete a Travel Authorization form (T.A.) for insurance purposes. If the organization's funding allows, travel expenses may be reimbursed for lodging, meals, mileage, registration, and other transportation expenses. These T.A.'s should be completed two weeks in advance. See Student Life for assistance and notification of travel expenses. It is the obligation of the organization to report all funded travel expenses to Student Life and Student Government.

Travel Reimbursement Voucher
If applicable, the traveler may receive reimbursement for certain expenses upon completion of a Travel Reimbursement Voucher and submission of receipts.

Reminder: All financial activities must flow through the Office of Student Life and Student Government for accounting purposes. If there is any change in estimated amounts (blanket orders, purchase orders, etc.), Student Life and Student Government must be notified.

Disclaimer
Student Government and Student Life reserve the right to review the organization's budget and to residual account any funds which were not expended in implementing an approved program. All organizations are required to notify Student Government that the event did not use their allotted funds for the purposes intended.

PROCESS OF BUDGETARY REQUESTS AND APPEALS FOR STUDENT ACTIVITIES FEE ALLOCATION

Student Organization Eligibility Requirements:
To be a candidate for funding, an organization must meet the following eligibility requirements:
- The group must meet all criteria set by the University of South Carolina Aiken to be a currently registered student organization;
- New student organizations may not receive any funding until they are approved by the Campus Life Committee. New organizations will receive a budget of $250.00 for their first year and then must go through the funding process at the beginning of the next academic year for future funding.

Representatives of all student organizations funded by student activities fees are required to attend the following activities/events:
- The advisor and/or student representative (preferably the President) must attend the Advisors/Presidents Reception held annually;
- At least one representative must attend the Chancellor's Town Hall meetings which are held on a semesterly basis.
- At least one representative must attend the Annual USCA Student Leadership Retreat held in August.
- At least one representative must attend a Space Use Training Session
- At least one representative must attend a Fee Allocation Training Session
- At least one representative must attend the student organization scheduling meeting held every semester.

Failure to comply with the above guidelines could result in the suspension of funding.

The Office of Student Life and the Student Government Association will send out schedules of all meetings and training sessions at least two weeks prior to hearings being held.

The Office of Student Life will send out schedules of all meetings and training sessions two weeks prior to the hearings. At the end of the academic year, it is the obligation of the organization to disclose all excess inventories or other goods currently held by the organization that were purchased with University funds. If it is determined that any falsification or withholding of information does exist, the organization will automatically lose all funding for the next fiscal year. An organization is also ineligible for funding if there are any outstanding fees (copy fees, etc.) owed to any university department or business.

Activities Eligible for Funding
- Travel Activities: These activities involve support for students attending lectures, conferences, symposia, or similar activities. Meals allocated for travel will follow university guidelines for reimbursement. Funds for travel may be allocated when members of the organization will:
  A. Represent the institution and thereby enhance the prestige of the institution and the organization or activity.
  B. Gain knowledge or experience for the student body and/or the individual's organization or activity.
• **Speaker Activities:** Funds may be allocated to bring a speaker on campus. The main speaking engagement must be open to the entire campus community.

• **Operational Activities:** Funds may be allocated to help an organization remain operational. Examples of operational activities are printing of agendas, office supplies, and specialized equipment needs.

• **Food/Beverage:** Funds may be allocated for food and beverage at events, meetings, and receptions.

• **Other Expenses:** Funds may be allocated to help organizations with other expenses as long as they are justified.

**Activities Not Eligible for Funding**

- Local travel of less than 50 miles
- National or local dues for individuals
- Promotional merchandise or materials to be sold for a profit
- Events with alcoholic beverages being served will not be funded unless granted special permission from the Chancellor of the university.
- Direct requests for donations to charities or non-profit groups.
- Events with an admission fee unless granted special permission by the Vice Chancellor of Student Life and Services with consultation from the Assistant Vice Chancellor of Student Life (or designee) and the Associate Director of Student Life (or designee). If permission is granted, the organization may realize profits only after reimbursing the student activities fees account for the original allocation. The Vice Chancellor can also grant special permission for groups not to have to reimburse the amount if the event significantly contributes to the mission of the university.
- No memorabilia, yearbooks, photo albums or any items that are solely group-specific
- No speaker who is a member of the USCA faculty, staff, or student body may receive payment or honorarium for a personal appearance.

**Priorities for Funding**

- Will be given to events and programs held on campus;
- Will be given to programs and events that relate to the mission of the student organization requesting the funds and which support the overall mission of the university;
- Will be given to programs and events which are open to the entire campus community;
- Will be given to organizations who have limited abilities to obtain funding from other sources (i.e. other departments on campus, fee structure of organization, etc.)

**How to Apply for Student Activities Fees**

The Student Government Association approves the Student Activities Fee Allocation budget based on the recommendations of the Student Activities Fee Allocation Committee. The budget is subject to the approval of the Assistant Vice Chancellor of Student Life (or designee) and the Vice Chancellor for Student Life and Services.

Hearings will be held at least once a year.

Student organizations must follow these steps in order to participate in the Student Activities Fee Allocation.

**Step 1:** Each registered organization will receive notification of the opening of the budget process at least two weeks prior to when hearings will be held. Campus publications will be used to publicize the availability of forms and when hearings will be held.

**Step 2:** The student organization, in consultation with the adviser, identifies all budgetary needs for the organizations. Organizations may apply for funding for the entire year or plan by semester. Forms and instructions can be picked up in the Student Life Office or Student Government Association Office which are both located in the Student Activities Center.

**Step 3:** The student organization completes the Budget Proposal Form, returns it by the due date to the Student Life Office and, signs up for a hearing with the Student Activities Fee Allocation Committee.

**Step 4:** Representatives from the organization prepare to justify their budget requests at the hearing.

**Step 5:** Representatives from the organization attend the hearing with the SAFAC and explain their budget requests. At least two members, but no more than four members, of the organization should be present at the hearing.

**Step 6:** Within two weeks after the hearings, the organization receives a printed itemized copy of their requested budget.

**Step 7:** Student organizations who disagree with their budget allocation may appeal to the Director of Student Life.

**Step 8:** Student organizations who disagree with the decision of the Assistant Vice Chancellor of Student Life (or designee) may appeal to the Vice Chancellor for Student Life and Services.

If an organization does not meet with SAFAC for a hearing, the organization will not receive any allocation from SAFAC.

Each year, the SAFAC committee may set limits for funding on specific items. Each funded organization should be aware of the fact that the SAFAC retains the right to review all funded expenditures from a previous year before consideration for future funding. The accounts will be audited monthly by the Student Life Office and/or the Student Government Association. Therefore, it is necessary for organizations to maintain records that are both current and accurate and to carefully consider their own expenditures.

**Other Budget Considerations**

**Unused Allocations**
Any funds not spent within the assigned time period will be transferred back to the general student activities fee account. Any money or revenue generated by the student organization will roll over for one academic year.

Budget Changes
Occasionally, a student organization may find it necessary to request a change in the budget they submitted. If this occurs, a Budget Transfer Request form, available in the Student Government Office and the Student Life Office, should be submitted to the Student Government Office in the Student Activities Center.

Student organizations should have your request form into the office by Noon on Mondays. At that time, a representative from the student organization may make an appointment to meet with the SGA Secretary/Treasurer to answer questions concerning the request. The SGA Finance Committee meets weekly during the fall and spring semester and will act promptly on any request. Student organizations will be notified of the status of their request by Friday.

Composition of Student Activities Fee Allocation Committee
The Student Activities Fee Allocation Committee will consist of six members. One of the voting members will be selected from the faculty and staff while the Assistant Vice Chancellor of Student Life (or designee) will be a permanent non-voting appointment. The other four voting members will be Senators from the Student Government Association, including the Secretary/Treasurer of the Student Government Association. The Vice Chancellor of Student Life and Services will choose the faculty/staff representatives and the Student Government Association President will choose the other three Senators. The chair of the committee will be the Secretary/Treasurer of the Student Government Association. Committee members will serve a one year term from April to April.

In order for the hearing to be held, at least 2/3 of SAFAC must be present.

UNIVERSITY POLICY ON CAMPUS SOLICITATION

I. Purpose
The University of South Carolina Aiken has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the University recognizes and respects the constitutional protection of free speech as well as the individual student’s right to privacy. Accordingly, the University hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner restrictions on campus solicitation.

II. Definition of Solicitation
Solicitation is defined as contact for the purpose of:
1. Soliciting funds or sales or demonstrations that result in sales;
2. Distributing advertising or other materials;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (exclusive of formal University of South Carolina Aiken academic classes)

Even within areas open to solicitation, this contact may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, or operational activities of the University. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the University, are prohibited. An event that places an undue burden on campus facilities; interferes with the use of campus facilities by other persons; disrupts normal operations; infringes on the protected rights of others; has as a principle goal to incite a riot or to disrupt other activities, may be denied the privilege to use University facilities or grounds for solicitation.

III. Areas Available for Solicitation
Although the University is devoted to the public in many ways, the entire campus is not a public forum. Public access to some portions of the campus must be limited to achieve the school’s educational mission, to retain student privacy, and to meet safety and health requirements. However, some areas are open for solicitation within the guidelines established by this policy. Prior approval through established registration and reservation procedures (available at the Office of Student Life and Services) and the approval of the Vice Chancellor for Student Life and Services (or designee) are necessary in order to utilize these areas:

1. Designated areas in front and back patios of the Student Activities Center;
2. Designated areas within the Student Activities Center, the Humanities and Social Science Building, Administration Building, the Business and Education Building and the Quad;
3. Other specifically designated areas are formally contracted through the University for the purpose of advertising goods and services to the USCA community upon the approval of the Chancellor, Vice Chancellor for Student Life and Services,
or designee.

IV. Distribution of Literature
Distribution of literature by University or non-University individuals or organizations is subject to this solicitation policy to prevent harassment of students and to maintain the campus environment. The person to person distribution of literature by University or non-University individuals or organizations is restricted to the areas available for solicitation and must be registered and reserved in advance through the Vice Chancellor for Student Life and Services (or designee). The posting of literature by University or non-University individuals or organizations is restricted to appropriate reserved areas of bulletin boards in all University buildings subject to the documented approval and instruction of the Assistant Vice Chancellor of Student Life (or designee). Announcements of any type on trees, sidewalks, light posts, parked cars, or other similar structures is strictly prohibited.

V. Direct Mail Solicitation
The University of South Carolina Aiken mail room is responsible for providing services for USCA faculty, staff, and students for official University business only. Mail determined to be of personal nature (such as checks, bank statements, utility bills, personal packages) will be returned to the sender. The only exception to the policy is mail service to Pacer Downs’ resident students whose mail is delivered to their residence.

University Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official University business. No USCA mailing list will be available for use other than for official University of South Carolina Aiken business. (Student organizations may be contacted through the Office of Student Life.)

VI. Policy on Sales Solicitation
Solicitors and tradesmen, including students, faculty, or other University personnel are prohibited from entering University grounds or buildings of the University of South Carolina Aiken for the purpose of transacting business with students, faculty, or other University personnel, unless they have been issued a letter of permit for this purpose by the Office of the Vice Chancellor for Student Life and Services (or designee). Sales solicitation may be subject to a solicitation fee set by the Vice Chancellor for Student Life and Services (or designee).

VII. Employee Solicitation
Employees of the University may not solicit for non-University sponsored activities during working time regardless of whether they are in their working area or not.

VIII. Organizations and Departments
Registered USC Aiken student organizations may solicit in designated areas under the following conditions:

1. The organizations must complete a facility reservation form available from the Student Life office;
2. The Associate Director of Student Life (or designee) must be made aware of outside speakers and/or performers being brought through sponsorship by USC Aiken student organizations to the campus;
3. The Associate Director of Student Life (or designee) must approve student fund-raising activities; a fund-raising audit sheet must be completed after each event;
4. Any use of space not normally designated for use by student organizations and University departments must be requested in writing from the Associate Director of Student Life.

IX. Statement of Equity
Approval to solicit on the University of South Carolina Aiken campus shall not be granted in an arbitrary manner upon the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner restrictions of this policy.

X. Outside Organizations and Individuals
Any outside organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered USC Aiken organization or University department. After obtaining sponsorship, the outside organization or individual must follow the procedure outlined for USC Aiken student organizations (organizations having questions regarding sponsorship should contact the Associate Director of Student Life (or designee)). Additionally, an alternative means of communication is available through the student newspaper.

XI. Disclaimer
The Solicitation Policy of the University of South Carolina Aiken must undergo constant revision to reflect prevailing community standards and the most recent case law which constitutionally defends the rights of students as citizens as well as
protecting the individual privacy of students on the University campus. Contact the Office of Student Life and Services in the Student Activities Center for the most recent revisions of this Solicitation Policy.

**FUNDRAISING**

Any campus organization wishing to conduct a fund raising event, or any way solicit funds for any purpose from students other than their own members, **must request permission** from the Associate Director of Student Life (or designee). This request shall be submitted a minimum of **5 working days** in advance of the proposed date of commencement of collection of funds or sale of tickets. Requests **must** be approved by the Associate Director of Student Life (or designee). Organizations planning fund raising events off-campus **must** check with the Associate Director of Student Life (or designee) for pertinent civic and University policies. All funds received by means of the fund raising process by groups receiving funding from the Student Activities Fee Allocation Committee are subject to accounting by the Assistant Vice Chancellor of Student Life (or designee). All funds raised by organizations from events funded in whole or in part from student allocation fee funds must be deposited in their University account. Fund raising may in no way involve the sale and/or distribution of alcohol. Any organization selling food must consult the Associate Director of Student Life (or designee) to establish the nature and location of the sale. At that time, the Associate Director of Student Life (or designee) may consult with the Food Services Representative to determine if assistance is necessary to maintain the quality of the food products being sold.

For additional financial information, please refer to the Handbook for Treasurer’s which is available in the Student Life office.

**TRAVEL POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS**

**Purpose**

The purpose of this policy is to give advisors and student leaders a guide in regards to student organization travel. All student organizations and their members must abide by all policies and procedures set from by the University of South Carolina Aiken in this document. The university encourages the participation of recognized student organizations to participate in off campus activities such as state, regional, and national conferences, team competitions, and workshops. In addition to university’s policies, all national, state, federal, and local laws must be followed during University sponsored trips.

**Steps for Travel Approval**

1. All student organization wishing to travel with university funding must complete a Travel Authorization Form (the name commonly used is T.A.) at least two weeks in advance. One TAV must be complete for students traveling and a separate TAV must be used for each faculty/staff member traveling.

2. Each participant must sign and submit a Liability Release Waiver form. Participants under the age of 18 must also obtain the signature of a parent or legal guardian. Failure to complete and submit this form will result in that student not being able to participate in the event. Liability Release Waiver forms are available in the Student Life Office.

3. A member of the University of South Carolina Aiken’s faculty or staff must accompany an organization on all recognized events involving travel unless a waiver to this requirement has been granted by the Associate Director of Student Life (or designee). The organization’s advisor must approve all student organization travel.

4. All students participating must sign a Participant/Delegate Contract if requested to do so by the advisor accompanying them on the event. A sample Participant/Delegate Contract is available from the Student Life Office.

5. All participants agree to follow all University policies, as well as all state, federal, local, and national laws on the sponsored trip.

**Methods of Travel**

**Use of University Vehicles**

All student organizations are permitted to use University vehicles subject to availability. The organization’s adviser or a University official must accompany groups when using a state or University rented vehicle. The advisor’s presence is not required on local trips within a 50 mile radius of the University. Any exceptions should be approved by the Vice Chancellor of Student Life and Services. Any club wishing to use an University vehicle must submit a Vehicle Reservation Request and all necessary travel forms to the Assistant Vice Chancellor of Student Life (or designee) at least three weeks prior to the trip. Drivers must be 21 years of age when operating an University owned 15 passenger van. Drivers must be 18 years of age when operating other University vehicles. Drivers must also complete the University’s Vehicle Training Program and submit a Driver Record Request form along with an official copy of their driving record (obtained from the State Highway Department. The Driver Record Request form should be completed at least two weeks prior to the proposed trip.
Student Travel in Personal Vehicles
Student organizations are permitted to travel in- and out-of-state in a personal vehicle as long as the appropriate paperwork is completed and all policies and procedures are followed. The owner of the vehicle must provide proof of valid insurance before the event will be approved by the Assistant Vice Chancellor of Student Life (or designee) or appropriate supervisor.

Commercial Air or Train Travel
The Office of Student Life will work with student organizations to secure reservations on commercial airlines, trains, etc. Approved travel agencies are:

- AAA TRAVEL AGENCY  1-800-978-3359 EXT. 16928
- ADVANTAGE TRAVEL  1-888-782-8811 FAYE & SHARON KAY FAX# 892-3676
- B & A TRAVEL 732-5847 BILLY FAX# 732-8650
- FOREST LAKE TRAVEL 738-1520 EXT. 211 SUSAN FAX# 782-3689
- HORIZON TRAVEL 358-2220
- LITTLE TRAVEL 790-0434 VAN FAX# 790-0436
- PAL TRAVEL 787-5530 CHRISTY FAX# 787-5871
- PRESTIGE TRAVEL 252-6900 CATHY
- TRAVEL CO. 732-7482
- TRAVEL UNLIMITED 798-8122 RANDY & MATHEW FAX# 798-9339
- RAIL EUROPE 1-800-4EURAIL

The individual must furnish the travel agent with the Travel Authorization number which is on the upper right corner of the Travel Authorization Form.

If you prefer, you may purchase your own airline ticket on-line using a personal credit card. For reimbursement, print an official itinerary/receipt that states traveler's name, amount of ticket and method of payment. Attach this itinerary/receipt to a completed Travel Reimbursement Voucher for the amount of the ticket.

Emergencies
If an emergency occurs, please contact 911 immediately and obtain assistance as needed. Please contact one of the following individuals to make the University aware of the situation:

Office of Student Life: 803-641-3411
Assistant Vice Chancellor of Student Life (cell): 803-646-5738
Vice Chancellor for Student Life and Services: 803-641-3577
University Police: 803-641-3319

How to Fill Out A Travel Authorization (TA) Forms
Students traveling, as official representatives of University registered student organizations are subject to the same policies and procedures applicable to University staff. Reimbursement may range from token financial support up to the maximum travel and subsistence allowance applicable to regular official travel. The organization's Advisor must approve all student organization travel. Travel reimbursement will be limited to the amount approved in the organization-approved budget. Other official University student travel must be approved by the Department Head whose budget will be charged for the travel.

All official University student travel requests are processed on the Travel Authorization (TA) Form. The TA must be submitted to the Student Life Office two weeks prior to the trip and should show the approved travel expenses. State law and the Senate Finance guidelines regulate travel. There are no exceptions to these policies. Keep a copy of your Travel Authorization (TA) as well as all receipts for your records for reimbursement after the trip.

Section I:
For individual travel, the name of the student appears in the “Requested By” blank. For group travel, one student must be designated as the person responsible for the money. A list of names and social security numbers of all other students making the trip must be attached to the TA in order for the TA to be processed.

Section II:
Method of travel must be appropriately checked. The method of transportation utilized will be the most practical and
economical means, with due consideration given to the time involved. Travel under 500 miles round trip, insofar as practical, should be by University vehicle. Travel in excess of 500 miles round trip should be by common carrier, and should preferably be by air carrier due to the saving in time over other type of transportation. Travel by commercial airlines will be accomplished in coach or tourist class, except where circumstances require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method. Use of University-owned vehicles should be limited to South Carolina and adjoining states. If a University vehicle is used, a faculty advisor must be present.

When a University Transportation Services vehicle will be used, check the appropriate box and refer to the section on the use of Motor Vehicles.

When a person making the trip is going to use a personal vehicle, mileage must be computed for reimbursement. If you do not know the exact mileage, round trip, refer to a standard road map for the information. You may add ten miles per day for inner city travel. You will be reimbursed for mileage at the current rate per mile. Reimbursement will depend on the amount you have budgeted for the trip. Call the Student Life Office at 641-3412 for the most current rates for mileage that the state allows.

Section III:
The following explanations apply to figuring the estimated cost of a trip.
1. Transportation: Enter the amount for tickets, or the amount for personal vehicle usage, not to exceed the current mileage rate.
2. Subsistence: This includes hotel or motel expenses plus food. The maximum per day may not exceed the amount allowed in your approved budget. Refer to your budget approval for the trip. Reimbursement also may not exceed the allowed by the S.C. state travel policy.
3. Other Expenses: This section includes special payments such as conference registration fees, airport transportation, or parking. These expenses are restricted to the items listed. No other items may be added for reimbursement purposes.

Section IV:
Fill in your organization's account number, correct class code, and the total approved expenses for trip cost. Please refer to instructions below for class expense for travel.

1. Non-USC Employee-Consultants, Lecturers, Other (class code 52021): This expense category is to be used only for travel associated with a person providing consultation, guest lecturers, or other services for the University.
2. Student Travel (class code 52022): This expense category is to be used for student travel and student field trips.
3. Motor Pool Charges (class code 52026): This expense category is to be used for all charges originating from the USCA Department of Transportation Services. this object code not for use on a T.A.--I believe only through Annette Beeler in Maintenance when she charges a department for the University Vehicle usage.

Section V:
The Assistant Vice Chancellor of Student Life (or designee) or appropriate supervisor will sign the Travel Authorization.
Cash Advance
If the person or group making the trip needs to obtain a cash advance on the estimated total expenses, the following conditions apply:
1. The advisor making the trip with the students must request the travel advance five days prior to the trip.
2. The advisor will sign a travel advance for the dollar amount of the requested. The advisor is personally responsible for its repayment in full upon receipt of the reimbursement check, which cannot be written until the Travel Reimbursement Voucher (TRV) is processed. If this personal advance is not accounted for, the Financial Services Office will hold the student's record until the TRV is submitted.
3. Receipts must be turned in for the advance and all monies accounted for.

Travel Reimbursement Voucher (TRV) Forms
You will need to refer to your TA number at the top of the form. You must include all relevant receipts; a copy of your original
TA, and the voucher must have the Assistant Vice Chancellor of Student Life (or designee)'s signature on it before submitting it to the Finance Office.

**General Rules for Reimbursement of Travel Expenses**

1. **Subsistence Allowance**: The traveler shall be reimbursed for the actual expenses incurred in obtaining meals, except that such cost shall not exceed rates approved on the Travel Authorization. The maximum daily reimbursement for meals shall not exceed $25 for in state travel and $32 for out-of-state travel. Meals will be reimbursed, based on time of departure and time of return, up to maximum allowance as follows:

   **Breakfast**
   - Time of Departure: Before 6:30 a.m.
     - In-State: $6
     - Out-of-State: $7
   - Time of Return: After 11:00 a.m.

   **Lunch**
   - Time of Departure: Before 11:00 a.m.
     - In-State: $7
     - Out-of-State: $9
   - Time of Return: After 1:30 p.m.

   **Dinner**
   - Time of Departure: Before 5:15 p.m.
     - In-State: $12
     - Out-of-State: $16
   - Time of Return: After 8:30 p.m.

   No reimbursement will be made for meals if travel is within ten miles of the Aiken Campus.

2. **Lodging Reimbursement**: No reimbursement for overnight accommodations will be made within fifty miles of the traveler’s official headquarters and/or place of residence. Original receipts for hotel or motel expenditures must be attached to the Travel Reimbursement Voucher when submitted for reimbursement.

3. **Transportation Reimbursement**: Transportation will be paid in full at coach or tourist class rates. However, if a private vehicle is authorized, reimbursement will be at the current mileage rates allowed per mile in the approved budget, whichever is less.

**General Rules for Travel on Official University Business**

When students participate in university travel (defined as travel which is either partially or fully funded by the university) they become representatives of USCA. Accordingly, they understand that any actions they take on the trip will negatively or positively affect opinion of others about USCA. Students are expected to follow the Non-Academic Code of Conduct (IV.C.) while on university travel.

When a student(s) participates in university travel, he or she must follow all federal, state, and local laws and statues. If the travel is abroad, the student(s) is expected to be familiar with all laws and regulations of the country(ies). Failure to comply may result in judicial action as allowed.

**RESERVATION POLICY FOR UNIVERSITY FACILITIES**

In order to properly schedule University facilities and to comply with University policies, it is necessary that an accurate and comprehensive record of all student organizational meetings, fund raising events, and guest speakers be maintained. The Office of Conferences and Continuing Education processes requests for all facility reservations. University Facility Request forms are available in the Student Life Office.

The facilities and support services of the University of South Carolina Aiken are primarily for the sustenance of activities supported by members of the University of South Carolina Aiken community. Activities sponsored by University entities are given priority usage of facilities and support services. Activities sponsored by entities from the civic community with no formal affiliation with the University may be granted use of the facilities and/or support services on a weekly basis. Each request for facility or support services use by non-university related entities must be approved through normal facility/space
 Requests for Facilities For Programs and Events are Processed in the Following Priority Order:

1. **Activities Sponsored by University Entities.**
   Traditional Activities/Traditional events are established activities that are celebrations of the cultural and social continuity of the University community. The events should be structured in the spirit of community which encourages participation by various University constituencies, including student, faculty and staff. University departments' annual conferences are also recognized as traditional activities.

2. **Activities Sponsored by the USCA Pacer Union Board.**
   The Pacer Union Board performs a function that is integral to the stated mission and goals of the University union. The University union exists in part to provide the University of South Carolina Aiken services, programs and support personnel to improve the quality of student life at the University of South Carolina Aiken. The PUB schedules all confirmed events during reservation periods for each semester. In addition, they may hold up to sixteen open dates for every semester.

3. **Activities Sponsored by Registered Student Organizations.**
   Registered student organizations are those student organizations at the University of South Carolina Aiken recognized, governed, and regulated by the Office of Student Life, Division of Student Services. Student organizations must be currently registered with the University to be eligible for Student Activities Center usage.

4. **Activities Co-Sponsored by a Registered Student Organization and Some Other University or Non-University Rated Entity.**
   Registered student organizations may co-sponsor an activity with another group in accordance with all other University policies pertaining to such events.

5. **Non-Registered Student Organizations.**
   Non-registered student organizations may utilize the SAC facilities on a restricted basis. Non-registered student organizations may use facilities for three organizational meetings. They may not use facilities for other activities such as social events, special programs, or revenue producing events. No reservations will be accepted from non-registered student organizations that indicate the facility is being used for a programming function. Non-registered organizations are not eligible to use the bulletin board areas of the SAC except to note organizational meetings.

6. **Activities Sponsored by Non-University Entities.**
   Non-University related entities may utilize certain SAC facilities on a restricted basis. Exceptions to these policies and procedures may be granted by the Associate Director of Student Life (or designee) or appropriate University administrators.

SOCIAL AND RECREATIONAL REGULATIONS

Student organizations must reserve facilities for all on-campus events. Student organizations must meet with the Associate Director of Student Life (or designee) at least two weeks prior to all off-campus events. Social functions may not be held on campus during reading days and final examination periods.

CAMPUS SCHEDULING AND POLICIES AND PROCEDURES

1. Facilities on the USCA campus can be scheduled for both internal and external group events. Internal groups are defined as academic and administrative departments and units and student organizations. External groups are defined as private, corporate and non-profit entities. The Conferences & Continuing Education Office will schedule and coordinate all events for external groups, with the exception of the Etheredge Center and the Convocation Center.

2. A Facility/Scheduling Request Form must be completed for all meetings/events held on campus.

3. The Conferences & Continuing Education Office will be the coordinating unit with final approval for all campus facility requests.

4. USCA Facility/Scheduling Request Forms (F/SRF) and the Designated Schedulers Directory are available online on the USCA homepage under F in the A to Z Index.

5. All groups using campus facilities must leave facilities as they found them, i.e. no excess trash, no changes in room set-ups, no covers on door windows, etc.

6. All groups using campus facilities must refrain from making excessive noise during their meetings/events in classroom buildings in order not to disturb other classes, meetings or students who are studying.

7. Weekend event end times for all groups are as follows:
   
   **Sunday-Thursday** – events must end by 12:00am, with guests vacating the facility by 12:15am, facility must be clear of all equipment and cleaned up by 1:00am.

   **Friday-Saturday** – events must end by 1:00am, with guests vacating the facility by 1:15am, facility must be clear of all equipment and cleaned up by 2:00am.

   *Requests for a later closing time (which may include time for break-down or clean-up) must be made to the Director of Student Involvement for student events or to the Director of Conferences and Continuing Education for other events no later than 10 business days in advance of the event.

8. There may be charges for housekeeping, house managers, technical personnel and/or operations, i.e. setups, break-downs, clean-ups, in addition to any rental fee for the use of University facilities to be assessed by the Conferences &
Continuing Education Office, the Etherredge Center Office and/or the Operations Office.

For events held in the Etherredge Center: a production meeting is required prior to every event. A projected set of costs will be provided in advance of the event date, along with any special conditions. After the event has taken place, an itemized bill will be sent to the rental group contact person.

9. It is the responsibility of the requesting individual or group to set up an appointment with USCA Police for security for events with 100 or more participants. If it is determined that security is needed at specific events, the charges for this service will be paid by the responsible individual or group.

10. Parking is available in Parking Lots A, B, C, and D. Visitors should park in the spaces indicated by the white lines. The parking spaces indicated by yellow lines are reserved for faculty and staff; visitors are prohibited from parking in these areas.

11. All campus rooms and facilities are booked on a first come, first served basis.

12. Campus facilities may not be available for use on official University holidays.

Procedures for Scheduling Internal Groups

1. Before completing the Facilities/Scheduling Request Form (F/SRF), all requestors (to include students, faculty and staff) must e-mail the Designated Scheduler to check on the availability of the room or facility. The e-mail should include the following information regarding the proposed event: date(s), name of the event, facility reservation time(s) or the start and end time that the requestor would like to reserve the facility, published event time(s) or actual start time and end time of the event, number of people expected to attend and the room or facility requested. All student groups/organizations must have their F/SRF’s signed by the student organization’s faculty or staff advisor and the Director of Student Involvement prior to submitting the F/SRF to the Designated Scheduler. If your meeting or event will be held on multiple dates, i.e. a sorority or fraternity meeting that is held each week at the same time/same room, it is not necessary to fill out a separate F/SRF for each meeting or event. However, you must attach a list of specific dates for your meetings or events to the F/SRF.

2. The Designated Scheduler will respond to the requestor’s e-mail request within two (2) business days of receipt of the request. If the desired facility is available, the F/SRF should be completed on-line and sent to the Designated Scheduler. A copy of the Designated Scheduler’s e-mail confirming the room or facility reservation must be attached to the F/SRF, in other words you must attach a “proof of reservation.” The F/SRF should be submitted at least two (2) weeks prior to the event and sent as per either A. or B. below:

A. If any type of setup is required, including a setup for catering or AV equipment, a diagram must be attached to the F/SRF. The F/SRF and setup diagram should then be submitted to the Designated Scheduler. The Designated Scheduler will sign the form and forward it to the Operations Office. If the setup cannot be accommodated, you will be notified immediately by e-mail.

B. If no setup is required, the F/SRF should be submitted directly to the Designated Scheduler for signature and the Designated Scheduler will submit the F/SRF to the Conferences and Continuing Education Office for approval. Upon final approval from the Conferences and Continuing Education Office, the requestor will receive, via campus mail or e-mail, a copy of their approved F/SRF within five (5) business days of receipt of the form. Facility/scheduling requests are not considered final until the requestor receives this approved copy.

After the F/SRF has been approved the event will be entered on the Campus Calendar, which can be accessed at: http://www.usca.edu/uscacalendar/calendar.html or on the USCA homepage.

*It is important to note that the Campus Calendar is used by the Operations Office for heating and cooling facilities and the USCA Police Office for security purposes and to monitor all events held on campus.

3. To request the use of audio visual equipment please go to the following website, http://web.usca.edu/cte/Equipment-request-form.dot, and complete the equipment request form. If there is a specific setup/layout diagram please send a copy to the Center for Teaching Excellence Office at Campus Box 31. Please note that AV equipment may not be requested by students. Student organization requests must be completed by the organization advisor only.

4. Only one F/SRF will be accepted per event. Any changes in events, i.e. times, location, or cancellations, must be reported via e-mail to the designated scheduler.

Procedures for Scheduling External Groups

1. The Conference Center and Special Events Office will schedule and coordinate all events for off-campus groups.

2. Off-campus groups will be subject to the following rates: University-Affiliated—any program or event which has substantial Life by a USCA department or office is considered a University function and therefore will receive the University rates, Non-Profit—any program or event which is sponsored by an organization or agency which operate on a non-profit basis will receive Non-Profit rates, Corporate/Private—any program or event which does not have an educational mission or is planned and sponsored by a Non-University entity will be responsible for the Corporate/Private rates.
Annual Reservation Procedures
All activities in the SAC are recorded on a master calendar maintained in the Office of Student Life and the Conference Center and Special Events Office. The Conference Center and Special Events Office will accept requests for facilities usage on a “first come” basis. The Office of Student Life, in conjunction with the Conference Center and Special Events Office, reserves the right to assign facilities on the basis of the most efficient utilization of space. Adjustments will be made if certain situations require changes in the facilities reserved by a group.

Note: For additional information regarding facility usage at the University of South Carolina Aiken, contact the Office of Conferences and Continuing Education located in the Business and Education Building, Room 111 (648-6851 ext. 3587).

Student Activity Center Patio Entertainment
All types of entertainment (i.e. bands, speakers, dances, etc.) may take place only with permission of the Associate Director of Student Life (or designee). These events are restricted so as not to interfere with academic classes or the library. Public speeches or debates may take place only with the permission of the Associate Director of Student Life (or designee), and noise level does not extend beyond the confines of the patio. The patios are used primarily for student organizations to have a fund raising event or set up displays.

POLICY ON THE USE OF ALCOHOLIC BEVERAGES ON CAMPUS
This policy governs the consumption, possession, distribution, and sale of alcoholic beverages (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken campus.
Based on a concern for the welfare of all members of the University community and in keeping with state and local laws, this policy is designed to promote the responsible use or nonuse of alcoholic beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Members of the campus community are expected to assume responsibility for their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol does not lessen accountability to the University and the community. All members of the USCA community are expected to comply with all of the laws and policies stated below.

South Carolina Law
It is against South Carolina law and USC Aiken policy to:
1. Purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one
2. Provide any alcohol to a person under twenty-one by transfer, gift, or sale
3. Misrepresent your age for the purpose of procuring alcohol including possessing a false or altered driver’s license or ID
4. Drive while under the influence of alcohol
5. Have a blood alcohol level of .02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance)
6. Have an open container of alcohol in a moving vehicle
7. Be intoxicated in public
Further information on South Carolina alcoholic beverage laws is available at http://www.scstatehouse.gov/code/title61.php.

Local Ordinance
It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. Pacer Downs, Pacer Crossings, and Pacer Commons are located within the city limits. Therefore, consuming alcohol on apartment balconies or on the housing grounds is prohibited.

General Guidelines
1. The legal consumption, possession, distribution, or sale of alcohol on campus is permitted only at events and locations approved by the Chancellor or designee (for departmental and University-wide events that are not primarily for students) or the Alcohol Event Review Committee (for student or student organization events). Legal consumption of alcohol is also permitted in University housing facilities, as stipulated in the University Housing Guidebook and the USCA Student Handbook. (add link)
2. A licensed third party vendor must provide/sell the alcoholic beverages at any on-campus events hosted by a University entity where students are present. The University’s contracted food service provider will serve as the third party vendor unless the Director of Food Service approves an alternate provider.
3. Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law or University policy may subject the person or group to state and/or University penalties.
4. Any containers of alcohol that are being transported must be sealed and covered while on University premises.
5. Common source containers of alcohol (e.g. kegs) are not permitted on campus at any time.
6. Chugging, drinking games, initiations, funneling, or other potentially dangerous drinking games are prohibited.
7. No student activity fee or other University collected fee will be used to purchase alcohol.
8. This policy is subject to change to comply with new local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages.
**Additional Guidelines for Students**

1. Students must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.

2. Regardless of the age of the student, the abuse of alcohol that results in impaired behavior is considered a violation of the alcohol policy.

3. Being under the influence of alcohol does not constitute a defense for bad behavior; students will be held responsible for their actions regardless of their consumption of alcohol.

4. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to: completion of educational and risk reduction programs, fines, community service, probation, individual screenings, research papers, educational counseling group, and parental notification.*

5. If a student fails to comply with the request of a University Police Officer to complete a sobriety test, it will be considered an automatic admission of having consumed alcohol.

6. Students who are apprehended and charged by law enforcement agencies with alcohol-related criminal conduct off campus are required to inform the Associate Vice Chancellor of Student Life of the charges.

*Parental Notification: The Family Educational Rights and Privacy Act (FERPA) allows educational institutions to notify parents/guardians of students under the age of 21 when the student violates the University’s alcohol or drug policies. Because we believe that parents can assist us in educating and empowering students to make responsible decisions regarding alcohol, we typically exercise our right to notify parents in the following situations:

- Drug violations
- Repeat or serious alcohol violations

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

**Additional Guidelines for Student Organizations**

1. Student organizations hosting an event must adhere to the General Guidelines in this policy as well as all federal, state and local laws and ordinances. They are also subject to the Student Code of Conduct and the Student Organization Social Events Policy and can be held accountable under multiple systems, whether or not a civil or criminal conviction is made.

2. The decisions made or behavior exhibited by individual members of an organization may result in disciplinary action against the organization as well as the individuals involved.

3. No funds of an officially recognized student organization deposited or administered through the University may be used to purchase alcohol.

4. Student organizations may not provide alcohol for free or in exchange for a cover charge or ticket to an event.

5. Student organizations that wish to have alcohol sold at an on-campus event must secure approval from the Alcohol Event Review Committee by submitting an Application to Serve Alcohol at a Campus Event. If the Alcohol Event Review Committee approves an organization’s request to have alcohol at an event, all of the procedures stipulated in the “Procedures for Sponsoring an On-Campus Student Event with Alcohol” document will be followed or the organization will be subject to disciplinary action.

6. Only beer and wine will be permitted at on-campus student events.

7. Sanctions for the violation of University policies are based on the severity and frequency of the violation. Sanctions may include, but are not limited to, completion of educational and risk reduction programs, fines, community service, probation, suspension of student organization status, and suspension from use of University facilities for a designated period of time.

8. Student organizations who wish to host events with alcohol must attend a social host responsibilities workshop prior to hosting their first event with alcohol of the year.

**Additional Guidelines for University Departments**

1. University departments and employees within those departments must adhere to the General Guidelines in this policy, all federal, state, and local laws and ordinances as well as the Drug-Free Workplace Policy (http://hr.sc.edu/policies/drug-free.pdf).

2. University departments that wish to host an on-campus event with alcohol that is not primarily an event for students must secure permission from the Chancellor or designee.

3. University departments that wish to host an on-campus event with alcohol that is primarily for students must secure approval from the Alcohol Event Review Committee by submitting the appropriate paperwork to the Office of Student Life. If permission is granted for the event, all of the procedures stipulated in this policy must be followed.

4. At on campus events that are primarily for students, only beer and wine will be permitted.
5. Guests or renters of USCA facilities are subject to the guidelines delineated in this policy.

Note: Students, faculty, staff, or student organizations who serve or sell alcohol to students at off-campus events assume liability for enforcing the law and assuring appropriate behavior. In such instances, USC Aiken assumes no responsibility or liability.

Note: Student organizations that wish to host off-campus events with alcohol must complete a Social Event Agreement and Third Party Vendor Agreement and meet with the Associate Director of Student Life prior to the event.

POLICY ON THE USE OF DRUGS BY STUDENTS

The University of South Carolina Aiken recognizes that drug abuse is one of the major problems confronting our society. Within the University community, services are available to reduce the problems associated with drug abuse. Students with drug problems may seek confidential counseling and advice through the USC Aiken Counseling Center and the USC Aiken Student Health Center. A list of additional resources can be found in the USC Aiken Student Handbook. Although the University recognizes the need for providing remedial services, it does not intend to shelter persons who violate state or federal drug or narcotics laws. University officials will assist and cooperate with law enforcement personnel as they perform their duties in controlling drug abuse. Students charged with violating state and federal laws are subject to further disciplinary action by the University.

I. Statement of Policy

The possession, use, manufacture, sale or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or an item modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University-sponsored event.

Specific prohibited actions include:

1. the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances*
2. being in the presence of illegal drugs or controlled substances
3. the possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.)
4. the distribution or delivery of an imitation (“look alike”), non-controlled substance which is represented as a controlled substance

* The term “controlled substances” refers to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina Law.

II. Sanctions

1. Legal

   As citizens, students have the responsibility for knowing and complying with the provisions of state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system. Information on federal and state drug laws and penalties is provided in the USC Aiken Student Handbook. (Students who are apprehended and charged by law enforcement agencies with drug-related criminal conduct, off campus are required to inform the Director of Housing and Judicial Affairs).

2. University Disciplinary

   In addition to any federal and state charges, a student is subject to disciplinary action through the University judicial process. This process may precede criminal or civil proceedings. It is not “double jeopardy” for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

   a. The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with disciplinary procedures included in the Student Handbook. Although violations will be handled on a case by case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the University include, but are not limited to, the following:

      • Suspension
      • Summary Suspension
      • Suspension Held in Abeyance with Conditions
      • Expulsion
      • Counseling
      • Educational Programs
      • Conditions and Restrictions

3. University Housing

   A student who is suspected of violating the drug policy while living in on-campus housing will be subject to immediate
III. Eligibility for Federal and State Financial Assistance
Students found in violation of the drug policy jeopardize their ability to receive federal and state financial assistance for which they might otherwise be eligible.

IV. Parental Notification Policy
In 1998, changes in the law that governs the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of 21 when they determined the student violated University alcohol and drug policies. At the University of South Carolina Aiken, we believe such notification can help us in educating our students. While we constantly strive to educate and empower students to make more responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical. The University of South Carolina Aiken typically exercises its right to notify parents of students under 21 in the following situations:
- Cases involving drug violations
- Repeat or serious alcohol violations
The university also reserves the right to notify parents for first alcohol violations if deemed appropriate.

IV. Future Revisions
The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

CATERING POLICY
Student Organizations must use ARAMARK, the university’s catering company unless special permission is granted by the Associate Director of Student Life (or designee). ARAMARK does provide student organizations with a special catering guide and organizations should consult with Chaunsia White, the Catering Director, for more information.

HAZING POLICY
The University of South Carolina Aiken prohibits any form of hazing. No organization, registered or otherwise, officially or in fact, may participate in the activity of hazing.

Hazing is defined as any action or situation created by individuals, clubs and organizations, on or off campus, that could cause or has the potential to result in harassment, emotional or physical abuse of harm, embarrassment, anxiety, ridicule, or the violation of an University rule, no matter how good the end result or intent. Examples of hazing, include but are not limited to:
- Tests of endurance
- Submission of members or prospective members to potentially dangerous or hazardous circumstances
- Paddling
- Forced indulgence of alcohol or food
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns or adequate study time
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips such as kidnaps, displacement, and “pledge” dumps

Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary University student, would seem reasonable under the circumstances and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

For information on the South Carolina Hazing Law, the USCA Hazing Policy, or to initiate a complaint for alleged hazing, contact the Vice Chancellor for Student Life and Services.
STUDENT ORGANIZATIONS SOCIAL EVENT POLICIES

On Campus Events

The following policies have been adopted to protect USCA students and property. These policies are intended to regulate any social events held on the USCA campus by student organizations. Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook under “Student Organization Non-Academic Discipline System Procedures” and suspension of the sponsoring organizations.

Pre-Planning

1. All on-campus parties/dances/new member presentation/socials sponsored by student organizations must be held in the Student Activities Center. If the organization would like to hold an event on campus at another location special permission must obtained from the Associate Director of Student Life or designee. A facility request form must be filled out at least two weeks prior to the event.
2. The sponsoring organization will be required to hire and pay for one or more University Police Officer(s) if needed. The University Police Department will determine the number of officers necessary to ensure the safety of those attending the event. Security needs will be discussed at the pre-planning meeting.
3. Each sponsoring organization will meet with the Associate Director of Student Life (or designee), the Chief of University Police, or designee(s) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review room arrangements, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.
4. If the sponsoring organization wishes to invite special outside groups (such as a student organization from another college) to attend their event, they must indicate this on their original facilities request form. A list of potential groups who will be invited must be attached to the facilities request form. The Associate Director of Student Life or a designee will approve or disapprove this request and will communicate the decision to the sponsoring group. The sponsoring organization must have a sign in sheet for each visiting approved group. Members of these approved groups must sign in on the appropriate sign in sheet and show an ID verifying their identity. No one under the age of 18 will be admitted unless they are a USCA student or a member of an approved outside group.

Event Management

1. The entry table for the event must be located near the Student Life Suite and it must be supervised by the advisor (or designated faculty/staff person) and one student at all times. All other entrances into the building need to be locked in order to provide only one entrance into the building during the event.
2. All persons entering the event must show a valid USCA ID. Only USCA students and their guests (one guest per student) will be permitted to enter the event. The USCA student must sign in his/her guest and will be held accountable for the guest’s behavior.
3. Sponsoring organizations will need to write down the name and driver’s license number of any guest (a valid military or state picture ID may be used if a driver’s license is unavailable). If the guest does not have a valid ID, he/she will not be admitted into the party. Sponsoring organizations must use the standard guest list/driver’s license forms provided by the Office of Student Life.
4. Advisors must provide a copy of the guest list to the Student Life Office within 48 hours of the end of the event as well as keep a copy of the guest sign in sheet for at least four weeks after the event in case of any issues.
5. No outside containers will be permitted into the party.
6. The sponsoring organization, advisor (or designee) and/or University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
7. No weapons of any kind will be permitted at events.
8. Once a person leaves the event (leaves the building), he or she may not re-enter.
9. Non-alcoholic beverages must be available (free or for a reasonable fee) at the event.
10. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the advisor (or designated faculty/staff member). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
11. The advisor or designee and/or University Police may shut down any event/program if necessary.
12. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event. Failure to do so may result in the assessment of a fine or cleaning fee.
13. The advisor or designated faculty/staff member must be present for the entire dance/party.
14. All social events (Sunday – Thursday) must end by 12:00am and guests must vacate the facility by 12:15am. The facility must be clear of all equipment and cleaned up by 1:00am. Social events held on Friday and Saturday must end by 1:00am and guests must vacate the facility by 1:15am. The facility must be clear of all equipment and cleaned up by 2:00am. Requests for a later closing time (which may include break down needs) must be made to the Associate Director of Student Life or designee no later than (10) working days in advance of the event.
Off Campus Events

The following policies have been adopted to protect USCA students and organizations. These policies are intended to regulate any social events held off the USCA campus by student organizations. These policies apply to events that take place in a public location or when members of the general public may attend (i.e. parties, formals/semi-formals, date parties, dances, etc.). Failure to abide by these policies could result in disciplinary action as outlined in the USCA Student Handbook under “Student Organization Non-Academic Discipline System Procedures” and suspension of the sponsoring organization(s).

1. Each sponsoring organization will meet with the Associate Director of Student Life (or designee) at least two (2) weeks prior to the event for a pre-planning meeting. The meeting will review event arrangements including, but not limited to: facility being used, catering needs, staffing needs, security needs, and event policies. Each sponsoring organization should have at least two representatives attend the meeting. Failure to schedule and attend this meeting will result in cancellation of the event.

2. Each sponsoring organization must complete a social event agreement form and bring the completed form with them to the meeting with the Associate Director of Student Life, or designee, at least two weeks prior to the event.

3. If an organization wishes to have alcohol at the event it must be run by a third party vendor licensed by the state in which the event is taking place. The vendor must be responsible for id’ing and serving to event attendees. Students MAY NOT serve as bartenders or ID checkers.

4. No alcohol will be brought in to any student organization sponsored event. Also, no outside containers will be permitted into the party.

5. Events with alcohol must also provide non-salty food readily available in a sufficient quantity for the number of expected attendees. At least one free non-alcoholic option must be available to attendees. Other non-alcoholic drinks may be sold but must be at a cost of less than alcoholic drinks.

6. The sponsoring organization or advisor (or designee) will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.

7. No weapons of any kind will be permitted at events.

8. Once a person leaves the event (leaves the building), he or she may not re-enter.

9. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the facility management and advisor (or designee). Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).

10. The advisor, facility manager, or designee may shut down any event/program if necessary.

11. The sponsoring organization must adhere to all facility stipulations as discussed in a meeting with facility management or per facility rental agreement.

12. Any damage or problems that occur during the event must be reported to the Associate Director of Student Life within 24 hours of the end of the event.

HELIUM USAGE

Any campus organization wishing to reserve helium balloons for an event should check with the Student Life Office to ensure there is helium available. Reservations should be made at least one week in advance for 1 to 500 balloons and two weeks in advance for 500 or more balloons. Organizations are responsible for supplying their own balloons, string, scissors, and plastic bags and for cleaning up once completed. Food and drinks are prohibited when working with the helium tanks.

VEHICLE REQUEST SERVICES

USCA has several vans and an automobile that are available for use by student organizations. The vehicles must be reserved and are available on a first come, first served basis. The cost of use is charged to the student organization requesting the vehicle. Reservations can be made with a Vehicle Reservation Request (Form#13/20). All student drivers must be accompanied by a faculty or staff member when transporting other students. Only those students, faculty, or staff members that have turned in a Motor Vehicles Record Screening form (MVRS-1) and a copy of their driving record (available from the SC Highway Department), and have passed the driver’s training course are eligible to drive a university vehicle. Both forms are available in the Student Life Office.

MEDIA SERVICES

The USCA Media Services Department is located in the Ruth Patrick Science Education Center. The Media Services Department is responsible for providing all audio/visual equipment used on campus. If your organization would like to use a VCR, slide projector, movie projector, cassette player/recorder, or lectern with microphone, one can be requested from Media Services. A minimum of 24 hours notice is required on any media services request. University officials can request equipment by e-mailing Barry Ready. The Media Services Department will endeavor to provide the equipment you need whenever possible.

TECHNICAL SERVICES

The Office of Student Life is pleased to offer technical equipment for the convenience of student organizations. Due to the
high demand for the equipment, reservations for equipment must be made at least two weeks before the event occurs. A Student Life Technical Equipment Request Form are available in the Student Life Office. The form also includes a list of the technical equipment which is available.

**Please note:** It is up to the discretion of the Associate Director of Student Life (or designee) to decide whether or not Technical Support will be provided at events.

**A. Policies and Limitations**

- Student Life Technical Equipment Request forms may be obtained in the Office of Student Life
- All forms must be returned to the Student Life Office at least two weeks in advance of the event.
- The technical equipment is available for rent on a first-come, first-serve basis.
- The availability of the technical equipment is contingent on the schedule of the technical staff.
- Equipment may only be rented for on-campus events unless an exception is made by the Associate Director of Student Life.
- Failure to return equipment to the Student Life Office after use could result in fines or suspension of use based upon the discretion of the Associate Director of Student Life (or designee).

Only registered Student Organizations may use the technical equipment; exceptions to this policy must be approved by the Associate Director of Student Life (or designee).

**PUBLICITY POLICY**
The Offices of Student Life and Marketing & Community Relations are interested in assisting student organizations and campus departments in their efforts to publicize their activities while maintaining the beauty of the USCA campus. A variety of avenues including Post Time Notes, Pacer Times, Café’ News, and Stall Wall Weekly are available for publicizing. To best meet the needs of the entire campus, the following policy addresses the use of posted publicity.

- All publicity must be approved by the Office of Student Life.
- With the exception of registered banners in designated banner areas in each building, all publicity must be placed in approved areas. Approved areas include:
  - Sidewalks
  - Designated Big Board areas
  - Sandwich Boards
  - Open Bulletin Boards
  - Other areas approved by the Associate Director of Student Life or a designee
- All publicity hung in University Housing facilities must be approved by the University Housing office.
- Bulletin boards located across campus are assigned by the Associate Director of Student Life or a designee. Bulletin boards are assigned based on availability and usefulness to the campus community.
- There are a designated number of open boards that are for the use of the entire University of Aiken community. All items on these boards must be date-stamped and approved by the Office of Student Life. Student organizations are responsible for removing their outdated materials. A map of all open boards is available in the Student Life Office.
- No flyer larger than 22’’ by 16’’ (L x W) will be allowed on open bulletin boards.
- If an organization does not follow the publicity policies, the Associate Director of Student Life or designee will be able to impose sanctions on that organization.
- Big Boards and/or banners may be hung on the interior and exterior entrances of the Student Activities Center and in designated areas on campus approved by the Associate Director of Student Life or designee.
- Student organizations may chalk sidewalks in designated areas and all designs must be approved by the Associate Director of Student Life or designee.
- Table tents are not allowed on public tables (including food services areas) unless specifically approved by the Associate Director of Student Life or designee and the Director of Food Services.
- Publicity is not allowed to be hung for more than 10 days unless specific approval is given by the Associate Director of Student Life or designee.

**NON-ACADEMIC CODE OF CONDUCT**

**I. Introduction**

- The discipline system extends and applies the general principles of the Statement of Student Rights and Freedoms within the academic community to specific actions and responsibilities of students and student organizations at the University of South Carolina Aiken. It accepts the proposition that “academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society, and that free inquiry and free expression are indispensable to the attainment of these goals.”
2. As such the University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons.

3. The University of South Carolina Aiken strives to protect this educational community and to maintain social discipline among its students. Consistent with its purposes, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of University social regulations.

4. The purpose of this document is to set forth the specific authority and responsibility of the university in maintaining social discipline, the educational process of determining student and student organization accountability for violating the regulations, and the proper procedural safeguards to be followed in this process to insure fundamental fairness and protect the students and student organizations from unfair imposition of serious penalties and sanctions.

II. Application of Laws and Regulations

1. Students should be aware that educational institutions are not sanctuaries beyond the reach of the criminal laws of the communities and states where in such institutions exist. While the rules and regulations of the University of South Carolina Aiken are not meant to duplicate general laws, there are some aspects in which the lawful interest of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under university rules when their conduct violates institutional standards.

2. Students, no less than other citizens, are entitled to be secure in their persons, lodgings, papers, and effects against unreasonable searches and seizures. Searches and seizures by law enforcement personnel incident to investigations or arrests are conducted only under proper warrant. This does not prohibit normal inspections of facilities for maintenance, health, or safety purposes. NOTE: University Housing policies also allow for the entrance and inspection of student housing units if there is reason to believe that a violation of law or University policy exists, or for life safety and/or emergency circumstances.

3. Students enjoy the same freedoms of speech and peaceable assembly as all citizens, but they are under certain legal obligations in the exercise of these freedoms by virtue of their membership in the University community. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. Expression in the form of action that materially interferes with the normal activities of the institution or invades the rights of others is prohibited. The University is pledged to protect lawful exercise of the rights of free speech and assembly and will invoke appropriate legal and disciplinary sanctions when necessary in the pursuit of this goal.

4. Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the Non-Academic Judicial Officer.

5. The standard of proof required in University judicial processes differs from that required in criminal judicial processes. In University judicial processes, the standard of proof required to find person responsible for violation is that of the preponderance of the evidence. That is, if the evidence provided indicates that “more likely than not” the violation occurred, the student will be held accountable for that violation.

III. Authority and Responsibility

1. Responsibility for good conduct rests with students as individuals. All members of the University community are to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

2. The Board of Trustees is the governing body of the University and the powers of the President, the Chancellor, and the faculty are delegated by the Board in accordance with policies. The faculty, subject to review by the Chancellor, the President and the Board of Trustees, has legislative powers in all matters pertaining to the discipline of students and student organizations.

3. The Vice Chancellor for Student Life and Services is responsible for the judicial system that adjudicates violations of the Non-Academic Code of Conduct. The Vice Chancellor delegates responsibility for the day-to-day operation of the Non-Academic Code of Conduct to the Assistant Vice Chancellor of Student Life, who serves as the Non-Academic Judicial Officer. The Non-Academic Judicial Officer has designees, referred to as Hearing Officers, for specific cases. These Hearing Officers include, but are not limited to, the Associate and Assistant Directors of Student Life and the Directors, graduate assistants, and Assistant Directors of University Housing.

4. Student Government, as an elected and representative voice of the student body, has the right to comment on any proposed changes pertaining to the discipline of students.

5. The Campus Life Committee has the right to propose changes to the Non-Academic Code of Conduct, when appropriate. A report will be submitted to the Campus Life Committee in the Fall of each year detailing, without student names, the following: the behaviors which led to disciplinary action; the type of hearing; the decision of the hearing authority, including any sanctions; and general demographic data and student status for the student(s)
charged.

IV. General Student Conduct Regulations

1. This section establishes the rules and regulations all students of the University of South Carolina Aiken are expected to follow under the duty and corollary powers inherent in educational institutions to protect their educational purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of University facilities.

2. Students have a right to expect enforcement of these rules and regulations. The University also has the right to expect students to abide by them as befits the responsibilities of students as members of the University community. Knowledge of these rules and regulations can prove beneficial to students in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

3. Scope of Application-The University may take disciplinary action for a violation of the Non-Academic Code of Conduct when the offense takes place on University premises or at University sponsored, endorsed, supported or related events which occur off campus. The University may also take disciplinary action for off-campus offenses that are not related to the University when failure to do so is likely to interfere with the educational processes or orderly operation of the University, or endanger the health, safety, or welfare of the University community.

V. Conduct Regulations of the Non-Academic Code of Conduct

The following statements constitute the official record of all general conduct rules and regulations at the University of South Carolina Aiken. Students are expected to abide by these regulations and administrators are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions.

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

1. Non-Compliance with General Laws

Students involved in violations of any federal, state, or local laws may be subject to disciplinary action. Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority. Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the Non-Academic Judicial Officer.

2. Damage to Property

Damage to or destruction of property owned or operated by the university, its students, faculty, administration and staff, or of another institution is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, painting, etc.

3. Firearms and Other Deadly Weapons

The unauthorized possession or use of firearms, or weapons of any other kind such as knives, slingshots, metal knuckles, razors, or any other dangerous instrument is prohibited.

4. Flammable Materials and Fireworks

The ignition or detonation of anything that could cause damage by fire, explosion, or similar means to persons or property, or possession of anything in the nature of fireworks or explosives, is prohibited on any property owned or operated by the University without prior University authorization.

5. Arson

No person shall start fire on University property without University authorization, and willful damage to property (as described above) shall be prosecuted as arson when appropriate.

6. Emergency Alarms and Emergency Equipment

No person shall make, or cause to be made, false fire alarm, bomb threat or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire or other safety equipment. Note to resident students: Students found in vio-
lation of tampering with, damaging, and/or disabling fire safety equipment in campus housing are also subject to fines.

7. Gambling
Gambling is not permitted on campus.

8. Theft or Misappropriation
Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USCA property, without the owner's permission is also prohibited. Property that is found shall be turned in to the University Police Office.

9. Unauthorized Sale of Textbooks
The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found shall be turned in to the University Police Office.

10. Disorderly Conduct
Individual or group behavior which unnecessarily disturbs individuals or groups is prohibited. Such conduct includes (but is not limited to) physical assault or threat of assault, hazing, and boisterous conduct which is unreasonable in the area, time or manner in which it occurs.

11. Misuse of University Documents
Forgery, alteration, or misuse of any University document(s) or record(s), including providing false information or withholding material information from the University, is forbidden.

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

13. University Identification Cards
Lending a University ID card to anyone, failing to present an ID card when requested by University official, or altering an ID card may subject the owner and/or the holder to disciplinary action.

14. Failure to Respond to Official Requests
Students must comply with the reasonable and lawful requests of University employees acting in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. Failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may be considered violation of an official request. Registration hold may be placed on a student's records until such time as the student complies with the request.

15. Unauthorized Presence In and Use of University Facilities Unauthorized entry into, presence in, or use of University facilities or property is prohibited. Unauthorized entry into any faculty or administrative office, unauthorized entry into a faculty member's or administrator's automobile, or unauthorized access to student records will be considered a violation of the Academic Code of Conduct of the Student Judicial Policy.

16. Misuse of Keys
No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.
Note to resident students: Loaning residence hall keys to a person not assigned to that room/apartment is considered a violation of this regulation.
17. Disruptive Activity

No person may interfere with or disrupt the normal activity and operations of students, faculty, administration, or staff of this institution or its buildings or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Bystanders as well as more active participants in the disruptive activity may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by University or law enforcement officials will result in disciplinary and/or legal action.

NOTE: In any case where students of the University of South Carolina Aiken are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a Special Hearing Board, Committee, or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

18. Misuse of Telephones and other Communication Equipment

No student shall misuse or abuse or assist in the misuse or abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, making unauthorized calls on University telephones, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University. Communication equipment includes, but is not limited to, telephones, electronic mail, pagers, computers, printers, etc. The viewing of pornography on University computers is forbidden. The viewing of child pornography is ILLEGAL and is subject to prosecution by local, state, or federal authorities.

19. Alcoholic Beverages

It is unlawful, and therefore a violation of the Non-Academic Code of Conduct, for a student to violate any provision of the USCA Policy on the Use of Alcohol by Students, which is stipulated in the Student Handbook.

Note to resident students: The Office of University Housing has developed and published specific regulations in the Community Guide for Housing concerning alcohol use, including where it may be consumed, who may consume, and who may be present when alcohol is being served/consumed.

20. Drugs

The possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs or any items modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University sponsored activity. Note to resident students: The Office of Housing has developed and published an explanation of sanctions in the Community Guide for Housing related to students who use, purchase, possess, or sell drugs, which includes the possible termination of the Housing Contract by the University.

21. Student Housing

Violation of any student housing regulation is prohibited. These regulations may be found in the Community Guide for Housing. These policies extend to residents, as well as guests and visitors, although students living in campus housing will be held responsible for the actions of their guests.

22. University Policies and Procedures

Failure to abide by any published University policy or procedure is prohibited, including, but not limited to the Sexual Assault, Use of Alcohol, Use of Drugs, Hazing and Computer Use Policies.

V. Procedures for Responding to Violations of the Non-Academic Code of Conduct

A. Jurisdiction

1. Major Violations
   a. Major Violations are serious or repeat violations of the Non-Academic Code of Conduct. Determination of “Major Violation” status is made by the Non-Academic Judicial Officer.
b. Major Violations may include, but are not limited to, sexual assault, use or sale of drugs, arson, and theft. Repeated minor violations may also be classified as "major violation."

c. Major Violations are adjudicated via Formal Administrative or University Judicial Board Hearings or Administrative or University Judicial Board Sanctioning Meetings, depending on the circumstances. See Chart B.

2. Minor Violations

a. Minor Violations are less serious or first time violations of the Non-Academic Code of Conduct. Determination of "Minor Violation" status is made by the Non-Academic Judicial Officer or appropriate Hearing Officer.

b. Minor Violations may include, but are not limited to violations of the tobacco/smoking policy, minor alcohol violations and general conduct violations.

c. Minor Violations may be adjudicated via Informal Administrative, Formal Administrative or University Judicial Board Hearings or Administrative Sanctioning Meetings, depending on the circumstances. See Chart B.

d. Minor Violations that occur within Housing, Greek Life, Intramurals, or Student Organizations may be adjudicated by the appropriate hearing officer, as referred to under the definition of “Hearing Officer.”

B. Reporting of Violations

1. Any member of the University community may initiate non-academic disciplinary proceedings concerning an alleged violation of the Non-Academic Student Code of Conduct.

2. The complaint must be made in writing and submitted to the Non-Academic Judicial Officer or the appropriate Hearing Officer.

C. Determination of Charges

1. Upon receiving a complaint of misconduct, or upon his or her own initiative, the Non-Academic Judicial Officer or Hearing Officer will review relevant facts and consult with relevant parties through investigative meetings regarding the incident in question, including the student who is believed to be directly involved.

2. If the evidence warrants disciplinary action, written notification (according to the definition of written notice) will be sent to the accused student indicating the nature of the activity in question and the specific charge being made against them.

3. The Non-Academic Judicial Officer or Hearing Officer may at any time during the disciplinary proceedings make additional charges or withdraw charges against student. In either case, the Officer will send written notification (according to the definition of written notice) to the student.

D. Procedures

1. After investigating relevant facts and meeting with relevant parties, including the student involved, the Non-Academic Judicial Officer may opt to file charges of the Non-Academic Code of Conduct. The student will be sent a letter as specified under the definition of delivery of written notice indicating the charges that have been filed.

NOTE: If the student fails to meet with the Non-Academic Judicial Officer or Hearing Officer during the investigation, hold may be placed on the student's registration preventing him/her from registering for future classes until the matter is resolved. Additionally, the student may be charged with a violation of the “failure to comply” provision of the Non-Academic Student Code of Conduct (Section IV. D. 14).

2. If, in the course of the investigation, the student accepts responsibility for the violation, charges will be filed immediately and the case will proceed as outlined below:

   a. When a student accepts responsibility for a Minor Violation, an Administrative Sanctioning Meeting will be held.

   b. When a student accepts responsibility for a Major Violation, he or she will:

      i. Meet with a Judicial Procedures Advisor to review the options, and

      ii. Choose either an Administrative Sanctioning Meeting or a University Judicial Board Sanctioning Meeting.

NOTE: The Non-Academic Judicial Officer may decline to serve as the sanctioning authority and require that sanctioning be provided by the University Judicial Board

3. If the student denies responsibility for the violation and is charged by the Non-Academic Judicial Officer, the charged student will be required to do the following:

   a. Meet with a Judicial Procedures Advisor to review the options.

   b. Choose one of the following options to resolve the charges:

      i. Plead “not responsible” to the charge(s) and have a hearing before the University Judicial Board where a decision
of responsible or not responsible will be made by the Board. If found responsible by the University Judicial Board, an appropriate sanction will be determined by the Board.

ii. Plead “not responsible” to the charge(s) and request an Informal Administrative Hearing before the Non-Academic Judicial Officer or Hearing Officer. If found responsible by the Non-Academic Judicial Officer or Hearing Officer, an appropriate sanction will be determined by the officer. An Informal Hearing allows the charged party to present evidence for consideration and suggest witnesses that the Non-Academic Judicial Officer or Hearing Officer may consider interviewing before decision is rendered. The Non-Academic Judicial Officer or Hearing Officer may contact other parties who have knowledge/information regarding the incident in question. The charged student waives the right to question such parties or otherwise participate in the hearing.

NOTE: The Non-Academic Judicial Officer or Hearing Officer may decline to hear the case because of conflict of interest or severity of the case and require either a Formal Administrative or University Judicial Board Hearing be held, where a determination of “responsible” or “not responsible” will be made.

iii. Plead “not responsible” to the charge(s) and request a Formal Administrative Hearing before the Non-Academic Judicial Officer or Hearing Officer. If found responsible by the Non-Academic Judicial Officer or Hearing Officer, an appropriate sanction will be determined by the officer. formal hearing allows the charged party to respond to charges, present witnesses and present questions for the witnesses to answer.

NOTE: If at any time during the proceedings a student admits responsibility for the violation, the procedures outlined in Section D.2 will take effect.

- If an accused student fails to respond to the charge(s) and/or fails to respond to the Non-Academic Judicial Officer’s request for an investigative meeting to discuss the alleged violations, he or she forfeits the above options and will be sent a letter as specified under the definition of delivery of written notice at least ten (10) days before the upcoming University Judicial Board hearing. At this hearing a decision of “responsible” or “not responsible” will be made, based on the available information, with or without the accused student being present. When appropriate, a sanction will also be determined and the student will be notified in writing.

- If disciplinary charges are brought against a student during summer sessions, the student will have the option of an Administrative Hearing before the Non-Academic Judicial Officer or Hearing Officer during the summer or a hearing before the UJB in the fall.

E. Following the Hearing or Sanctioning Meeting

1. The Non-Academic Judicial Officer or University Judicial Board Chair shall be responsible for forwarding the written decision of the hearing or sanctioning authority to the charged party as specified under the definition of delivery of written notice. The letter will consist of:
   a. Statement of charges;
   b. Findings of the hearing authority and the rationale for the findings, if appropriate;
   c. Sanction(s) and the rationale for the sanction(s), if appropriate; and
   d. Statement regarding the right to appeal and the appeal procedures, if appropriate.

2. student found responsible will have ten (10) class days from the date of documented receipt of the decision letter to submit a written request for an appeal to the Vice Chancellor for Student Life and Services (see “Appeals Procedures). The appeal request must state the reason(s) for believing the decision of the original hearing authority to be improper. If there is no appeal within this time limit, the Non-Academic Judicial Officer will implement the sanction.

F. Appeal Process

1. In the event the charged student disagrees with finding of responsibility or sanction of any original hearing or sanctioning meeting, the charged student may request an appeal in writing to the Vice Chancellor for Student Life and Services within ten (10) class days from the date the original decision was issued. In the case of an appeal, original sanctions (except summary suspension) are normally postponed until the Vice Chancellor makes a decision on the appeal.

2. If the student has not met with a Judicial Procedures Advisor (in the case of a minor violation), one will be appointed at this time.

3. The request for appeal will be by letter addressed to the Vice Chancellor and will state the reasons for believing the decision of the original hearing or sanctioning authority to be improper. The appeal must be based on and limited to one or more of the following aspects of the original hearing or sanctioning meeting:
   a. The finding of responsibility was not supported by reliable and substantial evidence presented at the original hearing;
b. The disciplinary sanction was too severe;
c. A procedural error was committed which prejudiced the outcome of the case;
d. The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student.

4. The Vice Chancellor will review all materials pertaining to the case and arrive at decision within ten (10) class days. The Vice Chancellor may or may not summon any principal in the case. The Vice Chancellor may either confirm or reverse the decision of the Non-Academic Judicial Officer or UJB, or may reduce the sanctions. If the Vice Chancellor determines that new information is available that was not available at the time of the original hearing or sanctioning meeting and that this information may have altered the outcome of the original hearing, the case may be remanded to the original hearing authority.

NOTE: The Vice Chancellor for Student Life and Services may decline to serve as an appeal authority if he/she has had extensive involvement in the case (such as in the case of summary suspension).

5. The Vice Chancellor will notify the student in writing of the decision and deliver the letter as specified under the definition of delivery of written notice. The Non-Academic Judicial Officer will implement the decision.

6. Decisions of the Vice Chancellor may be appealed to the Chancellor of the University of South Carolina Aiken within ten (10) class days of the date of documented receipt of the written decision of the Vice Chancellor.

7. The Chancellor will review all materials pertaining to the case and arrive at a decision within ten (10) class days. The Chancellor may or may not summon any principal in the case. The Chancellor may either confirm or reverse the decision of the Vice Chancellor or may alter the sanctions. The Chancellor may not impose penalty stronger than that imposed or confirmed by the Vice Chancellor. Decision of the Chancellor in an appellate matter is the final decision for the University. Written notification of the Chancellor’s decision will be delivered as specified under the definition of delivery of written notice to the student who has made an appeal, and copies will be sent to the Vice Chancellor, the Non-Academic Judicial Officer, and any other hearing officers involved in the case.

G. Sanctions

The following disciplinary sanctions may be imposed upon students found in violation of the Non-Academic Code of Conduct. Sanctions may be imposed either singularly or in combination. The purposes of imposing sanctions are twofold: one, to protect the University community from behavior which is detrimental to the community; and two, to educate students about acceptable parameters and the consequences of their behavior. The severity of the sanction imposed is intended to correspond with the severity or frequency of violations as well as the student’s willingness to recommit himself or herself to good citizenship through behaviors that fall within the conduct regulations of the University. Failure to comply with a disciplinary sanction or condition will result in a “HOLD” being placed on the student’s official university record or transcript and will result in further disciplinary charges.

1. Expulsion
   Dismissal from the University without the possibility of readmittance. The Non-Academic Judicial Officer shall automatically refer this sanction to the Vice Chancellor for Student Life and Services for review prior to implementation. In the case of suspension, immediate steps will also be taken to remove the student from the USC Aiken campus.

2. Suspension for a Period of Time
   a. Denial of enrollment, attendance, and other privileges at the University for specified period of time. Permission to reapply for readmission upon termination of the period may be granted with or without qualifications.
   b. Any student suspended for a period of time must vacate the campus within forty-eight (48) hours from the date the notice of suspension is delivered as specified under the definition of delivery of written notice and may not return to campus or University property during the term of the suspension without prior permission of the Non-Academic Judicial Officer.

3. Suspension Held in Abeyance
   a. A sanction given for a period of time, which indicates that the serious nature of the conduct violation would normally result in a student’s suspension from the University, but given the extenuating circumstances, this suspension is not immediately put into effect. Any serious violation of rules, regulations or laws while the suspension is held in abeyance may result in suspension from the university.
   b. In the event a student is accused of violating the conditions of a suspension held in abeyance, the student will be notified to appear before the original hearing authority or other appropriate authority. This hearing authority will determine whether or not there is sufficient information to determine that the terms of the suspension held in abeyance were violat-
ed. If the terms of the suspension held in abeyance were violated, the student will be given an opportunity to show cause why he or she should not be suspended. The original hearing authority will make a decision as to whether the student should be suspended immediately or the initial sanction should remain in effect.

4. Disciplinary Probation
Disciplinary probation is a period of review and observation during which a student is under an official warning that his or her misconduct was very serious. While on disciplinary probation, a student may be considered to be “not in good standing” and may face specific limitations on his or her behavior and/or University privileges (see Conditions). Subsequent violations of university rules, regulations, or policies are likely to result in a more severe sanction including suspension from the University.

5. Conditions
Conditions include limitations upon a student's behavior and/or University privileges for a period of time, or a stipulation in conjunction with another sanction. This sanction may include, (but is not limited to): denial of the right to represent the University in any way, restrictions on participation in co-curricular activities, denial of parking privileges or access to campus facilities including computer labs or the Wellness Center.

6. Reprimand
Reprimand is an official rebuke making conduct matter of record in University files. Any further misconduct could result in further disciplinary action.

7. Restitution
An order to make restitution is issued when a student has engaged in conduct injurious to property (individual, group, or the University) for which monetary damages may be ascertained. For example, this sanction may be assessed in cases of property damage, theft, fraud, deception, or misappropriation.

8. Educational Sanction
Educational sanctions may include, but are not limited to, attendance at or participation in a program or community service, program development, and researching and writing a paper on a topic related to the violation.

H. Fines
Fines can be levied when appropriate or dictated by policy.

a. Summary suspension is an action which requires a student to immediately leave University property, and not return during the suspension period, and comply with other stated conditions for specified period. Suspension may be imposed upon a student by the Vice Chancellor for Student Life and Services or designee when there is reason to believe, based on available facts, that the student represents an immediate threat to the safety, health or welfare of himself/herself, other persons or property.

b. This action is warranted by potential or threatened danger or disruption, but is indicated only when the serious nature or immediacy of the threat makes it impractical to follow normal disciplinary procedures. Summary actions authorized by this policy include:

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

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

c. When a student is summarily suspended, he or she is given a copy of this policy and notice explaining the reason for and duration of the suspension, as well as any conditions that may apply. A student notified of such summary action shall, upon written request, be given an opportunity to meet with the Vice Chancellor for Student Life and Services or designee within ten (10) class days from the date of receipt of the request. This meeting will be held to consider only the following issues related to the summary action:

1) the reliability of information alleging a student’s misconduct; and,
2) Whether the conduct or surrounding circumstances reasonably indicate the student’s presence on campus or continued unrestricted participation in campus affairs would pose an immediate threat to the safety, health or welfare of persons or property. It is not the purpose of the meeting to hear evidence concerning guilt or innocence of pending or possible charges against the student.

d. Following the imposition of summary suspension, standard University disciplinary procedures will be provided as expeditiously as possible. Unless circumstances render the implementation of standard disciplinary procedures impossible or unreasonably difficult, these procedures will be initiated within ten (10) class days from the effective date of the summary action.

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

I. Records

1. Record of Major Violation cases which have been resolved with a sanction less than suspension will be maintained by the Non-Academic Judicial Officer for a period of 7 years from the date of the last offense. Students graduating before that time may petition the Non-Academic Judicial Officer in writing to request that their records be destroyed upon graduation. Records may be retained by the University beyond the normal 7-year period in special circumstances, including, but not limited to, situations when legal action is taken by any party involved. When a date for purging records has been reached, records in all formats are to be destroyed. Note: Statistical data may be retained but all information that would identify an individual will be removed.

2. Records where the discipline sanction was suspension will be maintained for a period of at least ten (10) years from the date of the last incident.

3. Persons who are not directly involved with a discipline case, an appellate review of a decision or the enforcement of a sanction will not have access to the record or results of a hearing or sanctioning meeting without a legitimate educational need to know or the authorization of the charged party.

4. Notices of Minor Violations will be kept for a period of 7 years from the date of the last offense, however, will not be classified as official University disciplinary records or provided for authorized inquiry (i.e., background checks for employment, military service or graduate school).

J. Student Arrests

1. Students at the University of South Carolina Aiken are to abide by University regulations as well as local, state, and federal laws. While University regulations are not meant to duplicate general laws, there are some ways in which the lawful interest of the University community coincides with the broader public interests of general laws (see section, “Application of Laws and Regulations”). Therefore, students involved in the commission of offenses against local, state or federal laws are subject to prosecution by those authorities and, in addition, may be subject to University disciplinary action when their conduct violates University standards.

2. Students who are apprehended and charged by law enforcement agencies with a felony on or off campus are required to inform the Non-Academic Judicial Officer.

3. If disciplinary charges are brought against a student as the result of a felony arrest or conviction, an Administrative Hearing is not a student option and the charges will be heard by the University Judicial Board.

STUDENT ORGANIZATION NON-ACADEMIC DISCIPLINE SYSTEM PROCEDURES

Procedures

While students act as individuals and are held accountable for these actions under the Non-Academic Code of Conduct, student organizations or groups may be held responsible if there is an appearance that the student’s behavior was condoned or can be tied to the group or organization. The system for responding to alleged misconduct by student organizations parallels the system outlined in the Non-Academic Code of Conduct and operates according to the rules and procedures of that system. Areas where the process for adjudication of student organization violations differs from the process outlined in the Non-Academic Code of Conduct are delineated below.

Jurisdiction

The Vice Chancellor for Student Life and Services will serve as the Non-Academic Judicial Officer for Major Violations involving
student organizations.

An official representative(s) of the organization will be provided the opportunity to talk with a Judicial Procedures Advisor in all cases except where the organization accepts responsibility for a Minor Violation.

A. APPEAL PROCEDURES

1. In the event the charged student organization disagrees with finding of responsibility or sanction of any original hearing, the charged student organization may request an appeal in writing to the Chancellor of USCA within ten (10) class days from the date the decision is issued.

2. The request for appeal will be by letter addressed to the Chancellor and shall state the reasons for believing the decision of the original hearing authority to be improper. The appeal must be based on and limited to one or more of the following aspects of the original hearing:
   a. The finding of responsibility was not supported by reliable and substantial evidence presented at the original hearing;
   b. The disciplinary sanction was too severe; c. A procedural error was committed which prejudiced the outcome of the case;
   d. The original hearing authority misinterpreted the rule or regulation under which the student was charged to the prejudice of that student.

3. Under normal circumstances, if student organization files for an appeal, the original sanction, except Summary Suspension, will be postponed until the appeal has been considered and a decision is rendered by the Chancellor. Exceptions to the postponement of original sanctions may be implemented by the Vice Chancellor for Student Life and Services when he or she has determined that the continued activities of the organization and its membership may cause an immediate threat and/or undue concern within the University community.

4. The Chancellor will review all materials pertaining to the hearing and arrive at a decision within twenty (20) class days. The Chancellor may or may not summon any principal in the case. The Chancellor may either confirm or reverse the decision of the Vice Chancellor for Student Life and Services or University Judicial Board, or may alter the sanctions. If the Chancellor determines that new information is available that was not available at the time of the original hearing and that this information may have altered the outcome of the original hearing, the case may be remanded to the original hearing authority.

5. The Chancellor will notify the student organization in writing of the decision and deliver as specified under the definition of delivery of written notice. The Vice Chancellor for Student Life and Services will implement the decision.

6. Decisions of the Chancellor in all appellate matters is the final decision for the University.

B. SANCTIONS

The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function.

1. Permanent Revocation

   Permanent revocation of the organization's registration means revocation without leave to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked will relinquish any appointed or elected office held with that organization's governing body. Balances of all organizational funds granted by the Student Government Finance Committee are to be surrendered to the custody of the SGA Finance Committee. Office or other space assigned by the University will be vacated immediately. Space vacated due to suspension may be reassigned to other eligible University organizations.

2. Suspension

   Suspension means denial of rights and privileges of a registered organization for a period or to exceed two (2) calendar years. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the Finance Committee of Student Government are to be surrendered to the custody of the SGA. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

3. Disciplinary Probation

   Limitations upon an organization's privileges for a period not to exceed one (1) calendar year are classed as disciplinary probation. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the university and may be subject to one or any combination of the following conditions and/or restrictions:
a. Denial of the right to represent the University;
b. Denial of the right to maintain an office or other assigned space on University property;
c. Denial of the privileges of:
   1. Receiving or retaining funding;
   2. Participating in intramurals;
   3. Sponsoring any social event;
   4. Sponsoring any speaker or guest on campus;
   5. Participating in any social event;
   6. Co-sponsoring any social event or other activity;
   7. Rush or membership recruitment.

4. Conditions
Conditions may include limitations upon a student organization's privileges for a period of time or a stipulation in conjunction with another sanction. This sanction may include, for example, denial of social privileges, etc.

5. Reprimand
reprimand is an official rebuke making the misconduct matter of record in University files for specified period of time. Any further misconduct could result in further disciplinary action.

6. Restitution or Fines
An organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individuals, group, or University) for which monetary damages may be ascertained. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as punitive measure.

7. Educational Sanction
Educational sanctions may include, but are not limited to, attendance at or participation in a program or community service, or program development.

C. SUMMARY SUSPENSION

1. The Vice Chancellor for Student Life and Services may suspend or restrict a student organization for an interim period pending disciplinary proceedings when there is reasonable cause to believe that the continued activities of the organization and its members may pose an immediate threat to the safety, health, or welfare of individuals or interrupt the normal functions of the University community. During the interim suspension or restriction period, the organization may be required to cease all organizational activities and vacate any assigned University space immediately upon written notice from the Vice Chancellor for Student Life and Services.

2. When a student organization is suspended or restricted, on a summary basis, the organization's acting President will be given notice of the reasons for the suspension or restriction, the duration, and any special conditions that apply. A representative of the suspended or restricted organization shall be given an opportunity to meet with the Vice Chancellor for Student Life and Services within ten (10) class days from the effective date of the temporary suspension or restriction. The meeting will be held to consider only the following issues relating to the temporary suspension or restriction:
   a. The reliability of the information alleging the organization's misconduct; and
   b. Whether the conduct and surrounding circumstances reasonably indicate that the continued activities of the organization would pose an immediate threat to the safety, health, or welfare, or interrupt the normal functions of the university community.

3. It is not the purpose of the meeting with the Vice Chancellor for Student Life and Services to hear evidence concerning guilt on the pending charges against the organization. A Judicial Board or Administrative Hearing will be conducted to determine responsibility or non-responsibility of the within a reasonable time period and upon notification of all parties intramurals.

All policies in this handbook are subject to change. For updated information please contact the Office of Student Life.
I have read and understand all policies and procedures listed in the Handbook for Student Organizations and agree to disseminate the information listed herein to the other members of my organization. My organization agrees to abide by all policies and procedures listed herein. My organization understands that failure to abide by the policies and procedures listed herein could result in my organization receiving fines, lose funding and/or lose the privilege to use the various amenities offered to USCA student organizations. I also understand that grievous or repeated offenses could result in my organization being suspended from the USCA campus entirely.

Printed Name: ________________________________

Signature: ______________________________________

Date: __________________________________________________________________

Organization: __________________________________________________________________

Office Held: __________________________________________________________________