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Wofford College does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected status. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 864-597-4230, or Assistant Director of Residence Life, 864-597-4066; address: 429 N. Church St., Spartanburg, S.C. 29303-3663.
**Academic Administration**

The Provost, the Vice President for Academic Administration and Planning, the Dean of International Programs, the Assistant Dean of International Programs and Academic Administration, the Chairs of the academic departments, the Registrar’s office staff, the Dean of the Library and the assistant librarians make up the administrative staff for the academic program. Functions and services are described in this section of the *Student Handbook*.

**Provost**

Located on the second floor of the DuPré Administration Building  
Phone: 864-597-4020  Fax: 864-597-4018  
David Wood, Provost  
Lisa Barnett, Assistant to the Provost

The Provost works with the President, the administrative staff, the faculty and its committees to provide leadership and coordination for the academic program of Wofford College.

**Vice President for Academic Administration and Planning**

Located on the second floor of the DuPré Administration Building  
Phone: 864-597-4020

Boyce Lawton, Vice President for Academic Administration and Planning

The Vice President for Academic Administration and Planning works with the Provost in administering the academic program and is the coordinator of the Interim program and summer term.

**Dean of International Programs**

Located on the first floor of DuPré Administration Building  
Phone: 864-597-4510  Fax: 864-597-4019

Ana María Wiseman, Dean of International Programs  
Amy Lancaster, Assistant Dean of International Programs and Academic Administration  
Sara Milani, Program Adviser

The Office of International Programs directs the study abroad program, coordinates international student advising and the travel/study portion of Interim.

**Chairs of Academic Departments**

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

**Academic Support**

There are several offices that support students in their academic development.

**The Writing Center**

Wofford College offers its students the services of a writing center located on the top floor of the Sandor Teszler Library. At the center, students have easy access to library resources as well as to computer stations for Internet research and word processing. Staffed by Director John Miles and several student tutors, the Writing Center is open Monday through Friday from 1-4 p.m. as well as Sunday, Monday, Tuesday and Thursday from 7-9 p.m. The Center offers help with study, reading and research skills, but its primary focus is to help with writing (generating ideas, developing and supporting ideas, organization, grammar, punctuation, editing). The role of the assistants is to respond thoughtfully to papers at any stage of the writing process and to help students improve their writing through discussion and instruction. They do not proofread papers or fix papers.

**Technology Help Center**

The Help Center is available to assist faculty, staff and students with the Wofford Information Network (WIN) and other technology-related needs. The Help Center may be reached by dialing 864-597-HELP (4357) or by sending an email to
The Help Center and computer labs are staffed Sunday through Friday, with expanded hours during exams. Additional information is available at www.wofford.edu/technology/ or from the staff of the Help Center itself, located in Olin 207.

**Tutoring Services**

Foreign language peer tutoring: flpeertutors@wofford.edu
All other peer tutoring: peertutor@wofford.edu

By calling Natalie Grinnell, Director of the Peer Tutoring Program, students who need help with a course or courses may arrange for free tutoring from a fellow student approved by the faculty.

**Help With Academic Problems**

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

If students have concerns that they think are not addressed by the professor, they should talk with their adviser or with the chair of the department, then with the Vice President for Academic Administration and Planning, the Dean of International Programs or the Provost. These persons will want to know of concerns and will respond appropriately to them.

Academic rules and regulations and requirements may be found in the Catalogue listed online. If the information posted online does not answer students’ questions, they should contact the Registrar’s Office.

**Advising**

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

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

- Pre-Medicine and other Health Careers ................................................................. John Moeller
- Pre-Dental and Pre-Pharmacy .............................................................................. Charles Bass
- Pre-Engineering ..................................................................................................... Mackay Salley
- Pre-Law .................................................................................................................... John Fort
- Pre-Ministry .......................................................................................................... Byron McCane
- International Programs ............................................................................................ Ana María Wiseman
- Pre-Engineering ..................................................................................................... Ron Robinson
- Teacher Education .................................................................................................. Cynthia Suarez
- Transfer Students .................................................................................................... Jennifer Allison

**Admission**

Located in Hugh S. Black Building
Phone: 864-597-4130 Fax: 864-597-4147
Brand Stille, Vice President for Enrollment
John Birney, Director of Admission
Terrell Ball, Associate Director of Admission
Palmer Straughn, Associate Director of Admission
Davidson Hobson, Assistant Director of Admission
Collins McCraw, Assistant Director of Admission
Sara Riggs, Assistant Director of Admission
The staff is responsible for recruitment and admission of all students to Wofford College. Wofford students who are interested in assisting the staff are invited to apply for membership to the Wofford Ambassadors. Members of this committee are responsible for providing tours for prospective students, assisting with the Hospitality and Scholars programs and hosting overnight visitors.

Important events and dates for the 2013-2014 academic year include the following:

- **First Fall Hospitality Day** September 21, 2013
- **Second Fall Hospitality Day** October 26, 2013
- **Early Decision Scholars Day** November 16, 2013
- **Regular Decision Scholars Day** February 15, 2014
- **Spring Hospitality Day** April 26, 2014
- **Night and Day** April 2014

**Alumni and Parents Programs**
Located in the Papadopoulos Building, the Office of Alumni and Parents Programs is part of the Development Office.

Phone: 864-597-4208 Fax: 864-597-4219

Deborah N. Thompson, Director of Alumni and Parents Programs
Charles H. Gray Jr., Director of Alumni and Parents Associations
Karen Y. Cannon, Alumni Records Clerk
Ashley Rowe, Alumni and Annual Giving Communications Coordinator

The Alumni Office provides opportunities for alumni, parents and friends of Wofford to be involved with the college. In doing so, various programs and events are sponsored throughout the year to appeal to the broad array of talents and interests among our constituents. Some of the programs include the activities of the Student Alumni Association (SAA), Homecoming, Class Reunions, Family Weekend, constituent group reunions (fraternity/sorority, athletic teams, Glee Club), area alumni meetings, Alumni Admission Program, Traveling Seminar Series and the Continuing Education Program.

**Athletics**
Located on the second floor of the Richardson Physical Activities Building and in the Joe E. Taylor Athletic Center

Phone: 864-597-4090 Fax: 864-597-4129

Joe E. Taylor Athletic Center, contact number 864-597-4290
Richard Johnson, Director of Intercollegiate Athletics
Terri Lewitt, Senior Associate Athletics Director/Development
Mark Line, Senior Associate Athletics Director/Sports Program
Brent Williamson, Assistant Director for Media Relations
Al Clark, Assistant Athletics Director for Development and Major Gifts
Elizabeth Rabb, Assistant Athletics Director of Compliance
Russ Bradley, Director of Video Services
Ann J. Hopkins, Business and Operations Manager
Jalia Ingram Johnson, Senior Account Executive with IMG College
Mary Kathryn Jolly, Terrier Club Assistant
Andy Kiah, Director of Athletics Facilities
Dana Mason, Coaches Administrative Assistant
Lenny Mathis, Assistant Athletics Director for Marketing and Promotions
Shelby Taylor, Ticket Manager
Wofford College will provide high-quality educational experiences for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference while simultaneously maintaining and enhancing the academic profile and achievements of its student-athletes, paying special attention to the needs of minorities and women and contributing significantly to the successful marketing of Wofford College. All administrators and coaches are accessible to students. Students are involved in the athletic program as athletes, cheerleaders, trainers, managers, video photographers and student assistants.

A member of NCAA Division I (Football Championship Subdivision) and the Southern Conference, Wofford offers 18 sports. Men’s teams are fielded in baseball, basketball, cross country, football, golf, soccer, outdoor and indoor track and tennis. Women compete in basketball, cross country, golf, outdoor and indoor track, soccer, tennis and volleyball. Rifle is offered as a co-ed sport.

Wofford is fortunate to have some of the nation’s finest athletic and recreational facilities. These include the John E. Reeves Tennis Center, the Benjamin Johnson Arena, Gibbs Stadium, the Richardson Physical Activities Building and the Joe E. Taylor Athletic Center. There is also Snyder Field, Russell C. King Field at Switzer Stadium and the lower fields that serve for soccer and football practice, as well as an intramural field. A fitness center, weight room and racquetball courts are
located in the Richardson Physical Activities Building.

**Bonner Service Learning Center**

Located in the Center for Global and Community Engagement, Snyder House Annex  
Phone: 864-597-4403 or 597-4402  
Fax: 864-597-4059  
Jessalyn Wynn Story, Director of Service Learning & Bonner Scholars  
Ramón Galiñanes Jr., Coordinator, Bonner Scholars

Dedicated to increasing Wofford’s positive impact in the community and helping students enhance their own development in the process, the Bonner Service Learning Center works with students in the Bonner Scholars Program (60 students who serve 10 hours/week in the Spartanburg community), the Community Service Federal Work Student program, student-led service and social organizations, campus and community-wide service days, and faculty who wish to use service or community-based learning to fulfill learning objectives in their classes.

Every placement, project and community partnership is designed with expressed service goals (what will the nonprofit partner or community gain from us?) and learning goals (what will the students learn or gain from the experience?). Wofford folks are working with Spartanburg folks to move important community indicators for the better (e.g. high school students tutored by Wofford students going on to higher education; people gaining access to health services or nutritious food because of Wofford’s partnership with an area nonprofit; vulnerable families accessing safe, affordable housing, etc.) Wofford students report they gain important knowledge, skills and/or experiences from their service efforts (e.g. communication, mediation, teamwork, budgeting, understanding of poverty, analysis of diversity, leadership, strategic planning, empathy, and issue or discipline specific knowledge).

For more information, visit the website at [www.wofford.edu/serviceLearning/](http://www.wofford.edu/serviceLearning/).

**Bookstore**

**Wofford College Bookstore**

Located at 501 N. Church Street across from the Papadopoulos Building  
Phone: 864-582-6514  
Fax: 864-591-1686  
Andy Roush, Manager  
Julie Sturgill, Assistant Manager  
Kathryn Carter, Textbook Manager  
Email address: wofford@bkstr.com  
Web address: [www.wofford.bkstr.com](http://www.wofford.bkstr.com)

The hours of the bookstore are 9 a.m.-5:30 p.m. Monday-Friday and 11 a.m.-4 p.m. on Saturday. The store is also open for special events and home football games.

Items available for sale include textbooks, trade books, books by Wofford faculty, HP computers and accessories, clothing, gifts, class rings and academic regalia. Cash, checks and all major credit cards are accepted. The bookstore also provides shipping services as well as an online bookstore at [www.wofford.bkstr.com](http://www.wofford.bkstr.com).

**Business Office**

Located in Snyder House  
Phone: 864-597-4220  
Fax: 864-597-4239  
Barbie Jefferson, Chief Financial Officer  
Jason Burr, Associate Vice President for Facilities and Capital Projects  
Michelle Smith, Assistant Controller  
Sheena Anderson, Contracts and Risk Management Specialist  
Rosa Bethea, Human Resources Assistant  
Lani Foster, Director of Special Projects and Financial Systems  
Kathy Kelley, Accountant and Student Accounts  
Susan Lancaster, Budget Director  
Brenda Ledford, Accounts Payable  
Carole Lister, Human Resources Director  
Lynne Casalino, Payroll Coordinator
The Business Office is responsible for the management of student accounts, Perkins Loan administration, payment of invoices, payroll processing and the accounting and finance functions of Wofford College. The Chief Financial Officer and the Associate Vice President for Facilities and Capital Projects also supervise the Campus Post Office and auxiliary services for the college.

**Campus Ministry Center**

Located on the first floor of Main Building, Yorke Family Portico Entrance  
Phone: 864-597-4050 Fax: 864-597-4059  
Email: campusministry@wofford.edu  
Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion  
Elizabeth M. Fields, Director, Halligan Campus Ministry Center

Religious life is under the direction of the College Chaplain. The resources of the Chaplain’s Office and the Campus Ministry Center are available to all members of the college community regardless of race, culture, religion, sexual orientation, socioeconomic status, gender or ability. We champion the ideal that Wofford College is a welcoming community to all persons whether or not they are part of a religious or faith tradition.

The mission of the Campus Ministry Center is to

- Inspire participation in the spiritual journey
- Engage in the theological exploration of vocation and
- Build a more just, peaceful and sustainable world

Whether one is wrestling with big questions or searching for a community of faith (spiritual journey), attempting to discern talents, passions and strengths while deciding what to do in life (exploring vocation) or ready to commit to direct service and action (building a sustainable world) the Campus Ministry Center is a valuable resource of encouragement, contemplation and connection for the Wofford community.

The Campus Ministry Center offers a variety of worship experiences on campus. Holy Communion is celebrated each Wednesday at 12:25 p.m. in Mickel Chapel. A simple community meal follows. Seasonal and traditional services of worship are held in Leonard Auditorium or Mickel Chapel in the Main Building on selected Sunday mornings and at other appropriate times. United, a student-led worship experience, is held each Tuesday evening. Schedules for worship experiences are posted at www.wofford.edu/campusministry/.

A variety of worship, service and conversation groups function on campus.

The Campus Ministry Center offers assistance to students of any faith who wish to find a local place of worship. Various faith groups, para-church groups and religious organizations function on the Wofford Campus. Campus Ministry contacts include:

- Baptist (CBF) – The Rev. Stuart Jones 864-582-7467
- Baptist – The Rev. Dr. Charles J. J. Jackson III 864-582-2550
- Baptist (Southern) – Suzanne Bachelor 864-582-4609
- Buddhist – Watlao Buddha Ratnaram (Temple) 864-599-0408
- Greek Orthodox – Father George Nayfa 864-585-5961
- Hindu – Hindu Society of Greater Spartanburg 864-599-7048
- Interfaith Youth Core – Dr. Ron Robinson 864-597-4051
- Jewish – Rabbi Yossi Liebowitz 864-582-2001
- Lutheran – The Rev. Mike Shackelford 864-583-8167
- Muslim – Mr. Ibrahim Hanif 864-597-4307
- Presbyterian (PCUSA) – The Rev. Dottie Metropol 864-582-5600
- Reformed Univ. Fellowship (PCA) – The Rev. David Fisk 864-650-2985
- Roman Catholic – The Rev. Ted Kalaw 864-431-3678
Religious groups from several traditions, including Jewish, Muslim, Hindu and Christian (Roman Catholic, Protestant and Orthodox) have regular meetings and periodic lectures and forums. Professionally trained and credentialed leaders serve as campus ministers for these groups. Student-organized religious and spiritual groups function on campus. Para-church groups have staff and offer activities on campus and in the community. Convocations dealing with issues of religion, spirituality and ethics are made available to the campus community.

Campus Safety
Located in Andrews Field House
Phone: Emergency, 864-597-4911, Non-emergency, 864-597-4350, 4352
Randy Hall, Director
Dwayne Harris, Sergeant
Wayne McDaniel, Sergeant
J’von Cox, Campus Safety Officer
Roy Evans, Campus Safety Officer
Patrick Flanigan, Campus Safety Officer
Robin Forrest, Campus Safety Officer
Daniel Gagliardi, Campus Safety Officer
Matthew Gibson, Campus Safety Officer
Jason Huckabee, Campus Safety Officer
Catherine Kozlowski, Campus Safety Officer
James Kunak, Campus Safety Officer
Ron Parris, Campus Safety Officer
Tony Self, Campus Safety Officer
Warren Snead, Campus Safety Officer

The Wofford College Campus Safety Department is committed to providing and maintaining, to the greatest extent possible, a safe and peaceful environment where the missions of learning, teaching and academic achievement can be accomplished. The department is committed to providing high quality law enforcement and security services that are responsive to the diverse needs of our students, faculty, staff and visitors. Campus Safety officers are trained and certified as state constables through the South Carolina Criminal Justice Academy or Armed Security Officers through the South Carolina Law Enforcement Division (SLED). The officers provide for the safety and security to all who visit, study, live and work on the campus 24 hours a day/seven days a week. Campus Safety Officers have the authority and power to arrest any person violating South Carolina law on Wofford’s campus and property and areas immediately adjacent to the campus or property. All officers wear Wofford College Campus Safety uniforms and are armed. All officers operate under the department’s policy and procedures manual and other requirements set by the college.

Wofford Campus Safety officers work closely with law enforcement agencies in Spartanburg County and, in particular, with the City of Spartanburg Public Safety Department and the Spartanburg County Sheriff’s Office. The department has a written reciprocal agreement with the City of Spartanburg Public Safety Department for assistance in certain investigative and enforcement area. When Wofford College students are involved in an off-campus offense, Campus Safety personnel may assist with the investigation in cooperation with local, state or federal law enforcement. Campus Safety Officers have direct radio communication with the City of Spartanburg Public Safety officers and may respond to an incident involving a Wofford student occurring in close proximity to the college. The Goodall Environment Center in Glendale, S.C., is owned and operated by Wofford College. It is patrolled jointly by both Wofford College Campus Safety and the Spartanburg County Sheriff’s Office. In addition to the patrol service, the Spartanburg County Sheriff’s Office works closely with Campus Safety and provides drug testing and investigative support to the college. The County Communications Department also works with Wofford’s Campus Safety officers and has conducted several training classes for the department. Communications notifies Wofford Campus Safety any time there is an event on or in proximity of campus that may affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning.

On occasion, the department has worked with law enforcement agencies outside of the county to include the South Carolina Law Enforcement Division and the Federal Bureau of Investigation. Lastly, the department coordinates activities with the security and public safety departments of the county’s six other colleges and universities and shares information and intelligence readily. Wofford College does not have organizations that own property or regularly meet at off-campus
locations. Student organizations do occasionally hold activities off-campus. Wofford Campus Safety Officers, in accordance with S.C. law, do not patrol or monitor activities at these off-campus locations. The Wofford College Campus Safety Department is responsible for issuing identification card-key access to students and employees. Also, all students, faculty and staff members are responsible for getting their own identification card and registering any and all their vehicles with department. Campus Safety policies are listed on Page 69 of this handbook.

**Center for Global and Community Engagement**
Located in the Snyder House Annex
Phone: 864-597-4050  Fax: 864-597-4059
Ron Robinson 864-597-4051
Jessalyn Story 864-597-4403
Ramón Galiñanes Jr. 864-597-4402

The Center for Global and Community Engagement (CGCE) is the place where students, staff and faculty become involved in projects, including direct service, philanthropy and social advocacy both in the Spartanburg area and around the world. The Office of the Chaplain and the Bonner Scholars Office are the primary partners in CGCE. They share a common vision of developing an alliance of activist learners equipped and empowered to build more just, peaceful and sustainable communities.

**Chaplain**
Located on the first floor of Main Building, Rooms 03 & 05. Yorke Family Portico Entrance
Phone: 864-597-4050  Fax: 864-597-4059
Email: robinsonrr@wofford.edu
Ron Robinson, Perkins-Prothro Chaplain and Professor of Religion
Elizabeth M. Fields, Director, Halligan Campus Ministry Center

The Office of the Chaplain is located in the Campus Ministry Center in Main Building. The Chaplain leads campus events and provides a pastoral and social activist presence for the campus. The Chaplain, who supports and advises students from many faiths, is available for pastoral care and counseling and works with students, faculty and staff as they grapple with spiritual matters, relationship concerns and vocational and career issues. Rooted deeply in the college’s relationship with The United Methodist Church and the Wesleyan tradition, the work of the Chaplain places a strong emphasis on social justice. The Chaplain organizes and equips individuals and groups to address issues related to peace, poverty and the environment. The Chaplain’s Office coordinates the work of Wofford’s involvement in the President’s Interfaith Community Service Challenge. The resources of the Office of the Chaplain and the Campus Ministry Center are available to all members of the college community regardless of religion, race, culture, sexual orientation, socioeconomic status, gender or ability.

**Communications and Marketing**
Located on the first floor of the Burwell Building
Phone: 864-597-4184  Fax: 864-597-4179
Doyle Boggs, Associate Vice President for Communications and Marketing
Laura Corbin, Director of News Services
Janella Lane, Executive Assistant to the Vice President for Communications and Marketing
Mark Olencki, College Photographer and Digital Imaging Manager

The Office of Communications and Marketing (OCM) is responsible for promoting and marketing the college and its students, faculty, staff and programs and for community, public and media relations activities on behalf of the college. These activities include working with various other departments to develop and disseminate information targeting prospective, students, alumni, donors and potential donors, and other audiences through a variety of delivery methods, including Wofford Today, the alumni magazine; the Wofford website; news releases; electronic mailshots and social media. OCM also is charged with campus-wide communications, such as Daily Announcements and the online Calendar.

The News Service is responsible for the media relations program that includes writing and disseminating news releases and story ideas to national, regional and local news media. The Director of News Services is the official spokesperson for the college, and all contact with the news media should be facilitated by and/or approved by the director. The News Services staff can assist campus organizations in promoting their public events through the news media, website, social media and electronic mailshots. Faculty, staff and students are encouraged to contact the director at least two weeks before the date of the event.
Development
Located in the Papadopoulos Building
Phone: 864-597-4200
Marion B. Peavey, Senior Vice President for Development and College Relations
Edwin H. Story, Associate Vice President and Director of Development
Calhoun L. Kennedy, Associate Vice President and Executive Director of Development
Thom M. Henson, Assistant Director of Annual Giving Leadership Gifts
Deborah N. Thompson, Director of Alumni and Parents Programs
Charles H. Gray, Director of Alumni and Parents Associations
Lisa De Freitas, Director of Annual Giving
Krista J. Redding, Assistant Director of Annual Giving
Lisa Goings, Assistant to the Senior Vice President and Office Manager
Susan D. Gray, Director of Donor Relations
D. Smith Patterson, Director of Gift Planning
Mary Beth Knight, Director of Prospect Research and Donor Management
Karen Cannon, Alumni Records Clerk Beverly Doster, Administrative Assistant
Brenda McGuire, Gift Recorder
Juanita Pesaro, Administrative Assistant
Ashley Rowe, Alumni Communications Coordinator
Patricia A. Smith, Grants Writer

The Development Office is responsible for overseeing the financial advancement of Wofford College, usually through gifts and grants from alumni, parents, businesses, foundations, the United Methodist Church and other friends of Wofford College. All gifts to Wofford are processed through this office and it is through the Development Office that contact is maintained with donors of scholarships and other funds. The Annual Fund Office employs approximately 40 students each year to work in the Wofford On Call Program to call alumni and parents seeking gifts to Wofford College.

Dining Services
Located in the Burwell Building
Phone: 864-597-4250
Menu Line: 864-597-4251
Director’s Office: 864-597-4252
Zach’s: 864-597-4071
Carla Schaub, Director of Dining Services, Catering Manager
Anthony Carlucci, Assistant Food Services Director
Stephanie Bailey, Office Manager
Danielle Cos, MSBVC Manager
Geoff Elkins, Burwell Dining Hall Manager
Malcolm Garrison, Production Manager
Charles Koch, Zach’s Manager

Dining Services are operated by ARAMARK. All resident students must participate in a meal plan and may select from one of three meal plans. All meal plans feature Terrier Bucks, which are declining balance accounts that may be used in Zach’s Food Court in the Campus Life Building, the Acorn Café in the Roger Milliken Science Center and in the Galleria and the Market in the Michael S. Brown Village Center as well as in Java City and Fresh Market Smoothies located in the Campus Life Building.

Meal Plans: Resident students choose one of the following plans

All Access Plan: Unlimited meal swipes plus $130 Terrier Bucks in Fall and Interim and $110 in Spring
15-Meal Plan: 15 meals per week plus $195 Terrier Bucks in Fall and Interim and $155 in Spring
12-Meal Plan: 12 meals per week plus $270 Terrier Bucks in Fall and Interim and $220 Terrier Bucks in Spring
Village Meal Plan (for students who live in The Village): 250 meals per year plus $510 Terrier Bucks in Fall and $415 in Spring

Commuter Block: 50 meals to eat anytime in Burwell and $150 in Terrier Bucks for a fee of $400; 100 meals to eat anytime in Burwell for a fee of $500. This meal plan can be purchased in the ARAMARK office located on the first floor of Burwell. Meal plans are recorded on the Wofford ID card, which must be presented to use Terrier Bucks or meal plans
in any location.

**Dining Room, Burwell Building**

**Hours of Operation:**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Monday-Friday</th>
<th>Tuesday-Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7 a.m.-9:30 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9:30 a.m.-10:59 a.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>11 a.m.-1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Dinner</td>
<td>5-7:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brunch (Saturday)</td>
<td>10:30 a.m.-1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Lunch (Saturday)</td>
<td>1:30-4:59 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner (Saturday)</td>
<td>5-6:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brunch (Sunday)</td>
<td>10:30 a.m.-1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Lunch (Sunday)</td>
<td>1:30-4:59 p.m.</td>
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<tr>
<td>Dinner (Sunday)</td>
<td>5-8 p.m.</td>
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Zach’s Food Court will offer lunch trade-out (Monday-Friday) at 11:15 a.m.-1:15 p.m.
Zach’s Food Court also will be offering dinner trade-out (Monday-Thursday) from 7-9 p.m.
Restaurant (The Michael S. Brown Village Center) will offer lunch trade-out (Monday-Friday) at 11:15 a.m.-1 p.m.

**The Michael S. Brown Village Center Market and Restaurant**

<table>
<thead>
<tr>
<th>Market</th>
<th>Monday-Thursday</th>
<th>Tuesday-Thursday</th>
<th>Friday</th>
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<td>8 a.m.-9 p.m.</td>
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<tr>
<td>Saturday</td>
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<td>Sunday</td>
<td>4-8 p.m.</td>
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<tr>
<th>Restaurant</th>
<th>Monday-Thursday</th>
<th>Tuesday-Thursday</th>
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<td>11 a.m.-2 p.m., 5-11 p.m.</td>
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<td>Friday</td>
<td>11 a.m.-2 p.m., 5 p.m.-2 a.m.</td>
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<td>Sunday</td>
<td>5 p.m.-8 p.m.</td>
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**Food Service Policies:**

- Food Service is available when the residence halls are open.
- All food must be consumed inside the dining room in Burwell.
- Take-outs from dining room are not permitted with the exception of one piece of fruit or one ice cream cone.
- No containers such as cups, beverage containers or food containers may be brought into the room.
- Shoes and shirts must be worn to enter the dining room or Zach’s, Java city or the Acorn Café.
- Alcoholic beverages are not permitted in the dining areas.
- Every effort will be made to meet the needs of students with special dietary requirements. Students who are under physician’s care and need a special diet should contact the Director of Dining Service and the Director of Health Services for accommodations.

All retail locations on campus accept Visa and Master card for purchases.
Financial Aid
Located on the second floor of the Hugh S. Black Building
Phone: 864-597-4160 Fax: 864-597-4160
Carolyn Sparks, Director of Financial Aid
April Baur, Assistant Director of Financial Aid – Federal Programs (Direct Student Loans, Parent Loans, Pell Grants)
Lisa Switzer, Financial Aid Counselor - Scholarships
Ladda Xayavongsa, Financial Aid Counselor - Private Student Loans and Student Employment Coordinator
Julie Stott, Administrative Assistant

More than 90 percent of the students at Wofford receive some type of financial assistance. This assistance ranges from one-time scholarships to varying levels of need-based aid packages to full merit scholarships. The staff makes every effort to work with students and their families to determine what aid is available to the family and to help make Wofford affordable. This office also manages the work study program. Students and their families are encouraged to contact the financial aid office for information at finaid@wofford.edu.

Information Management
Located in Franklin W. Olin Building, Room 111
Phone: 864-597-4278
Franklin Pettit, Director of Information Management
Tim Mcclimon, Programmer/Analyst
Craig Sudduth, Coordinator of Web Content
Michelle Thilges, Web Designer

The Office of Information Management is responsible for the development and maintenance of our college website and portal (http://my.wofford.edu). It is also responsible for the centralized reporting needs of the college.

Information Technology
Located in the Franklin W. Olin Building, Rooms 111, 211, 207
(Labs) Phone: 864-597-4357 (HELP) Fax: 864-597-4549
Email: help@wofford.edu

Jason Womick, Vice President for Information Technology and Institutional Research
Martin Aigner, Help Center Support Specialist
Bryan Blackwell, Director of Administrative Systems
Todd Camp, Help Center Support Specialist
Bart Casey, Network Engineer
Nathaniel Colvin, Help Center Support Specialist
Cathy Conner, Administrative Assistant
Reba Epton, Applications Analyst
Matt Fisher, Security Coordinator/Server Manager
Dexter McCarter, Database Administrator
Chris Myers, Help Center Manager and Telephone System Administrator
Brian Rawlinson, Director of Network Services
Raymond Ruff, Director of Institutional Research and Special Projects
Ron Wood, Systems Administrator

The Office of Information Technology manages Wofford’s technology resources. This includes, but is not limited to the campus data network, servers, phone systems, cable TV connections, audio-visual equipment and the student information system. Each residence hall room is equipped with a single, dedicated telephone line with a direct-dial extension, a connection to the campus cable television system and a connection to our wired data network.

Wireless access to the network is available in many areas of campus, including the Sandor Teszler Library, all classroom buildings, most social and study areas and most administrative buildings.

Additional information is available on the technology tab of myWofford at www.wofford.edu/technology/ and in the Olin Building Help Center. Students also may reach the Help Center at 597-HELP (4357). The Help Center is located next to the computer lab in Olin 207 and is available to help all members of the campus community with routine questions.
Intramurals, Campus Recreation and Club Sports
Located in the Richardson Physical Activities Building, Fitness Center
Phone: 864-597-4069
Steve Traylor, Director of Intramurals, Campus Recreation and Club Sports

The Director of Campus Recreation and Intramurals plans, organizes and promotes a comprehensive program that encompasses team sports, individual sports, fitness classes, club sports, as well as various recreational activities. Team sports offered include basketball, terrier tag, soccer, softball, beach volleyball and dodge ball. Individual sports offered include disc golf, tennis, racquetball, billiards and table tennis. Recreational activities include fitness classes, dance classes, self-defense classes, soccer and swimming. There are also sports clubs available that offer bowling, Ultimate Frisbee, lacrosse and rifle shooting. All students, faculty and staff are encouraged to participate in these programs.

Library
Sandor Teszler Library
Phone: 864-597-4300
Reference/Research Assistance: 864-597-4302
Circulation: 864-597-4301
Oakley H. Coburn, Dean of the Library/Director of Cultural Events
Timothy E. Brown, Catalog Librarian
Meghan Cathey, Inter-Library Loans Assistant
Carolyn Creal, Cataloging Assistant
Joseph R. Gainey, Collection Development Assistant
Ibrahim Hanif, Collection Development Librarian
Jennifer M. Jones, Evening and Weekend Assistant
J. Paul Jones, Circulation Coordinator
Rebecca L. Jones, Periodicals Assistant
Luke Meagher, Special Collections Librarian
Vicki Roper, Acquisitions Assistant
Shelley H. Sperka, Director of Technical Services
R. Phillip Stone, Archivist
Ellen Tillett, Director of Public Services
Emily Witsell, Reference and Instruction Librarian

The library is a student-centered information commons with a staff of 15 who provide many services, including research assistance, instruction in using the library’s rich holdings of books, periodicals, electronic resources and other media and interlibrary loan. Library staff members are available 93 hours a week to assist users. There are more than 250,000 items in the collection, including books, bound journals, microform equivalents, films, DVDs, etc. The online resources available include a wide range of more than 150 databases, more than 200,000 electronic books and 45,000 electronic journals – all of these available at all times through the campus network. The library’s web page and campus portal provide access to the full range of services: www.wofford.edu/library/. Wireless access is available throughout the building.

The library’s online catalogue provides access to the holdings of Wofford College, but also provides links to a number of local, regional and national libraries and information resources. The library is a member of PASCAL, South Carolina’s electronic library.

Also housed in the library are the Wofford College Archives, as well as the records and historical materials of the South Carolina Conference of the United Methodist Church. The Library’s Special Collections contain early books, books of prominent Wofford professors and local history materials in addition to the Littlejohn Collection, a diverse special collection of historical manuscripts, ephemera, pamphlets, objects and books. The building also includes conference areas with media facilities, the college’s Writing Center and a gallery with a changing schedule of exhibitions through the course of each year. Significant renovations were completed in 2001 and 2012 to provide greater access and comfort for students.

Library hours:
- Monday-Thursday: 8 a.m.-midnight
- Friday: 8 a.m.-7 p.m.
- Saturday: 10 a.m.-5 p.m.
- Sunday: 1 p.m.-midnight
To assist students and faculty, a reference librarian or reference assistant is available the following hours:

- **Monday-Thursday:** 8:30 a.m.-5 p.m., 7 p.m.-midnight
- **Friday:** 8:30 a.m.-5 p.m.
- **Saturday:** 10 a.m.-5 p.m.
- **Sunday:** 1-6 p.m., 7 p.m.-midnight

Books circulate to students for three-week periods with renewals, DVD and other AVs for seven days. Borrowers must present a student ID with barcode each time a book is checked out; renewals must be made in person. Overdue fines accrue at 25 cents per day for each item.

**Multicultural Affairs**
Located on the second floor of the Campus Life Building  
Phone: 864-597-4043    Fax: 864-597-4049
The Office of Multicultural Affairs and Diversity Education works to provide multicultural programming and diversity education to the entire Wofford community. The office sponsors programs such as Transitions Mentoring Program, monthly cultural celebrations such as Black History Month and Women’s History Month and supports and advises the multicultural student organizations on campus.

**Physical Plant**
Located at 640 Cumming Street (just beyond Gibbs Stadium)  
Phone: 864-597-4380  
Tom Rocks, Director of Physical Plant  
Bill Littlefield, Assistant Director  
Randy Brown, Multi-Craft Supervisor  
Marty Kerr, Mechanical, HVAC Supervisor  
Marilyn Huskey, Housekeeping Supervisor, Residence Halls  
Mitch Humphries, Housekeeping Supervisor, Administrative Areas  
Johney Bonds, Grounds Supervisor  
Converse Draper, Utility Supervisor  
Ken Pettit, Preventive Maintenance Supervisor
The members of the Physical Plant staff are responsible for all maintenance, repairs and general upkeep of approximately 70 buildings on the 175-acre campus. Any change to or attachment to any building’s interior or exterior must be approved and coordinated by the Physical Plant (Director or Assistant Director). Further information about this department for resident students is listed under the Residence Life Policies section.

**Post Office**
Located on the first floor of Burwell Building  
Phone 864-597-4240  
Delia Patel, Manager  
Sandra L. Jones, Clerk
The Campus Post Office is open from 8 a.m. to 4:30 p.m. Monday through Friday. The post office is closed on Saturdays and Sundays. All students are required to have a box in the Campus Post Office. Students may purchase stamps and can mail and receive packages within the policies of the post office. Due to limited storage available in the Campus Post Office, students are required to check boxes on a regular basis. Students should use the following format as a return address on all outgoing mail and have correspondents use this format when sending mail to them: Student Name, Wofford College, 429 North Church Street CPO: #, Spartanburg, SC  29303-3663. The Post Office email address is postoffice@wofford.edu. For additional information regarding the Post Office policy, please read the section on Business Policies.
**President’s Office**

Located on the second floor of the DuPré Administration Building  
Phone: 864-597-4010  Fax: 864-597-4018  
Nayef H. Samhat, President  
David M. Beacham, Senior Vice President for Administration and Secretary to the Board of Trustees  
Amanda F. Gilman, Senior Executive Assistant to the President  
Claire M. Winslow, Executive Assistant to the President  

The Office of the President houses the Chief Executive Officer of Wofford College (President) and the administrative personnel working most closely with the CEO on a daily basis. The President is the college officer with whom authority for the daily activities of the college rests. Official contact with the Board of Trustees, the official governing body of the college, is maintained through the President’s Office.

**Registrar**

Located on the first floor of the DuPré Administration Building  
Phone: 864-597-4030  Fax: 864-597-4019  
Boyce M. Lawton, III, Vice President for Academic Administration and Planning  
Jennifer R. Allison, Registrar  
Tamara M. Burgess, Assistant Registrar  
Kim C. Morrow, Administrative Assistant  

The Registrar’s Office maintains the official academic record for each student in accordance with the academic regulations established by the Wofford College faculty and the Family Educational Rights and Privacy Act (FERPA) of 1974. A description of the rights afforded by FERPA can be found at [http://www.wofford.edu/registrar/FERPA/](http://www.wofford.edu/registrar/FERPA/). Student records are confidential and are not disclosed to third parties without the explicit, written consent of the student. Academic activities such as registration, initial advising of transfer students, the collection and posting of final semester grades, release of official transcripts, verification of the completion of all degree requirements and the conferring of baccalaureate degrees are managed within the office. Additional aspects such as enrollment and degree verification, processing of withdrawals and program declarations and the organization of the commencement ceremony are also the responsibility of the Registrar’s Office.

**Residence Life**

Located on the second floor of the Campus Life Building  
Phone: 864-597-4068  Fax: 864-597-4049  
Brian Lemere, Assistant Dean of Students and Director of Residence Life  
Matthew Hammett, Assistant Director of Residence Life  
Brandon Gordon, Resident Director  
Lindsey Moye, Resident Director  
Laure Settle, Residence Director  
Kierra Sims, Resident Director  

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

Wofford College employs four resident directors who live in and supervise the residence halls. They are responsible for enforcing policies and regulations as well as responding to emergencies in their buildings. They supervise the 39 resident assistants (RAs) who are upperclass students trained to serve as a campus resource, coordinate hall programming, mediate conflicts, hold hall meetings, assist with check-in and check-out and perform weekly “on-call” duties. The RAs are the eyes and ears of the Office of Residence Life and are the first step in providing a safe, secure and successful environment within the residence halls.
Student Activities and Greek Life
Located on the second floor of the Campus Life Building
Phone: 864-597-4048 Fax: 864-597-4049
Brian Joyce, Director of Student Activities and Greek Life

The Office of Student Activities and Greek Life seeks to provide social, cultural, recreational and leadership opportunities that enhance students’ collegiate experience. Student Activities and Greek Life provide support and supervision for three main functional areas of campus life at Wofford College: the Wofford Activities Council (WAC), Greek Life and Fund Funds. More information can be found on the website at www.wofford.edu/campusLife.

Student Affairs
Located on the first and second floors of the Campus Life Building
Phone: Student Affairs Office: 864-597-4040 Fax: 864-597-4049
Roberta Bigger, Vice President for Student Affairs and Dean of Students
Beth Clardy, Assistant to the Vice President for Student Affairs

The Division of Student Affairs at Wofford College supports the mission of the college by providing opportunities and guidance so that students can develop mentally, spiritually, socially, emotionally, intellectually and physically. This is accomplished through programming organized within residence life, student activities, Multicultural Affairs, Greek Life, the Wellness Center, counseling, Campus Safety, campus recreation, club sports and intramurals, student government, the student judicial system and parent and new student orientation.

The offices are open Monday-Friday 8:30 a.m. -5 p.m. The staff has an open door policy and will see students without regard for ethnicity, culture, ability, gender, sexual orientation or religion. To ensure that a staff member is available at a convenient time, students are invited to make an appointment. Students who have an emergency may call the Campus Safety Office at 864-597-4911 for the name of the staff member on call.

The Space in the Mungo Center
Located on the main floor of the Michael S. Brown Village Center
Contact information for all staff members: visit www.wofford.edu/thespace
W. Scott Cochran, Dean
Jennifer A. Dillenger, Director, The Space to: Prepare
Courtney Shelton, Director, The Space to: Impact
Lisa Ware, Marketing Director
Jeremy Boeh, Assistant Director, The Space to: Launch
Erin Emory, Assistant Director, The Space to: Prepare
Kelly French, Manager

Founded in 2010, The Space in The Mungo Center houses seven programs that bridge the space between the theoretical and practical. The programs leverage the college’s liberal arts foundation and focus on developing skills and talents that give Wofford students a competitive advantage during college and after graduation regardless of the future they pursue. The Space truly changes the paradigm of preparing student for the transition to life after college by providing practical tools and hand-on experiences for the work of work. Whether students anticipate a career in finance, the jump to medical or law school, entrepreneurship, or anything in between, The Space will help them get there.

**The Space to: Prepare** The Space to: Prepare houses the Career Services office, The Sophomore Experience and The Institute, three programs that help Wofford students develop the skills necessary to gain meaningful employment or entry into graduate or professional programs of study.

**The Career Services** provides the following opportunities:

1. Career exploration and coaching
2. Career information, including a wide range of online resources outlining various industries, companies and career paths
3. Administration and interpretation of career planning assessment, including the Myers-Briggs Type Inventory, the Strong Interest Inventory and StrengthsQuest
4. Workshops including career planning, interview skills, resume writing skills and other special topics, such as major choice
5. Assistance to those pursuing graduate or professional school acceptance by providing individual counseling, personal statement review and special events such as Graduate School Day
6. Assistance in securing the first position after graduation through job vacancy notices posted on Terrierlink (Wofford’s online job board), alumni networking and on-campus interviews with corporate recruiters as well as the following events/services:
   a. South Carolina Independent Colleges and Universities Career Connection event
   b. Internet resume posting
   c. Internship development and preparation
7. Part-time job location and development, including on-campus jobs (such as work study) and off-campus opportunities with local non-profits, businesses and schools
8. Employment, graduate school acceptance and salary data gathered from Wofford College graduates and compiled from national information sources

Career Services team members seek to fulfill the following goals:
1. Provide career counseling and guidance
2. Deliver relevant and meaningful career development workshops and training modules
3. Provide opportunities for experiential learning and vocational discernment
4. Provide opportunities for full-time employment and graduate or professional school acceptance

**The Institute**
The Institute provides participants with a substantial set of skills directly applicable in the professional workplace. Scheduled during the second session of summer school, this four-week, residential program awards no credit to the student. The classroom portion of the program incorporates topics such as leadership development; innovation and creativity in problem solving; leveraging technology; public speaking and professional presentation skills; executive writing; understanding global issues; project and time management; business etiquette and personal finance; resume development and interview skills.

A real-world consulting assignment from an organization experiencing a specific difficulty forms the cornerstone of the program. Each team of students meets with the senior management of their self-selected client, discusses the relevant issues, project plans the assignment, investigates options and develops solutions. The team presents findings and recommendations to the organization’s leadership in the fifth week. This is not a simulation or theoretical assignment. This is a robust consulting project that prepares students for challenges that will be faced in environments after Wofford.

To add further value, senior executives from prominent organizations are guest lecturers at various times during the program, providing further insight into the relevant global issues of today. Select readings are discussed and integrated into the program.

**The Sophomore Experience**
The Sophomore Experience is a two-day annual conference held off-campus at the start of Interim. Participation requires prior registration and a small fee. The program focuses on establishing a foundation of characteristics and behaviors that lead to success. Session topics include developing strengths, networking, major choice, securing an internship, LinkedIn and etiquette.

**The Space to: Impact (formerly The Success Initiative)**
Impact is a competitive four-year scholarship program available to incoming and current Wofford students that teaches new essential skills such as design thinking, entrepreneurship and social entrepreneurship, project management and the consultative approach to problem solving.

Students work individually or in teams to create projects that have an impact on the community around them. Students who successfully complete the Impact program will have a number of projects that show employers their ability to apply their liberal arts knowledge in a real-world setting. While Impact is an academic program, participation in it does not carry academic credit.

**The Space to: Launch**
Launch is an entrepreneurial group that supports students in the concept, development and launch of a business idea. Those selected to participate work toward creating a real, viable business during the year. Launch advisers provide support to members through discussion of ideas and instruction including generating and formulating ideas; assessing opportunities: developing a business plan; raising capital; establishing operations and operational controls; managing cash flow; and determining exit strategies.

**The Space to: Consult**
Consult is a student consulting group focused on providing businesses and organizations with strategies and solutions to improved performance. This is accomplished through detailed research, creative solution development and implementation planning.
Students learn the basics of business consulting, project management, solution development, analysis and a number of other skills needed to create a value-based solution. Consult advisers provide assistance throughout each engagement.

Students compete in a negotiation simulation and a guest executive delivers a keynote address on key factors of success. The 2013 guest executive was Rob Glander, CEO of Guardian Warranty. Additional speakers address all attendees during the evening meal and throughout the event.

**The Space to: Explore** In the global economy, employees with the ability to help their organizations work successfully in other countries and cultures add tremendous value, regardless of the industry. The purpose of The Space to: Explore is to help make the Wofford liberal arts degree global-ready by providing internship and travel opportunities in the BRICS nations (Brazil, Russia, India, China and South Africa) through two programs: The BRICS Initiative and The India Internships. The BRICS countries are in the process of changing the political and economics map of the 21st century. Combined, the countries currently account for more than 25 percent of the world’s land area and 40% of the world’s population. Students with an in-depth understanding of the cultural, religious, governmental and economic forces that drive these countries will have a distinct employment advantage, regardless of major.

The BRICS Initiative is a nine-month, non-credit-granting program that gives students an opportunity to learn about each of the five BRICS nations during Interim. In the summer, a two-week in-country visit will provide context and depth to the classroom learning. In September, students will present what they’ve learned during a professional conference with local and regional businesses interested in learning more about these nations.

The India Internships are highly competitive and available to two students annually. Participants spend the months of June, July and August working in Manipal, India. Students must be able to manage the travel, climate and work expectations, which include a customary six-day work week.

**Hugh R. Black Wellness Center**
Located in the Hugh R. Black Building
Phone: 864-597-4370, 597-4371, 597-4373
Elizabeth D. Wallace, BS, BSN, RN, LPC Associate Vice President of Student Affairs and Director of Wellness Center
Lisa M. Lefebvre, B.S.N., RN Assistant Director of Wellness Center
Tammy S. Gilliam, A.P.R.N., B.C., F.N.P., D.N.P., Nurse Practitioner
Gail Holt, BSN, R.N, College Nurse
Perry A. Henson, B.A., Ed.S. College Counselor
Tonya Foster, Administrative Assistant
Mae Sue Gory, Assistant
Eric Cole, M.D., College Physician
Christian Nowatka, M.D., College Physician
Erica Savage-Jeter, M.D., College Physician
Ralph A. Tesseneer, M.D., College Physician

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

The Wellness Center is staffed Monday through Friday from 8 a.m. to 5 p.m. by licensed health care providers. A nurse practitioner is available on certain days of the week, which are listed at [www.wofford.edu/healthservices](http://www.wofford.edu/healthservices). She is able to diagnose, treat and prescribe medicines in most cases of illnesses and injuries. If needed students will be referred to the college physicians. They are located in the Spartanburg community near Mary Black Memorial Hospital and are available for referrals as well as for after-hours consultation. Non-emergency visits to the Wellness Center should be made during regular office hours and at times that do not conflict with classes. Students must assume the responsibility for communicating directly with their professors in matters concerning missed classes, assignments or exams because of illness or injury.

Payment of the comprehensive fee entitles resident students to office visits to see the Wofford College physicians in ordinary cases of illnesses. Other health situations can be seen by the doctors but are not covered by the fee. This fee also entitles students to unlimited visits to the Wellness Center on-campus office (complete details in College Catalogue). After hours emergency care is available by calling the Campus Safety Office, the resident assistant or resident director on duty or the Student Affairs staff member on call.

1. The Spartanburg Regional Medical Center emergency department and EMS are minutes away and are available for emergency situations when warranted.
2. Regional-on-call is a free service that provides accurate health and wellness information by phone from a registered nurse. This service operates 24 hours a day. The number is 864-591-7999.

The Wofford Wellness Program
The Wellness Program provides the community with wellness programming throughout the year. The Wofford Wellness Program also offers alcohol and drug education and referrals, a resource room, student training and monthly wellness programs.

Counseling Services
Counseling services are available to Wofford students as part of the comprehensive fee on a time limited basis. Services are available to assist students in navigating through some of the most stimulating and rewarding times they will experience. There are many times that a student is able to handle transitions and stress smoothly without much disruption in his/her life. There may be times in a student’s life that there is a change that feels chaotic, out of control or overwhelming. Counselors see students for a variety of concerns and issues. They may range from mild distress to more serious psychological issues. The most frequent issues in college counseling are stress and time management, values clarification, alcohol and drug misuse, relationships, self-esteem issues, family concerns, disordered eating, depression and anxiety.

To make arrangements to see one of the college counselors, call 864-597-4370 to make an appointment or be assisted in finding a counselor in the community. Students will be responsible for fees for any off-campus counseling. Contact the Wellness Center for more information.

Disability Services
The Director of the Wellness Center coordinates assistance for students with disabilities. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Wofford College seeks to provide disabled students with reasonable accommodations needed to ensure access to the programs and activities of the college. Accommodations, determined on an individual basis, are designed to meet a student’s needs without altering the nature of the college’s instructional programs. A student with special needs must submit proper documentation to the Director of the Wellness Center. Guidelines for documentation are available from the Director or online at http://www.wofford.edu/healthservices/.

Zach’s
Located on the first floor of the Campus Life Building
Phone: 864-597-4070 or 597-4071
Carolyn Bonner, AM Supervisor
Russell Bonner, PM Supervisor

Hours of Operation:
- Monday-Friday 9 a.m.-10 p.m.
- Saturday 11 a.m.-10 p.m.
- Sunday 2 p.m.-10 p.m.

ARAMARK Campus Services operates Zach’s Food Court for the benefit of Wofford students, faculty and staff. Zach’s features Chick-Fil-A, Boar’s Head, Grille Works, Kettle Classics (a soup station), Sushi with Gusto, World’s Fair and a variety of grab-and-go items. Zach’s accepts Terrier Bucks, cash and checks. Meal trade-out will be available during lunch Monday through Friday from 11:15 a.m. until 1:15 p.m. during the fall and spring semesters.
<table>
<thead>
<tr>
<th>For help with</th>
<th>talk to</th>
<th>in the</th>
<th>or call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>See professors</td>
<td>Andrews Field House</td>
<td>4911</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Provost David S. Wood</td>
<td>DuPré Administration Building</td>
<td>4020</td>
</tr>
<tr>
<td></td>
<td>Dean Roberta Bigger</td>
<td>Campus Life Building, 2nd floor</td>
<td>4044</td>
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<tr>
<td>Illness</td>
<td>Dean Beth Wallace</td>
<td>Hugh R. Black Wellness Center</td>
<td>4370</td>
</tr>
<tr>
<td></td>
<td>Ms. Tammy Gilliam</td>
<td>Hugh R. Black Wellness Center</td>
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<td>Ms. Gail Holt</td>
<td>Hugh R. Black Wellness Center</td>
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<td>Ms. Lisa Lefebvre</td>
<td>Hugh R. Black Wellness Center</td>
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<td>Academic problems</td>
<td>Professors or Advisers</td>
<td>Individual offices</td>
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</tr>
<tr>
<td>Admission</td>
<td>Mr. John Birney</td>
<td>Hugh S. Black Building, 1st floor</td>
<td>4133</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>Ms. Debbi Thompson</td>
<td>Papadopoulos Building</td>
<td>4208</td>
</tr>
<tr>
<td>Athletics</td>
<td>Mr. Richard Johnson</td>
<td>Richardson Building</td>
<td>4090</td>
</tr>
<tr>
<td>Automobiles</td>
<td>Campus Safety</td>
<td>Andrews Field House</td>
<td>4352</td>
</tr>
<tr>
<td>Bills, fees, tuition</td>
<td>Mr. Andy Roush</td>
<td>Wofford Bookstore, 501 N. Church Street</td>
<td>582-6514</td>
</tr>
<tr>
<td>Business affairs</td>
<td>Ms. Barbie Jefferson</td>
<td>Snyder House</td>
<td>4226</td>
</tr>
<tr>
<td>Campus calendar</td>
<td>Ms. Laura Corbin</td>
<td>Burwell Building</td>
<td>4180</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>Col. Randy Hall</td>
<td>Andrews Field House</td>
<td>4351</td>
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<tr>
<td>Campus Union</td>
<td>Mr. Chris Novak</td>
<td>Campus Life Building, 2nd floor</td>
<td>4047</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>Dr. Ron Robinson</td>
<td>Main Building, 1st floor</td>
<td>4051</td>
</tr>
<tr>
<td>Career counseling</td>
<td>Ms. Jennifer Dillenger</td>
<td>The Space in the Mungo Center</td>
<td>4261</td>
</tr>
<tr>
<td></td>
<td>Dean Scott Cochran</td>
<td></td>
<td>4260</td>
</tr>
<tr>
<td>Counseling</td>
<td>Ms. Perry Henson</td>
<td>Hugh R. Black Wellness Center</td>
<td>4373</td>
</tr>
<tr>
<td></td>
<td>Dr. Ron Robinson</td>
<td>Main Building, 1st floor</td>
<td>4051</td>
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<tr>
<td></td>
<td>Dean Beth Wallace</td>
<td>Hugh R. Black Wellness Center</td>
<td>4371</td>
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<tr>
<td>Development</td>
<td>Mr. Marion Peavey</td>
<td>Papadopoulos Building</td>
<td>4200</td>
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<tr>
<td>Exams</td>
<td>Provost David S. Wood</td>
<td>DuPré Administration Building</td>
<td>4020</td>
</tr>
<tr>
<td>Financial Aid/</td>
<td>Ms. Carolyn Sparks</td>
<td>Hugh S. Black Building, 2nd floor</td>
<td>4161</td>
</tr>
<tr>
<td>Scholarships</td>
<td></td>
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<td>Food service</td>
<td>Ms. Carla Schaub</td>
<td>Burwell Building</td>
<td>4252</td>
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<tr>
<td>Menu Line</td>
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<tr>
<td>Fraternities/sororities</td>
<td>Mr. Brian Joyce</td>
<td>Campus Life Building, 2nd floor</td>
<td>4048</td>
</tr>
<tr>
<td>Housing</td>
<td>Dean Brian Lemere</td>
<td>Campus Life Building, 2nd floor</td>
<td>4068</td>
</tr>
<tr>
<td>International Programs</td>
<td>Dean Amy Lancaster</td>
<td>DuPré Administration Building</td>
<td>4026</td>
</tr>
<tr>
<td>Intramurals</td>
<td>Mr. Steve Traylor</td>
<td>Richardson Building</td>
<td>4069</td>
</tr>
<tr>
<td>Jobs</td>
<td>Career Services</td>
<td>The Space in the Mungo Center</td>
<td>4262</td>
</tr>
<tr>
<td>Library</td>
<td>Dean Oakley Coburn</td>
<td>Sandor Teszler Library</td>
<td>4300</td>
</tr>
<tr>
<td>Lost and found</td>
<td>Campus Safety Office</td>
<td>Andrews Field House</td>
<td>4911</td>
</tr>
<tr>
<td>Mail</td>
<td>Campus Post Office</td>
<td>Burwell Building</td>
<td>4240</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Mr. Tom Rocks</td>
<td>Cumming Street Facility</td>
<td>4381</td>
</tr>
<tr>
<td>Military Science/ROTC</td>
<td>Maj. Mike Borgel</td>
<td>Daniel Building</td>
<td>4337</td>
</tr>
</tbody>
</table>
Music  Mr. Gary McCraw  Montgomery Music Building  4597
          Ms. Christi Sellars  Montgomery Music Building  4597
News Media  Ms. Laura Corbin  Burwell Building  4180
Parents’ Programs  Ms. Debbi Thompson  Papadopoulos Building  4208
Registration  Ms. Jennifer Allison  DuPré Administration Building  4030
Service Learning  Ms. Jessalyn Story  Snyder House Annex  4403
Student ID cards  Col. Randy Hall  Andrews Field House  4351
Student organizations  Mr. Brian Joyce  Campus Life Building, 2nd floor  4048
Student publications  Editors of Publications  DuPré Administration Building  4030
Student records/Transcripts  Ms. Jennifer Allison  DuPré Administration Building  4030
Summer session  Ms. Jennifer Allison  DuPré Administration Building  4030
Tech Support Center  Help Desk  F. W. Olin Building  HELP (4357)
Theatre  Dr. Mark Ferguson  Campus Life Building, 2nd floor  4080
Transfer, credits  Ms. Jennifer Allison  DuPré Administration Building  4030
Veterans affairs  Ms. Jennifer Allison  DuPré Administration Building  4030
Wellness resources  Dean Beth Wallace  Hugh R. Black Wellness Center  4371
Withdrawal  Dean Roberta Bigger  Campus Life Building, 2nd floor  4044
Zach’s  Mr. Charles Koch  Campus Life Building, 1st floor  4070

Community Helplines and Support Groups
AIDS Hotline  1-800-448-0440
Alcohol and Drug Abuse
    Alcoholics Anonymous  585-1930
    Spartanburg Alcohol and Drug Abuse Commission  582-7588
Carolina Pregnancy Center  582-4673
Carolina Center for Behavioral Health  1-800-866-HOPE
Crisis (Mental Health Association)  583-5802
Drug Information Hotline  1-877-297-6347
Eating Disorders (Mental Health Association)  582-3104
Gamblers Anonymous (Mental Health Association)  582-3104
Lawyer Referral Service  1-800-868-2284
Mental Health Center  585-0366
Poison Control  1-800-222-1222
Safe Homes-Rape Crisis Coalition
    24 Hour Crisis Line  1-800-273-5066
Sexual Assault Victims Group  583-9803
Sexually Transmitted Diseases Hotline  1-800-227-8922
Spartanburg Health Department  596-2227
Substance Abuse Information  1-800-662-HELP
Survivors of Suicide (Mental Health Association)  582-3104

Local Hospitals and Emergency Care
Emergency  911
Mary Black Memorial Hospital  573-3000
Spartanburg Regional Medical Center  560-6000
Regional Nurse on Call  591-7999
**Building Hours**

**Administrative Office**  
Monday-Friday: 8:30 a.m.-5 p.m.

**Burwell Building**  
All Week: 7 a.m.-11 p.m.

**The Commons in the Campus Life Building**  
Sunday-Saturday: 7 a.m.-midnight

**Hugh R. Black Wellness Center**  
Monday-Friday: 8 a.m.-5 p.m.  
Emergency care is available after office hours by contacting Campus Safety, the resident assistant on duty and/or the Student Affairs staff person on call.

**Main Building**  
Monday-Friday: 8 a.m.-6 p.m.

**Franklin W. Olin Building**  
Monday–Thursday: 8 a.m.-11 p.m.  
Friday: 8 a.m.-5 p.m.  
Sunday: 2-11 p.m.

**Richardson Physical Activities Building (Fitness Center)**  
Sunday-Saturday: 5:30 a.m.-midnight  
The hours of operation are adjusted to accommodate special events, athletic activities and college holidays.

**Joe E. Taylor Center (Weight Room)**  
Monday-Friday: 6 a.m.-5:45 p.m.

**Roger Milliken Science Center**  
Monday-Friday: 7:30 a.m.-6 p.m.

**Great Oaks Hall, Roger Milliken Science Center**  
24 hours a day for studying only

**Sandor Teszler Library**  
(librarian available)  
Monday-Thurs.: 8 a.m.-midnight (8:30 a.m.-5 p.m.; 7 p.m.-midnight)  
Friday: 8 a.m.-7 p.m. (8:30 a.m.-5 p.m.)  
Saturday: 10 a.m.-5 p.m. (10 a.m.-5 p.m.)  
Sunday: 1 p.m.-midnight (1 p.m.-6 p.m.; 7 p.m.-midnight)

**Wofford Bookstore**  
Monday-Friday: 9 a.m.-5:30 p.m.  
Saturday: 11 a.m.-4 p.m.

**Zach’s, Campus Life Building**  
Monday-Friday: 9 a.m.-10 p.m.  
Saturday: 11 a.m.-10 p.m.  
Sunday: 2-10 p.m.

**Michael S. Brown Village Center – Market and Restaurant**  
**Market**  
Monday-Thursday: 8 a.m.-10 p.m.  
Friday: 8 a.m.-8 p.m.
Saturday: 11 a.m.-8 p.m.
Sunday: 2-8 p.m.

Restaurant
Monday-Thursday: 11 a.m.-2 p.m., 5-11 p.m.
Friday: 11 a.m.-2 p.m., 5 p.m.-2 a.m.
Saturday: 7 p.m.-2 a.m.
Sunday: 5-8 p.m.-midnight
Preamble

Since Wofford College is a community of persons living together in a social as well as educational context, there must be a code of student responsibility. Wofford College is, however, dedicated to the maturing of men and women and the pursuit of a liberal education. Therefore, the responsibility for student conduct, both on and off the Wofford campus, rests principally with the students themselves. Wofford College has flexible policies and procedures, rather than rigid and needlessly detailed rules and regulations. Thus, the Wofford College community expects to remain open as well as to maintain order.

I A. Relationship Between College Code and Civil Law

Although Wofford College is concerned with all activities of all students, both on and off campus, which constitute a part of their educational experience, Wofford College will not assume jurisdiction over activities off campus except in those rare instances in which such activities are clearly detrimental to the Wofford College community. Aside from assuring fair treatment and providing assistance in the securing of counsel, Wofford College administration will not involve itself in students’ arrest by civil authorities.

If a violation of civil law occurs on campus, Wofford College may institute its own proceedings against the offender if Wofford College’s interest as determined by the Judicial Commission is clearly distinct from that of the community outside the college.

I B. Relationship Between College Code and College Policies and Procedures

Wofford College students will be subject to the policies and procedures of this institution. If any issue is not clearly addressed by the Code of Student Rights and Responsibilities, the judicial body and student body may consider the Wofford College Policies and Procedures as a supplement to the Code.

II. Conduct of Wofford Students While on Other College Campuses

It is foreseeable that Wofford students might violate regulations on other college campuses. Since such infractions may not violate civil law and since other colleges have no jurisdiction to punish Wofford students, the Judicial Commission is given discretion to determine jurisdiction over such violations.

III. Educational Rights and Responsibilities

A. Right of Inquiry

Students and student organizations are free to examine, to discuss and to express opinions or questions of interest to them. Furthermore, in order to bring to the campus a wide range of viewpoints on various subjects, the Wofford College community feels that no speaker invited by a campus organization should be denied free access to the campus.

A campus organization wishing to bring an outside speaker to the campus should notify the Dean of Student’s office and make necessary arrangements for proper scheduling of facilities and preparation for the event. It should be realized by all persons that sponsorship of outside speakers by the Wofford College community does not imply approval or endorsement by Wofford College of the views expressed. In addition, all speakers must agree to be available for questions and answers. Wofford College cannot, of course, shield from state or federal prosecution any speaker whose utterances at Wofford allegedly violate valid laws relating to treason, sedition, obscenity or the like.

B. Right of Expression

In the interest of academic freedom and the right of peaceable assembly, Wofford College students are allowed in any public area of Wofford College, including corridors and other places set aside for public meetings, to support or protest any cause of interest to them. All student gatherings or demonstrations must be orderly and must not interfere with the legitimate pursuits of other members or guests of Wofford College. The students of Wofford College are encouraged to voice their opinions, but they should realize that they speak only for themselves and not for the student body or the Wofford College community as a whole. Participation of students in demonstrations and protests off the campus is left to their own discretion, subject only to the article above. The Wofford College name, however, is retained for official, recognized organizations and activities and may not otherwise be used without special permission.

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

**C. Freedom of Association**

As part of the academic freedom sought by Wofford College, students may organize themselves into any groups they wish for whatever purpose they wish. All students in an organization shall be subject individually to the rules of Wofford College and the community.

Any student has the right to associate freely with off-campus organizations without being punished or in any way harassed for this membership or association.

A student organization may apply for recognition by Wofford College by meeting the requirements for application set up by Wofford College. These are detailed in the section on business policies:

1. The name of the organization, its stated purposes and the names of its principal officers must be on file in the office of the Dean of Students.
2. Recognized Wofford organizations shall not practice racial, sexual or religious discrimination, except as authorized by Title IX, Section 901 of the United States Code.

Recognition may be granted or denied by the Student Affairs committee of the faculty.

Recognized organizations have campus post office privileges and priority over unrecognized student organizations in the use of campus facilities for meetings and social functions. Though recognition does not entitle an organization to appropriation from college funds, only recognized organizations may apply.

**IV. Social Responsibilities**

**A. Conduct Affecting the Person, Property or Rights of Others**

Wofford students shall not lie, cheat or steal. It is the responsibility of the students to respect the person, property and the rights of others. Therefore, students will not engage in any form of activity, which results in or which might naturally result in any of the following:

1. Injury to person
2. Damage to property
3. Interference with the normal activities of Wofford College
4. Interference with the rights of other members of the Wofford community

**B. Alcohol Policy**

Possession or use of alcoholic beverages is governed by local ordinances and state law. In addition, on-campus conduct of students and their guests relating to the possession or use of alcoholic beverages is a matter of special concern and is subject to policies and procedures set forth in a statement adopted by the Board of Trustees and appended to this code. The administration will assume jurisdiction in these cases. (Refer to the Policies and Procedures section for the complete policy).

**C. Drug Policy**

Possession or use of narcotic, mind-altering or other illicit drugs, except on prescription of a licensed physician, is prohibited by local ordinances and by state and federal laws. In addition, possession or use of these substances by Wofford College students and their guests is a matter of special concern and is subject to policies and procedures set forth in a statement adopted by the Board of Trustees and appended to this code. The administration will assume jurisdiction in these cases. (Refer to the Policies and Procedures section for the complete policy).

**D. Sexual Harassment and Sexual Misconduct**

All students have the right to work and study in an environment free from all forms of adverse discrimination. This includes any form of sexual harassment or sexual misconduct. Refer to these terms which are specifically defined and explained in the Sexual Misconduct Policy, which is part of the Campus Safety Policy located in the Selected Policies and Procedures section of the Student Handbook.
E. Discrimination and Harassment

Wofford will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. (Refer to Discrimination and Harassment Policy in Selected Policies and Procedures.)

F. Civil Law

Students are expected to abide by civil law.

G. Gambling

Gambling on campus is not permitted.

H. Hazing

Hazing is not permitted on or off campus. Hazing is defined as any action taken or situation created by any organization or persons that would produce or result in mental or physical discomfort, embarrassment, harassment or ridicule.

I. Firearms

The possession and/or use of firearms (except where specifically allowed by state law), weapons and other propelling devices as well as explosives, such as fireworks, ammunition or chemicals that are explosive in nature, is prohibited on campus. Unauthorized use, possession or storage of any weapon on campus constitutes a violation of the code and college policy. All weapons are strictly prohibited in students’ rooms and elsewhere on campus.

A weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property and includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus, knives

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

J. Fireworks and other Weapons

Use of fireworks and explosives is prohibited.

K. Commercial Solicitation

No soliciting, canvassing or peddling is permitted by anyone on campus without specific written permission from the Dean of Students.

L. Responsibility to Campus Safety Officers

Campus Safety Officers protect the college and its occupants from vandalism, theft and other harmful conduct. They are to be treated with courtesy and respect by all members of the community. It is the responsibility of students and others to comply immediately with a request to show identification cards to any Campus Safety officer.

V. Honor Code

**Preamble**

Wofford College is committed to the moral as well as the intellectual growth of its students and staff. Freedom and responsibility in such a community demand that its members embrace unambiguous principles of good conduct. Thus, the Wofford College *Code of Student Rights and Responsibilities* emphasizes personal integrity as its highest value, and members of the community are expected to be honest, trustworthy, responsible, and honorable.

Dishonesty (lying, cheating, defrauding, and/or stealing) is especially destructive of the academic process. Integrity being necessary in research, discovery, and expression of ideas, Wofford College has an Honor Code to express its intolerance for academic dishonesty. The Honor Code requires faculty, staff, and students to be honest in their own work and their use of ideas, and to encourage others to do the same. The Code demands a high standard of personal honor. It requires students to pledge honesty in their academic work and it sets forth appropriate responses to those who violate that pledge.
**A. Academic Dishonesty**

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

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

1. Any conduct that involves the unauthorized use of information obtained by any means.
2. Unauthorized receiving, buying, selling or theft of any assignment, examination or quiz prior to its administration.
3. Unauthorized use of any electronic or mechanical device during any academic course.
4. Unauthorized collaboration on any test, assignment or project.
5. Plagiarism, which is defined as:
   - Verbatim repetition, without acknowledgement, of the writings of another author.
   - Borrowing or using information developed by another without acknowledging the source.
   - Paraphrasing or translating the work or thought of another writer without acknowledgement.
   - Allowing any other person or organization to prepare work which one then submits as his/her own.
6. Preparing any assignment for another to submit as his/her own.
7. Misrepresenting personal circumstances (such as conflicting responsibilities, personal illness, or illness or death of loved ones) in an effort to avoid an assignment or deadline or as an excuse for not meeting academic responsibilities in a course.
8. Submitting for credit in a course any work previously submitted for credit in this course or in another course.
9. Any other incident of lying, cheating or stealing in the preparation or presentation of academic work.
10. Lying to members of the faculty, administration of Honor Council who are conducting an investigation or a hearing of academic dishonesty.

**B. Honor Pledge**

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

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

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

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

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

**C. Honor Council**

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

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

The chair of the Honor Council presides at hearings of accusations of academic dishonesty. For each case, the chair appoints a member of the Council to serve as prosecutor for that case. The chair also appoints a student requested by the accused student to serve as student advocate. If the accused student has no request, the chair will appoint a student advocate from the Council. If for any reason the chair is unavailable, the vice chair will act in his or her place. The secretary is responsible for all records and communications from the Council. The Provost* will appoint a faculty member to observe meetings of the Council and its hearings and to give advice and guidance to the Council in meeting its duties. The faculty advisor will not vote. He or she will not attempt to persuade the Council in its verdict or sanction.

*At the beginning of each academic year, the Provost may designate and announce to the faculty an appropriate person to represent the Office of the Provost in all matters pertaining to the Honor Code. The Provost’s choice for the designate will be a member of the Wofford faculty or administration who has familiarity and experience with the Honor Code. The designate may not also serve as the faculty advisor to the Honor Council. If the designate brings a case to the Honor Court as a faculty member, he/she will not serve as designate in that case. This provision applies throughout the Code.

1. Reporting Procedures

While failure to report an act of academic dishonesty is not an infraction of the Code, all persons in the Wofford College community are to uphold the values of the Honor Code, and they should not tolerate academic dishonesty by others. When anyone in the Wofford College community has reason to believe that a student has committed an act of academic dishonesty, it is appropriate and right to report the matter in writing to the Provost or to the faculty member involved. If the report goes to the faculty member, he or she will notify the Provost. Upon receiving a report, the Provost will notify the chair of the Honor Council (and the faculty member, if the report came directly to the Provost). The Provost, the faculty member, and the prosecutor for the case will meet to decide if there is probable cause for a charge. If two of the three agree that evidence is sufficient, the Provost will notify the chair of the Honor Council, who will formally charge the student and convene a court to hear the case.

If the Provost, faculty member, and prosecutor do not find sufficient evidence to make a charge, the Provost will inform the accuser that the claim has been investigated and that no charge is being made. The matter is not recorded in the file of the accused student and the faculty member must not consider the alleged violation in determining the student’s grade in the course. Any written records pertaining to the case will be destroyed.

Members of the Wofford College community must use their best judgment in determining whether or not acts are covered by the definitions of this Code and therefore constitute academic dishonesty. Faculty members must exercise care to differentiate careless and inadequate work from dishonest work. The professor will handle, as always, work judged to be careless and inadequate. In the suspicion of plagiarism, if the professor decides that the work is the result of the student’s lack of knowledge of proper referencing, rather than the result of deception, the professor must report his or her handling of the case to the Provost. Normally, repeat offenses will be considered violations of the Honor Code and will be dealt with as such.

2. Hearings

During the academic year, the chair of the Honor Council will convene six members of the Council to conduct a hearing. During vacation periods, including summer terms, the chair has the option to convene a panel with as few as three members of the Council to conduct a hearing. During such periods, if the accused student wishes to wait until a full court can be convened, he or she may do so with the knowledge that the hearing may be delayed as necessary until the College is in session. The Honor Council members so appointed will be the hearing court for the case. That number shall include the Council chair, but not include the prosecutor or the student advocate. Any member who has kinship or a close personal relationship with the accused student will be expected to recuse himself or herself from the case. Conviction of a violation of the Honor Code requires that at least four of the six members (or a 2/3 majority during the vacation periods) of the hearing court vote that the accused student is guilty beyond reasonable doubt. Beyond reasonable doubt is a strict standard of evidence. If the standard is not met, the accused student will be found not guilty.

If the process leads to conviction, the Provost or the Provost’s representative will inform the hearing court of any previous conviction the offender may have for academic dishonesty. After the report from the Provost, the court will set the sanction. At least four of the six members of the court must concur with the sanction. If there is no agreement, the least severe punishment under consideration will be administered. The verdict and the sanction will be announced.
by the Court to the convicted student, the prosecutor, and the student advocate immediately after the Court completes deliberation and makes a decision.

A student accused of academic dishonesty may elect to enter a guilty plea. In the case of a guilty plea, the six-person court will meet only to determine a sanction. The student may attend the meeting to make a statement or may choose to be absent, but must be present for the announcement of the sanction immediately after the Court completes deliberation and makes a decision.

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

Meetings of a hearing of academic dishonesty are closed, attended only by the members of the court, other members of the Council as observers, the faculty advisor, the accused student and the student advocate, and persons invited by the court to give information or testimony. In addition, the Provost may aid the prosecution, and the Dean of Students or her representative may aid the defense. The proceedings of the Court will be audio recorded for purposes of reference. The recordings of hearings will be maintained in the office of the Provost for two years.

D. Sanctions

Students convicted by the Honor Council of a violation of the Code will be subject to the following sanction or sanctions:

1. **Grading sanction** – mandatory withdrawal of a student from the course, resulting in the professor’s assignment of a grade of WF (or F if the determination is made after the course has been completed). The council may assign one of two grading sanctions:
   
a. **Replaceable WF** – The student may retake the course to replace the WF in his or her Wofford GPA. Both the WF and the retake grade will be noted on the transcript.
   
b. **Non-Replaceable WF** – The student may retake the course; however, both the WF and the retake grade will be used to determine Wofford GPA. Both the WF and the retake grade will be noted on the transcript.

2. **Suspension** – separation of a student from Wofford College for a fixed period of time determined by the Court, usually from the time remaining in the academic term to an academic year in length. Wofford will not accept for credit any work undertaken at other institutions by a student during his or her suspension from Wofford College.

3. **Exclusion** – separation of a student from Wofford College for an indeterminate period of time with no guarantee of readmission.

4. **Workshop** – The Court may recommend that the student complete one or both workshops listed below within thirty academic days (exclusive of exams) following delivery of sanction. The recommendation will be recorded with the sanction, and the student’s completion of the workshop within the given timeframe will be noted in honor council records.
   
a. **A research workshop** directed by the reference librarian on proper use of references in research and proper citation of materials used.
   
b. **A time-management workshop**. Options for completing this workshop will be presented to the student at time of sanctioning.

1. **First Offense**
   For a first offense, the Court has the discretion to impose one of two sanctions: (1) a grading sanction, or (2) both the grading sanction and suspension from Wofford College. On the motion of the Provost, a student may be excluded from Wofford College for a first offense that is flagrant or egregious. In cases where the Court believes a workshop may provide the student with important skills to aid in avoiding further infractions, the Court may also recommend the completion of one or both workshops.

2. **Subsequent Offense**
   For a subsequent offense, the sanction is (1) both the grading sanction and suspension as outlined above, or (2) both a grading sanction and exclusion from Wofford College. The Court also may recommend the completion of one or both workshops to demonstrate readiness for re-entry.
   
   All sanctions take effect at the expiration of the 48-hour appeal period or as soon as the ruling on an appeal is made, except that, if the infraction occurs late in a semester, the Court may delay the beginning of a suspension or exclusion until the next term or semester. In the case of suspension or exclusion, grades for the other courses in which the student is enrolled will be WF or WP as assigned by the professor, depending on whether the student is passing or failing at the time.
Students who have been suspended or excluded must apply to the registrar for re-admission at least six weeks before the date they seek to return. Wofford will not accept for credit any work undertaken at other institutions by a student during his or her suspension or exclusion from Wofford under this Code.

3. Communications
Prior to the resolution of a charge, all parties shall hold the names of students suspected of acts of academic dishonesty in confidence. Once each semester, the secretary of the Council will provide the student body, faculty, and administration with a report on the number of cases tried, the verdicts, and the sanctions imposed. The names of persons charged will be withheld.

When a student is found guilty of an act of academic dishonesty, all records of the court, including copies of all correspondence, will be maintained in the office of the Provost.

Formal charges of academic dishonesty will be communicated by the Court to the accused student, to the Provost, the Dean of Students, and the faculty member. In addition to the announcement immediately after the Court’s decision, the results of hearings, including the verdict and the sanctions, will be communicated in writing by the Court to the accused student, the Provost, the Dean of Students, and the faculty member. The faculty advisor to the Council will notify the Registrar of sanctions and in a case involving a student-athlete will notify the Director of Athletics of the results of the hearing.

Formal charges of academic dishonesty, verdicts, and sanctions will be communicated by the Dean of Students to parents or guardians of a student unless the student is independent as determined by college officials according to the FERPA Act, which protects the privacy of educational records.

4. Safeguards and Appeals
A student who is charged with violating the Honor Code is guaranteed the following procedural safeguards.

a. The student must be informed in writing of any charge or charges at least 72 hours before the case is heard.

b. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs below.

c. The student has the option of being excused from any tests or examinations for a period of 48 hours before and after the scheduled hearing.

d. The student will be represented by a member of the Honor Council who is appointed by the Chair as the student’s advocate or the Chair will appoint a non-Council (another Wofford student) as requested by the charged student.

e. The student has the right to ask the Court to invite persons to testify on his or her behalf regarding the facts of the case and the Court will invite such persons.

f. The student has the right to remain silent, and such silence does not constitute evidence of guilt.

g. The student and his or her student advocate and the Honor Court prosecutor are required to exchange all evidence and materials for use in the proceeding at least 48 hours prior to the hearing.

h. The student has the right of appeal as outlined in the Honor Code. Any person found guilty of academic dishonesty may appeal the verdict or sanction. The appeal must be submitted to the President of the College within 48 hours (excluding holidays and weekends) after the student has been notified orally by the Court at the end of the hearing of the verdict or sanction. Grounds for appeal are those listed in section VIII.D.4 of the Student Code of Rights and Responsibilities. Appeals must be submitted in writing and provide specific reasons. The President of the College, whose decision is final, will act on the appeal, giving the decision in writing within one week to the appellant and to the chair of the Honor Council. The President of the College may uphold or reverse the decisions, or may remand the case back to the court for further discussion before making a final decision on the appeal.

5. Revision
The Provost, the Dean of Students, the faculty adviser to the Honor Council, and the chair of the Honor Council constitute a committee charged to review the Code and its workings annually and to make revisions as needed. Revisions must be approved by the faculty.

(Revised, September 2013)

VI. Sanctions
Students convicted, pursuant to due process, of violation of this code are subject to one or more of the following sanctions:

A. Fines
The maximum fine levied by the court will not exceed $1,000. Fines must be paid within 30 days of sanctioning or before the end of the academic semester, whichever comes first. The amount of the fine will be determined by the court in consideration of the seriousness of the infraction.

B. Referral
A student may be referred to counseling or to another appropriate resource in the community.

C. Apology
A written or oral apology to a person or a group whose rights the student has violated.

D. Warning
A written notice that states that the continuation of conduct in violation with the code will result in more severe disciplinary sanctions.

E. Community Restitution
Hours of work to Wofford as the court deems appropriate. The specified number of hours of community restitution must be coordinated through the Office of Student Affairs and performed on the Wofford campus.

F. Janitorial Duty as Specified

G. Eviction
A student can be evicted from college housing in the event that his/her conduct creates a hazard or a nuisance to others.

H. Restitution
Reimbursement in the form of money and/or labor for damage to or misappropriation of property.

I. Suspension
Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a defined period of time. A person appealing the suspension sanction must submit a statement of such intent to the chair of the Judicial Commission within 24 hours after the verdict of suspension has been imposed. When a student has been given the sanction of suspension and has appealed this decision, the student may only participate in academic activities. He/she cannot take part in clubs, musical groups, athletic teams and other student organizations during this time period. When a student is suspended, he/she should leave the Wofford College campus within 24 hours after the final verdict of the Judicial System has been determined. A suspended student is not allowed to return to campus without the written permission of the Dean of Students.

J. Expulsion
Termination of student status for an indefinite period of time. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion. A person wishing to appeal the sanction of expulsion must make it known within 24 hours after the verdict of expulsion is reached by submitting a statement of such desire to the chair of the Judicial Commission. He or she will be permitted to remain enrolled in Wofford College until the appeal has been heard. When a student is expelled, he/she should leave the Wofford College campus within 24 hours after the final verdict of the Judicial System has been determined. An expelled student is not allowed to return to campus without the written permission of the Dean of Students.

K. Suspended Sentence
In addition to the above sanctions, the court has the power to suspend any or all of the sanctions upon the fulfillment of certain conditions as determined and set forth in the sanction statement of the respective court.

L. Records
The Judicial Commission will make public all sanctions imposed by the judicial system. The publication will include listing of any violation and accompanying sanction in a publication distributed to all students at the beginning of the semester following the sanction. In addition, persons requesting information concerning rulings may request such information as absent names from the chair of the Judicial Commission.

M. Notification of Parents and Guardians
All sanctions will be communicated to parents or guardians unless the student is independent as determined by college officials according to the Family Educational Rights and Privacy Act.

N. Disciplinary Probation
Exclusion from participation in activities in which one represents Wofford College or any college-recognized organization as set forth in the notice of probation for a specified period of time.

O. Other Sanctions as Deemed Appropriate

P. Failure to Comply with Sanctions

Failure to comply with the sanctions imposed upon a student will result in harsher sanctions, including suspension.

VII. Procedural Safeguards

A. Searches of Residence Hall Rooms or Fraternity Houses

Searches of students’ rooms or fraternity houses by civil authorities are governed by local, state or federal law. Searches by campus authorities may be conducted only under the following circumstances:

1. Hot Pursuit

Campus safety officers, perceiving what they reasonably believe to be a violation of this code or civil law, may pursue suspected offenders. Residence hall rooms (or similar areas) may be entered by Campus Safety officers in fresh pursuit and subjected to reasonable searches for implements or fruits of the suspected offense.

2. Warrant

In any case where there are reasonable grounds to believe that the search of a residence hall room or other campus facility will disclose the actual violation of this code or civil law or the implements or fruits of such a violation, said room or facility may be searched by warrant. A search warrant may be issued by the President of the College, the Provost, the Dean of Students, the Senior Vice President for Development, or the Senior Vice President for Business. It must identify specifically the area to be searched, the nature of the material for which the search is being conducted and the nature of the suspected violation. Such warrant shall be served by a Campus Safety officer or by a college official who did not issue the warrant and it shall be served, if possible, in the presence of one or more occupants of the room being searched. If the occupants are not present, the room may be searched by means of a pass key, by a member of the Campus Safety Office and/or Residence Life Staff.

3. Custodial Inspection

At reasonable intervals and on advance notice, any residence hall or fraternity house may be inspected for maintenance, repair, health or safety purposes.

4. Emergency Situations

When a college official has reason to suspect that there is an emergency, the official may enter the premises after proper identification.

5. College Official

When a college official enters a room pursuant to any legitimate purpose as provided under this section, if the official observes any code violation in plain sight, the official may charge the student with a code violation.

B. Due Process of Law

A student who is charged with violating the code is guaranteed the following procedural safeguards:

1. The student must be informed in writing of any charge or charges at least 72 hours before the case is heard. This formal statement of charges must state the nature, time and place of the violation charges. The date, time and place of the hearing must be disclosed.

2. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs.

3. The student has the option of being excused from any tests or examinations for a period of 48 hours after charges are presented, for a period of 48 hours prior to the scheduled hearing and for a period of 48 hours after the scheduled hearing.

4. The student has the right to be represented by a student advocate or any other full-time student representative of his or her choice. (Current Judicial Commissioners cannot serve in this role.)

5. The student has the right in a hearing to call witnesses to testify on his or her behalf and has the power to subpoena any member of the college community.

6. The student has the right to confront his or her accuser and to cross-examine any witness.

7. The student has the right to remain silent and such silence does not constitute evidence of guilt.

8. The court shall exclude the following evidence:

a. Confessions obtained by coercion or deceit.
b. Objects or documents obtained as the result of illegal searches.
9. Records of prior criminal, social or academic infractions may be considered by the judicial system only after the verdict of guilty has been reached, when appropriate sanctions are being determined.
10. The student has the right to an open or closed hearing in Administrative Court, Judicial Court and Appeals Court, at his or her own discretion.
11. The student and his or her student advocate are required to exchange lists of witnesses, discovery of evidence and retention of statements for use in the judicial proceeding with the Attorney General and/or the Dean of Students no later than 24 hours prior to the hearing.
12. The burden of proof rests on the prosecution.

Approved by the Wofford Faculty on May 7, 2009

VIII. The Judicial System
Preamble
The Wofford College Judicial System is established as the forum whereby students and organizations charged with violations of the Code of Student Rights and Responsibilities have their cases adjudicated. Members of the Judicial System must be held above reproach, bestowing the utmost respect to the system they serve and the Code they uphold. The protection of students’ rights shall be ensured by the integrity of the process and the safeguards set forth in the Code. The system shall seek to ascertain truth and rectify harms, so that Wofford College can provide a safe and free environment for a liberal arts education.

A. Judicial Commission
1. Purposes and Duties
   a. To supervise all judicial processes and decide original jurisdiction in all violations of the student code
   b. To serve as members, upon appointment, to the Judicial Court
   c. To serve as members, upon appointment, to the Appeals Court
   d. The Judicial Commission Chair shall be elected by the Judicial Commission from the six elected commissioners and five appointed commissioners at the first meeting of the Commission. The chair shall be the non-voting Director of the Judicial System, except in the case of a tie in which he or she will cast a vote. He or she will be responsible for appointments of commissioners to each case. He or she will chair Judicial Court and Appeals Court hearings and will be responsible for leading the meetings of the Judicial Commission.
   e. To decide on the procedures to be followed in the appeals proceedings
   f. To decide college interest concerning student violations of civil law or codes of other colleges or universities
   g. To read statements of intent to appeal and to determine whether grounds are sufficient to warrant an appeal to the Appeals Court and to notify students via email or campus mail of their decisions within 48 hours of the next weekly Judicial Commission’s meeting, not counting student holidays or weekends
   h. To meet every other week to dispose of all matters pending and for commissioners to receive court appointments. These weekly meetings, as well as all non-administrative court cases, should fall on a set day of the week. The chair or adviser may call additional meetings as needed.
2. Composition
   a. There shall be eleven members. Six members are elected as follows: three at large from the student body and one member each from the rising senior, junior and sophomore classes. Five members are appointed by the senior or the graduating members of the Judicial Commission and the outgoing officers of the Campus Union during the month of February following an application and interview as follows: two at large from the student body and one member from each of the rising senior, junior and sophomore classes.
   b. The Judicial Commission Chair shall be elected by the Judicial Commission from the five elected commissioners and four appointed commissioners at the first meeting of the Commission. The chair shall be the non-voting Director of the Judicial System, except in the case of a tie in which he or she will cast a vote. He or she will be responsible for appointments of commissioners to each case, including insuring that all commissioners serve on 30% of the Judicial Court and Appeals Court cases. He or she also will sit on each case and will be responsible for leading the weekly meetings of the Judicial Commission.
   c. The Judicial Commission, upon its first meeting following elections and appointments shall choose the Vice-Chair from among its members. The Vice-Chair shall serve as Chair in the absence of the chair.
The Judicial Commission, upon its first meeting following elections and appointments, shall also choose a Clerk of Court from among its members.

All candidates for the Judicial Commission must have not been found guilty of any violation of the Code of Student Rights and Responsibilities other than a First Offense Category I alcohol violation or parking citations.

The members of the Judicial Commission shall not be elected members of the Campus Union Assembly nor shall they be appointed members of the Honor Council. In the event someone becomes a dual office holder, he or she will have one week to resign from one of the offices.

3. Removal

a. Grounds of removal of a commissioner shall be negligence of duties or malfeasance in office.

b. Upon petition signed by three members of the Judicial Commission, the Appeals Court must consider the merit of such a petition of impeachment and rule thereon. The three petitioners and the impeached commissioner shall not sit on the Appeals Court during the hearing for removal. If the chair of the Judicial Commission is a petitioner of the impeached, the Appeals Court shall choose an acting chair. In these hearings and in the case in which more than four members of the commission are involved, the seats of the petitioners will be taken by the president of the Campus Union and the chair of the Honor Council. The burden of proof shall rest on the petitioners. At least a two-thirds vote of the Appeals Court shall be required to remove the impeached commissioner.

c. Upon removal of a commissioner, the Campus Union Assembly shall provide for an election in the case of an elected commissioner or for an Electoral Board appointment in the case of an appointed commissioner to fill the vacancy as set forth in its constitution and bylaws unless the vacancy occurs after Fall semester mid-term grades are posted.

B. Judicial Court

1. Purposes and Duties

a. To try all alleged violations of the *Code of Student Rights and Responsibilities* over which it has jurisdiction

b. To have the power to subpoena any member of the Wofford College community for the purpose of gaining information in the exercise of its duty

c. To have the power to hold any student in contempt who does not comply with a subpoena issued by the court. Students so convicted of contempt by the court will be liable to the sanctions as outlined in Article VI of the *Code of Student Rights and Responsibilities*

d. Any student convicted of perjury before the Judicial Court will be subject to the sanctions of Article VI of the code

e. If any faculty member, administrator or other college employee refuses to cooperate with the court, he or she will be referred to the administration for further action

f. To report all decisions to all members of the Judicial Commission, the Attorney Generals, the Student Advocates and the Dean of Students unless covered by federal regulations

2. Composition

a. All members of the Judicial Commission

b. One administrator and an alternate appointed by the President of the College

c. Six faculty members elected by the faculty

d. Three voting commissioners, one faculty member, one administrator and the chair of the Judicial Commission shall be present to conduct a hearing.

3. Hearing Procedures

a. Judicial Court hearings will follow Wofford College court procedures.

b. It is the responsibility of the accused student to contact any witnesses, which he or she desires to be at the hearing. The accused student has the right to petition the chairperson to subpoena any member of the Wofford community.

c. All proceedings of the Judicial Court are audio taped.

d. The chair presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Judicial Court has the power to adopt certain rules for the hearings by majority. However, these rules may not be in conflict with the general rules of the court. The accused student must appear in person. He or she may either choose his or her own representative from the Wofford community or request a student advocate to be appointed from the commission. This individual will be
able to assist the accused student in preparing for the hearing and understanding the judicial procedure.

e. During the hearing, a request for a recess may be made at any time by the defendant or any member of the court. If the chair grants the request, no proceedings shall continue for more than one hour without a recess unless both the accused student and the members of the court agree upon the absence of a recess.

f. The members of the court will meet after the hearing is adjourned in closed session to determine the sanctions and/or guilt of the defendant. A majority is necessary for all rulings made in the court.

C. Administrative Court

1. Purpose
   a. To try all alleged violations of the Code of Student Rights and Responsibilities over which it has jurisdiction.
   b. To serve as the court of original jurisdiction for alleged violations of Wofford College’s alcohol and drug policies.
   c. To hear infractions of this code which occur during summer sessions, between terms or during the week of final exams when it is not feasible to wait for the convening of the normal judicial system.

2. Composition
   a. Fifteen members of the Wofford College administrative staff will be appointed by the President of the College in concurrence with the annual election of the members of the Judicial Commission.
   b. Members will serve a term of one year, with vacancies to be filled immediately by presidential appointment.
   c. Administrative hearings will be conducted with either two of the fifteen administrative members and one student commissioner or three administrative members and two of the student commissioners.

D. Appeals Court

1. Purposes and Duties
   a. To serve as an appeals court for all non-academic violations.
   b. To have the power to hold in contempt any student who does not comply with a subpoena issued by the Appeals Court. Students so convicted of contempt by the court will be liable to the sanctions as outlined in Article VI of the code.
   c. To have the power to subpoena any member of the Wofford College community for the purpose of gaining information in the exercise of its duty.
   d. Any student convicted of perjury before the court will be subject to the sanctions of Article VI of the code.
   e. If any faculty member, administrator or other college employee refuses to cooperate with the court, he or she will be referred to the administration for further action.
   f. To report all decisions to all members of the Judicial Commission and the Dean of Students.

2. Composition
   a. The entire Judicial Commission.
   b. One administrator and an alternate appointed by the President of the College.
   c. Six faculty members elected by the faculty.
   d. Three members of the Judicial Commission, two faculty members and the alternate administrator and the chair of the Judicial Commission must be present to conduct a proceeding.

3. Appeal Process
   a. Any person found guilty may appeal the verdict or sanction by submitting a statement of such intent to the chair of the Judicial Commission within 24 hours after he or she has been notified of the verdict or sanction.
   b. Any member of the campus community has the right to appeal a sanction. Only the accused person has the right to appeal a guilty verdict. The Judicial Commission must notify the student of his/her decision to accept or deny his/her appeal within 48 hours of the Judicial Commission’s meeting via email or campus mail, excluding student holidays and/or weekends.
   c. A community member who wishes to make an appeal to the President of the College must submit a written request to the Dean of Students. The President will convene an administrative committee of the Provost, the Dean of Students and the faculty chair of the Student Affairs Committee. This committee will decide if sufficient grounds exist for an appeal from the Appeals Court to the Board of Trustees. This committee will make a recommendation to the Board of Trustees through the Student Life Committee. (Board of Trustees, Feb. 3, 1976)

4. Grounds for an Appeal:
a. Procedural errors by the administration, which are very serious and prevented the student from receiving a fair hearing.
b. Discrimination in the hearing on the basis of race, gender, age, religion, sexual orientation, handicap or national origin, which caused an unjust hearing.
c. Lack of clear and convincing evidence to support the decision of a court or the Dean of Students. In an academic dishonesty case, lack of evidence beyond a reasonable doubt must exist.
d. New material evidence of which the student was not aware at the time of the hearing and is essential to the case.
e. Inappropriate sanction, including an excessively severe sanction. The statement of such intent must include stated grounds for making an appeal. If the commission (excluding those members who heard the original case) finds the grounds insufficient, it may refuse the appeal and must inform the appellant in writing.
f. Due Process: Any student who has evidence that policies and procedures were not followed by a court that is part of the judicial system may submit a written request to the Appeals Court to consider the verdict and/or the sanctions determined by that court based on Procedural Safeguards in Article VII B. not being followed.

5. Hearing Procedures
a. When the Judicial Commission grants an appeal, the chair sets the date, time and place of the hearing. He or she informs the appellant, the members of the appeals court and the Dean of Students. Notice to the appellant is sent via campus email and the date of the hearing is at least 72 hours from the date of the letter.
b. It is the responsibility of the appellant to contact any witnesses, which he or she desires to be at the hearing.
c. All proceedings in the Appeals Court are audio taped.
d. When the appellant is present, the chair of the Judicial Commission presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Appeals Court has the power to adopt certain rules for the hearings by majority. However, these rules may not be in conflict with the general rules of the court. If the appellant appears in person at the hearing or is represented by the student advocate, the hearing will proceed as outlined:
   1) The appellant presents his or her case, which includes direct examination of the witnesses, cross examination of the witnesses and redirect examination of witnesses.
   2) The respondent presents the case, which includes direct examination of witnesses, cross examination of witnesses and re-direct examination of witnesses.
   3) The appellant presents his or her rebuttal argument.
   4) The respondent presents his or her re-direct argument.
   5) Questions are taken from the court only to the appellant and respondent.
   6) Adjournment of the hearing.
   7) Deliberations of the court.
   8) The chair of the Appeals Court may notify the appellant orally at the conclusion of the hearing or he or she may defer notice for two days. However, a written statement of sanctions imposed must be given to the appellant within three days.

e. When the appellant is not present, the chair of the Judicial Commission presides and controls the hearing by making all rulings concerning practice and procedure during the hearing. The Appeals Court has the power to adopt certain rules for the hearings by majority. However, these rules may not be in conflict with the general rules of the court. If the appellant is not present or not represented by the student advocate, it must be confirmed that the appellant was duly notified of the hearing. If it is decided that notice was given, the hearing follows this procedure:
   1) The respondent (Dean of Students or attorney general) reads the statement of charges.
   2) The respondent presents witnesses and evidence to support the claim.
   3) The respondent makes a closing statement.
   4) The court is adjourned and the members of the appeals court determine if there was a violation of the code by the appellant and the appropriate sanctions.
   5) The chair of the appeals court may notify the appellant orally at the conclusion of the hearing, or he or she may defer notice for two days. However, a written statement of sanctions imposed must be given to the appellant within three days.
f. During the hearing, a request for a recess may be made at any time by the appellant, respondent, student advocate or any member of the appeals court. The chair grants the request for this break and no
proceedings shall continue for more than one hour without a recess unless both the appellant and respondent agree upon the absence of a recess.

g. The members of the appeals court will meet after the hearing is adjourned in closed session to determine the sanctions and/or guilt of the appellant. For all rulings made in the Appeals Court, a majority is necessary.

E. Optional Court of First Instance

1. Purposes and Duties
   a. Upon the request of any student accused of an infraction of the code, the Dean of Students, in consultation with the Judicial Commission, may accept jurisdiction in lieu of the Judicial Court, subject to appeal through the procedure outlined in Article VIII, Section D3.
   b. In such cases the Dean of Students will report all sanctions to the Judicial Commission.

F. Traffic Commission

1. Purposes and Duties
   a. Traffic Commission is established to regulate traffic, including in and around the Wofford College community and has the right to designate the use of each parking area. It also has the power to establish fines and other penalties for the various infractions.
   b. The Traffic Commission shall meet every two weeks or as needed.
   c. Any person issued a traffic citation by Wofford College Campus Safety may write a letter to the Chair of the Judicial Commission in order to appeal the citation within 10 days of the issuance.

2. Composition
   a. Two student members of the Judicial Commission appointed by the chair of the Judicial Commission
   b. Two administrators appointed by the President of the College: the Director of the Physical Plant and the Chief Financial Officer or his/her designee.
   c. Two faculty members elected by the faculty
   d. Two commissioners and at least one administrator and one faculty member must be present to conduct a proceeding.

G. Courts for Greek Letter Organizations

1. The Greek courts exist for the purpose of trying violations of the Code where one of their respective member organizations is being charged with such a violation.
2. The composition of these courts shall be governed by the bylaws of these organizations.
3. These courts shall have the power to subpoena members of the Wofford Community when necessary to carry out their judicial processes.
4. Cases shall arise in these courts with the consultation of the advisers to these Greek governing bodies, as well as the Dean of Students.
5. The rulings of these courts shall be reported to the Chair of the Judicial Commission within 48 hours of reaching a final verdict.
6. Appeals of cases arising under the original jurisdiction of these courts shall also be governed by the bylaws of these organizations.
7. The Greek courts shall have the authority to recommend charges against individual members of the organizations to the Judicial Commission, to be brought before the appropriate court, so as not to exclude individuals from charges for which an organization of which they are a member is also being charged in the same incident.
8. In all cases arising, the Greek courts’ original jurisdiction shall not be usurped by the other courts within the Wofford College Judicial System, so as not to either cause problems of jurisdiction or allow organizations to be held in double jeopardy.

H. The Office of the Attorney General/Student Advocate

1. Selection
   The attorney generals/student advocates shall be appointed by the Judicial Commission and shall be a full-time student at Wofford College. The Judicial Commission may appoint more than one attorney general/student advocate.

2. Purposes and Duties: Attorney General
   a. To notify students charged with violations of the Code of Student Rights and Responsibilities, acts of
the assembly and other regulations of Wofford College as to the time of the hearing, the charges, the student’s procedural rights and the procedures by which the hearing will be conducted.

b. To attend to the procurement of the prosecution in the judicial proceedings of the Administrative Court, the Judicial Court and the Appeals Court. In all cases of original jurisdiction, the attorney general shall normally be the prosecutor. If the attorney general cannot serve because of academic or personal commitments, the Dean of Students may serve in this capacity.

c. To serve in an advisory capacity when called by the Judicial Commission.

d. To present charges against students to the Judicial Commission for decision on original jurisdiction.

e. To assist students requesting representation in the judicial proceedings of the Administrative Court, the Judicial Court or the Appeals Court. If the student advocate cannot serve because of academic or personal commitments, the Dean of Students may serve in this capacity at the students’ request. The student advocate may not prosecute a case.

f. To protect the procedural rights of students charged with violations of the Code of Student Rights and Responsibilities. To serve as an adviser to the Judicial Commission when called.

g. To attend meetings of the Judicial Commission when requested.

h. To represent any students charged with violations at their request. Representation is not mandatory. Students reserve the right to request their own representative or represent themselves.
   1. The Student Advocates may not hold a position on the Honor Council or serve as a Judicial Commissioner.
   2. The Student Advocates shall be trained in Judicial and Administrative Court procedures and must be familiar with the code.

I. Office of the Clerk of Court

1. Selection
   The Clerk of Court shall be an elected member of the Judicial Commission.

2. Purposes and Duties
   a. To keep records of sanctions imposed by all courts of Wofford College.
   b. To ensure sanctions levied by the Judicial Commission, Judicial Court, Administrative Court or Appeals Court are completed in the specified amount of time.
   c. To report failures to complete sanctions levied against individuals to the Chair of the Judicial Commission or the Chair of the Administrative Court and the Dean of Students.
   d. To assist the Judicial Commission with the drafting and serving of court documentation.
   e. To record minutes at all meetings of the Judicial Commission and be responsible for the audio recording of court hearings.

IX. Administrative Authority

In any case of extreme disruptive emergency, the President of the college, or acting president, has full authority to preserve or restore order and protect Wofford College — even by expulsion when necessary. Such emergency actions may be appealed to the Appeals Court after order has been restored.

In situations covered by special policies of Wofford College, such as those exemplified by appended statements on alcohol and drugs, the president, deans or an administrative committee may assume jurisdiction, hear cases and impose sanctions according to procedures set forth in such policy statements.

X. Amending Procedure

The power to amend this code rests with the Board of Trustees of Wofford College. Any member of the Wofford College community may propose amendments. Before submission to the Board of Trustees, all proposed amendments must be considered by the Assembly members and the administration. Any amendment concerning the judicial system must be brought to the attention of the Judicial Commission before any official proceedings are initiated.
Constitution of the Wofford College Campus Union

Approved May 13, 1980

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

Article I. The Judicial System

Section 1.
The judicial system shall be organized according to the provisions of the Code of Student Rights and Responsibilities.

Section 2.
Election of Judicial Commissioners

a. The election of the five Judicial Commissioners shall be held one week prior to the election of assembly members.

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

Section 3.
Attorney General

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

Article II. The Campus Union Assembly

Section 1.
The government of the student body of Wofford College shall be vested in a Campus Union Assembly.

Section 2.
Composition of the Assembly

a. The officers of the student body

b. Six students from each class, elected by their respective classes

c. Eight students elected by the student body at large

d. Chairmen of standing committees, not elected to the assembly under the above provisions and one representative each from the Judicial Commission and Honor Council (elected by their own bodies) shall be non-voting members of the assembly.

Section 3.
Election of Assembly Members

a. Any student enrolled and present at Wofford College, who has not previously been impeached, been recalled or asked to resign from the assembly or is neither a current elected member of the Judicial Commission nor an appointed member of the Honor Council, shall be eligible for election to the assembly.

b. Representatives of the rising sophomore, junior and senior classes shall be chosen at an election held during the fifth week of the spring semester. They shall serve on the assembly for a term of one year.

c. Representatives of the incoming freshman class shall be chosen at an election to be held during the third week of the fall semester. The delegates elected shall serve until the next Campus Union Assembly election in the following spring semester.

d. Those candidates receiving the highest number of votes in each category shall be elected. In the event of a
tie vote, a runoff election shall be held on the school day following the general election.
e. Any vacancy in the assembly occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared. If a vacancy occurs after the mid-semester grading period, then the president, upon unanimous consent shall be endowed with the power to appoint a member of the student body to fill this position for the rest of the term.

Section 4.
Oath of Office
All assembly members shall take and subscribe to the following oath, to be administered by the chair of the Judicial Commission:

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

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

Section 6.
Standing Rules of Business
a. The parliamentarian authority shall be the current edition of Robert's Rules of Order and apply to all business of the Assembly, except where it differs from the Constitution of the Wofford College Campus
b. A quorum of the Assembly of the Campus Union shall consist of two-thirds of the elected Campus Union Officers and Assembly Members.

c. The Assembly may debate in executive session if two-thirds of the Assembly concurs. All results of the executive session will be made public.

d. Any proposals, especially those proposing amendments to the Code of Student Rights and Responsibilities which are to be presented to the Wofford College Board of Trustees must be submitted in writing to the Campus Union Assembly at its regularly scheduled meeting prior to the Trustee’s Board Meeting at which it is discussed.

e. All bills and resolutions must be presented to the Secretary of the Campus Union in writing by the Assembly member offering the bill or resolution. All bills and resolutions should be submitted by 5 p.m. on the Friday prior to the next regularly scheduled meeting of the assembly or at the discretion of the Secretary.

f. An agenda must be presented to the members of the Assembly at least eight hours prior to the scheduled meeting. Any business not stated on the agenda shall be deferred until the following meeting.

g. The minutes of all Assembly meetings shall include announcements of the President in full, bills and resolutions, a record of all votes and a brief statement concerning each petition, memorial or paper presented to the Assembly.

Section 7.

Attendance Policy

a. Members of the Campus Union Assembly who have missed three or more unexcused Campus Union Assembly meetings will automatically be removed from their seat upon a case review by the Elections and Nominations Committee and be ineligible for reelection to the General Assembly or Officer Position.

b. An accumulation of three tardies and/or early departures will constitute one absence, as deemed excusable by item e.

c. Members of the Campus Union Assembly who miss five or more excused Campus Union Assembly meetings will automatically be removed from their seat upon a case review by the Elections and Nominations Committee and ineligible for reelection to the General Assembly or Officer Position.

d. A written excuse concerning the nature of the absence, tardy or early departure must be submitted to the Secretary of the Campus Union by 5 p.m. on the Friday prior to the missed meeting, or it will be counted as unexcused. The excuse may be mailed through the campus post office or forwarded electronically. The excuse must contain the delegate’s name, date and the nature of the absence. Last minute emergencies will be excused with a phone call or email to the Secretary, if made prior to the meeting.

e. Absences merit excuse if they are for academic, official college business, religious, medical or other emergency that the Secretary deems appropriate.

f. Absences, tardies and early departure incurred in one semester will carry over into the following semester.

g. All Assembly members shall receive notice of attendance status from the Secretary during the week immediately following Spring Break, during the second week of the fall semester and during the week of the end of the fall mid-semester grading period.

h. Roll will be taken at all functions that are deemed mandatory by the Campus Union Assembly’s majority vote.

Section 8.

General Fund Allocation Policy

a. To obtain money from the Campus Union, the Financial Affairs Chair should receive written notification of the request to receive an allocation of money at least three weeks prior to the date the money is needed.

b. A proposal shall be presented to the Financial Affairs Committee at its next regularly scheduled meeting. The proposal must include the specific amount of money requested, the reason for the request and the date the money is needed. The Financial Affairs Committee will vote on whether or not to approve the proposal.

c. If the proposal is passed through the Financial Affairs Committee, the chair will then make a recommendation before the entire Campus Union Assembly that the allocation of the said money be approved. Pending a majority vote by the Assembly, the requested money will be allocated accordingly.

d. The Financial Affairs Committee and the Campus Union Assembly shall consider each proposal to allocate money from its General Fund individually. The Assembly shall determine the amount of money to be allocated on the basis of its current financial position and the remaining guidelines below, with consideration given to the recommendation of the Financial Affairs Committee.
e. Money from the General Fund that is budgeted for proposals shall be allocated only for items or activities that provide a direct or indirect benefit to members of the Wofford College community including chartered organizations of Wofford College.

f. In order that allocations be made as the occasion arises, the Campus Union Treasurer, without Assembly approval, may disburse up to, but no more than $50 at any one time, providing that the Assembly is informed of the allocation and that the allocation complies with the above items d. and e.

g. The Campus Union Financial Affairs Committee must be notified of all attempts to withdraw money from the General Fund so that they may be approved or denied by the committee.

h. The Campus Union Financial Affairs Committee shall seek the advice of the Dean of Students about any questionable General Fund allocation procedure.

Article III. The Officers of the Campus Union

Section 1.
The officers of the Campus Union shall be president, vice president, secretary and treasurer.

Section 2.
Election of Officers

a. Any student enrolled and present at Wofford College who has not previously been impeached, recalled or asked to resign from the assembly or an office thereof, shall be eligible for election to an office of the Campus Union.

b. Officers shall be chosen at an election to be held during the third week of the spring semester. They shall serve for a term of one year.

c. Election shall be by majority vote. In the event that no candidate receives a majority of the votes cast, a runoff election shall be held on the school day following the general election between the two candidates receiving the highest number of votes.

d. Any vacancy in an office occurring before the end of the mid-semester grading period of the fall shall be filled by a special election to be held within two weeks of the assembly meeting at which the vacancy is declared.

e. A student who is not presently serving any sanctions imposed by a judicial body is said to be in good standing with Wofford College.

Section 3.
Oath of Office
All officers shall take and subscribe to the following oath to be administered by the chair of the Judicial Commission:

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

Section 4.
Duties of the Officers

a. The President of the Campus Union shall be the presiding officer of the assembly, shall be an ex officio member of all committees of the Campus Union, shall make appointments to ad hoc committees and shall represent the student body at meetings of the Board of Trustees and of the Student Life Committee of the Board of Trustees.

b. The Vice President of the Campus Union shall assume the duties of the president in the event of his or her absence or incapacity, shall be an ex officio member of all committees of the assembly, shall meet with the president and shall represent the student body at meetings of the Student Life Committee of the Board of Trustees.

c. The Secretary of the Campus Union shall keep the minutes of all assembly meetings, shall publish and maintain a record of the acts and resolutions of the assembly and shall represent the student body at meetings of the Education Committee of the Board of Trustees.

d. The Treasurer of the Campus Union shall audit and maintain the budgetary records of the assembly, shall make monthly financial reports to the assembly and shall represent the student body at meetings of the Finance Committee of the Board of Trustees.
Article IV. Impeachment and Recall

Section 1.
Impeachment
Any Officer or Assembly member may be impeached upon petition by eight Assembly members. Evidence of incompetence, corruption or gross neglect of duty in the work of the Assembly, or of its committees, shall constitute grounds for impeachment. The Assembly shall have the sole power to try impeachments and the chair of the Judicial Commission shall preside at the proceedings. Conviction shall require the concurrence of three-fourths of those present and voting. Any person so convicted shall be removed from office and may not be a candidate for election to the Assembly or to an office of the Campus Union.

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

Section 2.
Recall
Upon petition to recall an officer, other assembly member or judicial commissioner by at least one-tenth of the members of the constituency from which the official was elected, the question of recall shall be referred to that constituency. Any person so recalled by the constituency shall be removed from office and may not be a candidate for election to the assembly, to an office of the assembly or to the Judicial Commission.

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

Article VI. Ratification and Amendment

Section 1.
The constitution shall go into effect upon approval by the Board of Trustees and ratification by a majority of those voting in a student body referendum. When ratified and approved, it shall supersede all former constitutions of the student body.

Section 2.
Amendments to this constitution may be proposed by the Assembly with the concurrence of two-thirds of those present and voting. Any amendments so proposed shall go into effect upon approval by the Board of Trustees and ratification by a majority of those voting in a student body referendum, provided that the amendment has been published in the Wofford College newspaper at least once. In addition, it must either be distributed to all students by way of campus mail or by way of a public mass email prior to the referendum.
Bylaws of the Wofford College Campus Union
Enacted April 22, 1971

Article I. Basic Structure

Section 1. Committee Definitions

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

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

The attendance policy for each Campus Union Committee will be set by the individual committee at the beginning of the term by a majority vote of the committee and must be approved by the Executive Committee. Any member of a Campus Union committee who violates the terms of the Campus Union Committee’s attendance policy will be automatically removed from his or her seat on the committee upon a case review by the Campus Union Assembly. They also will be automatically removed from his or her seat on the assembly upon a case review by the Elections and Nominations Committee and be declared ineligible for reelection to the General Assembly. If they are elected members of the Campus Union Assembly, they also will be automatically removed from his or her seat on the assembly upon a case review by the Elections and Nominations committee and be declared ineligible for reelection to the General Assembly or Officer Position. It will be up to the committee chair’s discretion as to what constitutes a missed meeting.

All standing and ad hoc committees are directly answerable to the Assembly and ad hoc committees are answerable to the Executive Committee. Any committee action is subject to the approval of the Assembly by a simple majority. Periodic reports of activities and plans must be presented to the Assembly. The Assembly may call for a report from a committee at any time.

Budgeting for all committees shall be handled by the Financial Affairs Committee of the Assembly.

Section 2. Chaplain

The Assembly shall elect a Chaplain from the voting membership to provide devotions at the beginning of each Assembly meeting.

Section 3. Parliamentarian

The Assembly shall elect a Parliamentarian to serve the same term as the members of the Assembly. This shall be a nonvoting position.

Section 4. Historian

The Assembly shall elect a Historian to give historical remarks at the beginning of each Assembly meeting.

Article II. Committees

Section 1. Elections and Nominations Committee

A. Duties

1. This committee shall be responsible for setting and publicizing dates for all elections, responsible for the mechanics and actual conduct of elections, responsible for counting all ballots, responsible for publicly posting the names of those persons elected, responsible for informing the candidates running for a particular office of the final vote count corresponding to that office and responsible for all other post-election matters including run-off elections.

2. This committee shall nominate persons to serve in various committee capacities, shall nominate persons to serve on the various faculty and administrative committees and also shall nominate a delegation to the South Carolina Student Legislature.

3. This committee shall appoint student body members of standing, college and other committees in the second week of the academic year. Assembly members will turn over at the end of their delegate term.

4. The committee chair appointees will be appointed to their respective committees within two weeks of Campus Union assembly elections. They will serve on the committee until the end of the academic year and then assume the position of chair.

5. All nominations made by the committee are subject to approval by the Assembly.
6. This committee may recommend removal of a committee chair, subject to the approval of the Assembly.
7. The Attorney General shall be appointed by the Judicial Commission and subject to approval by the Assembly.
8. The Vice President shall report all proceedings of this committee to the Assembly.
9. Elections for Senior Class Officers shall be held in conjunction with Campus Union delegate elections in the spring semester.

B. Membership
1. Chairman: President of the Campus Union
2. Vice President of the Campus Union
3. Secretary of the Campus Union
4. Treasurer of the Campus Union
5. One sophomore, one junior and one senior assembly member nominated and elected by the assembly as a whole.

The size of this committee is not flexible and must be as specified above.

Section 2. Executive Committee

A. Duties
1. This committee shall provide a forum whereby the needs of the Campus Union Assembly may be examined in detail and where such actions as may be necessary can be undertaken.
2. This committee shall have the power to provide an accessible forum where legislation pertinent to the constitution, bylaws and rules of the Campus Union Assembly may be discussed and reviewed in detail.

B. Membership
1. The chair of this committee shall be the Vice President of the Campus Union.
2. Membership shall consist of all chairmen of the standing committees as appointed by the Elections and Nominations Committee.
3. Ad hoc committee chairmen will be considered members of this committee and their attendance is expected.
4. The Executive Committee shall meet regularly at a time specified by the committee or the chair.
5. The attendance records of the Executive Committee members will be used as a basis for the Elections and Nominations Committee’s appointments the following year.

Section 3. The Wofford Activities Council

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

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

A. Duties
   1. This committee shall work through all available media and a person designated by the Director of Communications of Wofford College in order to insure that proper news coverage be given to both organizational and individual activities. This committee shall maintain good public relations between the Wofford College community and the local community.
   2. This committee shall collect, coordinate and report all dates of events sponsored by any group of the Wofford campus and also all dates of interest to members of the Wofford College community of events in the Spartanburg area.
   3. This committee shall coordinate the activities of the Presidential Advisory Council. The Presidential Advisory Council meets monthly with the President of the College to discuss campus issues.
   4. This committee shall organize presidential dinners in conjunction with food service.
   5. This committee shall publicize vacancies of The Campus Union Assembly and dates of elections to fill those vacancies.

B. Membership
   1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process will take place prior to appointment by the Elections and Nominations Committee.
   2. Assembly members shall be appointed to the Campus Relations Committee by the Elections and Nominations Committee.

Section 5. The Facility Affairs Committee

A. Duties
   1. This committee shall act as an agency responsible for hearing and expressing student grievances and suggestions in areas such as food services, physical plant, campus development and maintenance services.
   2. It shall work specifically with the Vice President for Business to resolve problems which may arise under its jurisdiction.

B. Membership
   1. The chair shall be appointed by the Elections and Nominations Committee. A co-chair will be selected by the Facility Affairs Committee. Suggestions for this position may be made by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process shall take place prior to appointment by the Elections and Nominations Committee.
   2. Assembly members shall be appointed to the Facility Affairs Committee by the Elections and Nominations Committee.
   3. This committee shall have the power to regulate its size and composition as it sees fit.

Section 6. The Financial Affairs Committee

A. Duties
   1. This committee shall compile and submit a proposed Campus Union budget each year for approval by the assembly and, then, to the College Budget Committee for its approval.
   2. Vouchers for Campus Union funds shall require the signature of the Treasurer or the President of the Campus Union and the Dean of Students.
   3. A standing committee must submit an itemized budget for approval from this committee. It shall then be brought before the Campus Union Assembly for approval.

B. Membership
   1. The Chair is the Treasurer of the Campus Union.
   2. Assembly members shall be appointed to the Financial Affairs Committee by the Elections and Nominations Committee.
   3. Two students not in the Assembly shall be nominated by the Elections and Nominations Committee.
   4. The Elections and Nominations Committee should be careful to select committee members who have interest in and knowledge of, organizational budgeting. The organization of this committee shall not be flexible and shall be as specified.
Section 7. Fun Funds

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

B. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process shall take place prior to appointment by the Elections and Nominations Committee.
2. An open application process will encourage the general student body to apply for committee positions.
3. Assembly members shall be appointed to the Fun Funds Committee by the Elections and Nominations Committee.
4. The committee shall have the power to regulate its size and composition, although the number of members shall be no more than 12.
5. Members should represent both the Greek and non-Greek communities.
6. The adviser from the Student Affairs Staff will be selected by the Dean of Students, the President of the Student Body and the Chair of the Fun Funds Committee with the consent of the Elections and Nominations Committee.

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

Section 8. The Wofford Athletics and Recreation Committee

A. Duties
1. This Committee shall promote and encourage greater attendance, spirit and support of all Wofford athletic programs.
2. This Committee shall work to make Wofford sporting events a routine part of the average student’s weekly schedule.
3. This Committee shall work to advise the other athletic support groups and departments on campus.
4. This Committee shall work to help integrate student athletes into other aspects of Wofford campus life.
5. This Committee shall work specifically with the Director of Campus Recreation and Intramurals to promote programs and services.

B. Membership
1. The chair shall be appointed by the Elections and Nominations Committee. Assembly membership is not a prerequisite for this position. A campus-wide application process shall take place prior to appointment by the Elections and Nominations Committee.
2. Assembly members shall be appointed to the Facility Affairs Committee by the Elections and Nominations Committee.
3. The committee shall have the power to regulate its size and composition.
Article III. Ad Hoc Committees

Section 1. Purpose of ad hoc committees
   1. The purpose of an ad hoc committee is to study a specific issue or administer a project that does not fall within the jurisdiction of any standing committee.
   2. By definition, ad hoc committees should serve for a limited period of time and then be dissolved.

Section 2. Creation of ad hoc committees
   1. The Campus Union Assembly may create ad hoc committees by majority vote.
   2. The President of the Campus Union shall appoint the chairmen and the members of the ad hoc committees.

Section 3. Terms of ad hoc committees
   1. The resolution creating an ad hoc committee must state the purpose and goals of the committee.
   2. The resolution must set a deadline, which shall not be more than a year in the future, for completion of the ad hoc committee’s work.
   3. The ad hoc committee may petition the assembly for an extension of its deadline; however, the committee must justify its request for an extension.
   4. The ad hoc committee must take periodic reports on its progress to the assembly and the assembly may dissolve the committee if it becomes inactive.
Selected Policies and Procedures

Statement on the Policies

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

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

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

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

Goals of the College (adopted by the faculty, 1995)

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

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

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

A. Skills, abilities or capabilities
   1. To read effectively
   2. To express themselves effectively orally and in writing
   3. To work with numerical data
   4. To use computers (for learning, organizing, investigating, problem solving and communicating)
   5. To think critically and creatively
   6. To be independent and continuing learners

B. Knowledge
   1. To be conversant with natural sciences, the humanities and the social sciences
   2. To know of the history of the civilization of the United States
   3. To have experience with other languages and cultures and to perceive other cultures as expressive ways of being human
   4. To have a critical appreciation of the arts
   5. To show competence in at least one field of study, either in the sciences, the humanities or the social sciences
C. Employment
   1. To be prepared for employment and/or advanced study (to get jobs or gain admission and to perform well)

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

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

Purpose of the College

Founded in 1854 and related to the United Methodist Church, Wofford College is a privately supported four-year liberal arts college.

The purpose of Wofford College is to function as a liberal arts institution of superior quality. Its chief concern is the development of an intellectual, spiritual and aesthetic atmosphere in which serious and inquiring minds of students and faculty alike will be challenged to a common search for truth and freedom, wherever that search may lead and in which each person may become aware of his or her own individual worthwhile aspiring to high standards of learning and morality.

In such an environment all members of the Wofford community should develop intellectual curiosity, independence of thought, maturity of judgment, self-discipline, religious faith and moral character so that they will be ever sensitive to the duties and responsibilities of good citizenship and render effective leadership and generous service to the communities in which they live.

This concept of liberal education is in harmony with the ideals of the United Methodist Church, to which Wofford College is related and should lead to a Christian philosophy of life among all who study and teach and work here.
Please recognize that the policies listed in this section are selected Wofford College policies. Other academic policies and regulations appear in the Catalogue. Members of the faculty and administration are eager to hear student responses to policies and programs. They are available to discuss these with students.

**Class Attendance Policies**

**General Policy Regarding Attendance**

In class meetings, students not only receive instruction from their professors, but also through discussion give reactions and listen to the reactions of fellow students. In such a teaching/learning process, both the student and the class suffer a loss when the student is absent from class. Thus, all students are expected to attend all classes and activities scheduled for courses in which they are registered for credit and they should understand that if they do not do so they must accept the academic consequences of that behavior.

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

A student who is absent from a final examination must request permission from the Provost to take such an examination at a later date; permission will be granted only in extenuating circumstances.

A student who is absent from classes of a given course too many times, particularly if he or she is performing poorly academically, should be warned by the faculty member and may be required to withdraw from the course under the following procedures:

1. Through the Provost, the professor sends the student a Class Attendance Warning. Since the Class Attendance Warning is official and provides documentation and because copies are sent to the student’s adviser and parents, as well as to the student, it is important that faculty use it to communicate the warning.

2. If the student fails to respond to that warning, or if the student fails to show satisfactory improvement in attendance and/or in academic performance, the professor sends to the Provost for approval, a Required Class Withdrawal notice for the student. Upon approval, the dean informs the professor, the student and other interested parties (including the student’s parents) of the required withdrawal. The student is assigned a grade of WP (withdraw pass) or WF (withdraw fail) as determined by the professor.

Absence from classes is sometimes a sign of more serious underlying problems. In order for Wofford College to determine whether a student is in trouble or needs assistance, faculty are asked to call or email the Dean of Students whenever a student has two consecutive absences in a class.

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

1. An official college event is (a) an athletic event approved by the faculty through its Committee on Athletics or (b) a non-athletic event approved by the Provost. The Faculty Athletics Committee will provide the faculty with copies of all athletic schedules as soon as such schedules are approved. The athletics department will provide the faculty with a roster of students who will participate in those events and indication of the class times they may miss as a result. As far in advance as possible, the Provost will notify the faculty of any non-athletic event approved and will name the students who will participate in the event.

2. Although Wofford College will identify, through the procedures outlined in the paragraph above, the events treated as official, it is the student’s responsibility to inform faculty members as soon as possible and no later than one week in advance of any tests or other required work they will
have to miss in order to participate in the event. The notices from the Athletic Department and/or the Dean of Students serve as confirmation of the information provided by students. Because students bear the responsibility for completing all academic requirements of their courses, it is important that they arrange their academic and extracurricular schedules in such a way as to minimize conflicts and that they make arrangements when conflicts do occur. Students should examine their academic, athletic and other extracurricular schedules at pre-registration and again prior to the start of each semester, in order to identify conflicts and discuss them with their professors in order to seek a suitable agreement. This responsibility is especially crucial in the case of laboratory exercises, the scheduling of which is absolutely fixed.

3. Students who unavoidably miss a test or other required work to participate in official events may expect their professors to arrange some non-punitive method of making up the work. Some laboratory exercises, however, cannot be replicated to be made up and when students must choose between attending such a laboratory or an official event, they must also accept the consequences of the decisions they make. They will not be punished for their decisions by either their professors or the persons to whom they are responsible in the official events, but they must recognize that absence from either the lab or the event may affect the evaluation of their performances or contributions. Clearly, it is important that students minimize conflicts between their curricular and extracurricular schedules and that they work out arrangements in advance for any unavoidable conflicts.

4. If students are remiss in their academic duties, then they may be penalized for work not performed. If students feel that they have been unfairly penalized for missing a test or other required work and that they have acted according to their responsibilities, they may present a plea to the Provost who, after conferring with the persons involved, will resolve the impasse. The Dean’s resolution will be binding on both parties.

Student absences resulting from personal emergency (such as a death in the family) are generally to be considered excused. Absences because of special events (such as the marriage of a sibling) or opportunities (such as an interview for a job or a scholarship) are likewise to be considered excused. Students should discuss the need for absences with their professors and work out arrangements for their work. In the case of an emergency, students should notify the Dean of Students, who then will inform the students’ professors. If necessary, the Dean of Students will help provide confirmation of personal emergencies and/or opportunities.

Students requesting an excuse because of illness must present to the faculty member a statement signed by the Director of Health Services or by one of the nurses in the Wellness Center recommending that they be excused. The following guidelines are used in issuing statements recommending that students be excused from class due to illness or injury:

1. A statement may be issued for students who have been ill at home or hospitalized off campus and who present to the Wellness Center office a written statement from a physician certifying the illness or hospitalization.

2. A statement may be issued when it has been verified that students are seen by one of the Wofford College physicians through an appointment made by the Wofford Wellness Center office.

3. A statement may be issued when it has been verified that students are seen by the nurse practitioner on campus. A statement may be issued if the student presents with symptoms that indicate a threat of transmission to other students (i.e., fever, GI distress, productive cough, positive bacterial and viral tests).
4. Students should not miss class for medical examinations and treatments, which can be scheduled during times they do not have class or lab. A statement will be issued if the nurse can verify that the procedure took place and that the schedule conflict was unavoidable.

5. When it is recommended that an absence be excused, the student must present the statement from the Wellness Center staff member to the professor to gain permission to make up the work missed. The professor should, in every case possible, assist the student in making up the work in some non-punitive way.

Both students and professors bear important responsibility in the maintenance and implementation of the policies outlined in this section.

Policy Regarding Classes and Attendance on Days of Bad Winter Weather

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

If an exception is made to this policy, local radio and television stations will be notified, and notice will be given via the Wofford Web site, Wofford Facebook page, and Wofford Emergency Alert System (Rave).

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

Disability Services

In accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Wofford College seeks to provide disabled students with reasonable accommodations needed to ensure equal access to the programs and activities of Wofford College.

Support for students with special needs is coordinated through Wofford College Wellness Center/Disability Services. A student with special needs must submit proper documentation to Wofford College. A staff member will then talk with the individual student to discuss recommended accommodations. Since arrangements for reasonable accommodations may require significant time for preparation, students who have been admitted to Wofford College and who wish to request special services should contact the Director of Health Services, as soon as possible after admission. Information will be sent or it may be found online at www.wofford.edu/healthservices/. Guidelines for acceptable documentation may also be obtained online or by requesting it from Disability Services.

All information pertaining to a student’s disability is confidential and will not be released without the written permission of the student. After a review of the documentation and a meeting with the student, an appropriate and supportive plan will be outlined for the student. Accommodations, determined on an individual basis, are designed to meet the student’s needs without fundamentally altering the nature of Wofford College’s instructional programs. Requests for exceptions to curriculum policies or other academic-related issues are referred to the Registrar of the College and/or the Provost.

Notice of Intent to Publish Certain Personally Identifiable Information

As required by the Family Educational Rights and Privacy Act of 1974, Wofford College hereby informs current students of its intent to respond to legitimate, third-party requests for the following information: (1) legal name(s) during periods of attendance; (2) date and place of birth; (3) dates of attendance and actual or projected date of graduation; (4) degrees awarded and honors received, including the dean’s list; and (5) participation in officially recognized activities and intercollegiate sports.
On its site on the World Wide Web, Wofford College publishes an abbreviated student directory that confirms current registration and provides a Spartanburg telephone number since it is accessible even when switchboard services are not available. This listing has proved to be valuable in personal emergency situations. Students who do not want their telephone number listed on the Web site should notify the Wofford College Webmaster by following the instructions posted on the site.

For official college publications and certain types of news media releases, directory information includes: (1) legal name; (2) campus address (residence hall and room number, campus post office box number, Spartanburg phone number and email address); (3) legal residence and the name of parent, spouse or legal guardian; and (4) photographs made by the staff of student publications, college staff or photographers under contract to Wofford College, including candid photography or videography of students involved in college-sponsored academic or extracurricular activities. Students who have questions or who wish to withhold permission to publish certain information should write the communications office or email woffordnews@wofford.edu.

Students will be asked specifically for permission prior to the release of most other personal information. Faculty and staff members have been duly cautioned that discussion of such information with third parties is prohibited. Professional photographers or videographers must have a permit and a Wofford staff escort to work inside posted campus buildings, including fraternity/sorority houses and residence halls. Students observing such photography in progress have the right to ask the unescorted photographer to leave the posted area. In any such case, they should immediately notify the Campus Safety office.
Wofford College Policy Statement on Beverage Alcohol and Drug Abuse
Adopted by the Board of Trustees May 15, 2012

Statement of Purpose

When we agreed to become members of the Wofford College community as students, faculty or staff, we joined a community of like-minded individuals who are devoted to learning and to the development of the whole person. We recognize that we come from families and communities of various backgrounds, moral concerns and social norms. As members of the Wofford community, each one of us is responsible for our behavior and for the well-being of others within our community, including our guest visitors to the community.

Part of being a responsible and caring member of the Wofford College community is to recognize that we are situated in a state and a community that has specific laws and ordinances prohibiting the sale, possession and consumption of alcohol and controlled substances. As responsible citizens, we will uphold these laws and assist local and state law enforcement agencies. These laws are in place because they serve an important role in protecting individuals and our community from the unwanted effects of the misuse of alcohol and other drugs.

In recognition of our affiliation with the United Methodist Church, members of the Wofford College community are encouraged to adhere to the social principles of the United Methodist Church that state:

We affirm our long-standing support of abstinence from alcohol as a faithful witness to God’s liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of alcohol and illegal drugs is a major factor in crime, disease, death and family dysfunction, we support educational programs encouraging abstinence from such use. (The Book of Discipline of the United Methodist Church, paragraph 66j)

Wofford College is a community in which adults are encouraged to make responsible decisions in their lives, including abstinence from or the careful use of alcohol. Our community does not condone members who make irresponsible choices, including violating the laws of the State of South Carolina, ordinances of the City of Spartanburg, or policies of Wofford College.

The purpose of the alcohol and drug policy at Wofford College is to encourage mature and responsible behavior among all members for the betterment of the entire community. It recognizes that punishment without education on how to change behavior is hollow and does not have the best interest of the individual or community at heart. It also recognizes that certain behaviors, by their nature, tear the very trust that holds our community together. Thus, sanctions should be more severe for those of us who threaten our own health and safety or that of others and for those among us who consume and/or distribute illegal drugs. Wofford College recognizes that some individuals who misuse alcohol and/or other drugs need assistance from professionals with more specialized training and greater resources than Wofford College can provide; therefore, the policy makes provisions for the removal of individuals from our college community.

Wofford College is not merely a place on the map. Wofford is alive and vibrant. It embodies and reflects the lives of the individuals who compose our community. To add or subtract any one person changes the character of our communal experience. The life of this college is ours. Because of this interdependency on one another, illegal and/or irresponsible consumption of alcohol and drugs by one of our guests affects us all. The following policies and provisions aim to keep at heart the best interest of both individual members and the Wofford Community at large.

Wofford College Policy Regarding Alcoholic Beverages

Students and guests 21 years or older may possess and consume alcoholic beverages only in designated areas of the campus. These areas are limited to porches, decks and the inside of fraternity houses, individual residence hall rooms (except in Marsh, Greene, Carlisle and designated dry residence areas) and other areas officially designated by Wofford College for special events. Alcohol may not be consumed in public areas of Wofford College unless areas are officially designated by Wofford College for special events. At no time are kegs or common containers of alcohol allowed on the campus.
Part 1 of the policy defines and describes individual use responsibility and part 2 of the policy defines and describes organizational responsibility and liability.

Definitions:
1. Alcoholic Beverage: any spirituous malt, vinous, fermented, brewed (whether lager or rice beer) or other liquors or any compound or mixture thereof, by whatever name called or known, that contains alcohol and is used as a beverage.

2. Common Container: any container (such as kegs, pony kegs, trashcans, punch bowls, etc.) in which a quantity of alcohol can be stored or mixed in order to be distributed to or consumed by more than one person as well as alcohol delivery devices (such as funnels, gelatin shots or ice luge) used for the rapid administration of alcohol in unknown quantities.

3. Event: party, concert or other social gathering attended by undergraduate students.

4. Public Areas/Places: All locations other than a student’s private room or apartment or fraternity houses including, but not limited to, common rooms, hallways, restrooms, balconies, courtyards, area between Greek houses, benches, classrooms, athletic facilities, campus grounds and sidewalks. The definition includes, but is not limited to, any public access outdoor areas, the Pavilion, the dining hall, hallways, lobbies, stairwells, bathrooms, lounges, front yards of fraternity houses, the middle of fraternity row, study areas, classrooms and the Glendale campus.

5. Sale of Alcohol: any transfer, trade exchange or barter in any manner by any means for consideration of alcohol (e.g. cover charges, mug/t-shirt sales, etc.)

6. Use of Alcoholic Beverages: includes possession, consumption, distribution, purchase, sale or transfer of alcoholic beverages.


8. Possession: is defined to include but not limited to:
   a. Individual possession: any alcohol, drugs or drug paraphernalia within immediate proximity of an individual person or that is being transported by or carried on an individual person.
   b. Residential possession: storage of any quantity of alcohol, drugs or drug paraphernalia not deemed individual possession will be attributed to the assigned residents of the residence hall room. In the event that no individual resident claims the alcohol, drugs or drug paraphernalia, the possession will be assigned to all residents assigned to the residence hall room.

9. Drinking Contests: Activities in which students consume alcoholic beverages in a risky manner such as beer pong, shot parties, pre-gaming.

10. Student’s record: A record of code of conduct violations for each Wofford College student is maintained by the Office of Student Affairs. This record is kept on file for 5 years after termination of a student’s enrollment or as required by law.

General Provisions Regarding the Consumption and Possession of Alcohol

1. The use of alcoholic beverages on campus or at college-sponsored functions is permitted only by those of legal age as specified in accordance with South Carolina law or the state law of the state in which the event is located. A list of applicable local, state and federal laws may be viewed online or in the Office of Student Affairs.

2. There shall be no alcoholic beverages or empty alcohol containers in Marsh, Greene and Carlisle Hall or other residence areas designated by Student Affairs as dry even if student residents or guests are 21 years of age.

3. Aiding and abetting in the sale or transfer of alcoholic beverages to any person under 21 years of age is prohibited.
4. Any individual consuming or possessing alcohol must have a valid picture identification card on his or her person proving that he or she is 21 years of age or older. Use of another individual’s identification or the possession of false identification is prohibited.

5. Under no circumstances will college-appropriated funds be used by individual students, student groups or student organizations for the purchase of beverage alcohol for student events.

6. Drinking contests or alcoholic delivery devices resulting in rapid consumption of alcohol are prohibited. No prizes or incentives may be awarded for consuming alcoholic beverages nor may alcoholic beverages be awarded as prizes or incentives.

Part 1: Individual Student

Violations of the General Provisions of Alcohol Policy and Associated Sanctions

Violations by individuals of the general provisions of the Alcohol Policy will be categorized in one of four ways as defined:

The Amnesty/Assistance Contract

Students are encouraged not only to look out for their own health and safety, but also for that of their peers. When a student’s health and/or safety is threatened or appears to be in jeopardy, immediate actions should be taken to prevent injury, illness or danger. The action might include calling a staff member in Wellness Center, Campus Safety, Student Affairs or the Residence Life offices to receive assistance in handling the emergency. Whatever the particular need or problem, it is important to respond in a responsible and timely manner.

Information obtained during the delivery of medical treatment will not be used to bring disciplinary action under the Alcohol Policy against that individual or individual(s) who assist the student in obtaining medical treatment, provided that the student has not violated any other (non-alcohol) college policy (such as hazing, injury to people and vandalism). The student will meet with a member of the Student Affairs and the Counseling staff, but the student will not receive a violation.

Category A Definition:

Violations of the General Provisions as stated above, including underage possession/consumption, aiding and abetting an underage person in the sale, purchase and/or possession of alcohol or possession of open containers in designated dry areas of the campus by any student.

Alcohol Education Option: Formal Written Warning

The Alcohol Education Option is available once to students with no prior alcohol or drug violations. Students must complete the Alcohol Education Option within 30 days of selecting the option. If a student fails to complete the requirements of the Alcohol Education Option, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College. Completion of the Alcohol Education Option will be noted in the student’s record maintained within the Student Affairs office and the charge against the student will be rescinded.

Requirements of the Alcohol Education Option:

1. Education: The student will be required to complete an educational workshop addressing the issue of alcohol use and abuse. This workshop is conducted by the staff in the Wellness Center Department.

2. Fine: A $50 fine must be paid to Wofford College which will be used to fund educational speakers, programs, services and supplies to address the challenge of alcohol or drug use and abuse.

A letter will be sent to the parent(s) or guardian(s) of the student notifying them of the election to complete the Alcohol Education Option in response to a charge of the student violating the general provisions of the Alcohol Policy.
Category A First Offense:
Students charged with a first offense Category A violation (underage possession/consumption, aiding and abetting an underage person in the sale, purchase and/or possession of alcohol or possession of open containers in designated dry areas of the campus by any student) will meet with a member of the Student Affairs staff to whom they may plead guilty and accept the sanctions below. Otherwise, they may request an Administrative Hearing to plead not guilty.

1. Education: The student will be referred to the Director of the Wofford College Wellness Center Department or an outside agency for the purposes of an individual assessment and treatment, if indicated, with any associated costs or fees incurred by the student.

2. Fine: A $100 fine must be paid to Wofford College within 30 days of the date of the conviction.

3. Community Restitution: The student will complete up to 10 hours of community restitution within 30 days of the sanction. These hours will be completed under the direction of the Judicial Commission’s Clerk of Court or a designee of the Dean of Students.

If the student pleads guilty to or is found guilty of a first offense Category A violation, the violation will be noted in the student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the violation. If the student fails to complete the sanctions, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College.

Category A Second Offense:
Students charged with a second offense Category A violation as defined above will appear in an Administrative Hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the following sanctions will be imposed as well as others it deems appropriate.

1. Education: The student will be required to complete the South Carolina’s Alcohol and Drug Safety Action Program (ADSAP) through the Spartanburg Alcohol and Drug Abuse Commission with all associated costs or fees incurred by the student.

2. Formal Warning: The student will be notified in writing that he/she will be suspended or expelled if found guilty of a third alcohol violation.

3. Fine: A $200 fine must be paid to Wofford College within 30 days of the date of the conviction.

4. Community Restitution: The student will complete up to 15 hours of community restitution within 30 days of the sanction. These hours will be completed under the direction of the Judicial Commission’s Clerk of Court or a designee of the Dean of Students.

If the student pleads guilty to or is found guilty of a second offense Category A violation, the violation will be noted in the student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the violation. If the student fails to complete the sanctions, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College.

Category A Third Offense:
Students charged with a third offense Category A violation will appear in an Administrative Hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the student will be suspended or expelled from Wofford College. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings and actions of the hearing. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford College will be notified that the student has been suspended or expelled. In the event of suspension, the report from the Administrative Hearing will confirm the length of the suspension and the Dean of Students will confirm any terms or conditions for readmission to Wofford College.
**Category B Definition:**
Violations include, but are not limited to, the following actions of an individual while under the influence of alcohol:

a. Causing harm to oneself, others or college property  
b. Engaging in physical violence or vandalism  
c. Showing disrespect to an employee of Wofford College  
d. Possessing a keg or common container

**Category B First Offense:**
Students charged with a first offense Category B violation will appear in an Administrative Hearing. If the student pleads guilty or is found guilty in the Administrative Hearing, then the following sanction will be imposed as well as others it deems appropriate.

1. Education: The student will be referred to the Director of Health Services or, if indicated, an outside agency for the purposes of an individual assessment and treatment with any associated costs or fees incurred by the student.
2. Fine: A $300 fine must be paid to Wofford College within 30 days of the conviction.
3. Formal Warning: The student shall be notified in writing that he/she will be suspended or expelled if found guilty of a second offense Category B violation.

If the student pleads guilty to or is found guilty of a first offense Category B violation, the violation will be noted in the student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the findings of the hearing. A Category B violation will count as two violations of the alcohol policy. If the student fails to complete the sanctions, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College.

**Category B Second Offense:**
Students charged with a second offense Category B violation will appear in an Administrative Hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the student will be suspended or expelled. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings of the hearing. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford College will be notified that the student has been suspended or expelled. In the event of suspension, the Administrative Hearing will confirm the length of the suspension and the Dean of Students will confirm any terms or conditions for readmission to Wofford College.

**Category C Definition:**
Violations include a student found producing, possessing and/or using a false identification.

**Category C First Offense:**
Students may plead guilty or request an Administrative Hearing. Students who plead guilty will be assigned the following sanction by the Dean of Students or staff designee. If the student pleads guilty or is found guilty at the Administrative Hearing, then the following sanctions will be imposed as well as any others it deems appropriate.

1. Education: The student will be referred to the Director of the Wofford College Wellness Center Department or an outside agency for the purposes of an individual assessment and treatment, if indicated, with any associated costs or fees incurred by the student.
2. Fine: A $200 fine must be paid to Wofford College within 30 days of the date of the conviction.
3. Community Restitution: The student will complete up to 15 hours of community restitution within 30 days of the sanction. These hours will be completed under the direction of the Judicial Commission’s Clerk of Court or a designee of the Dean of Students.

If the student pleads guilty to or is found guilty of a first offense Category C violation, the violation will be noted in the student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the violation.
A Category C violation will count as a violation of the alcohol policy. If the student fails to complete the sanction, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College.

**Category C Second Offense:**
Students charged with a second offense Category C violation will appear in an administrative hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the Administrative Hearing will impose sanctions as it deems fit. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings of the hearing. If the student fails to complete the sanctions for a second offense, Category C violation, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College.

**Part 2: Organizations**

**Provisions for the Possession and Consumption of Alcohol at Student Organizational and Community Events**
Wofford College encourages social activities for students and wants students to have a good time at social gatherings on or off campus.

Organizations and individuals given permission to host an event on or off campus at which alcohol will be present may be held responsible for the actions and well-being of their guests.

The definitions and requirements stated below are the minimum standard to be followed. Organizations and individuals governed by regulations from bodies such as the NCAA, national fraternities, national sororities and others may have additional regulations that must be met.

All social events, on or off campus, must be registered in the Office of Student Affairs. Registration forms are available in the Office of Student Affairs or can be downloaded from the Student Life website: www.wofford.edu/studentlife/. These forms must be completed and returned to the Dean of Students or her designee 4 days prior to the event.

**Definitions:**
1. Social Event: The term social events include, but are not limited to: band parties, hall parties, mixers, formals, theme parties or other activities including fund raisers featuring musical entertainment (i.e., step performances, disc jockeys).
2. Organizational or individual sponsorship is defined as an event to which:
   a. The organization or individual has invited students to attend by either verbal or written invitation.
   b. The organization or individual is associated with or has leased or owns the place where the event is being held.

**Requirements:**
Wofford College faculty, staff, students and organizations are expected to know the Wofford College Policy on Alcohol and Drug Abuse. To promote personal responsibility and self-governance, organizations and individuals that sponsor social events shall assume the responsibility of enforcing the following guidelines:

1. Wofford College expects any group of students formally or informally organized to conform to the laws of South Carolina. Students are expected to act responsibly and to obey Wofford College policies and to follow all appropriate local, state and federal laws.
2. Before hosting an event officers and social chairs of the organizations or sponsoring individuals must participate in a risk management program conducted by a member of the Student Affairs, Campus Safety and/or Wellness Center staff. Risk management training must be renewed each semester for social organizations.
3. Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of those who appear to be impaired.
4. The sponsoring organization or individuals shall designate at least two students to serve as monitors (referred to as sober party monitors or SPMs) for the event. The monitors must not consume alcoholic beverages before or during the event. The monitors are to ensure that the age of each attendee is checked
and some type of identification, such as wristbands, indicates individuals who are of legal age to possess and consume alcohol.

5. If alcohol is being consumed at a social event that is individually sponsored or under the aegis of a student organization, whether the event is held on or off campus, the members of the group and guests (who are at least 21 years old) must bring their own alcoholic beverages to the event (BYOB/BYOL) or the alcohol must be provided by a third-party vendor.

6. If a social event is to be held off campus, if it will be a BYOB, or if it will be a third-party vendor event, the sponsoring organization or individuals must provide transportation for all students and guests.

7. At every social event where alcohol is to be served, all attendees shall be required to have a valid picture identification card with birth date listed. Wofford College students are additionally required to have their Wofford College student identification card.

8. Events sponsored by organizations or individuals are closed to all but members and their invited guests.

9. Social events may not include any form of drinking contests in its activities or promotions. No alcoholic beverages may be awarded as prizes or incentives.

10. Organizations or individuals sponsoring an event may not distribute alcohol to attendees, including free alcoholic beverages. They may not use common containers or distribute alcohol that was brought to the event by a host, a member or a guest.

11. Organizations or sponsoring individuals are to provide non-salty food items and non-alcoholic beverages.

12. Organizations or sponsoring individuals shall hire security personnel to maintain order and to enforce all applicable laws and policies.

13. Advertisements, posters or invitations that are intended for public viewing may not mention or depict alcohol or use terms referring to alcohol, such as “beer” or “happy hour”.

14. Monitors should supervise the amount of alcohol consumed by individual attendees of the social event.

15. Campus Safety officers and staff members may visit social events periodically to check with the persons responsible for the event, primarily to offer assistance. If a violation of the law or college policy is observed, the officer will issue a violation and report the incident to the appropriate college official.

Sanctions for Part 2 Violations of the Provisions for the Use of Alcohol at Organizational and Community Events

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

1. Formal Written Warning
2. Monetary Fine
3. Educational Seminar
4. Community Restitution or Community Service
5. Creating and Hosting Dry Events
6. Loss of use of Wofford College facilities
7. Suspension of College Charter

The individual(s) or organizational leaders may sign and accept the sanctions and the deadline for completing them or they may request an Administrative hearing. If the organization or sponsoring individual is found in violation of the provisions of this policy, the Administrative Hearing can impose sanctions on the organization or individual, including but not limited to:

1. Formal Warning
2. Monetary Fine
3. Educational Seminar
4. Community Restitution or Community Service
5. Creating and Hosting Dry Events
6. Loss of use of Wofford College facilities
7. Suspension of College Charter

Wofford College reserves the right to suspend the activities of an organization or deny the ability of individuals to sponsor social events when said organization or sponsoring individual has been charged with a violation, pending the findings and resolution of the Administrative Hearing.
General Provisions Regarding the Possession and Distribution of Illegal Drugs

Possession, sale or use of narcotic, mind-altering or other illicit drugs except for one’s own prescription by a licensed physician is prohibited by Wofford College, local ordinances, state and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by Wofford College. The sharing or distribution of prescription drugs is prohibited by Wofford College.

Possession with the intent to sell or distribute illegal drugs will be determined in accordance with local, state and federal laws. A summary of the specific local, state and federal laws that define the intent to sell or distribute illegal drugs will be maintained in the Campus Safety office and a copy stored in the Student Affairs office. Wofford College will cooperate both on and off campus with all law enforcement agencies in the enforcement of such laws. Anyone who violates the drug policy subject to Wofford College’s sanctions in addition to criminal sanctions. At the same time, Wofford College will assist students who voluntarily submit themselves to college officials for counseling and help with the misuse of alcohol or drugs, as long as the students are not involved in the sale or distribution of drugs to others.

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

For those students who are members of NCAA sanctioned teams, the names of students with positive results of illegal drug testing conducted by Wofford College or the NCAA must be referred to Dean of Students for processing as a violation to this policy.

Sanctions

Students who fail to complete their sanctions will not be in good standing with Wofford College. A drug violation may result in the loss of financial aid or the loss of the ability to register for classes or for campus housing. All money collected from sanctioned fines will be used to fund speakers, programs, services and supplies to address the challenge of alcohol or drug use and abuse.

Possession of Illegal Drugs or Drug Paraphernalia:

First Offense:

Students charged with a first offense possession of illegal drugs or drug paraphernalia will appear in an Administrative Hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the following sanctions will be imposed as well as others it deems appropriate.

1. Education: The student will be referred to Wofford College Wellness Center or an outside agency for the purposes of an individual assessment and treatment if indicated with any associated costs or fees incurred by the student.
2. Fine: A $200 fine must be paid to Wofford College within 30 days of the date of the sanction.

If the student pleads guilty to or is found guilty by the Administrative hearing, the violation will be noted in the student’s record maintained in the Office of Student Affairs and a letter will be sent to the parent(s) or guardian(s) notifying them of the findings and actions of the hearing. If the student fails to complete the sanctions, the Wofford College Director of Financial Aid will be notified that the student is not in good standing with Wofford College.

Second Offense:

Students charged with a second offense possession of illegal drugs or drug paraphernalia will appear in an Administrative Hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the student will be suspended or expelled from Wofford College. The violation will be noted in the student’s record maintained in the Office of Student Affairs.

A letter will be sent notifying the parent(s) or guardian(s) of the findings and actions of the hearing. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford College will be notified that the student has been suspended or expelled. In the event of suspension, the Administrative Hearing will
confirm the length of the suspension and the Dean of Students will confirm any terms or conditions for readmission to Wofford College.

**Possession with Intent to Sell or Distribute**

Students charged with a possession with intent to sell or distribute illegal drugs will appear in an Administrative Hearing. Wofford College will notify the student’s parent(s) or guardian(s) of the pending charge and the hearing date by letter, email, fax or telephone call. If the student pleads guilty or is found guilty, the student will be expelled from Wofford College. The violation will be noted in the student’s record maintained in the Office of Student Affairs. A letter will be sent notifying the parent(s) or guardian(s) of the findings and actions of the hearing. The Dean of Students, the Registrar, the Director of Financial Aid and the Director of Residence Life at Wofford College will be notified that the student has been expelled.

**Federal Regulations on a drug-free workplace**

The Federal Drug Free Schools and Communities Acts Amendments of 1989 require all public and private institutions of higher education to develop, distribute and publicize a policy outlining the following:

1. Standards of conduct and sanctions
2. Health risks
3. Information on assistance and counseling
4. Educational programs
5. Legal sanctions regarding alcohol and drug use

The intention of the legislation is to address the problem of underage and irresponsible drinking and/or use of illicit drugs on college campuses.

**Health Risks of Alcohol and Drug Use and Abuse:**

**Alcohol**

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

Even low dosages of alcohol can significantly impair the judgment and coordination required to drive a car safely or perform other tasks in a safe manner. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses of alcohol may cause respiratory depression and death. If combined with other central nervous system depressants, such as some seizure medications, antihistamines and sleeping pills, lower doses of alcohol will produce the effects just described.

Long-term drinking of moderate to large quantities of alcohol can have significant effects on the body. The following are some of the serious physical consequences: heart disease and failure; liver disease including hepatitis and cirrhosis; gastrointestinal disorders; cancer of the lungs, pancreas, esophagus, stomach and mouth; high blood pressure; and malnutrition. Heavier users may also experience periods of amnesia, called blackouts. During these periods, the person functions, but later cannot remember what he or she has done during this time.

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

**Marijuana (Hashish)**

The effects of marijuana use depend upon the percentage of delta-9-tetrahydrocannabinol (THC) present, the method of ingestion and expectations of the user. Users may experience a reduction or impairment of short-term memory and comprehension, an altered sense of time, a rapid heart rate and a rising blood pressure. Heavy users may show slow and confused thinking, loss of energy, a lowered immune system, increased risk of lung cancer and discomfort caused by abdominal cramps and diarrhea. Other side effects of chronic use are chromosomal damage, decreased levels of the male sex hormone and brain damage. Marijuana is not known to be physically addictive, but individuals report continuous use leads to a reliance on the drug to deal with stress and discomfort. If marijuana or any other drug is used to avoid dealing with difficult situations, the problem has become severe.
Cocaine
The effects of cocaine use on the body include dilated pupils, constricted blood vessels and increases in blood pressure, heart rate, breathing and body temperature. When cocaine is snorted over a long period of time, the cumulative effect on blood vessels in the nose can cause the cells of its mucous membrane lining to die, resulting in ulceration of the tissue, difficulty of breathing and possible perforation of the septum (the wall dividing the two halves of the nose). Crack or freebase rock cocaine is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and/or death.

Hallucinogens
Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. Users may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Amphetamines
Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse and death. Heavy users are prone to irrational acts. Most prescriptions medications to treat attention deficit disorder, such as Ritalin or Adderall, are amphetamines. Misuse or abuse of these medications may result in serious (possibly fatal) heart and blood pressure problems. Amphetamine-type medications can be habit-forming. With prolonged use, drug dependence may occur and withdrawal symptoms may occur after stopping the drug.

Heroin
Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

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

Assistance, Education and Counseling for All Students:

Assistance to Others
Students are encouraged not only to look out for their own health and safety, but also for that of their peers. When a student’s health and/or safety is threatened or appears to be in jeopardy because of alcohol or drug use or abuse, immediate actions should be taken to prevent injury, illness or danger. The action might include calling a staff member in the Wellness Center, Campus Safety, Student Affairs or the Residence Life offices to receive assistance in handling the emergency. Whatever the particular need or problem, it is important to respond in a responsible and timely manner. There will be an automatic referral made for the student to see a staff member. Information obtained during the delivery of medical treatment will not be used to bring disciplinary action under the Alcohol Policy against that individual or individual(s) who assist the student in obtaining medical treatment, provided that the student has not violated any other (non-alcohol) college policy (such as hazing, injury to people and vandalism).

Education
Wofford College is committed to education and the sound development of mind, body and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority for Wofford College. Educational programs will be organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. All money collected from sanctioned fines for alcohol and drug violations will be applied toward educational programming. Information on responsible use, effective party planning, indications of abuse or addiction and resources for assistance are available through Wofford College Wellness Center. Examples of these programs include, but are not limited to:

1. Campus programming facilitated by members of the residence life staff
2. Wellness Class
3. Alcohol Awareness Programming as part of focus weeks
4. Community-wide educational programs
5. Training opportunities and workshops for officers and members of Greek-letter organizations and other chartered organizations
6. Substance-free social events in collaboration with the Director of Student Activities individual student organizations

Counseling

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

Wofford will not tolerate any conduct (verbal or physical) that constitutes harassment by any administrator, faculty member, staff member, vendor or student. Discriminatory harassment is defined as unwelcome behaviors or persistent inappropriate comments which questions, pesters and/or harasses others for information about an individual, and/or verbally or in a threatening manner bullies, torments, heckles or persecutes an individual in such a way as to create a disruption to the academic/campus community where:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, education or membership in a student organization.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment, academic decisions affecting the individual or membership in a student organization.
3. Such conduct has the effect of substantially interfering with an individual's professional or academic performance or of creating an intimidating, hostile, degrading employment or educational environment.

Harassment does not refer to behavior acceptable to or consented to by both parties or to the normal exchange of ideas within the academic environment, nor is it intended to discourage the introduction of unpopular or controversial relevant ideas in the classroom.

Each complaint will be investigated and the resulting action will be determined up to and including suspension and/or expulsion for students and discharge for faculty/staff consistent with current college policies and procedures. If a complainant knowingly and willfully makes a false accusation, he/she will be subject to appropriate disciplinary action.

Telephone Harassment

Use of the telephone to threaten, harass, intimidate or coerce another person is a violation of federal and state law and Wofford College policy and will not be tolerated. Telephone harassment is defined as an offense with the intent to harass, annoy, alarm, abuse, torment or embarrass by telephone. It is a communication that is obscene or threatening. Students placing such calls will be subject to criminal sanctions such as fines, imprisonment and to sanctions as listed in the Code of Student Rights and Responsibilities.

Reporting Telephone Harassment

Telephone harassment is a serious issue. If a student receives harassing phone calls and believe he/she is in immediate danger, that student should call Campus Safety at once at extension 4911 and contact the Dean of Students or the Director of Residence Life. They will begin proceedings to attempt to determine the identity of the harasser. Investigations will be conducted by college Campus Safety officers and by local law enforcement officers.
Wofford College Sexual Misconduct Policy

IMPORTANT INFORMATION FOR STUDENTS WHO MAY BE VICTIMS OF SEXUAL MISCONDUCT:
If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct prohibited under this policy, you are strongly encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week, from the Student Affairs staff member on call. Call Campus Safety at 864-597-4911 so they can contact the staff member.

For additional information about seeking medical assistance and emotional support, as well as important contact information, contact a member of the Wellness Center staff at 864-597-4370 or wallaceed@wofford.edu.

Introduction

Wofford College believes that all members of the college community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college will not tolerate sexual misconduct. When an allegation of sexual misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Wofford College strongly urges all members of the campus community to play a part in discouraging, responding to, and preventing the types of misconduct prohibited by this policy. Wofford College encourages the community to speak up when an incident occurs and to report misconduct. Any individual who feels s/he has been subjected to prohibited conduct under this policy is encouraged to seek assistance and resolution. Wofford College's complaint procedures provide a variety of ways by which an individual may proceed in cases of unlawful discrimination, harassment (including stalking), sexual misconduct, or retaliation, so that each person may choose an avenue appropriate to his/her particular situation, whether that be informal or formal resolution internally through the college, or external criminal or civil processes.

As a recipient of federal funds, Wofford College complies with Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and the Department of Education’s (Department) implementing regulations that prohibit discrimination on the basis of sex in federally assisted education programs and activities: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial aid..." In addition, the Supreme Court, Congress, and federal executive departments and agencies, including the Department, have recognized that sexual harassment can constitute discrimination prohibited by Title IX.

Sexual misconduct, as defined in this policy, is a form of sexual discrimination prohibited by Title IX. Sexual misconduct and sexual harassment are all forms of misconduct and are referred to generally as “sexual misconduct” in this policy.

General Statement

Any act of sexual misconduct as defined under this policy constitutes a violation of college policy and the Code of Student Rights and Responsibilities. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex. The college is committed to fostering a campus environment that both promotes and expedites prompt reporting of sexual misconduct and timely and fair adjudication of sexual misconduct cases. Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the college community. The college's procedures are designed to protect the rights, needs, and privacy of the person making a complaint to the college, as well as the rights of students accused of sexual misconduct.
Anyone wishing to make a complaint of sexual misconduct by a Wofford College student should contact the Title IX Coordinator or a Deputy Coordinator.

A faculty or staff member with knowledge about a known or suspected incident of sexual misconduct must report the incident to Title IX Coordinator or the Office of the Dean of Student Services. No employee (with the exception of Campus Safety) is authorized to investigate or resolve student complaints without the involvement of the Title IX Coordinator.

Allegations of sexual misconduct made by a student against a college employee should be reported to the Title IX Coordinator. Such allegations will be reviewed, investigated and resolved by the Title IX Coordinator.

In addition to violating college policy, sexual misconduct might also constitute criminal activity. **Students are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers.** Students may inform law enforcement authorities about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint or a formal college complaint. Students who make a formal criminal complaint may simultaneously pursue a formal college complaint.

Assistance in reporting any form of sexual misconduct to the proper law enforcement authorities is available to any student upon request from Campus Safety, the Title IX Coordinator or a Deputy Coordinator, and the Office of Student Affairs.

This policy addresses matters of sexual misconduct involving only students enrolled at Wofford College. Students with concerns of alleged incidents of sexual misconduct involving a non-Wofford College student are encouraged to contact the Office of the Dean of Students for guidance on how to proceed.

**Jurisdiction**

This policy applies to any allegation of sexual misconduct against a Wofford College student, regardless of where the alleged sexual misconduct occurred. A Wofford College student is any student registered or enrolled at Wofford College (a) at the time of the alleged sexual misconduct and (b) at the time the complaint is made. Although there is no geographical limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the college may be more difficult to investigate. For this reason, victims of sexual misconduct away from Wofford College’s campus are especially encouraged to notify local authorities to assist in the investigation.

**Period of Limitation**

The college encourages individuals to file complaints as soon as possible. However, there is no period of limitations provided that the accused is a college student, as defined above. A complaint of sexual misconduct may be filed at any time while the accused is enrolled as a student at Wofford College, regardless of the length of time between the alleged misconduct and the decision to file the complaint.

1. **Prohibited Conduct**

   A. **Sexual Misconduct:**

       Sexual Misconduct is defined as any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Effective consent is defined in this Policy. Sexual misconduct includes, but is not limited to:

       - Attempted or completed Non-Consensual Sexual Intercourse: Any sexual intercourse (anal, oral or vaginal), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective consent. This act is commonly referred to as rape.

       - Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact).
• Attempted or completed Non-Consensual Sexual Contact: Any sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective consent. These acts are commonly referred to as sexual assault.

• Sexual touching includes any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

• Sexual Exploitation: When any individual takes non-consensual, unjust or abusive sexual advantage of another, for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Sexual exploitation encompasses a wide range of behaviors which include but are not limited to the examples below:

  o Inducing incapacitation with the intent to rape or sexually assault another student;
  o Non-consensual electronic recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person;
  o Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
  o Engaging in Peeping Tommery (voyeurism);
  o Knowingly transmitting an STI/STD or HIV to another student;
  o Prostituting another student (i.e. personally gaining money, privilege, or power from the sexual activities of another student)
  o Indecent Exposure and/or Illicit Sexual Activity: Indecent exposure and illicit sexual activity are prohibited.

• Relationship Violence: Relationship violence (also known as Intimate Partner Violence IPV, dating or domestic violence) is a pattern of physically, sexually and/or emotionally abusive behaviors, used by one individual to maintain power over or control a partner in the context of an intimate or family relationship.

B. Sexual Harassment:

Sexual harassment is any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Behavior can constitute sexual harassment in the following circumstances:

(1) Submission or consent to the behavior is reasonably believed to carry consequences for or be an implicit or explicit term or condition of the student's education, employment, on-campus living environment, or participation in a college activity. Examples of this type of sexual harassment include:

  (a) Pressuring a student to engage in sexual behavior for some educational or employment benefit, or
  (b) Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the student.

(2) The behavior is severe or pervasive and has the purpose or effect of substantially interfering with the student's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a college activity. Examples of this type of sexual harassment can include:

  (a) Persistent unwelcome efforts to develop a romantic or sexual relationship;
  (b) Unwelcome sexual advances or requests for sexual favors;
  (c) Unwelcome commentary about an individual's body or sexual activities;
  (d) Repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
  (e) Verbal abuse of a sexual nature.
Comments or communications may be verbal, written, or electronic. Behavior does not need to be directed at or to a specific student in order to constitute sexual harassment, but may consist of generalized unwelcome and inappropriate comments based on sex or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, subjective and objective factors, including the context in which the alleged incidents occurred.

A single instance of sexual misconduct is sufficiently severe to create a hostile environment.

C. Sexual Intimidation:

- Stalking: Occurs when a person willfully on more than one occasion follows or is in the presence of another person without legal purpose and with the intent to cause death or bodily injury or with the intent to cause emotional distress by placing that person in reasonable fear of death or bodily injury. If committed with the intent to cause reasonable fear of death or bodily injury, the following examples may constitute stalking:
  - Unwanted and/or threatening mail, phone calls, email, etc.
  - Persistent physical approaches and/or requests for dates, meetings, etc.
  - Following a person or coincidentally showing up at places a person frequents
  - Waiting outside a person's residence, school, or place of employment
  - Vandalism/destruction of a person's personal property
  - Breaking into a person's car or residence
  - Questioning, nagging, pestering and/or harassing others for information about a person of interest

- Cyber-stalking: Occurs when a person uses electronic mail or electronic communication to convey any words or language threatening to inflict bodily harm to any person, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person; to communicate to another repeatedly, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass. If committed with the intent and for the purpose of abusing, annoying, threatening, terrifying, harassing or embarrassing, the following examples MAY constitute cyber-stalking:
  - Unwanted/unsolicited e-mail
  - Unwanted/unsolicited talk request in chat rooms
  - Disturbing messages on on-line bulletin boards
  - Unsolicited communications about a person, their family, friends, acquaintances, and co-workers
  - Identity theft (using someone's social security number to obtain credit cards fraudulently in their name)
  - Sending/posting disturbing messages with another user name

**Terminology**

Consent:

Effective consent is informed, freely and actively given, in mutually understandable words or actions, by each participant who indicates a willingness to participate in mutually agreed upon sexual activity.

In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, that is, the person who wants to engage in the specific sexual activity, to make sure he/she has consent from his/her partner(s). Relying solely upon non-verbal communication can lead to miscommunication. It is important not to make assumptions. If confusion or ambiguity on the issue of consent arises anytime during the sexual interaction, the initiator should stop and verbally clarify the other individual’s willingness to continue.
Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same act, in the same way, at the same time, with each other.

Consent which is obtained through the use of fraud or force, whether that force is physical force, threats, intimidation, or coercion, is ineffective consent. Intimidation or coercion is determined by reference to the reasonable perception of a person found in the same or similar circumstances.

Consent may not be inferred from silence, passivity or lack of active resistance alone.

Consent may never be given by minors, mentally disabled persons, or physically incapacitated persons.

Silence, previous sexual relationships, and/or a current relationship with the respondent (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire, or inferred from the buying of dinner, the giving of or exchange of any gifts, or the spending of money on a date.

Consent to one type of sexual act may not, in itself, be taken to imply consent to another type of sexual act.

Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.

Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly; upon clear communication, all sexual activity must cease.

One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another who one knows, or should reasonably have known, is incapacitated as a result of alcohol or other drugs. The use of alcohol or other drugs can have unintended consequences. Alcohol or other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and effectively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol or drugs on another’s ability to give consent. Being intoxicated or high (intentionally or unintentionally) does not diminish one’s responsibility to obtain consent and is never an excuse for sexual misconduct.

Incapacitation means being in a state where a person lacks the mental or physical capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation or its potential consequences.

A student who deliberately drugs or supplies another with alcohol for the purpose of rendering that person incapacitated or sexually submissive/passive commits a violation of the sexual misconduct policy.

**Electronic communication** is any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, transmitted in whole or part by a wire radio, computer, electromagnetic, photoelectric, or photo-optical system.

**Electronic mail** is the transmission of information or communication by the use of the Internet, a computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

**Amnesty**

Wofford College considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The college does not condone underage drinking. However, the college will extend amnesty from sanctioning in the case of illegal alcohol use to victims and to those reporting incidents and/or assisting the victims of sexual misconduct. Amnesty means that, depending on the nature of the victim's or the reporting student's violation, it will still be dealt with by the college, through education or counseling, if possible (refer to the Amnesty Policy).

**Confidentiality**

Students who desire that details of an incident be kept confidential, should speak with a counselor in the Wellness Center, the College Chaplain or off-campus rape crisis resources who can maintain confidentiality. Resident Assistants, Resident Directors, faculty, staff members and coaches are obligated to report all incidents of sexual
misconduct to the Title IX Coordinator. All college employees, even the above individuals, must report incidents statistically to comply with federal requirements. This reporting does not require specific names and without names, no detailed investigation can follow.

The college will treat inquiries and complaints about prohibited discrimination, harassment, sexual misconduct, or retaliation confidentially to the extent possible, in accordance with the complaint procedures referenced herein. In some circumstances, the college may be required to act on information it has received even if the person providing the information chooses not to pursue a complaint.

In compliance with applicable laws and regulations, the college will take precautions to preserve protect the confidentiality of both the complainant and the accused. However, students should understand that under conditions of imminent harm to the community, the college is required by federal law to inform the community of the occurrence for the protection of all members of the community. In addition, the college cannot control confidentiality violations by other students who may be involved as witnesses in the judicial hearing.

If the complainant does not wish to pursue a hearing and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the college to investigate and take reasonable action in response to the complaint. The college’s Title IX Coordinator will inform the complainant, however, that the college's ability to respond in such a case may be limited. In such cases, Title IX requires the college to evaluate the complainant’s request(s) that the complaint not be adjudicated or remain confidential in the context of the college’s commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the complainant’s request(s) against the following factors the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same accused student; and the accused student's right to receive information about the allegations if the information is maintained by the college as an "education record" under FERPA, the federal law that protects the privacy of students’ education records.

The college’s Title IX Coordinator will inform the complainant if the college cannot ensure confidentiality. Even if the college cannot take disciplinary action against the accused student because of the request for confidentiality or the request to not pursue an investigation, the college will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence. For instance, the college may issue a "no-contact" order or take other appropriate interim measures to assure student safety even in the absence of a formal proceeding.

If, prior to a hearing, the accused student elects to acknowledge his or her actions and take responsibility for the alleged sexual misconduct, the fact finding hearing may be canceled and an informal resolution process will be initiated to determine sanctions. If the determination regarding sanctions cannot be finalized through the informal resolution process, a hearing will be convened for the exclusive purpose of determining a sanction.

**Informal Resolutions**
A complainant who wishes to file a complaint of sexual misconduct with the college but who does not wish to pursue a judicial hearing, as explained, may request a less formal proceeding, referred to as the informal resolution process. Informal resolution may not be an appropriate process for all complaints of sexual misconduct. Information about the informal resolution process can be obtained by contacting the college’s Title IX Coordinator.

**Judicial Hearings**
At Wofford College, a process has been established to address complaints of sexual misconduct when the accused is a Wofford College Student. Wofford College has created a Sexual Misconduct Hearing Board composed of college staff trained to handle cases of sexual misconduct. All board members receive annual training on hearing practices, including sensitivity training. The board consists of administrators designated as college hearing officers, who constitute a pool of judicial panelists. In each case, the Dean of Students will select a three member panel of individuals from the Hearing Board.

Prior to the hearing, the complainant has the right to receive notification and assistance from the college’s Title IX Coordinator or a Deputy Coordinator regarding interim actions, including assistance in changing academic and living situations after an alleged incident of sexual misconduct. In addition, no-contact orders also may be issued to prevent any contact, whether in person or indirectly, between the accused student, acquaintances, witnesses, and/or the complaining party.
Both the complainant and the accused student may be advised by the Dean of Students or other trained advisers for a Sexual Misconduct Hearing. The complainant and accused may represent themselves at the hearing and may also be assisted at the hearing by a support person who can be either a Wofford College student or a faculty or staff member. This support person cannot speak at the hearing or make any arguments on behalf of the complainant or accused. In addition, both the complainant and the accused have the right to have a student advocate represent them at the hearing, and this student advocate may speak at the hearing, make statements, and question witnesses on behalf of the complainant/accused. As this is not a legal proceeding, legal counsel may not participate or be present in the hearing. Such legal counsel may, however, be available to provide private counsel and advice outside of the hearing. A complainant or accused who is represented by counsel may periodically request a recess in order to consult with his or her legal counsel outside of the hearing room.

The hearing will be conducted in an inquisitorial manner. In other words, the hearing panel may ask questions of witnesses and develop evidence through witness testimony. The hearing officers will distribute in advance a list of witnesses the board wishes to call. In addition, the complainant and accused student (or their student advocate) may call their own witnesses. The complainant and the accused student may submit written statements to the hearing panel in advance of the hearing and may also testify themselves.

**Procedure of Sexual Misconduct Hearings**

1. **Persons Present.** During the Sexual Misconduct Hearing Board, only the complainant, the accused, their respective support persons, their respective student advocates, the Dean of Students or her designee, and the members of the Hearing Board shall be present. Witnesses other than the complainant, the accused and their support person may remain in the room only while giving their statements and answering questions, unless the Chair of the Hearing Board and other involved parties agree otherwise.

2. **Rules of Procedure and Evidence.** The Chair of the Hearing shall make all determinations with regard to procedure and evidence. The Chair has the discretion to determine whether, and under what circumstances, the accused may physically confront the complainant; if deemed necessary and/or appropriate, the hearing may proceed such that the two are separated or participate from separate locations. The Chair may adopt such rules of procedure, if any, the Chair deems appropriate. The Chair may allow any evidence that the Chair determines to be competent, material, and relevant to the matter under consideration.

3. **Recording.** The Chair shall arrange for the proceedings to be recorded and shall arrange for the recording to be available to either party upon request until after all appeal options are exhausted.

4. **Statements.** The complainant and accused (or their student advocate) may make opening statements at the beginning of the hearing and closing statements at the end of the hearing. The complainant shall have the right to make the first statement and shall have the right to make a rebuttal closing statement. Members of the hearing board may pose questions in order to clarify these statements.

5. **Presentation of Evidence.** First, any report of the Title IX Investigators is provided to the Hearing Board. Second, the complainant shall have the right to present any witnesses, documents and other evidence. Third, the accused shall have the right to present any witnesses, documents and other evidence.

6. **Decision.** The Chair, after careful consideration of the evidence and advisement from the other Board members, will provide to both parties the Chair’s decision including the (a) conclusions as to the alleged offenses or any lesser offenses that can also be considered by the Hearing Board, (b) sanctions, if any, imposed against the accused.

7. **Sanctions.** If the Board finds the accused in violation of any charge of sexual misconduct or any other violation of the *Code of Student Rights and Responsibilities*, the Board may impose any sanction that it deems appropriate. Possible sanctions are listed on pages 31, 32 and 33 of the 2013-2014 Student Handbook.

8. **Appeals.** Either the complainant or the accused may appeal the decision of the board by notifying the Dean of Students or her designee of his or her intent to appeal within 24-hours after the receipt of the written decision. A written statement outlining the grounds for the appeal shall accompany notification of appeal.

Wofford College will make every reasonable effort to protect the privacy of the individuals involved in consultations, informal complaints, and hearings, insofar as it is feasible, considering Wofford’s duty to investigate the complaint and take appropriate action.
**Interim Suspensions or Other Interim Actions**

For alleged violations of this policy, interim actions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated housing and/or campus facilities, and limitation of privileges to engage in specified college activities may be imposed by the Dean of Students or her designee in consultation with the Title IX Coordinator or Deputy Coordinator.

Such interim actions are to be implemented only when there is reason to believe that the conduct of the accused student poses a substantial threat of harm to the complainant or others, threatens or endangers college property, or disrupts the stability and continuance of normal college operations and functions.

**Appeals**

Student complainants and accused students may file a written appeal of the decisions of the Sexual Misconduct Hearing Board with the Dean of Students within twenty-four (24) hours from receipt of the Hearing Board’s written decision.

The student(s) must type a letter addressed to the President of the College and submit it to the Dean of Students by the time and date specified in the report of the hearing.

Students can email the original letter of appeal to the Dean of Students or they can submit a paper copy. The letter of appeal should be typed and the following information must be included:

1. Student(s) name and cell phone number
2. Charge/Violation:
3. The specific grounds on which the President should change, amend or dismiss the decisions of the Hearing Board. The grounds for an appeal include:
   a. Sufficiency of the evidence to support the decision;
   b. Appropriateness of the sanction;
   c. Germane new evidence not available at the time of the hearing that could significantly impact the outcome; and/or
   d. Procedural errors that significantly impact the outcome.
4. Student’s signature or name and date should be on the letter or email

The Dean of Students will present the appeal letter and the case file to the President of the College for a final resolution. The President will contact the student(s) via email with his decision.

**Due Process Rights at Sexual Misconduct Hearings**

A student who is charged with violating the Sexual Misconduct Policy is guaranteed the following procedural safeguards online as listed in the *Wofford College Student Handbook*.

1. The student must be informed in writing of any charge or charges at least 72 hours before the case is heard. This formal statement of charges must state the nature, time, and place of the violation charges.
2. The student must be informed orally or in writing of the procedural rights set forth in these numbered paragraphs.
3. The student has the right to be represented by a student advocate or any other full-time student representative of his or her choice.
4. The student has the option of being excused from any tests or examinations for a period of 48 hours after charges are presented, for a period of 48 hours prior to the scheduled hearing, and for a period of 48 hours after the scheduled hearing.
5. The student has the right at hearing to call witnesses to testify on his or her behalf.
6. The student has the right to confront his or her complainant and to cross-examine any witness.
7. The student has the right to remain silent, and such silence does not constitute evidence of guilt.
8. The hearing board shall exclude the following evidence:
   a. Confessions obtained by coercion or deceit.
   b. Objects or documents obtained as the result of illegal searches.
9. Records of prior criminal, social, or academic infractions may be considered by the judicial system only after the verdict of guilty has been reached, when appropriate sanctions are being determined.

10. The student and his or her student advocate are required to exchange lists of witnesses, discovery of evidence, and retention of statements for use in the hearing proceeding with the Dean of Students no later than 24 hours prior to the hearing.

11. The burden of proof rests on the complainant, and the complainant must prove his/her case by the “preponderance of the evidence” standard.

In addition, a student charged with a sexual misconduct violation is guaranteed the following procedural safeguards:

1. The right to be treated with respect by college officials without regard to race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other category protected by applicable state or federal law.

2. The right to be informed of and have access to campus resources for medical, counseling, and advisory services.

3. The right to have the hearing postponed for good cause (request for postponement must be made no less than 24-hours prior to the scheduled time of the hearing and must be made in writing to the Dean of Students).

4. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.

5. The right to appeal the decision of the Sexual Misconduct Hearing Board to the President of the College.

6. The right to be informed of the names of all witnesses who will be called to give testimony, within 24 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).

7. The right to petition that any member of the Sexual Misconduct Hearing Board be removed on the basis of bias.

8. The right to have the college request the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.

9. The right to a support person of his/her choice from the faculty, administration, or student body. The accused may hire an attorney for advice and support. However the accused does not have the right to have an attorney or parents/guardians present during any interviews or during any hearing.

10. The right to an outcome based solely on evidence presented during the hearing. Such evidence shall be credible, relevant, based in fact, and without prejudice.

11. The right to have case information held in confidence by college Sexual Misconduct Hearing Board members.

12. The right to written notice of the outcome and sanction of the hearing.

Who To Contact:

TITLE IX COORDINATOR
The Title IX Coordinator is responsible for monitoring and overseeing overall implementation of Title IX compliance at Wofford College including coordinating training, education, communications, and administration of grievance procedures for faculty, staff, students, and other members of the college community, as well as visitors to the campus.

TITLE IX COORDINATOR
Carole Lister
Director of Human Resources
Snyder House
Wofford College
Spartanburg, South Carolina 29303
Telephone: 864-597-4230
Email: listercb@wofford.edu

TITLE IX ASSISTANT COORDINATOR
Matthew Hammett, Title IX Assistant Coordinator for Students
Assistant Director of Residence Life
Office #15 Campus Life Building
*Notwithstanding the noted designations and roles, the Title IX Coordinator and Assistant Coordinator will have the flexibility to address complaints of unlawful discrimination in the most appropriate, fair and effective manner to see that any such misconduct is stopped and prevented from recurring. Anyone may bring a concern or complaint directly to the Title IX Coordinator if the situation is outside the designated areas of the Assistant Coordinators or if, for whatever reason, the person prefers to contact the Title IX Coordinator directly.

**TITLE IX INVESTIGATORS**
Dr. Boyce Lawton, Vice President of Academic Administration and Planning  
Mr. Brand Stille, Vice President of Enrollment  
Mr. Jason Womick, Vice President of Technology

The Title IX Coordinator and Investigators can

- Provide information about procedures and options to staff, faculty, and students who feel they are being discriminated against or harassed because of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran's status, or genetic information.
- Provide information about procedures and options to staff, faculty, and students who feel they have experienced sexual misconduct.
- Provide information about procedures and options to staff and faculty who are accused of discrimination, harassment, or sexual misconduct. Students accused of these policy violations get help.
- Provide information about procedures and options to those who feel they are the object of retaliation for lodging a complaint, and to those who have been accused of retaliation.

**Who to Contact (Students)**
If you are a student who believes you have been subjected to 1) sexual harassment by a member of the college faculty or staff; or 2) any other form of gender discrimination under Title IX, you may report such conduct or file a formal complaint with the Title IX Coordinator. Such complaints are covered under the College Discrimination policy and procedures.

Students who have an inquiry or complaint against a Wofford student for sexual discrimination, harassment (including stalking), sexual misconduct or retaliation, should contact the Title IX Assistant Coordinator who will facilitate the handling of the complaint consistent with Wofford procedures. The Title IX Assistant Coordinator is responsible for Title IX compliance for matters involving students, and administration of the grievance procedures for complaints against Wofford students.

Students are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. The chances of successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers. Students may obtain information about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint or a formal college complaint. Students who make a formal criminal complaint may simultaneously pursue a formal college complaint.

Assistance in reporting any form of sexual misconduct to the proper law enforcement authorities is available to any student upon request from the Dean of Students, the Associate Dean of Students, the Assistant Dean of Students any staff member in the Wellness Center or the College Chaplain.

Matthew Hammett, Title IX Assistant Coordinator for Students  
Residence Life Office  
Office #15  
Campus Life Building  
Wofford College  
Spartanburg, South Carolina 29303-3663
Who to Contact (For Faculty and Staff)
If you are an employee who believes you have been subjected to discrimination under Title IX, including sexual harassment or sexual misconduct (including sexual assault), or who wishes to file a complaint under Title IX you may do so with Carole Lister, the Director of Human Resources. She will facilitate the handling of the complaint consistent with college procedures. Such complaints are covered under the College’s Discrimination policy and procedures.
Carole Lister, Title IX Coordinator
Director of Human Resources
Snyder House
Wofford College
Spartanburg, South Carolina 29303-3663
Telephone: 864/597-4230
Email: listercb@wofford.edu

Who to Contact (Athletic)
Anyone having an inquiry or complaint against a student-athlete, coach, or athletics administrator, or a visiting student athlete, coach, other visiting athletics personnel, or visiting spectator for sexual discrimination, harassment, misconduct (including sexual assault) or retaliation, may contact any of the resources available to students and employees as listed above.

Retaliation
Retaliation against a complainant, respondent or witnesses involved in a complaint under Title IX is prohibited at Wofford College and is a separate violation of policy.

The malicious reporting of a false complaint of discrimination, harassment, sexual misconduct, or retaliation is also a violation of this policy. Retaliatory action or malicious reporting will be regarded as a basis for a separate complaint under this policy and the referenced procedures.

Federal Timely Warning Reporting Obligations
Students who report incidents of sexual misconduct should also be aware that college administrators may issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that the reporter's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

College Statement Concerning Discrimination and/or Harassment
Wofford College prohibits discrimination in employment, admission of students, and administration of its education programs or activities on the basis of, among other things, sex or disability. Any student, employee, or applicant for admission or employment may initiate a complaint for sex discrimination, which is prohibited by Title IX of the Education Amendments of 1972, as amended.

Applicability
This policy applies to all Wofford College students, faculty, staff, and volunteers as well as all visitors to the campus (including vendors, contractors, visiting athletes, alumni, parents and guests of students.)
Who Enforces Title IX?

The United States Department of Education’s Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at www.ed.gov/about/offices/list/ocr/index.html

In addition to contacting the complaint resources specified in this policy, any person may contact the Regional Civil Rights Director:

Roosevelt Freeman, Regional Manager  
Office for Civil Rights  
U.S. Department of Health and Human Services  
Sam Nunn Atlanta Federal Center, Suite 16T70  
61 Forsyth Street, S.W.  
Atlanta, GA 30303-8909  
Voice Phone 800-368-1019  
FAX 404-562-7881  
TDD 800-537-7697  
Email: OCR@ed.gov  
Web: http://www.ed.gov/ocr

What to do if You Have Been Sexually Assaulted

1. Find a friend. Friends can be supportive and help you focus your thoughts.
2. Contact a college official who can offer professional assistance. Individuals are encouraged to contact a member of the Student Affairs staff, the campus minister, a Campus Safety officer, or a member of the Wellness Center staff. Other officials who may be contacted include any faculty member, coach, athletic trainer, Campus Safety officer or any member of the President’s staff.
3. Get medical attention. A physical examination will help to assure that any injuries will be identified and treated. An exam also will ensure that sexually transmitted disease testing will be provided with follow-up. Throughout this procedure, important evidence is preserved in the event of legal proceedings. Individuals should not bathe, shower, douche or change clothes before she/he has been examined by a professional health care provider.
4. Report the assault. It is a victim’s decision to report an attack. There are several ways to take action, including criminal prosecution and/or prosecution through the Wofford College judicial system. An outline of these proceedings is located in the Code of Student Rights and Responsibilities. If you do not feel comfortable reporting the assault directly, consider using the Silent Witness form on the Campus Safety website to make a completely anonymous report.
5. Seek counseling. Support through a trained counselor can help individuals work through the trauma of the sexual assault. Counseling is available by contacting a Wellness Center staff member.

Campus Resources

Student Affairs...............................................................864-597-4040 or 864-597-4044  
Wellness Center...........................................................864-597-4370 or 864-597-4371  
Campus Ministry Center..............................................864-597-4050 or 864-597-4051  
Campus Safety...............................................................864-597-4911  
Counselor. ........................................................................864-597-4373

Community Resources

EMS .........................................................................................911  
SAFE Homes - Rape Crisis Coalition ..................................864-585-9569  
Mental Health Center......................................................864-585-0366  
Mary Black Memorial Hospital.........................................864-573-3000  
Spartanburg Regional Medical Center ..............................864-560-6000
**Campus Safety**

**Emergency Response and Evacuation Testing**
The college conducts at least one response and or evacuation drill per year. Such drills may include but are not limited to shelter in place drills, mass evacuation exercises, severe weather and table top exercises with college and local responders. Campus Safety will coordinate these exercises and drills and maintains records of each to include the time and date of the exercise, number of participants, an evaluation of the drill or exercise and whether or not the exercise or drill was announced. When possible, Campus Safety will invite evaluators from other agencies or departments to evaluate the effectiveness of the activity. Campus Safety will record the event on the Campus Safety website.

The college conducts two fire drills each semester (one of which is at night) for residence halls and one per semester for most educational buildings. Students are taught evacuation routes and procedures as part of hall meetings with resident assistants, in class as part of most administrative announcements from professors and as part of scheduled evacuation drills. Officers conduct at least one fire drill per year for administrative buildings on campus. Records of the drills are maintained at the Campus Safety Office and published as part of the Annual Fire Safety Report. The college conducts tornado and or other drills such as evacuation drills each semester. Records are maintained at the Campus Safety Office and Campus Safety website (http://wwwwofford.edu/campusSafety/). The college will exercise and test its mass notification system (email, text and outdoor siren system) at least once per year. Results of these tests will be maintained at the Campus Safety office. Evacuation and other drills may either be announced or unannounced but will always be scheduled events. As many notification alert methods as possible are used and exercised during drills and exercises. For instance, siren activation is combined as often as possible in conjunction with evacuation drills.

The college’s Emergency Preparedness Plan is written by the campus Emergency Preparedness Committee and specifies the roles and responsibility of primary campus offices and employees during emergencies. Business continuity of operations, fire and life safety procedures and contingency planning procedures are included in the plan.

Wofford College Campus Safety Officers have received training in the Incident Command System which allows the campus officers to work with responding agencies during emergencies. Wofford College Campus Safety officers are normally the first responders on the scene during on-campus emergencies. Spartanburg Public Safety, Spartanburg Fire Department, Spartanburg EMS and Spartanburg County Sheriff’s Office deputies would also respond. State and federal agencies could also respond, depending on the size of incident. The college also works with Spartanburg County Office of Emergency Management and the office of the Fire Marshal when conducting emergency planning operations.

**Facilities**
The Campus Safety Department submits to the Physical Plant (via email, phone or in writing) a work list to fix outdoor lighting, inoperable exit doors and other items that may affect the safety of students and employees.

**Identification Key Cards**
Every student taking a course for credit must have an ID card. The ID card, issued to the holder, is the property of Wofford College. This card is the student’s means of identification in connection with food service, library privileges, athletic events and facilities, student health services, the bookstore, the Business Office and any other college functions to which students may be entitled. Photographs for the ID-Key Access Card are taken during new student orientation and the first week of each academic term. The ID card must be carried at all times and must be presented and/or surrendered upon the request of authorized Wofford College personnel (Campus Safety officers, any member of the administrative staff). The status of a non-Wofford College person will be assumed for any person (including any student) who refuses to present or surrender Wofford-issued or other official identifications to authorized college personnel. Such persons will be escorted from the campus. In case of violation of legal statutes, such violations will be remanded to the civil authorities. If a student’s relationship to Wofford College is terminated, the card must be returned immediately to the Student Affairs Office. If an ID card is lost, a replacement card can be made for a $10 fee in the Campus Safety Department during regular business hours Monday-Friday 8:30 a.m.-5 p.m. Since the ID-Key card controls access to the residence halls, it is important to report a lost or stolen card immediately. Students may file a lost or stolen ID card any time, 24 hours a day, by contacting the Campus Safety Department.
Lost and Found
Students may contact the Campus Safety office (864-597-4350), Student Affairs office (864-597-4040) or the switchboard (864-597-4000), when trying to locate lost items.

Motor Vehicles
1. Vehicle Registration
All students and all employees who regularly or occasionally drive, operate or control, park, let stand or otherwise use or maintain a motor vehicle at Wofford College are required to register the vehicle with the Campus Safety department. Students and employees will be issued parking decals which must be affixed to their vehicle on the left back (driver’s side) window. There is no cost to the student or employee to register vehicle for the academic year. However, failure to register a vehicle will result in a fine of $20 per day. Students and employees must register their vehicles within 48 hours of their arrival at which time they will be given a complete listing of Wofford College’s motor vehicle and parking regulations. These regulations are in effect throughout the year. Failure to comply with the regulations may result in ticketing or towing of the vehicle at the owner’s expense. Wofford students are responsible for informing their guests of these regulations.

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

2. Handicapped Parking
State-issued or Wofford College-issued handicapped permits are required to park in the campus handicap spaces. Wofford College handicap permits are available to students, faculty and staff of Wofford College and are only valid on the property of Wofford College. Parking in handicap spaces on city streets and other locations requires a hang tag or handicap license tag issued by the S.C. Highway Department. Handicapped permits are available at no charge from the Director of Health Services.

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

Vehicle Theft Protection
Wofford College assumes no responsibility for the care or protection of any vehicle or its contents while operated or parked on campus. Valuables, if not removed, should be secure in the trunk of the vehicle. Thefts of or damage to a vehicle should be reported immediately to the Campus Safety Department at 864-597-4911.
Residence Life

Resident Student Classification

1. All single students, except those commuting daily from their homes or homes of relatives (i.e., grandparents, aunts or uncles) are required to live in college housing and to take their meals through Wofford College dining services.

Wofford College, upon application, may grant exceptions in the following cases:

a. A student who is in active military service or who is a veteran of two years of military service

b. A student who is regularly employed 35 hours or more each week and whose schedule would make living in college housing or taking meals in the Wofford College dining hall impractical

c. A student who cannot live in college housing due to health concerns must provide documentation from a certified physician or practicing psychologist and be approved by the Wofford College physician

Students who may qualify for an exception should contact the Office of Residence Life for an application.

2. Students must be enrolled in 9 or more hours to reside in on-campus housing. Exceptions may be granted by the Dean of Students or her designee upon application and justification.

Wofford does not provide married-student housing. Housing fees are the same in all residence halls for double occupancy rooms. The majority of rooms are designed for occupancy by two students, but a few single rooms are available. Single occupancy rooms are assigned by the Director of Residence Life; there is an additional $550 fee per semester for students living in single rooms.

Residence Hall Assignments

Each spring, Wofford College holds a lottery for residence hall rooms and apartments. Students are eligible to participate if they pay a nonrefundable $500 room reservation fee by March 15. The order of the lottery is first-year students, seniors, sophomores and juniors: 90 or more hours = senior; 60 or more hours = junior; and 30 or more hours = sophomore. Students may contact the Director of Residence Life for a complete list of the rules and regulations of the lottery. First-year and transfer students are assigned rooms in Greene, Marsh and Carlisle Halls.

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

Residence Life Staff

Resident Directors

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

Resident Assistants

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

Resident directors and resident assistants are assigned specific areas of responsibility in the residence halls in which they reside. In addition, they maintain a schedule for duty to ensure that both a resident director and a resident assistant are on campus in the evenings and weekends when the offices are closed. One resident assistant per residence hall area is on duty beginning at 5 p.m. and ending at 8 a.m. the following morning. The switchboard has a roster of resident assistants and can assist students needing to locate the resident assistant on duty in their area. Additionally, resident assistant duty schedules are posted throughout each residence hall.

Note: After the switchboard closes, students should call Campus Safety for assistance.

1. Resident Directors and Resident Assistants are available as resources and mediators for students.
2. Resident Directors and Resident Assistants share with all other residents the responsibility of protecting the rights and privileges of Wofford students against the infractions of regulations by others.
3. Resident Directors and Resident Assistants help maintain orderly living conditions.
4. Resident Directors and Resident Assistants help create a campus community by providing educational and social programs for students.
5. Resident Directors and Resident Assistants are responsible for reporting infractions to the Dean of Students and Director of Residence Life.
6. Resident Directors and Resident Assistants work with the Director of Residence Life in checking students into their rooms at the beginning of the fall semester and for checking them out of their rooms at the end of the spring semester. They may also assist the Director of Residence Life with health and safety inspections.

Individual Student Responsibility

Students should expect to live in residence halls that are sanitary and conducive to study and that provide an environment where rights of privacy are respected. If these rights are not observed, students should not hesitate to contact violators personally, with the help of a resident assistant and, if necessary, report the problem to the Director of Residence Life. Any student having difficulties adjusting to life in the residence hall should not hesitate to contact a member of the Residence Life staff.

Access

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

Room Key

Each resident student receives a room key at check in. If a key becomes temporarily misplaced, students may seek assistance from the resident assistant on duty in their building or borrow an extra key from the residence life office during office hours (8:30 a.m.-5 p.m. Monday-Friday). If a student borrows a key from the Residence Life office and does not return the key within 24 hours, a re-key will be ordered and a new key will be issued at a cost of $50 to the student. If a key is lost or stolen, the loss or theft should be reported immediately to the residence life office; a re-key will be ordered at the cost of $50 to the student. This is necessary for the protection and security of the student, the roommate and their belongings. ID-card keys and room keys must be turned in at checkout or whenever there is a change in a student’s residence status, or there will be a charge of $50.

Personal Safety

Students should take the following security precautions:

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

If something is stolen from a student’s room, that student should immediately report the theft to a resident assistant and a Campus Safety officer. Remember that Wofford College is not responsible for the loss, damage or theft of any personal property.

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

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

General Visitation Policy
1. Each student may decide what persons are allowed to be in his or her room. A student may refuse entry to the room by any person except his or her roommate(s). College officials are not considered visitors and may not be denied access to a room.
2. Each student must respect his or her roommate’s rights to sleep and study. A student’s guests should never infringe upon these or other basic rights of personal privacy.
3. Students may host overnight guests of the same gender; however, these guests may not stay for more than 48 consecutive hours. Cohabitation is prohibited. All residents must pre-approve overnight guests with their roommate.
4. Parents are strongly encouraged to make off-campus reservations for any overnight visits.

Additional Visitation Policy for Carlisle, DuPré, Lesesne, Shipp, Wightman Residence Halls and the Village
Roommates should discuss visitation hours for their room within the first 48 hours of moving into the room. Suite mates (in Carlisle, Lesesne and Wightman Residence Halls) or roommates (in DuPré and Shipp Residence Halls) are to decide on an individual basis the hours they will permit visitation in the room/suite. These hours can be altered at any point during the year.

Additional Visitation Policy for Greene and Marsh Residence Halls and First Floor of Carlisle Hall
Visitation hours are 9 a.m.-2 a.m. seven days a week. No opposite gender guests will be allowed on a hallway between the hours of 2 a.m. and 9 a.m. All guests after midnight must be escorted by a building resident. Failure to abide by the visitation policy will be handled on a case-by-case basis. Students found abusing or in violation of the policy will be referred to the Director of Residence Life and subject to disciplinary action including fines, revocation of visitation privileges or removal from campus housing.

Guests of Residents
Wofford students may entertain overnight guests of the same gender in the residence halls and apartments. Wofford students must take responsibility for damages and/or any other inappropriate behavior of their guests. It is a privilege to entertain guests in the residence halls. Students must inform their guests of all pertinent rules. All guests must be escorted by their hosts. All unescorted guests will be removed from the residence hall. Any student who feels a roommate or hall mate is abusing this privilege should not hesitate to contact the resident director or Director of Residence Life. Cohabitation is prohibited. Male and female restrooms are available in all buildings. Visitors in residence halls with community bathrooms should never enter the restroom if they are of a different gender than the residents of that hall.
Sales and Services
All on-campus sales and solicitations must be operated or sponsored by a chartered student organization and must receive the proper authorization. Sales and solicitations in any area (student rooms, apartments, porches, lounges, offices and other common areas) of the residence halls must be approved in writing by the Director of Residence Life. Sales and solicitations in other public and common areas on campus must be approved by the Dean of Students.

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

Alterations and Modifications
Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to any rooms within the residence halls or the apartments. This includes, but is not limited to: putting holes in the walls/ceilings; installing wall shelving; painting the walls, ceiling, furniture or fixtures; wallpapering; putting contact paper in drawers or cabinets; applying stickers to walls, windows or furniture; installing ceiling fans; making lighting alterations; inserting window air conditioning units or heaters with exposed heating elements. Student should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines. Any damage to a room as a result of alterations or modifications will result in a monetary charge and disciplinary action.

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

2. Lofts
Lofts are only allowed in Greene and Marsh Halls. Students may not make a modification to the bed’s mattress or frame. Wofford College provides the materials for lofting beds on a first-come, first-serve basis, as long as materials are available.

3. Windows
Students may not hang any item outside their room’s window. This includes clothing, shoes, flags, etc. Students also are prohibited from throwing trash and unwanted belongings from their window. Violators will be fined $25 per item per day and will face disciplinary action.

4. Walls
Students should not damage the walls of the residence halls. Items that should not be used include, but are not limited to, nails, double-sided foam tape or duct tape. 3M Command strips are encouraged to hang posters, pictures, etc. The use of nails, screws and double-sided tape are examples of products that are prohibited. Only Physical Plant-approved products are permitted for use to attach items to surfaces. The use of other products are subject to fines. Absolutely no holes of any type are permitted on any surface.

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

Changing Rooms
A $300 fine will be assessed against any student who changes rooms without the written approval of the Director of Residence Life.
Room Inspections

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

Closing Procedures

Members of the Residence Life and Campus Safety staffs secure the residence halls to protect students’ rooms during breaks and holidays. During these breaks, students are not allowed to live in the residence halls. Any student unable to check out by the closing deadline, must receive, no later than 24 hours prior to closing, written permission to have a late checkout from the Director of Residence Life. All requests for late checkout will be considered. Students should follow the closing procedures posted by the staff. Members of the Residence Life staff will check every room when securing the building. Students are responsible for any violations observed in their room. For a complete listing of the dates that the residence halls close, please refer to the academic calendar provided on the college’s website.

Damages

Members of the Wofford community, including faculty, staff and students, are expected to assist in keeping the campus a safe and pleasant place in which to live and to study. Throughout the year, damage does occur to college property for reasons, including natural causes (weather, age) and accidental or malicious actions of individuals. However, Wofford College operates on a self-supporting basis and no provision is made in the institution’s budget for the repair of unnecessary damages to the campus, especially to the residence halls and apartments. Therefore, each resident student must pay a $250 residence hall damage deposit.

The residence hall or apartment damage deposit is held on account in the Business Office while the student resides on campus. Charges will be made against a student’s deposit for fees and fines related to damages in the student’s room, the hallway or other public areas. Students are responsible for keeping damages to a minimum and reporting to the resident assistant or Director of Residence Life any damages they, their guests or other members of the hall cause. Only then can timely repairs be made and the responsible party or parties be charged. At the end of each academic year, students must pay all damage fees to bring their residence hall damage deposit balance back to the original level. Any unused balance will be refunded to the student upon graduation or withdrawal from Wofford College.

Hall Sports

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

Community Damage

When the person(s) responsible for the theft or damage to college property in a common or public area cannot be identified, the cost to replace or repair the damages will be divided equally between the residents of the hallway or in the building. In cases of severe damages, students may be charged with a violation of the Code of Student Rights and Responsibilities. For further information, please read the Code.
Each floor is responsible for respective hallways, stairwells and bathrooms. As a general rule, lounges and laundry rooms are the responsibility of all residents. The Director of Residence Life will determine which hall communities to assess for damages based on the building layout.

If students believe that they are being billed unfairly or if they have information about those responsible for the damage, they have the opportunity to appeal the charge to the Residence Life Appeals Committee composed of the resident directors, the Assistant Director of Residence Life and the Director of Residence Life. Residents must submit copies of their written appeal (email is acceptable) to the Director of Residence Life within two weeks of a Damage Billing Notice being sent. The appeal should include the following information:

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

The Director of Residence Life will review all submitted appeals. After reviewing the information in an appeal, the Director of Residence Life can choose to grant the appeal or decide to hold an Appeals Committee meeting. Within one week of receiving the appeal, he/she will contact the individual(s) submitting the appeal to inform them if the appeal has been granted. If applicable, the Director of Residence Life will base his/her decision on the information in the appeal in conjunction with the Appeals Committee. All decisions are final and letters will be sent to all affected individuals. Individuals submitting an appeal may be called in to discuss the situation with the Director of Residence Life or the Appeals Committee.

If no information about a Community Damage is submitted within two weeks, the fine will be assessed to each resident’s account and can no longer be contested or appealed.

**Cleaning Provisions**

1. **Rooms**
   - Cleaning of individual rooms is the responsibility of the student or students assigned to the rooms. Students who have an excessively dirty room may be required to clean it to maintain health and safety standards.

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

3. **Halls**
   - Every member of the community shares the halls of each building. Students are prohibited from storing personal items in the hall. Items left in the hall will be documented and removed by the Residence Life Staff. Items that are removed from the halls will not be returned to students.

**Check-In/Check-Out Procedures**

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

1. **Check-In**
   - All students will check in through the Student Affairs Office. At that time resident students will receive a room key, sign their room condition report (RCR) and review the housing contract. If the
student wishes to make corrections to the RCR, they must do so with their resident assistant or resident director within the first week after checking in. RCRs will be kept on file in the Office of Residence Life.

2. Check-Out

Students must check-out of their rooms through a member of the Residence Life staff. During exams, the resident assistants will post information about checkout procedures throughout the halls and through email.

If students have permission to make a room change during the year, they will check out with a member of the Residence Life staff before moving to the new room. A new RCR must be completed for the room into which he or she is moving. After the student has cleaned out his or her room, the staff member will note any damage or missing furniture on the RCR. Any charges for damaged or missing furniture will be deducted from the student’s residence hall damage deposit. Students who do not check out with the Residence Life staff will be fined $50 from their residence hall damage deposit.

Alcohol

The complete policy statement on beverage alcohol and substance abuse is listed on Page 58. Students who are 21 years or older may consume alcohol in their room or the room of another student who is at least 21 years of age. Students who are 21 years old may NOT take alcoholic beverages into a room in which the residents are not 21 years old. Alcohol may not be possessed or consumed in common areas, such as bathrooms, hallways or lounges. Students who are not yet 21 may not possess or consume alcohol on campus. Students who are 21 and who share a living space with students who are under 21 should store all alcohol in his/her cubical or closet when he/she is not present. In rooms where both residents are under the age of 21, the room is considered an alcohol-free area. No alcohol or empty alcohol containers are permitted in these rooms. Persons found violating these policies will face disciplinary action.

Marsh Hall, Greene Hall and Carlisle Hall are alcohol-free and tobacco-free residence halls. Residents, parents and visitors are prohibited from possessing or using alcohol in these areas. Students or visitors who are 21 years of age or older forfeit their right to possess or consume alcohol in these buildings. Possession of empty alcohol containers is not permitted on any of these floors. The residents of the room and their guests will be held responsible for the violation of college policy. Persons found violating college policy or state law will face disciplinary action. Beer pong tables are not allowed (and will be confiscated) and the apartment will be charged a $75 fine.

Drugs

Students are prohibited from possessing, distributing or using illegal substances. Students may not use or possess drug paraphernalia on campus. Students may not use or possess prescription drugs which are prescribed for another individual.

Smoking Policy

Wofford College is committed to providing a smoke-free environment. Smoking is not permitted in any building on campus. People who smoke are asked to do so 50 feet away from any building.

Firearms and Weapons

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

Weapon is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property and includes, but is not limited to, all firearms, guns, Airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus, knives (with blades three inches or more in length and all switchblades), box cutters, darts and bows and arrows.

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

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

The unlawful use, destruction or theft of fire alarm and fire-fighting equipment is a serious offense. Therefore, Wofford College will pay a reward of $100 for information leading to the adjudication of any person or persons guilty of committing such an offense. Wofford College will prosecute any offenders to the fullest extent. Wofford’s policies do not supersede the jurisdiction of the city, county, state or federal laws; therefore, in addition to being charged with a violation of the Code of Student Rights and Responsibilities, students may face prosecution under the South Carolina criminal courts.

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

No open flames, such as candles, oil lamps or incense are allowed in residence hall rooms. If observed, members of the Residence Life, Student Affairs or Campus Safety staff will confiscate these items. Students found in violation of this policy will be fined $20 plus $5 per item and will be subject to disciplinary actions.

**Maintenance**

The members of the Physical Plant staff are responsible for all maintenance, repairs and general upkeep of approximately 70 buildings on the 200-acre campus. If there is a need for maintenance in a residence hall room, students are asked not to make repairs themselves. Students may make their request online at fixit.wofford.edu, or contact their Resident Assistant concerning any maintenance problem.

Wofford College reserves the right to enter a student’s room for maintenance purposes. Physical Plant employees wear designated uniforms. When work has been performed in individual residence hall rooms, a tag with information about work performed will be placed on the inside door knob.

Heating and cooling systems in some residence halls require approximately six to eight hours to switch modes. Every effort is made to anticipate the need to switch modes and make the change as quickly as possible. Students are encouraged to be patient and understand that the change cannot be made instantaneously. If a room is too hot or cold, students may contact the resident assistant, the resident director, the Assistant Director of Residence Life or the Director of Residence Life. It is very important that students do their part in helping keep energy costs down. Students are encouraged to make a conscious effort to turn off lights and other electrical equipment.

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

**Prohibited Appliances**

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

**Noise Policy and Quiet Hours**

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

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

Pets
The only pets that are allowed in the residence halls are common aquarium fish in tanks smaller than 10 gallons. All other pets or animals are prohibited for health and humane purposes. Visiting pets are not permitted. Any animals used for class work should remain in the academic buildings in the labs specially designed to contain them safely. Students found in violation will be fined $100 and be subject to disciplinary action. Students will be given 24 hours to remove the animal from campus or they will face further disciplinary action.

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

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

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

Alterations: Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to the apartments. This includes, but is not limited to, putting holes in the walls/ceilings, installing wall shelving, painting the walls, ceiling, furniture or fixtures, wallpapering, putting contact paper in drawers or cabinets, applying stickers to walls, windows or furniture, installing ceiling fans, making lighting alterations, inserting window air conditioning units or heaters with exposed heating elements, and installing satellite dishes or remote cables. Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines.

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

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

No outside or inside construction is permitted without written permission from either the Director of Residence Life or the Director of Physical Plant.

Rules and Regulations
- The fire lanes are closed to all cars except during designated times such as fall check-in and graduation weekend. Parking fines will be given for those who violate this safety policy.
- Alterations: Residents and/or their parents or guests shall not make any alterations, additions, improvements or changes to any rooms within the residence halls or the apartments. This includes, but is not limited to; putting holes in the walls/ceilings, installing wall shelving, painting the walls, ceiling, furniture or fixtures, wallpapering, putting contact paper in drawers or cabinets, applying stickers to walls, windows, or furniture, installing ceiling fans, making lighting alterations, inserting window air conditioning units, or heaters with exposed heating elements. Students should not drill through walls for wiring or other purposes. Floors should not be altered in any way with the exception of area rugs. Alterations can result in substantial fines. 3M Command strips are encouraged to hang posters, pictures, etc. The uses of nails, screws, double sided tape are examples of products which are prohibited. Only physical plant approved products are permitted for use to attach items to surfaces. The use of any other products are subject to fines. Absolutely no holes of any type are permitted on any surface.
• The apartments will be inspected for cleanliness during Health and Safety Inspections each semester. Inspections are announced in advance. Failing an inspection will result in fines and a 48-hour period to correct problems before re-inspection.

• Residents of the apartments are required to keep their apartments, porches, stairwells and garden beds clean and free of litter, cigarette butts, etc. and provide their own cleaning materials.

• At least twice weekly, all residents are required to remove trash and recyclable materials and deposit them in the appropriate containers located behind the houses in designated locations. Students must ensure that trash can lids are securely fastened after depositing bags into the receptacles. Bags of trash are not allowed to remain on the porches or in the stairwells. Failure to dispose of trash promptly and in secure bags will result in disciplinary action. Throwing trash is strictly prohibited. When moving out of the apartments at the end of the summer session, trash and discarded items that do not fit in a single can must be taken to the nearest dumpster.

• When moving out of the apartments at the end of the summer session, residents are responsible for properly cleaning the refrigerator and the stove.

• Residents of the apartments are responsible for all guests and persons found in their apartments.

• Residents are not allowed to have overnight guests for an extended period of time.

• Residents must respond cooperatively to Campus Safety officers and Residence Life staff.

• Throwing or dropping any objects whatsoever off the porch or from the windows of the apartment is not allowed. Residents will face disciplinary action and/or possible eviction for such incidents.

• Residents are responsible for keeping porch areas and stairwells attractive, healthful and pest free.

• Porches should be swept regularly and are not to be used as storage areas for personal items (clothes, shoes, camping gear, etc.).

• Porch-style furniture is allowed, but upholstered furniture is not. All college-issued furniture must stay indoors.

• While stairways are cleaned by the housekeeping staff once a week, trash and rubbish deposited anywhere other than the available receptacles will result in fines for the entire building. Residents are strongly encouraged to assist the college by keeping the stairwells clean. Stairwells that are carpeted may be vacuumed by residents in the building. Residents may decorate the stairwells tastefully.

• Fire regulations prohibit bicycles, scooters, motorcycles and other conveyances from being chained to or parked on stairwells, porches and handicap ramps. Residents are reminded to use the bike racks placed around the Village.

• Cooking out on porches is not allowed. Both indoor and outdoor grills are prohibited in or around college buildings. Community grills (charcoal use only) will be located at different locations around “The Village.” Residents must supply their own grilling supplies for use with the community grills. Grills found by college staff will be confiscated.

• Digging and planting in the college gardens is not permitted.

• No flags, laundry, clothing or other items can be hung from the windows, the porches or the roofs.

• No pets are allowed in the apartments except for small aquarium fish in tanks smaller than 10 gallons. Residents found with pets will pay a $100 per day fine and they reimburse the college for any expenses required for cleaning up after the pets. Family pets are not allowed to stay overnight in the apartments.

• Students are expected not to feed stray animals on campus or lay out food for animals in any location on campus. This includes feeders of any kind.

• Homemade bunk beds and lofts are not permitted in the apartments.
• Roofs and ledges of all buildings are “off limits.” Fines of $100 per person may be imposed on violators among other sanctions deemed appropriate by the Residence Life Staff.

• Exterior doors of apartments should NOT be propped open at any time.

• Hitting golf balls (including plastic golf balls) is not allowed.

• Smoking is NOT allowed within the apartments or in the interior stairwells. Smoking is allowed on the porches by agreement of the residents of the building but cigarette butts must be disposed of properly and not be dropped on the porches or ground. Residents are responsible for providing their own ash trays.

• If cigarette butts are found on a porch or in the grass around an apartment, the residents of the apartment in the nearest building will be held accountable. The sanctions for the first offense for cigarette butts is a $50 fine, the second offense is a $100 fine and community restitution hours and the third offense will be removal from the apartments.

• Students should not disable smoke detectors or tamper with fire equipment in any way. Tampering with fire equipment will cause the fire alarm system to initiate and dispatch the local fire department. Students who cause a fire alarm due to tampering with fire equipment will be fined for the full cost of the dispatch and may face reassignment.

• Windows are to remain closed for security reasons. The sanctions for the first offense for an open window is a $50 fine, the second offense is a $100 fine and the third offense will be removal from the college apartments.

• Residents are required to participate in at least one Village Clean Up Day per semester.

• Residents must comply with the Wofford College Beverage Alcohol and Drug Policy including but not limited to the following:

  1. Students who are not 21 years old may NOT possess or consume alcoholic beverages.

  2. Students who are 21 years old and who provide or distribute alcoholic beverages to students or guests who are under the age of 21 years will be charged with a violation of college policy.

  3. Common containers of alcohol, including, but not limited to kegs, party balls, ice luges, pony kegs and funnels are prohibited. Drinking games such as beer pong are not permitted. Beer pong tables are not allowed and will be confiscated. Additionally, any other container being used for the purpose of a common container will be treated as such. There will be no warnings for violations of this rule. Violations will result in fines and disciplinary action.

  4. Alcohol is allowed in apartments and on porch areas for legal aged residents but is strictly prohibited on the grounds of the apartments (i.e. courtyards, roadway, sidewalks, stairwells, etc.). Alcohol being consumed on porch must be in a cup or container. In accordance with South Carolina state law, residents may not consume alcohol from beer or liquor bottles or cans while on the porch. The “Village” is not an open consumption area except when designated for special college events. If all residents of an apartment are of legal age, alcohol can be stored in the common refrigerator and kitchen. However, if there is an underage resident living in the apartment, all legal-aged residents must store alcohol in their bedrooms and always be in the presence of their alcohol when in the common area and on porch.

  5. All Parties must be registered with the Residence Life Office by submitting the party registration form by noon on Thursdays for weekend parties and 24 hours in advance for weekday parties. This form may be obtained from the Residence Life Office or online. In addition, Campus Safety and Residence Life Officials reserve the right to shut down a party at any time. A party is defined as more than 16 people including residents of the house being present within the house at one time. The maximum number of people allowed in an apartment for a registered party is 35. The maximum number of people allowed on a porch during a registered party is 20, unless otherwise posted. If at any time a resident has guests over for a spontaneous gathering and the number exceeds 16, the resident MUST contact the RA on duty IMMEDIATELY.
The RA on duty will then in turn alert Campus Safety and the RD on call. Students are reminded that quiet hours start at 10 p.m. each night and all weekend parties must end no later than 2 a.m.

6. Students wanting to have an event on the lawn that includes alcohol must register it as a social event with the Dean of Students.

7. Residents of any apartment in which students or guests are found possessing, using or distributing illegal drugs or drugs prescribed to other individuals will have to vacate the apartment within 24 hours of the drugs being found and may have to petition to remain enrolled in classes.

These policies apply to the exterior and interiors of the apartments unless otherwise stated. Therefore, failure of residents to observe and abide by these policies will result in disciplinary action and/or possible eviction. Members of the Wofford College staff will monitor the outdoor Village areas, the stairwells and the porches on a regular basis. Any violations of college policies will be documented.

1. The first violation will result in the residents being given a formal warning.

2. A second violation will result in the resident being fined and serving community restitution hours determined by Residence Life staff.

3. A third violation will result in students being evicted from college housing.

In addition to these set policies, students are expected to abide the Student Code of Rights and Responsibilities and all college policies. The only exception is apartment residents being allowed to use toasters, toaster ovens and George Foreman Grills. At any time, these policies may be changed or updated by the Office of Residence Life or Dean of Students. Apartment residents will be notified via email within 24 hours of changes or updates to these policies.

Special Withdrawal Policy

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

Enforcement of These Policies

Infractions of these guidelines for conduct in the residence halls will be resolved in an administrative hearing with a member of the Student Affairs staff. Students found guilty may be sanctioned in the hearing to meet with the Director of Residence Life. A student may be required to forfeit housing privileges immediately or they may be permitted to sign another housing contract with an addendum that pertains to their specific offense.
Business Policies

Financial Obligations to the College

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

Use of Information Technology Resources

Members of the Wofford College community are expected to abide by the Office of Information Technology policies, which are available at http://my.wofford.edu by clicking on the top left technology tab. Violations will be reported to the Provost and the Dean of Students.

Acceptance and Cashing of Checks

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

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

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

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

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

Post Office Policy

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

1. All mail originating through the United States Post Office, providing that it bears the name of an enrolled student or an employee of Wofford College. Otherwise, said mail will be returned to the sender marked “Addressee Unknown.”

2. All faculty and administrative communications. To the extent applicable communications should be labeled with a correct name and box number. All communications must be dated and bear a signature.

3. Communications published in conformity with the Code of Student Rights and Responsibilities. Such communications must be dated and bear a signature. No other items are to be placed in campus post office boxes.

Students must show a picture ID to pick up packages sent to their College Post Office (CPO). A signature is required for pickup. Mail sent to a CPO under an alias does not conform to this policy and such packages will be returned to the sender as addressee unknown. Any package that has not been picked up within 60 days of receipt by the campus post office may either be returned to sender (postage due) or disposed of. The advent of internet shopping has prompted an increase in mail order purchases. Unfortunately, some students are under the impression that the use of their given name is not safe and therefore they choose to use an alias to protect their identity. However, in order to receive the merchandise at the CPO, all members of the Wofford community must use his or her legal name and present a valid picture I.D.
Publicizing Information
Chartered organizations, students, faculty and staff are encouraged to publicize activities and events in which the Wofford College community has the opportunity to be involved.

All public notices or publicity material posted on college property must be sponsored by a chartered organization, college department, or otherwise approved by the Dean of Students or a designate. In addition, advertising that promotes the use and/or sale of alcohol is prohibited. Publicity should bear the following information:

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

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

Items can be posted on:

1. Bulletin boards in Burwell, Olin, Daniel, Main, Library, Campus Life Building, Richardson Building and residence halls (Do not block any windows in the doors)
2. Windows inside Burwell Building lobby in the labeled window (for the appropriate day of the week)
3. Interior walls between glass doors in Campus Life Building; Post Office glass doors and pillar inside

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

Items cannot be posted on:

1. Trees
2. Sidewalks
3. Iron railings
4. Lamp posts
5. Painted surfaces
6. Glass doors and windows
7. The doors and windows of the dining room
8. Mickel Chapel, Harley Room, Acorn Café, Papadopoulos Room and Leonard Auditorium
9. The doors of Milliken Science Center, Olin Building, Papadopoulos Building, Daniel Building and Sandor Teszler Library
10. Burwell Building facing the campus
11. The interior doors of the Commons

Policies and Procedures for Student Organizations
Wofford College recognizes the rights of individuals to associate on campus and Wofford College acknowledges that a wide range of campus organizations may enhance the Wofford College environment. Therefore, Wofford College encourages organizations to be chartered. Student organizations should contribute positively to the Wofford College community in a distinctive manner and have objectives that correspond to the Purpose of the College (Page 52).

Student organizations should aim to develop students’ intellectual curiosity, independence of thought, maturity of judgment, self-discipline, religious faith and moral character. They should foster citizenship and leadership and promote community service. Organizations should seek a positive and open relationship with Wofford College. In order to foster this relationship with Wofford College, every formal organization should seek formal recognition of the organization through the granting of a charter. Even without a formal charter, Wofford College emphasizes that every organization operating on campus (chartered or informal) is accountable to the following policies and procedures.
1. Charter Application Process
The duties of the Student Affairs Committee of the faculty, as stated in the faculty bylaws, include the power and responsibility “to grant and/or withdraw charters to all student organizations with due regard to their contribution to campus life, student development and acceptable standards of conduct or impose restriction when organizations fail to serve useful functions or maintain acceptable standards.”

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

A notice of application will be read at Campus Union and Campus Union Chamber meetings. Any member of the current student body, the faculty and/or the staff who has an objection or grievance related to an organization applying for a charter must register it in writing with the chair of the Student Affairs Committee so the committee may review it. Once an organization is granted a charter, it may renew the charter at the end of the spring semester by completing an annual report distributed by the Campus Union Chamber.

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

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

3. Benefits of Chartered Organizations
   a. Chartered student organizations in good standing may use college facilities subject to the rules governing such use.
   b. Chartered student organizations that lease facilities from Wofford College are subject to all the terms of that lease.
   c. Chartered student organizations in good standing may petition the Campus Union for student activity funds or receive funding from student activities fees.
   d. Chartered student organizations in good standing may advertise their meetings and fundraisers on campus (subject to the rules of publicizing information as stated in the Student Handbook).
   e. Chartered student organizations in good standing may hold fundraising activities on campus (subject to the rules of solicitation and canvassing).
   f. Chartered organizations are recognized as members of the Campus Union Chamber.

4. Good Standing and Operation
   a. Individuals who join together in a student organization collectively share a common responsibility to themselves, their group and Wofford College. All student organizations will be held responsible by Wofford College for abiding by federal, state and local laws, as well as all college regulations.
   b. Nondiscrimination: A student organization is ineligible for chartered status when membership is restricted by reason of age, ancestry, citizenship, color, disability or handicap, gender, race, religious creed, national origin, political affiliation, sexual orientation or veteran status. Consideration shall be given to organizations that may be exempt from Title IX of the Educational Amendments of 1972, relating to the discrimination of gender. Notwithstanding these requirements, a student organization may restrict membership based on an ability to perform the activities related to the organization’s purpose. In determining cases of discrimination, it is not sufficient to look merely to the constitution of an organization but also to its actual practices and operations.
   c. Financial Standing: Chartered organizations must not operate with an end-of-the-year deficit or have substantial debt.
d. Annual Report: Chartered organizations must complete an annual report form for Wofford College at the end of the academic year. This annual report form is available online and will be distributed through the Campus Union Chamber.

e. Judicial Standing: Student organizations that have been sanctioned by a body of Wofford College must complete all the sanctions to attain good standing.

f. Student organizations shall not disturb or infringe upon the privacy of the residents in college residence halls or disturb or interrupt the conduct of classes or extracurricular activities for the purposes of recruiting new members and/or raising funds.

g. Student organizations must send a representative to the Campus Union Chamber meeting, which meets on the second Monday of every month during the academic year.

h. The president or student leader of the organization must provide each member of the organization with a copy of these policies and procedures.

5. Membership

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

6. Fundraising

Organizations may collect dues, initiation fees and donations. They may sell materials related to the purpose of the organization. Funds raised by registered student organizations may be expended consistent with the stated purposes of those organizations. Such funds are subject to local, state and federal laws and to financial accountability. All fundraising activities on campus must be pre-approved by the Director of Residence Life or Dean of Students. No fund-raising activities shall conflict with the ongoing business operations or business interests of Wofford College.

7. Solicitation

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

8. Canvassing

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

b. Canvassing shall be restricted to 8 a.m.-11 p.m.

c. Canvassing may occur in the main lobbies of the residence halls and outside of the dining room, Zach’s and the bookstore.

d. Canvassing may NOT occur in individual residence hall rooms or classrooms.

e. Canvassers must abide by all college rules and regulations. Violators will be subject to referral to the Dean of Students.

9. Group Responsibility

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

a. Members of the group act in concert to violate the Wofford College Code of Student Rights and Responsibilities or college policies.

b. A violation arises out of a group-sponsored, financed or endorsed event.

c. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.

d. The incident occurs on the premises owned or operated by the group.
e. A pattern of individual violations is found to have existed without appropriate group control, remedy or sanction.

f. Members of a group act in concert or the organization provide the impetus for violation of Wofford College rules, policies and regulations.

g. As groups will be held responsible for the acts of their members when those acts grow out of or are in any way related to group life.

h. Each organization has the duty to take all reasonable steps to prevent any infraction of college rules and state laws growing out of, or related to, the activities of the organization. This duty is applicable to all members at all times. (All members should be aware that their misdeeds could result in the sanctioning of their entire organization and themselves as individuals.)

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

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

10. Sanctions

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

a. Completion of educational and training programs
b. Loss or suspension of charter
c. Suspension of fund-raising activity
d. Suspension of solicitation activity
e. Assessment of reimbursement and/or community restitution related to the offense
f. Loss of use, or restricted use, of college facilities
g. Suspension of the privilege to apply for funds from Wofford College
h. Receipt of administrative warning
i. Referral of individuals and or organizations to judicial court
j. Receipt of other sanctions as defined in the Code or as deemed appropriate

Organizations charged with violating other policies or procedures of Wofford College shall be referred to the Student Affairs Committee of the faculty. If the committee decides that an organization should be sanctioned, it may choose the sanction(s) from those listed above. Individuals and organizations may appeal the decision(s) of the committee by submitting within three class days a letter requesting a review to the president of Wofford College.

11. Advisers

All chartered organizations are required to have a faculty or staff adviser. The adviser must be a full-time employee of Wofford College. The purpose of an organization having an adviser is to provide assistance to the officers and the members in accomplishing the group’s goals and have oversight of its activities. The adviser must attend an annual training session. The adviser may assist the organization by providing counsel on specialized subjects in which the adviser is experienced or expert and on general matters relating to the conduct of organization affairs. Advisers are encouraged to offer constructive criticism and guidance. Advisers shall be informed of any judicial proceedings taken with the organization.
12. Use of Wofford College’s Name and Symbols
Wofford College will allow the use of its name as part of the student organization’s name only if the organization takes appropriate steps necessary to prevent persons and organizations with which it deals from receiving the impression that the organization is part of, controlled by, or acting on behalf of Wofford College. The organization shall not use any marks, symbols, logos, mottos or indicia of Wofford College without its express prior written consent. Contact the Department of Communications and Marketing at 597-4184 or woffordnews@wofford.edu for more information.

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

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