2026-2027

STUDENT HANDBOOK

LANDER UNIVERSITY

STUDENT HANDBOOK

The Lander University Student Handbook is published to provide students with information related to the various academic and student life policies and regulations. This document provides information about the University's various programs, services, activities, and events. Beyond the policies/procedures described, each academic discipline and student services support entity reserves the right to establish University officials relevant to their respective area(s).

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ACCREDITATION

Lander University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lander University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). The School of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), 777 South Harbour Island Boulevard, Suite 750, Tampa FL 33602–5730 USA, Telephone: (813) 769–6500, Fax: (813) 769–6559. The Bachelor of Science in Nursing is approved by the South Carolina State Board of Nursing (110 Centerview Dr. Suite 202, Columbia, SC 29210; telephone number: (803)-896-4300), and the Bachelor of Science in Nursing and the Master of Science in Clinical Nurse Leader programs are accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001. Telephone: (202) 887-6791. The Teacher Education programs of Lander University are approved by the state of South Carolina, and the academic unit is nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th St NW, Suite 400, Washington, DC 20036. Telephone: (202) 223-0077. Lander's Montessori Teacher Education Program offers coursework leading to certification by the American Montessori Society. It is fully accredited by the Montessori Accreditation Council for Teacher Education (MACTE), 420 Park Street, Charlottesville, VA 22902. Telephone: (434) 202-7793. The Bachelor of Science in Music is accredited by the National Association of Schools of Music (NASM). 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Telephone: (703) 437-0700. The Bachelor of Science in Visual Arts and Bachelor of Fine Arts in 2D and 3D Studio programs are accredited by the National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Telephone: (703) 437-0700. Information concerning accreditation procedures applicable to the University is available in the Office of the President.

Academic Calendar

The Academic Calendar, which includes important dates such as exam schedules, withdrawal timelines, holidays, etc., may be accessed online at: https://www.lander.edu/academics/academic-calendar.html

Equal Opportunity

It is the policy of Lander University to provide equal educational and employment opportunities to all present and future employees and students regardless of race, color, religion, sex, national origin, age, disability, or other protected characteristics. Lander University is an affirmative action/equal opportunity employer.

BEARCAT CREED

The Bearcat Creed

Our Promise to One Another

Respect Deeply. Act Courageously. Belong Fully.

As a member of the Lander University community, I enter into a shared creed: to honor this place, to care for its people, and to uphold the values that make us Bearcats.

I understand that belonging is not only something I receive, but something I help create. My words, my choices, and my actions impact the life of this community. I am responsible not only for my own path, but for the safekeeping and well-being of those who walk beside me.

I pledge to **respect deeply**: to see the good in every person, to listen before judging, and to honor the value each Bearcat brings to this community.

I pledge to **act courageously**: to choose what is right over what is easy, to speak when silence would cause harm, and to carry integrity into every decision.

I pledge to **belong fully**: to enter this community with purpose, and to help create a place where every Bearcat can be known, valued, and strengthened.

With pride in who we are and responsibility for who we are becoming, I commit myself to the Bearcat community.

May we respect deeply.
May we act courageously.
May we belong fully.

Together, we are Bearcats.

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ACADEMIC HONOR CODE

In order to maintain a high standard of academic excellence, Lander University supports an academic honor code for which both faculty and students are responsible. By subscribing to this code, the University affirms its trust in the ability of the faculty and students to be self-disciplined, responsible, and honorable in the pursuit of academic goals.

Academic Honesty and Plagiarism
By enrolling in Lander University, students agree to abide by the academic honor code. Academic honesty is the basis of the integrity of any academic program and is expected by every professor on the Lander campus. Students are required to do their own work when they write papers, take tests, and perform any other oral, written, or physical activities. Credit should be given to the original source on all research work and position papers.

Professors check students' work very carefully and have the right to enforce their own rules and regulations, as well as refer cases of cheating for further action to the appropriate disciplinary committee, which will determine the consequences of infractions of the honor code. Some divisions and schools have their own additional policies relating to this matter. The student has the right to appeal against any allegation regarding academic dishonesty.

Among the activities that are considered academically dishonest (but not limited to) are the following:

1. Exchanging information with other students during a test.
2. Consulting books, notes, or other sources of information during a closed-book test.
3. Using unauthorized electronic devices.
4. Allowing a student proxy to take a test.
5. Illegally obtaining a test prior to the test date.
6. Purchasing essays or term papers from other students, firms that specialize in such trade, or any other person offering such papers for sale.
7. Copying another student's work or allowing one's own work to be copied, whether on paper or electronically.
8. Submitting as one's own, the work of any other person, even if minor changes have been made in the work.
9. Submitting in one course, work that has been previously submitted and graded in another course, without the express permission of both instructors involved.
10. Lying to faculty or administration about official matters.
11. Forging the written authorization (signature or initials) of a university faculty member or administrator on a university document or form.
12. Plagiarism, including:
    a. Copying without the use of quotation marks and other means of documentation keywords, phrases, sentences, and/or passages from written or online material not one's own.
    b. Using ideas from written or electronic sources without proper documentation.

Plagiarism is the unacknowledged use of words or ideas that are not original to the student. The published thoughts and words of others often stimulate original thought, but students must learn, in all written and oral work, to make a clear distinction between their own words and ideas and those of other writers and thinkers. That distinction must first be clear in the student's own mind.

Many students are unaware that copying from published sources without proper use of quotation marks and footnotes is a form of plagiarism. Students regularly embellish their own writing with phrases or even whole sentences from books and articles because these phrases or sentences make their own writing

sound better. This kind of embellishment, too, is plagiarism.

Other students, mistrustful of their own ideas, borrow ideas from published sources and believe that, as long as they put these ideas into their own words, they have avoided plagiarism - they have not. An idea taken from a source requires it to be referenced, even if the student has used his/her own words to express that idea. **Plagiarism is a serious academic offense and is considered to be a form of stealing.**

Faculty Responsibilities
Lander University subscribes to the *American Association of University Professors (AAUP) Statement on Professional Ethics, 2009 revision*. Part II of that statement says: "Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit".

In order to uphold the Academic Honor Code, the faculty of Lander University is expected to:

1. Place a reference to the University's Academic Honor Code in each syllabus and discuss with students.
2. Exercise due caution in the preparation, distribution, administration, and security of all exams to prevent any student from gaining an improper advantage over his/her counterparts; and exercise due caution when making other written assignments (e.g., term papers, lab reports, projects).
3. Initiate action against violators of the Academic Honor Code as prescribed by the code.
   Be truthful in all discussions and hearings related to any infractions of the honor code.

Student Responsibilities
By electing to enroll at Lander University, the student unconditionally agrees to uphold the Academic Honor Code. It is the responsibility of each student to:

1. Refrain from giving or accepting unauthorized aid while undertaking any academic activity.
2. Submit each piece of academic work only once during the student's entire enrollment at Lander - unless written permission is obtained from the teacher of the subsequent course to which the material will be submitted. Academic work includes, but is not limited to, papers, articles, class journals, written or oral reports, computer or science laboratory reports, works of art, and musical performances.
3. Refrain from falsifying data, information, or citations in academic work being submitted as a requirement of a course.
4. Refrain from attempting to have a grade changed on a returned exam by falsifying recorded answers.
5. Submit only his/her original work.
6. Refrain from giving exam information to students who have yet to take that same exam. This prohibits copying, participating in unauthorized collaboration, and committing plagiarism.
7. Be truthful in all discussions and hearings related to any infractions of the honor code.
8. Report any concerns about the integrity of academic activities or infractions of the code to the instructor of the course. The concern or infraction can be reported to the instructor either verbally or in writing.
9. Hold in confidence any privileged information obtained during the academic process.
10. Be knowledgeable about the University's policies on academic honesty and plagiarism, as these are described in the current issue of the Student Handbook.

Faculty Rights
Faculty rights under the Academic Honor Code include the right to:

1. Expect students to be accountable for their own behavior, including their own learning.
2. Question any student behavior that appears not to adhere to the "Statement of Student Responsibilities" contained in the code.

3. Request a hearing and present evidence and witnesses to support the allegation of a violation of the honor code.
4. Be accompanied to the hearing by an on-campus advisor. The advisor cannot be an attorney, nor can he/she enter into discussions (with anyone other than the faculty member) during the hearing.

Student Rights

Student rights under the Academic Honor Code include the right to:

1. Expect faculty to conduct academic activities in a timely, appropriate manner, and to be fair-minded and impartial.
2. Be presumed innocent until he/she admits guilt or is proven guilty.
3. Have fair and impartial hearings, including the right to present contradictory evidence and to have access to an on-campus advisor. A copy of written evidence is to be provided prior to the hearing for use during the hearing and presented to witnesses.
4. Be accompanied to the hearing by an on-campus advisor. The advisor cannot be an attorney, nor can he/she enter into discussions with anyone other than the student during the hearing.

Honor Code Process

Step 1: Discovery of the violation by the faculty member occurs.

1. Faculty members first notify her program chair (or dean if the chair is the accusing party) to ensure an open and fair process of discovery and completes the upper portion of the honor code violation form.

2. Faculty members have five (5) Lander academic calendar days from the time of discovery to communicate with the student concerning the allegation. Communication should include notification of the student that he/she cannot change their registration status until the case is resolved. The student may choose to be accompanied to the meeting by an advisor. The advisor cannot be a non-faculty attorney, nor a faculty member acting in an attorney role, nor can he/she enter into discussions with anyone other than the student during the meeting.

3. Faculty member has a maximum of ten (10) Lander academic calendar days (including the five-day window for notification of the student) from the time of discovery to:
    a. Compile their evidence and other information.
    b. Communicate with the student concerning the allegations.
    c. File a formal allegation with the Office of Academic Affairs at academicaffairs@lander.edu.

4. If the student admits the violation, a faculty member may elect one of the following courses of action:
    a. Award the student a failing grade or a grade lower than he/she would otherwise be awarded for either the academic work in question or the course.
    b. Dismiss the matter without further action, except for notification to the Office of Academic Affairs at academicaffairs@lander.edu
    c. Refer the matter to the Honor Council. Upon referring a matter to the Honor Council, the faculty member agrees to abide by the decision of the Honor Council.

5. After the student admits to the violation and agrees to the faculty member's proposed remedy, copies of a written statement summarizing the violation and the penalty-signed by both the faculty member and the student—shall be sent to the Office of Academic Affairs at academicaffairs@lander.edu to this effect, and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar, and the student is ineligible for withdrawal from the course.

6. If a student denies the allegations, makes no response to the allegations within five (5) Lander academic calendar days of initial communication, or disagrees with the remedy, then step 2 is taken.

Step 2: The faculty member sends a formal notification letter to the Office of Academic Affairs at academicaffairs@lander.edu.

1. Letter to include all evidence and other relevant information. The report/letter must include:
    a. Name(s) and L #s of the accused student(s).
    b. Specific honor code violation.
    c. Explanation of the alleged infraction.
    d. Copy of any written evidence.
    e. Time, date, and place of the alleged infraction, if appropriate.
    f. Name(s) of any witness(es).

2. The Vice President for Academic Affairs, or designee, notifies the student and faculty member of the filing within five (5) Lander academic calendar days.

3. Upon notification by the Vice President for Academic Affairs, or designee, the student has ten (10) Lander academic calendar days to:
    a. Speak with the Vice President for Academic Affairs or designee about the allegations.
    b. Compile his/her evidence and relevant information.
    c. Make a decision about contesting the allegation.

4. If a student admits to the violation and agrees to the faculty member's proposed remedy, then a letter is signed by both parties and sent to the Office of Academic Affairs at academicaffairs@lander.edu, and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar, and the student is ineligible for withdrawal from the course.

5. If a student fails to fully respond to the allegation within the ten (10) Lander academic calendar days window, then the faculty member will impose the described remedy, and the Vice President for Academic Affairs, or designee, will notify the student, and the case will be closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the Registrar, and the student is ineligible for withdrawal from the course.

6. If a student continues to deny the allegations or disagrees with the remedy the faculty member wishes to impose, the student must notify the Office of Academic Affairs at academicaffairs@lander.edu in writing within ten (10) Lander academic calendar days. If this notification is received, step 3 will be taken.

Step 3: The Honor Council is notified in accordance with the formal notification process.

1. The Vice President for Academic Affairs, or designee, has ten (10) Lander academic calendar days to convene a meeting of the Honor Council.

2. The Vice President for Academic Affairs, or designee, notifies the faculty member and student of the meeting time and place.

3. The Vice President for Academic Affairs, or designee, provides council members with all the evidence compiled by both parties. Both parties have a right to speak to the council.

4. The Vice President for Academic Affairs, or designee, then notifies the student and faculty member of the council's decision on the case, and the case is closed for this allegation. If a student is found guilty of the violation and receives a failing grade or a lower grade, the Registrar will freeze the grade, and the student will be ineligible for withdrawal from the course.

5. Faculty members and students are required to keep pertinent data for one year from the time of the alleged incident.

6. Students remain accountable for the consequences of repeat infractions of the honor code.

7. The faculty member should complete an honor code violation form for the alleged event.

Honor Council Procedures

1. The chair of the Honor Council shall conduct hearings as specified by the rules governing Honor Council hearings.

2. The student and the accuser are entitled to appear in person at the hearing to present testimony. However, the presence of all witnesses may not be possible since the Honor Council has no power of subpoena.

3. The student may elect not to appear before the Honor Council. The failure of a student to appear shall not be taken as indicative of guilt and must be noted without prejudice.

4. Should the accused and/or the accuser so desire, he/she may be accompanied by an on-campus advisor at the hearing. The advisor shall not be an attorney and cannot enter into any discussions with anyone other than the student.

5. The student and the accuser shall be allowed to present oral and/or written testimony and/or witnesses on his/her behalf.

6. The accused and the accuser each have the right to be present throughout the presentation of testimony.

7. Each side shall be given a chance to present its position separately without interruption from the other side.

8. After the presentation of both positions, a rebuttal and questions will be allowed.

9. The decision of the Honor Council shall be communicated in writing by the Vice President for Academic Affairs, or designee, within 72 business hours after the decision to the student and the accuser. The notification shall specify the action taken by the Honor Council. The chair of the Honor Council shall deliver a copy of the council's findings to the Office of Academic Affairs at academicaffairs@lander.edu for inclusion in the Academic Honor Code file.

10. Should the Honor Council find the student guilty, it shall specify one or more of the penalties listed below:
    a. A failing grade on the assignment or test in question.
    b. A failing grade in the course in which the violation occurred.
    c. Honor code probation for a period of time, not less than one full semester. Any honor code violation during the probation period shall be grounds for suspension.
    d. Suspension from Lander University for a specified, or an unspecified, period of time.
    e. Expulsion from Lander University.

Rights of Those Charged

1. The right to be notified in writing of their rights in the disciplinary process.

2. The right to be notified in writing of the charges against him/her with sufficient time to prepare for a hearing. In the event that additional charges are brought, further written notice must be forwarded to the student(s). The charged student(s) may waive the right to a separate written notice of additional charges in order to expedite the hearing process.

3. The right to be notified of the date, time, and place of formal hearings at least three (3) University business days prior to the hearing.

4. The right to know the nature and source of the evidence used in a hearing process. This includes the right to review all documents and exhibits to be introduced at a hearing, as well as a list of witnesses asked to testify at the hearing, upon the student's request.

5. The right to present evidence on one's own behalf.

6. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party/parties.

7. The right to refuse to answer any questions or make a statement. However, the hearing authority may draw inferences from this refusal.

8. The right to present questions for the witnesses to answer. The hearing officer/council may rule on the relevance of these questions.

9. The right to be accompanied by an on-campus advisor throughout the hearing process. The advisor shall not be an attorney and cannot enter into any discussions with anyone other than the student. The advisor, with the written permission of the charged student(s) may:

    a. Advise the accused student regarding preparation for the hearing.
    b. Accompany the accused student to all disciplinary proceedings.
    c. Have access to evidence to be introduced at the hearing.

NOTE: Advisors are not permitted to participate directly in the hearing process or to speak for the charged student(s).

Rules Governing Council Hearings

1. When a student chooses the option of a formal hearing, the Vice President for Academic Affairs or their designee shall set a date, time, and place for the hearing and notify those charged, relevant witnesses, participants, and the Honor Council of the hearing's scheduling.

2. Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in the strictest confidence by council members, University staff, witnesses, and advisors before, during, and after deliberation. Video, audio, stenographic, or photographic recording of hearing proceedings is prohibited, except as authorized by the Office of Academic Affairs.

3. The chair shall remind all parties to the hearing that any statements made or evidence introduced must be truthful and accurate. If any material facts are in dispute, witnesses' testimony and other evidence shall be heard. The chair shall ensure that only information directly pertinent to the specified charges shall be introduced.

4. A party charged with a violation is responsible for presenting its own case. Advisors are not permitted to speak during or participate directly in any hearing.

5. The chair of the council, with the assistance of the Vice President for Academic Affairs or designee, will exercise control over the hearing to avoid consuming time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the Honor Council may request the council to go into a private session to discuss and decide on a matter by majority vote. The council chair can recess the hearing at any time. The chair of the council shall ensure that all procedures are appropriately followed.

6. The party charged with a violation(s), the Vice President for Academic Affairs, or designee, and council members shall have the right (within reasonable time limits set by the chair) to present questions to witnesses who testify orally. The council may require that questions from the charged party be addressed to the chair, who can then ask these questions of the witness.

7. All hearings shall be conducted in an orderly manner, and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present only during their testimonies.

8. The council may proceed independently to secure evidence for the hearing. The charged party shall have access to any evidence at least three days before the hearing unless exigent circumstances preclude this possibility. The charged party shall have a reasonable time to prepare responses to such evidence.

9. The Vice President for Academic Affairs, or designee, serves as a nonvoting member of the council and may assist in administering the hearing by answering questions regarding procedural issues. This administrator may also facilitate the deliberation process and aid in maintaining order at the hearing. This administrator may authorize certain University staff to be present to advise the council.

10. If the charged student chooses not to attend the formal hearing, the council may proceed with the hearing, reach decisions, and impose sanctions without the student's participation.

11. The Office of Academic Affairs shall keep a recording of the hearing until any appeal, or any external judicial review, has been concluded, or for up to 30 days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party and advisor shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Academic Affairs. The charged student may request a duplicate copy of the recording at his/her own expense within 30 days from the hearing date.

12. After hearing the evidence, the council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.

13. After all information has been presented and the charged party has made a final statement, the council shall meet in private to discuss the case, reach its decision, and, if appropriate, determine the outcome. The council's decisions must be taken by majority vote. A tie vote is considered a finding of not guilty. If the student is found responsible for violating the honor code, the council may hear any information concerning the student's past University record(s) in determining appropriate sanctions.

14. The Office of Academic Affairs shall be responsible for forwarding the written decision of the council to the charged party. The letter from the council shall consist of:
    a. Findings of the council.
    b. Sanction(s).
    c. Statement regarding the right to appeal.

Academic Honor Code Files
The Office of Academic Affairs shall maintain the Academic Honor Code file. A faculty member may have access to a student's record in the Academic Honor Code file when carrying out professional duties. None of the contents of the file shall be removed from the Office of Academic Affairs.

Notice of Violations
Second Violation: Within five (5) days of receiving official notice of a second violation of the honor code by any student, the Vice President for Academic Affairs, or designee, shall officially warn the student in writing that any future violation of the honor code will automatically lead to the student being required to appear before the Honor Council.

Third Violation: Within five (5) days of receiving official notice of a third violation of the honor code by a student, the Vice President for Academic Affairs, or designee, shall refer that student to the Honor Council for a hearing.

Honor Council Hearing
The purpose of the hearing shall be to determine what further penalty, if any, shall be imposed by the council on the student. The hearing shall take place within five (5) days after the Office of Academic Affairs has notified the council chair of the need for the hearing. The Honor Council shall have access to the students' records in the Honor Code file.

Penalties
The Honor Council may impose penalties of honor code probation, suspension from Lander University for a specified or unspecified period, or expulsion. Such penalties may be imposed, whether or not the student chooses to attend the hearing.

Appeals
The Vice President for Academic Affairs, or designee, shall notify both the accused and the accuser in writing of their rights to appeal the outcome of Honor Council hearings on substantive or procedural grounds. Should either party appeal, any action specified by the Honor Council not be implemented pending resolution of the appeal.

Request for Appeal
Requests for appeal must be made in writing to the Office of Academic Affairs at academicaffairs@lander.edu within three (3) University business days of receipt of written notification of the Honor Council's decision. Appeals will be heard by the Faculty Senate Grade and Academic Appeal Committee of Lander University within 14 calendar days after the committee chair receives the appeal from the Office of Academic Affairs. Should a member of the Honor Council be involved with a specific case, that member will be excused from the council when a hearing of that case is conducted, reference: Grade and Academic Appeal Committee: Academic Policies and Support.

Academic Honor Code Referral Form
If a student or a group of students allege an instructor's infraction(s) of the Academic Honor Code, the accusing student(s) may pursue the matter using the academic chain of responsibility. If the unit head is the instructor of record, the student(s) may request an initial meeting with the Vice President for

Academic Affairs or designee.

The Academic Honor Code referral form must include:

1. The name(s) of the accused instructor(s).
2. The specific honor code violation.
3. An explanation of the alleged infraction.
4. A copy of any written evidence.
5. The time, date, and place of the alleged infraction, if appropriate, and the names of any witnesses.

Academic Chain of Responsibility
*Signatures indicate an effort to resolve the issue.

Department Chair: _____ Date: _____
Signature of Department Chair

College Dean: _____ Date: _____
Signature of College Dean

Vice President for Academic Affairs: _____ Date: _____
Signature of VP for Academic Affairs

President: _____ Date: _____
Signature of President

ACADEMIC POLICIES

Academic Requirements and Regulations
All students are responsible for knowing and observing the academic requirements and regulations of the University, which are set forth in the Academic Regulations and Procedures section of the current Undergraduate Catalog. They are also advised to be familiar with related portions of the catalog, especially the courses of study section, and to understand that academic policies in effect are always those stated in the current catalog. Some academic procedures, general regulations, and information appear in the Student Handbook, which is published annually. The Registrar's Office website also contains academic information.

Intellectual Property Policy
Lander University has among its primary purposes teaching, research, and the expansion and dissemination of knowledge. Products of these endeavors include the development and use of intellectual property. It is the intent of the University that its faculty, staff, and students carry out their scholarly work in an open and free atmosphere that encourages publication and creation of such works without constraint, but consistent with applicable laws and University policy. The purpose of this policy is to encourage and reward research and scholarship that result in the creation of intellectual property and to recognize the rights and interests of the inventor or creator, the public, the external sponsor, and the University. The complete policy may be accessed online at www.lander.edu/policies.

Use of Electronic Devices Policy
Instructors may use instructional technology as a way of supporting pedagogy training and/or learning. Therefore, an institutional ban on an electronic device(s) may not be feasible across disciplines. In addition, Lander Alert notifications (weather, emergency, campus safety) are sent to mobile devices. In this policy, the term "electronic devices" includes, but is not limited to, cell phones, tablets, laptops, and

smartwatches. We know from neuroscience research that it is not possible to divide your attention between sources - you cannot check your text messages or social media and still be fully engaged in class. There are also pedagogical reasons to use various technological tools.
With this research in mind, Lander University has approved a policy on the use of electronic devices in classes.

1. Instructors will notify students when the use of a particular device is appropriate or inappropriate during class.

2. If an extenuating circumstance requires students to use their device for a non-pedagogical purpose during class, the instructor should be notified as soon as possible.

3. If you need to take a text or call, quietly step out of class to engage.

4. Any consequences associated with the usage of a device outside of this policy will be communicated by the instructor in the course syllabus.

Lander's Artificial Intelligence (AI) Policy
Lander University recognizes the impact that emerging technologies such as generative artificial intelligence (AI) have on higher education, including both their usefulness as intellectual and creative tools and their potential to be used as vectors of academic dishonesty.

Lander University encourages its faculty to design learning assessments in ways that take AI into account and provides support, through the Center for Faculty Excellence, to provide high quality educational experiences in the ever-changing landscape of higher education.

Lander University faculty have the right to allow and/or restrict the use of any technology in their classes in ways that are appropriate to their subject, content, and learning objectives so long as their permissions and restrictions are fair, equitable, and clearly communicated.

Faculty should include an appropriate syllabus statement in their syllabi to address the use of technologies like ChatGPT.

Classroom Code of Conduct
As stated in the University's Student Handbook, a Lander student is expected to show respect for order and the rights of others, and to exemplify a sense of honor and integrity in his/her daily activities. Student conduct is considered an integral part of the educational process. Therefore, no student should be denied the right to learn as a direct result of disruptions in the classroom.

Active learning, open inquiry, and the free expression of informed opinion are the foundations of a liberal education at Lander University. However, student behavior that interferes with an instructor's ability to conduct the class is prohibited. Instructors may include other specific classroom regulations in their syllabus or present them in class on the first day of the term.

Lander faculty have the following expectations:

1. Students will be attentive and courteous during class or lab.

2. Students will complete the assigned work on time.

3. Students will abide by the University's honor code, as described in the Lander University Student Handbook, which is available in print and online.

4. Students will ultimately be responsible for their own achievement.

Basic Expectations

We know from neuroscience research that it is not possible to divide your attention between sources - you cannot check your text messages or social media and still be fully engaged in class. There are also pedagogical reasons to use various technological tools. With this research in mind, Lander University has approved a policy on the use of electronic devices in classes.

Instructors will notify students when the use of a particular device is appropriate or inappropriate during class.

1. If an extenuating circumstance requires students to use their device for a non-pedagogical purpose during class, the instructor should be notified as soon as possible. If you need to take a text or call, quietly step out of class to engage.

2. Any consequences associated with the usage of a device outside of this policy will be communicated by the instructor in the course syllabus.

3. Arrive for class on time, and do not expect to leave class early. Random coming and going while a class is in session is unacceptable. If you must leave early, or arrive late, alert the instructor prior to class. Leave in complete silence and never walk between the class and the instructor during a lecture.

4. Be respectful when addressing the professor, both face-to-face and electronically.

5. Do not talk to others while the professor, or another student, who has the floor is talking. If talking, do not expect the professor to repeat any material, information, or instructions you may have missed.

6. In many buildings, a policy of no eating or drinking (including gum, candy, and water) in the classroom is in effect. Consult with the instructor concerning this policy.

7. Visible and audible signs of restlessness are distracting for both the instructor and other students. Please wait until the instructor dismisses the class before you begin packing your materials. If you fear that you may be late for your next class, leave as quietly as possible.

8. It will always be to your advantage to attend class, listen, take notes, do the assigned work, and study. It goes without saying that your grades are a reflection of your diligence.

9. When computer use is permitted, it must be used only for class work. Inappropriate activities include, but are not limited to, sending and reading email, surfing the Internet, and playing computer games—in other words, anything that is not course-relevant.

Musical and Theatrical Performance Code of Conduct

It is important for students to maintain a degree of decorum when attending musical and theatrical performances, as well as in the classroom. Please bear in mind that others in attendance are often public supporters of the University who may view your actions as a reflection of the student body as a whole.

Students are expected to adhere to the following code of conduct during all performances:

1. Refrain from speaking or making noise during the performance. Sounds such as whispering and paper rustling are magnified in the Josephine B. Abney Cultural Center Auditorium.

2. At the request of the performers or director, latecomers may not be admitted. If late arrival is permitted, please stand quietly outside the door until you are sure that a piece has ended. With as little disruption as possible, quickly find the nearest seat available.

3. Turn off and silence all electronic devices and put them away. Lights, as well as sounds, distract the performers on stage and other audience members.

4. No food or drink is allowed in the auditorium, green room, or recital hall.

5. Refrain from placing your feet on the seats.

6. Photography, recording, or videotaping performances are not allowed. Violators may be prosecuted according to federal law.

7. If you must leave during the performance, exit through the nearest door between musical selections or at a pause in the theatrical performance. If you plan to return, wait until the musical selection has ended or until the theatre intermission.

8. University officials, or Lander police officers, may remind you of these rules if necessary. Violators who are asked to leave or are escorted from the performance will not receive FALS credit. Students who are asked to leave the auditorium due to a violation of the code of conduct may forfeit their ability to attend future events at Lander.

University Attendance Policy

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific attendance requirements can hold students accountable for absences from class. Consequences for violating attendance requirements will vary from instructor to instructor but may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements at least one (1) week prior to the date of absence. Students missing a class are expected to consult with their instructor(s) to request permission to make up missed coursework.

University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements *if they notify the instructor(s) at least one 1 week prior to the event*. For all other absences, University Student Representatives must meet the attendance requirements stated previously.

Students may request attendance accommodation for documented disabilities or a chronic medical diagnosis by contacting the Office of Student Accessibility and Testing Services prior to the beginning of classes. Students who develop a significant health issue after classes begin, such as a long-term illness/condition, or someone who has a temporary need for additional absences, such as surgery, may also request attendance accommodations by contacting the Office of Student Accessibility and Testing Services. Health Services will make notifications for acute illnesses that are documented in the Student Wellness Center. Instructors should make reasonable accommodations for students who receive documented attendance accommodations through the Office of Student Accessibility and Testing Services. This will vary depending on the nature of the course.

Internships, field placements, practicums, and off-campus clinical experiences have their own attendance and safety regulations that may differ from the University's regulations. Students in such courses would be bound to abide by all rules and regulations of this external site for academic credit to be earned.

Students in laboratory sections offered by the College of Science and Mathematics or clinical sections offered by the School of Nursing must attend the first class meeting in order to remain on the roster. Students who have never attended class during the first two (2) weeks of the semester may be dropped from the course at the discretion of the instructor. The instructor will notify the Registrar, and the student will be dropped from the course. However, students should not assume that they have been dropped from the course because they have not attended class. It is the student's responsibility to drop a course they are not planning to attend by the deadline published in the Academic Calendar. Failure to do so may result in a failing grade for the course.

South Carolina Illegal Immigration Reform Act
A student must be a citizen, or national, of the United States, or one who is lawfully present in the United States, in order to enroll at Lander University. If a student at Lander ceases to be a citizen, or national, of the United States, or one who is lawfully present in the United States, Lander shall discontinue the student's enrollment and cease providing the student with any public higher education benefit. This policy applies to any person enrolled in any course offered by Lander University.

English Fluency in Higher Education Act
South Carolina's English Fluency in Higher Education Act requires that each public institution provide assurance that there exists an adequate procedure for students to report grievances concerning the inability of instructors to be understood in spoken or written English. Through the offices of deans, department chairs, and the Vice President for Academic Affairs, and through the University grade appeal process, students are provided both formal and informal procedures for any student to report grievances related to an instructor's ability to be understood in spoken or written English. Further, the Vice President for Academic Affairs and the Dean of Students or designee are required to monitor and report to the South Carolina Commission on Higher Education all grievances filed by students because of alleged instructor inadequacies in spoken or written English. A copy of the act is maintained in the Office of Academic Affairs and is available for review during regular office hours.

Inclement Weather Policy
In the event that inclement weather causes classes to be cancelled at Lander, the University will notify television and radio stations of these cancellations. The message will also be sent via official Lander email, posted to the University's main social media platforms, and placed on the University's website. If the University does not cancel classes during bad weather, students should decide responsibly whether to attend classes.

Policy: Travel to, or Study in, Areas Under a U.S. State Department Travel Warning
Lander University's standard policy is not to approve enrolled Lander students for travel to, or study in, a location where a United States Department of State Travel Warning is in effect. Students, faculty leaders, or Study Abroad Committee members can petition the Study Abroad Committee to waive the prohibition. Petitions are reviewed on a program-by-program basis.

Details on submitting a petition can be obtained by contacting the Director of Study Abroad. By way of application:

1. Lander will not grant academic credit for, or financial aid toward, Study Abroad programs in areas under a United States State Department Travel Warning.

2. A State Department Travel Warning may be for an entire country or only part of a country. If the latter, there would be no prohibition on areas not covered by the warning.

Additional Academic Policies
Other academic policies, including those governing probation, suspension, expulsion, and academic renewal, are outlined in the Lander University catalog. The policies in force are those published in the current catalog. Academic departments may add academic regulations for their majors.

ACADEMIC COLLEGES AND DEPARTMENTS

College	Office	Phone	Departments
College of Business & Technology	LC253	(864) 388–8224	Applied Computing Media & Design School of Business
College of Education	LC222	(864) 388-8006	Education
College of Graduate and Online Studies	JL300	(864) 388-8424	Behavioral & Social Sciences Graduate Programs Business Graduate Programs Certificate Programs - All-Hazard Emergency Management - SHRM Certificate Education & Exercise Science Graduate Programs Online Undergraduate Programs School of Nursing, MSM, Clinical Nurse Leader Visual Art Graduate Programs
College of Humanities, Arts, & Social Sciences	CC255-256	(864) 388-8410	Art Communication & Languages Government, Criminology, & Sociology History & Philosophy Military Science & Leadership Music Psychological Science & Human Services
College of Nursing, Human Performance, & Health Sciences	BH124	(864) 388-8394	Exercise Science & Human Performance Public Health School of Nursing
College of Science and Mathematics	SC246	(864) 388–8386	Biology Mathematics Physical Sciences

Students are encouraged to consult Lander's website for a complete list of majors and minors.

FINE ARTS

The College of Humanities, Arts, and Social Sciences sponsors exhibits by students and visiting artists in the Lander Art Gallery in the Jackson Library and venues in Uptown Greenwood. For more information on the Gallery, please contact Prof. Jon Holloway at jholloway@lander.edu.

The College also presents performances by student musicians in the music ensembles. Any student can audition for these performance groups - they are not limited to music majors or music minors.

All students are encouraged to attend the College's exhibitions and performances. For more information about participation, students may contact the college by calling (864) 388–8323 or emailing one of the following areas of interest:

ACADEMIC SUPPORT

Registration for Continuing Students
Currently enrolled students may register for the next term shortly after mid-semester. Please note that currently enrolled students with past-due balances are not eligible to register for the next term. This procedure is designed to take care of continuing students' registration needs. Students are strongly urged to plan their programs carefully with the help of faculty advisors every semester.

Declaring or Changing Majors and Minors
A prospective student who has not yet attended classes and wants to change their major should contact the Office of Admissions. A current student who wants to change or declare a major should make the request through their intended major department. After the intended major department has submitted the major change request, an email notification will be sent to the current student's Lander email address as verification.

Graduate Students Seeking Assistantships
Students seeking graduate assistantships should search the Handshake online job board when applying to a specific academic program. Students must be accepted into a graduate program to be eligible. Graduate assistantships typically apply to fall and spring terms; no employment is guaranteed during the summer. Graduate assistantship appointments are good for one year; if students wish to continue for a second year, they will need to reapply. To access Handshake, go to Lander's website at www.lander/edu and log into MyLander.

Graduating Under a Catalog
In all areas, except the teacher certification program and nursing, the catalog in place at the time the major is declared becomes the one used to determine graduation requirements for the major and minor. A student may choose a subsequent catalog for purposes of meeting graduation requirements.

Graduating under a catalog pertains to degree requirements only, including major and minor. Students must meet all University requirements regarding registration, payment of fees, residency, and personal conduct as stated in the most current catalog.

1. If a student enrolled at Lander leaves the University for less than two (2) years, the student may remain under the catalog previously selected.
2. If a student enrolled at Lander leaves the University for a period of two (2) or more years, when he/she returns, the catalog in effect at the time of readmission is used to determine graduation requirements.
3. A student may not graduate under a catalog that is more than eight (8) years old.

To apply for graduation, students must complete the Request for Graduation Form found in their MyLander portal. Students must also provide notification of a change in catalog year to the Registrar's Office one semester prior to completing their graduation request. The graduation application deadline is communicated by email to eligible students at least one academic term before their intended graduation. Faculty and staff members also receive this email announcement.

Graduation Approval

Students who expect to graduate must complete a "Request for Graduation Form" with the Registrar's Office and the online application in MyLander. Both of these items must be completed by the deadline announced by the Registrar's Office.

1. An application for a degree is not accepted unless the student has paid all fees required by the University, including the graduation fee.

2. Candidates for graduation must complete all institutional coursework in the anticipated term of graduation and by the semester deadline date for final grades in order to receive a diploma/degree.

3. Graduating students with physical disabilities are expected to communicate with the Office of Student Accessibility & Testing Services, regarding accommodations needed for their participation in the commencement ceremony.

4. If a student's graduation plans change, academically or personally, the student must reapply for graduation during the next anticipated term of graduation and pay the graduation fee.

5. Students who apply to graduate in August and complete all requirements will receive their diplomas in August and are automatically included in the following December ceremony.

6. Refer to the University's current Academic Catalog regarding graduation participation, transfer credits, and graduation honors. The Academic Catalog is on Lander's website at www.lander.edu

Transcripts

Requests for official transcripts of a student's academic record can be made online through the National Student Clearinghouse. A transcript fee is charged to each official electronic transcript ordered. A transcript of a student's record carries the following information: current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, the system of grading, all failures, incomplete grades, and academic penalties such as academic probation, suspension, or other restrictions. A student's official record concerns academic performance only. No partial record will be issued. The University may withhold official transcripts when a student has unresolved administrative, academic, or other institutional obligations that affect the release of academic records.

Academic Concerns and Resources

The following is a list of potential academic concerns, along with corresponding resources for each. For office location and contact information, if applicable, please visit the specific department's website.

Concern	Resource
Absences From Class	Appropriate class instructor
Academic Matters	Appropriate Advisor, Department Chair, or College Dean
Academic Petitions	Registrar
Adding Courses	Bearcat Web

Concern	Resource
Address Changes	Bearcat Web
Dropping a Course	Bearcat Web
Graduation	Registrar
Internship Opportunities	EYE Program
Major/Minor Changes	Intended Major Department Office
Name Change	Registrar
Registration Matters	Registrar
Services for Students with Disabilities	Student Wellness Center
Transcript of Grades	Registrar
TRIO	Student Support Services
Tutoring Services	Student Success Center
Withdrawal From a Class	MyLander
Withdrawal From the University	Student Success Center

Official Withdrawal – From a Course
Students may drop a course completely during the registration and drop/add periods of each semester. Additionally, students may withdraw from a course without academic penalty (earning a grade of W) based on the deadlines defined in the Academic Calendar, available on Lander's website at https://www.lander.edu/academics/academic-calendar.html.

Official Withdrawal - From the University
Students who find it necessary to withdraw from all classes must complete and submit an Official Withdrawal and/or Temporary Leave Form. MyLander will not allow students to withdraw from all courses; instead, this process begins in the Student Success Center. Complete withdrawal after the drop deadline will result in grades of "W" for all registered coursework. Students may not completely withdraw following the last day of classes. A student who completely withdraws from the University during a semester must submit a new application for admission in order to be readmitted to the University unless the student requests and is granted a temporary leave. International students must seek advice from the international student advisor PRIOR to withdrawal to discuss immigration and the implications of withdrawal from school. ***Individual course drops or withdrawals do not automatically guarantee a refund of tuition.***

Temporary Leave
Students who intend to re-enroll at Lander after an attendance break of one or two regular semesters may request an Official Temporary Leave. Such a leave may be granted for either one or two regular semesters if the applicant was in good standing at the end of the last term completed at Lander.

The "Official Withdrawal and/or Temporary Leave Form" process begins in the Student Success Center. Completion of the application and approval of the request constitutes a contract between Lander and the student involved. This contract obligates Lander to provide access to certain services during the non-enrollment period and binds the student to re-enroll by no later than the mutually agreed-upon date. Lander approvals include signatures from the Student Success Center, a financial aid counselor, a student accounts official, a housing official, and an official from the Registrar's Office.

Refund Schedule and Policy
When a student leaves the University before the end of a fall or spring semester, voluntarily or through dismissal, the University fees (tuition) will be refunded as follows:

1. Last day for registration and drop/add - 100%
2. Before the expiration of 10% of the semester, 90%
3. Before the expiration of 25% of the semester, 50%
4. Before the expiration of 50% of the semester, 25%

Students receiving Federal Direct Loans, Federal PLUS Loans, Federal Perkins Loans, Pell Grants, or Federal SEOG Grants are subject to a federally mandated pro-rata return of Title IV Fund regulations if they withdraw prior to completing 60% of the term.

Refunds/returns are distributed in the following order:
1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Grad Plus Loan
4. Direct Part Plus Loan
5. Pell Grant
6. Federal SEOG
7. State-funded scholarships and grants
8. Personally guaranteed payment

The date on which a student files a written notice of withdrawal with the Office of the Registrar is the date used in determining refunds. Conditions for refunds of room and board and breakage deposits are listed on the residence hall contract.

No refunds or reductions of basic charges will be made due to a change in status (e.g., from full-time student to part-time student) after the last day for registration and drop/add for each fall or spring semester. For Summer School, no refund of tuition and fees will be made after 5 p.m. on the second day of class. No reductions from any charge are made for holidays or for absence from the University.

A boarding student will pay full charges for meals, regardless of the number of meals taken in the dining hall. To receive academic credits, grade reports, transcripts of record or degree, a student's indebtedness to the University must be settled, and the student must account satisfactorily for all property trusted to the student's care.

Any outstanding balance due to the University after the student ceases to be enrolled is subject to referral for collection and recovery. The student will be responsible for the fees of any collection agency, which may be based on a percentage not exceeding 33.3% of the debt, and all costs and expenses, including reasonable attorney fees, necessary for the collection of this debt.

Grade and Academic Appeal Committee
The Grade and Academic Appeal Committee will consist of a tenured faculty member who will serve as chair and will be selected from and by the Faculty Senate, three (3) other faculty members selected by the Faculty Senate, and a student representative.

The student member and an alternate student member will be nominated by the president of the Student Government Association in consultation with the advisor to the Student Government Association. If neither the student representative nor the alternate can attend a meeting, the president of the Student

Government Association will substitute for him/her. The committee membership will be subject to approval by the University President.

Prior to the end of each spring semester, the Faculty Senate will recommend the faculty membership to the president. Members will serve for one (1) calendar year, beginning May 16 and extending through May 15 of the following year. At that time, alternates will be chosen to be in line to take a member's place in case of unavoidable absence during the academic year or during the summer.

If a faculty member whose grade is being appealed is not available or no longer on the Lander University faculty, or in the event of a conflict of interest, the department chair will represent the faculty member. If an appeal involves a member of the committee or a committee member's department chair, one of the alternates will be asked to serve in his/her place.

Members of the committee will observe strict professional confidentiality concerning all committee business. The committee will uphold the University policy on confidentiality of student information. All other participants in the process will be required to sign a confidentiality agreement.

Committee Function
The committee will hear the following types of appeals:

1. Grade appeals not resolved at the level of the academic unit.

2. Appeals not resolved by the Honor Council and/or the Dean of Students or their designee.

3. Appeals related to regulations for academic honors at graduation.

The committee may affirm previous decisions or recommend review and consideration of revisions.

Grade Appeals
Students who believe that the final grade in a course is incorrect may appeal the grade. A student considering filing an appeal on a final grade must meet with the chair of the Grade and Academic Appeal Committee for an explanation of the procedure, including requirements for completing the grade appeal form. During this meeting, the chair will listen to the student's explanation and advise them to consider carefully whether an appeal seems appropriate. If the chair wishes, they may contact the faculty member involved to seek further information before the student proceeds. If the student wishes to proceed with a grade appeal, the chair must provide the student with the appropriate documents and provide their signature if it is required.

Grade Appeal Limitations
The following limitations apply to grade appeals:

1. Students may only appeal their final course grade.

2. Appeals for spring and summer semester grades may not be made after four (4) weeks into the following fall semester. Appeals for fall semester grades may not be made after four (4) weeks into the following spring semester. Faculty must maintain a comprehensive list of all grades given in each course taught for a minimum of four weeks in the semester following the assignment of grades. If the faculty member retains any tests, papers, projects, quizzes, and other graded material, that faculty member must keep the graded material for a minimum of the first four weeks in the following semester.

3. Students must complete phases one (1) and two (2) of the appeal no later than 12 weeks into the semester following the assignment of the final grade being appealed.

4. No grade may be appealed after a student has graduated.

5. Once the grade appeal process is completed, and if the appeal process results in a change of grade, the instructor must initiate the grade change process within five (5) business days. If the faculty member is unable to initiate the grade change process, the department chair (or dean for departments with no chair) will initiate the grade change process.

6. The committee cannot hear cases that involve charges of academic dishonesty unless the Academic Honor Council has already ruled on a situation.

7. Hearings for grade appeals will not be conducted after the last day of classes of each semester unless a student has a compelling reason for being heard during the examination period. Graduating students should refer to the section on the Expedited Procedure for Graduating Students.

8. The committee will not hear an appeal when the University is on official break. An official break is defined as Christmas and spring breaks, the days between Spring graduation and the beginning of summer school I, and between the end of all summer school sessions and the beginning of the fall semester.

First Phase of the Appeal Procedure for Faculty in Residence:

1. The student will then attempt to resolve the issue by consulting with the faculty member. If the issue is not resolved at this meeting and the student wishes to proceed with the grade appeal process, the faculty member will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify the discussion with the faculty member. Before beginning this phase, the student should have acquired the grade appeal form from the chair of the Grade and Academic Appeal Committee. If the student does not have this form and would like to continue to appeal their grade, the faculty member should refer the student to the chair of the Grade and Academic Appeal Committee.

2. If the issue remains unresolved, the student will then consult with the appropriate department chair to attempt a resolution. If the instructor whose grade is being appealed is the department chair, the student should go on to step three of the grade and academic appeal form. If the issue is not resolved at this meeting and the student wishes to proceed with their appeal, the department chair will sign the grade appeal form. This signature indicates the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify the discussion with the department chair. If there is no department chair, the student immediately proceeds to step three.

3. If the issue remains unresolved, the student will then consult with the appropriate college dean to attempt a resolution. If the instructor whose grade is being appealed is the college dean, the student should go to the Vice President for Academic Affairs as step three of the grade appeals process. If the issue is not resolved at this meeting and the student wishes to proceed with their appeal, the college dean will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify the discussion with the college dean. The student should proceed to the second phase.

For Faculty No Longer Employed at the University:

1. The student should meet with the department chair, who will sign the grade appeal form for the faculty member and may recommend a grade change to the college dean. For colleges with no department chair, the student will go to the dean for steps one and two.

2. The department chair and the dean will complete steps three and four of the grade appeals form. If the department chair, the dean of the college, and the student agree to a satisfactory resolution, the dean will send a letter of justification, along with the completed grade appeal form, to the chair of the Grade and Academic Appeal Committee.

3. If the issue remains unresolved, the student should proceed to the second phase.

If the student chooses to continue the process after talking to the instructor, the department chair, and the dean of the college, the chair of the committee will explain that the hearing is not an effort on the part of the University to replicate, in any way, judicial proceedings in the spirit or sense of a formal court of law. The hearing simply provides a university forum for appropriate and fair-minded discussions and deliberations.

In that spirit, neither the University nor the student may be accompanied by legal counsel. The student may, however, be accompanied by an on-campus support person. Should the student be accompanied by an on-campus support person (who may be the academic advisor), the support person is not allowed to participate directly in any discussion but may discreetly confer only with the student during the course of the hearing. The committee chair will explain the phases of the appeal process and sign the grade appeal form. This signature indicates that the student has decided to continue with the appeal process.

If the faculty member chooses to change the grade during this phase, they shall inform the Grade and Academic Appeal Committee chair of their decision and submit the grade change forms within five (5) business days. The faculty member will submit a copy of the grade change forms, signed by all parties, to the committee chair. If the faculty member fails to submit a copy of the completed grade change forms within this timeframe, the appeal process will proceed to the next phase.

Second Phase of the Appeal Procedure

If no resolution is agreed upon at this point, the student may continue the formal grade appeal process by submitting to the chair of the Grade and Academic Appeal Committee the following items: completed grade appeal form signed as specified above under First Phase of the Appeal Procedure; letter explaining the basis for the grade appeal; and supporting documents to include a list of any other evidence to be presented. Students must complete phases one and two of the appeal process within 12 weeks of the semester following the assignment of the final grade being appealed.

If the faculty member chooses to change the grade during this phase, they shall inform the Grade and Academic Appeal Committee chair of their decision and submit the grade change forms within five (5) business days. The faculty member will submit a copy of the grade change forms, signed by all parties, to the committee chair. If the faculty member fails to submit a copy of the completed grade change forms within this timeframe, the appeal process will proceed to the next phase.

Third Phase of the Appeal Procedure

Upon receipt of the required documents, the committee chair will inform the faculty member, the appropriate department chair, the student's advisor, the college dean, and the Vice President for Academic Affairs within two (2) business days of receiving the documents. The committee chair will also provide the faculty member with a copy of the items listed above under the Second Phase of the Procedure.

If the faculty member chooses to change the grade during this phase, they shall inform the Grade and Academic Appeal Committee chair of their decision and submit the grade change forms within five (5) business days. The faculty member will submit a copy of the grade change forms, signed by all parties, to the committee chair. If the faculty member fails to submit a copy of the completed grade change forms within this timeframe, the appeal process will proceed to the next phase.

Fourth Phase of the Appeal Procedure

The committee will conduct a hearing within 14 business days of receipt of the grade appeal form. If necessary, the committee may seek additional information and advice from individuals directly involved in the case. The committee hearing will focus on the issue at hand. The student's argument at the hearing will be limited to statements from the student and the evidence outlined in the required documents (as listed in the second phase). A student's grades from other courses should not be introduced unless they have a bearing on the matter at hand.

Within five (5) business days after the hearing, the committee chair will notify the student, the faculty member, the appropriate department chair, the college dean, the advisor, the registrar, and the Vice President for Academic Affairs of the committee's findings and recommendation(s). Once the grade appeal process is completed, and if the appeal results in a change of grade, the instructor must initiate the grade change process within five (5) business days.

If the faculty member is unable to initiate the grade change process, the department chair (or dean for departments with no chair) will initiate the grade change process. The faculty member will submit a copy of the grade change form, signed by all parties, to the committee chair. The Grade and Academic Appeal Committee will then hear no further appeals from either side. The committee's decision is final and closes the appeal process.

The Grade and Academic Appeal Committee must make every reasonable effort to resolve the grade appeal before the conclusion of the semester following the semester in which the student received the final grade.

Expedited Procedure for Graduating Students

1. The expedited procedure for graduating students is intended only for the appeal of final grades for graduating students. Eligible students must submit their grievances to the Grade and Academic Appeal Committee no later than 5 p.m. the day after the final grade is posted. Any student registered to graduate is eligible for this process, regardless of semester.

2. The student will attempt to resolve the issue by consulting with the faculty member who assigned the grade being appealed.

3. If the issue is not resolved at this meeting and the student wishes to proceed with the grade appeal process, they will file an appeal with the Grade and Academic Appeal Committee. The student will provide a written statement and complete and sign the grade and academic appeal form. The chair of the Grade and Academic Appeal Committee will sign this document as well. The student should provide supporting documents and a list of any other evidence to be presented to the committee at least one day prior to the hearing.

4. The faculty member and student will be notified of the location and time of the committee hearing by 5 p.m., two (2) days prior to graduation. The committee hearing will begin at 2 p.m. the day prior to graduation. In the case that the faculty member cannot attend the hearing, they may appoint a representative.

5. The hearing shall follow the procedures as outlined in the Fourth Phase of the Appeal Procedure.

6. Following the hearing, the Grade and Academic Appeal Committee shall immediately discuss and vote on a proposed resolution. A majority vote constitutes a passed resolution. This decision is final; the student and involved faculty members will be notified of the resolution. In the event that the Grade and Academic Appeal Committee decides in favor of a change in grade, the committee chair will notify the Chair or Dean of the faculty member, will notify the student, the faculty member, the appropriate department chair, the college dean, the advisor, the registrar and the Vice President for Academic Affairs of the committee's findings and recommendation(s).

7. The final decision must be reported to the appropriate offices or individuals before the University's established graduation deadline.

Appeals from the Academic Honors Council
Decisions of the Honors Council may be appealed to the Grade and Academic Appeal Committee. An appeal must be made in writing to the Office of the Dean of Students or their designee, within three (3) University business days of receipt of the original written decision. The appeal must be made in writing stating the reason. The decision and judgment of the Faculty Senate will be binding. No further appeal will be available. This committee acts on all such appeals on behalf of the Faculty Senate.

A student may appeal according to the following procedure:

1. The student will submit to the Dean of Students or their designee a letter explaining the reason(s) for appealing the decision.

2. The Dean of Students or their designee will notify the chair of the Grade and Academic Appeal Committee that the student is appealing the decision and will provide the following items for the committee:
    a. Student's letter of explanation.
    b. Case file.
    c. Recording of the hearing made by the Honors Council.

3. Upon receipt of these items, the committee chair will promptly call a meeting of the committee to review the appeal. The committee may seek additional information and advice.

4. The committee will proceed according to the following sequence:
    a. The chair ensures that appropriate committee members are present.
    b. In an executive session, the chair reviews the committee's role and the basic process to be followed. The committee members then review the items submitted by the student.

The chair presides over the committee during its deliberations. The committee's final decision is based on a motion, a second, and a simple majority vote.

5. Within five (5) workdays after the meeting, the committee chair will notify the student, the Dean of Students or their designee, the Vice President for Academic Affairs, and/or the appropriate judicial body and all other involved parties of the committee's recommendation(s).

Appeals Related to Academic Honors and Other Graduation Awards
Standards regarding eligibility for academic honors apply to all undergraduate students. Administration of these regulations is the responsibility of the Provost and Vice President for Academic Affairs, who is not empowered to waive any of the provisions. Under extraordinary circumstances, a student may be granted

relief from these regulations by the Faculty Senate through petition to the Grade and Academic Appeal Committee.

Regarding graduation honors and awards, a petition to the Grade and Academic Appeal Committee must be submitted no later than November 1 for December graduates and no later than April 1 for May graduates. August graduates must appeal by April 1 of the semester prior to the summer in which they expect to graduate.

Honors recognized at commencement are based on the cumulative Lander University GPA that the student has earned at the end of the graduation term. Students must have earned at least 60 credit hours at Lander University to be eligible for any academic honor.

Graduation honors are not awarded to graduate-level students. Students who are granted academic renewal are disqualified from graduation with honors. Summer graduates will be recognized for honors in the December ceremony.

A student wishing to appeal academic honors and/or other awards must meet with the chair of the Grade and Academic Appeal Committee for an explanation of the procedure, including requirements for completing the appeal. The student may elect to appear in person during any scheduled committee review. The committee chair will notify the student, the appropriate department chair, the college dean, the advisor, the registrar, and the Executive Vice President for Academic Affairs of the final outcome within five (5) business days of the committee review.

ACADEMIC HONORS

Semester Honors
Three (3) honor rolls recognizing academic achievements are published each fall and spring semester. Only students whose term GPA is based on a minimum of 12 credit hours (excluding developmental studies courses and other courses with grades of P) and who receive no grades of F, FA, or I are eligible for recognition.

1. Freshman Honor Roll: Freshmen with a GPA of 3.00-3.49
2. Dean's List: Undergraduates who have earned a GPA of 3.5 to 3.9
3. President's List: Any student whose GPA is 4.0

Latin Designations
All coursework taken at Lander University will be included in the calculation of the GPA for graduation with honors. Students must have earned at least 60 credit hours at Lander University to be eligible for Latin Honors. Students may have no more than one (1) failing grade or one (1) repeated course to be eligible for Latin Honors.

1. Summa cum laude: Students with a cumulative GPA of 3.9-4.0 receive a silver and gold honor cord.
2. Magna cum laude: Students with a cumulative GPA of 3.75-3.89 receive a gold honor cord.
3. Cum laude: Students with a cumulative GPA of 3.5-3.74 receive a silver honor cord.

Golden L Award
Awarded to students who have earned a cumulative GPA of at least 3.5 in the last 60 hours of work through Lander University. Coursework graded on a "Pass/Fail" scale may not be used to meet the required hours or to meet the GPA requirement. Should hours be drawn from part of a semester's work, the GPA hours from the course(s) with the highest grades from that semester, regardless of the hours earned in the course(s), will be used for the calculation.

4.0 Medalists
Awarded to students who graduate with a 4.0 cumulative Lander University GPA, given that the student has earned at least 60 credit hours at Lander University. Students will receive a gold medallion on a white ribbon to wear at the ceremony.

Thayer Award
Given to the student graduating with the highest cumulative Lander University GPA, given that the GPA is at least 3.75 and that the student has earned at least 60 credit hours at Lander University. If more than one student is qualified and tied for the highest GPA, the Provost and Vice President for Academic Affairs, with the advice of the academic deans, shall choose a recipient from the tied candidates.

Golden EYE Award
Students accumulating 120 EYE credits by graduation are eligible for the Golden EYE Award. The Golden EYE Award includes a special notation in the graduation program and a lapel pin featuring the Eye of Horus.

JACKSON LIBRARY

To meet the research needs of various majors, Library Services provides students with a wide range of both print and online resources, accessible through the library's catalog, Bearcat Search.

Research Services
Research consultation services are available in person at the circulation desk or by appointment. Self-help research pathfinders for each area of study are offered online through the web guides link on the library website.

Study Rooms
Group and individual study rooms are available for reservation via the library website. Rooms are equipped with whiteboards, and markers are available for check-out at the circulation desk. To reserve a study room, visit the library website or ask for assistance at our service desk.

Printing Services
Lander University's follow-me printing system provides students with a print allowance each semester. Shared printing stations are in academic buildings, Jackson Library, and freshman Residence Hall lobbies. For assistance configuring Lander's print system on student devices, please visit TRACS on the lower level of Jackson Library or contact the ITS Help Desk.

Research Resources Online journal, newspaper and magazine article databases are available on the library website and can be accessed with Lander email credentials. Digital offerings also include ebooks, test prep materials, streaming music and film. Items can be located in Bearcat Search the library catalog or on the A-Z list of resources on the library website.

A current Lander ID is required to borrow books and other items. Materials may be borrowed for up to one semester at a time and can be renewed up to three (3) times as long as there are no holds on the item.
Physical b~~o~~oks, digitally provided articles and other materials can also be borrowed from other South Carolina universities via the PASCAL delivery service.

Computer Commons
Located on the Lower Level of Jackson Library, the Computer Commons provides students with open access to technology resources in a centralized location. The Computer Commons houses computers for

use by Lander students, scanning stations, color and black and white print release stations, the ITS Help Desk and TRACS – the Technology Resource Assistance Center for Students.

Fines
The library imposes a $100 minimum lost material fee assessed for all items not returned. The fee includes the cost of materials and physical processing. If the replacement cost exceeds the minimum, the borrower may be required to pay a higher fee. A registration hold will be placed on all outstanding library accounts. This will prevent registration and withdrawals from any classes, as well as prevent the issuance of transcripts or diplomas until all fees are paid in full.

Library Hours
Regular operating hours are listed on the library's website at www.lander.edu/library. During summer months, holidays, or University breaks, the library may operate on modified hours.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) is located in Genesis Hall. The SSC provides services such as academic advising for first-year and sophomore students, transfer support, tutoring, academic coaching, and testing space for students who have special testing accommodations. Additionally, the SSC offers programs designed to support student success and retention.

The mission of the Student Success Center is to support the overall goals of each Lander student and faculty by providing unlimited student services (included in tuition), reflecting current "best practices" in a welcoming environment. First-year and some second-year students are assigned to a Student Success Advisor located within their major department or college.

Tutoring Services and Supplemental Instruction
Tutoring services are included in tuition for all Lander University students. These services are available for most freshman and sophomore-level courses as well as many upper-level courses. SSC Peer Tutoring services are available at various times from 8 am – 8 pm, seven days a week, both online and in-person, and are provided by peer tutors. There are a variety of courses that have weekly review or test review sessions, also led by the tutor(s). Tutors are Lander students who have completed the courses for which they provide services with an "A" and maintain a 3.0 GPA. Many of these students have also received recommendations from professors to serve as tutors. Tutoring appointments may be scheduled online at https://lander.mywconline.com/.

Academic Coaching

Academic Coaching is also included in tuition and supports students by guiding them to develop or improve their academic skill set. Peer Academic Coaches are successful, upper-level students who work with students to enhance their skills in areas such as time management, organization, note-taking, study skills, and other essential components of student success. Appointments for academic coaching can be scheduled online at https://lander.mywconline.com/.

Transfer Support Services

Transfer Support Services is located in Genesis Hall as part of the Student Success Center. The Academic Transfer Advisor serves as the primary advisor to newly admitted students, creating an individualized academic plan to ensure their success as they transition to Lander. During their first semester, incoming

students are also connected with a faculty advisor in their department and are encouraged to attend any events designed to support degree planning and the registration process.

Academic Recovery Program (ARP)
The Academic Recovery Program (ARP) assists students on academic probation in improving their GPA by allowing them to repeat coursework, attend tutoring sessions, and enroll in a study skills course. Students on academic probation will receive communication about this program via their Lander email. Before the deadline for adding and dropping courses in the current probationary term, students should meet with their primary academic advisor and the SSC to review their schedule and develop a plan to improve their academic performance.

Academic Alert Program
The purpose of the Academic Alert Program is to enable faculty to identify students who are experiencing academic difficulty. Academic Alerts are designed to engage students with on-campus academic support services. There is also a student concern process for reporting concerns that fall beyond the realm of academic advising and support. Go to Lander's website at: www.lander.edu/care

CSEM 101 – College Seminar
College Seminar is designed to help students develop practical study skills that they will continue to use throughout their academic career. In College Seminar, students refine their skills through peer interaction and direct application of the newly acquired skills to their current coursework. The course examines various topics needed for college success (i.e., note-taking, time management, concentration, study strategies, test-taking strategies, and test anxiety). You must have permission from the Student Success Center to register for CSEM 101 – College Seminar.

Testing Services
Testing Services provides testing accommodations for students in the SSC who have approved accommodations through Student Accessibility and Testing Services. The Director of Student Accessibility and Testing Services determines and approves testing accommodations. Once accommodations are approved, students must notify their professors of their intention to use the approved accommodations. Testing Accommodations include, but are not limited to, extended time on exams and quizzes, quiet and isolated testing areas, and alternative testing methods.

Pleshette Elmore, *Director of Student Success Center*
Email: pelmore@lander.edu | Phone: (864) 388-8578 | Genesis Hall,15
Web: https://www.lander.edu/academics/academic-success/student-success-center/

WRITING LAB

Student writers in any discipline are welcome at the Writing Lab, where they work alongside peer tutors to develop their writing skills. Together, student writers and peer tutors explore strategies that prepare student writers of *all ability levels* for success in their courses, graduate programs, and careers.

The Writing Lab helps with a variety of writing assignments — composition essays, literary analyses, reports, presentations, and more.

Located in the Learning Center, Room 347, the Writing Lab offers individual appointments, writing workshops, and print and digital resources including handouts and style guides.

Dr. James Anderson, *Director of the Writing Lab, English Professor*
Email: janderson1@lander.edu | Phone: (864) 388-8473 | Learning Center, 347

TRIO PROGRAM

The Student Support Services PASSport program is a federal TRIO grant program designed to help students stay in college and achieve success in their chosen fields of study. The program also helps facilitate the transition from one level of higher education to the next.

Aimed at low-income and first-generation college students, as well as students with disabilities, the program is funded at Lander University by a renewable five-year grant from the U.S. Department of Education. Student Support Services is one of eight federal TRIO programs, which were established in 1964 with the passage of the Economic Opportunity Act.

Leslie Temple, *Director of Student Support Services*
Email: lglover@lander.edu | Phone: (864) 388-8972 |TRIO House, 421 Willson St.
Web: https://www.lander.edu/academics/academic-success/student-support-services-TRIO/index.html

EXPERIENTIAL LEARNING

Cooperative Education Program
The Cooperative Education program, commonly referred to as Co-Op, enables students to earn elective course credit while working in a job related to their major. Plans for Co-Op should be made well in advance with the company and the director of Cooperative Education at Lander. An application process is required, along with course tuition.

Experience Your Education (EYE) Program
The Experience Your Education (EYE) Program is an experiential learning program at Lander University designed to provide students with the opportunity to use academic knowledge to address real-world challenges in an authentic context.

The program includes internships, co-ops, service learning, study abroad experiences, and course-embedded projects. Earning EYE Program credit is an excellent way for graduates to demonstrate to potential employers that they possess real-world skills and experience, which can make them more competitive in the job market.

There are two ways to participate in the program:

1. The approved EYE Program activities are listed on Lander's website at www.lander.edu/eye. Students interested in earning EYE credit should contact the faculty mentor for information about the EYE activity associated with the course. The faculty mentor will work with the student throughout the activity to see that the expectations of the EYE Program are met and that the credit is earned. Students should check the EYE Program website periodically for additional activities that will be added as they are approved. Note: Enrollment in these courses does not guarantee EYE credit. The student must work individually with the faculty mentor to earn the credit. Additionally, some of the listed activities are upper-level courses that may have prerequisites.

2. Look at the courses you plan to take or other activities you plan to be involved in and discuss possibilities for EYE Program credit with your instructors or the director of the EYE Program. Other

activities may include internships, co-ops, service learning, and study abroad programs. The process of approving and adding activities to the approved activities list will continue as new activities are identified or created. Students having questions about this program should contact the director of the EYE Program.

NOTE: *EYE credit is not a graduation requirement and does not affect a student's degree requirements for graduation. Students earning 120 EYE credits will receive the Golden EYE Award at graduation.*

Dr. Robert Stevenson, *Director of EYE Program, Journalism Professor*
Email: rstevenson@lander.edu | Phone: (864) 388-8210 | Cultural Center, 231A
Web: www.lander.edu/eye.

FINANCIAL AID AND ASSISTANCE

Financial Obligations

Students are expected to meet all financial obligations to the University. The University will not act as a collection agency for individuals, agencies, businesses, or organizations.

Financial Aid Assistance

Financial assistance is necessary for many students to be able to pursue a higher education. While the process may seem overwhelming at times, please read the information carefully and remain in constant contact with the Financial Aid office if you have any questions about your status. Limited information regarding financial aid is provided in the University Catalog and Student Handbook.

For details and the most current information concerning financial aid at Lander University, go online to www.lander.edu/financialaid. For information regarding the South Carolina State Scholarship Programs (Palmetto Fellows, LIFE, HOPE, National Guard College Assistance Program), please visit the South Carolina Commission on Higher Education website at www.che.sc.gov

Application Process

Lander University uses the Free Application for Federal Student Aid (FAFSA) to award all federal and state-sponsored financial aid programs, which include grants, work-study, student loans, and parental loans. No additional institutional application is necessary; however, the Financial Aid office may require supplementary information during the awarding process. Students are encouraged to respond to all requests for information in a timely manner. The FAFSA must be completed for each academic year that aid is requested.

Priority Deadline

The Financial Aid office awards aid upon receipt of the results of the FAFSA throughout the academic year. However, students whose FAFSA results are received by the priority deadline of November 1, preceding the start of the fall term, will be considered for all aid programs. Funding is limited for students whose applications are received after the priority deadline. Therefore, students are strongly encouraged to file the FAFSA electronically and follow up immediately with the required documents to complete their file by the November 1 priority deadline. Students who submit documents after August 1 for the upcoming fall semester must make payment arrangements until these documents are processed.

Types of Aid and General Information

Scholarships and grants are forms of gift aid that do not require repayment. Work programs enable students to work part-time and receive payment for the hours they work. Loans must be repaid, but students are not required to do so until six months after they drop below half-time or cease to be enrolled. While payments are not required while enrolled at least half-time for unsubsidized student loans, interest accrues while the student is in school unless it is paid.

Lander Foundation and Departmental Scholarships
To view a list of scholarships granted by The Lander Foundation and university departments, students can visit lander.academicworks.com online. To apply for one of these Lander scholarships, students must log in to that webpage and complete the application online.

Federal Funds
To qualify for federal funds, a student must meet the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA). Additionally, students must be enrolled at least half-time to be eligible for most programs.

The FAFSA may be completed online at studentaid.gov/h/apply-for-aid/fafsa. A brief description of the federal programs can be found on the FAFSA website. A more detailed description of the financial aid process and programs is available online at studentaid.gov.

The most common programs at Lander University are:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study
- Federal Direct Student Loans (Subsidized and Unsubsidized)
- Federal Parent Loan to Undergraduate Students (PLUS)
- South Carolina Palmetto Fellows Scholarship
- South Carolina Legislative Incentives for Future Excellence (LIFE)
- South Carolina HOPE Scholarship
- South Carolina Need-Based Grant Program
- South Carolina Teaching Fellows Program
- South Carolina Teachers Loan Program
- South Carolina Air and Army National Guard College Assistance Program (CAP)
- The Lander Foundation and other University scholarships
- Veterans Affairs Benefits

Satisfactory Academic Progress
In addition to meeting all general federal aid requirements, students receiving federal funds, as well as most state funds, must maintain satisfactory academic progress to continue receiving these funds. Certain programs have more stringent requirements than those listed. In order to maintain satisfactory progress and continue to receive assistance, a student must meet the criteria in three (3) distinct areas listed below.

1. **Quantitative Evaluation (Completion Ratio)**
   The quantitative evaluation requires that all students pass a percentage of ALL attempted hours. The percentage is calculated by dividing the overall passed hours by the overall attempted hours (Passed ÷ Attempted = Ratio). Passed hours include transfer hours for which a student may or may not receive earned hours toward graduation at Lander. This standard is designed to enable students to reasonably complete their degree within the required maximum timeframe. The minimum standards are outlined below:

Overall Hours	Minimum Completion Ratio Required
0–29	50%

30–59	58%
60+	67%
Graduate	67%

**Attempted hours include pass/fail courses, withdrawals, repeated courses, and failed courses. Summer hours are included. All transfer hours attempted from all institutions (including withdrawals or failing grades) and hours for which a student did not receive financial aid are counted. Courses that are dropped during the regular drop/add periods and are not reflected on the academic transcript are not counted.*

2. Qualitative Evaluation (GPA)

The qualitative evaluation requires that students maintain a minimum level of academic achievement. The current levels of academic achievement are provided below:

Cumulative Hours Passed	Minimum Cumulative GPA Required
0–29	1.7
30–59	1.9
60+	2.0
Graduate	2.0

3. Time Frame Evaluation

The time frame evaluation limits the length of time that undergraduate students can receive federal and state funding to complete degree requirements. An undergraduate student cannot be eligible for federal or state aid after attempting more than 187 hours. A student who cannot mathematically finish their program within the maximum time frame is not eligible for aid. For example, a transfer student has attempted 150 credit hours but still needs 60 hours to complete their degree requirements at Lander; they are not eligible because they only have 37 credit hours remaining before reaching the maximum of 187 credit hours. This standard applies to all undergraduate degree candidates, including second-degree students, and includes transfer hours from ALL prior institutions. See #1 on the previous page for a definition of hours counted as attempted hours. Undergraduate students enrolled in a program of study requiring more than 125 hours for degree completion may appeal for an extension of the time frame. Graduate students must complete all degree and graduation requirements within 54 credit hours.

Evaluation Procedure

Evaluation is conducted after the official spring grades are released each academic year. Satisfactory academic progress evaluations must take into consideration ALL periods of enrollment, including periods in which the student did not receive financial aid. ***Students who do not meet the criteria at the end of an academic year will no longer be eligible for aid –*** **THERE IS NO WARNING PERIOD.**

Students who fail to meet the satisfactory academic progress standards are not eligible for federal or state aid until they meet these standards. Students who fail to meet satisfactory academic progress standards will be notified by the Financial Aid office. Information on the appeals process will be included with the notification. Evaluation for the Time Frame criteria will be conducted throughout the year. Students will be notified if they are not eligible to receive funds in future terms or warned if they are approaching the time frame limits.

Transfer grades and credits are evaluated upon receipt for students transferring into Lander University. ALL transcripts from ALL prior institutions must be received and articulated before any financial aid or satisfactory academic progress appeals can be processed. Transfer students must meet the above satisfactory academic progress standards to be considered eligible for financial assistance.

Appeals to Satisfactory Academic Progress Decisions
All students who are denied aid due to failure to maintain satisfactory academic progress may appeal in writing to the Financial Aid office. Completed appeal forms must be received by the date specified in the notification to the student. If the Financial Aid office determines that mitigating circumstances prevented a student from maintaining satisfactory academic progress and those circumstances have been resolved, the student may be allowed to continue eligibility for one probationary term at a time or until the student is making satisfactory progress. Students enrolled in a program that requires more than 125 hours to complete the degree may appeal to receive an extended timeframe. The extended time frame may vary depending upon the program but will not exceed 150% of the program length as published in the catalog or documented by the department chair.

All appeals must include an academic plan (signed by an advisor) detailing an anticipated graduation time frame, and in some cases, may restrict students to specific courses or enrollment loads.

Repeat Course Work
Students are allowed to repeat a course in which they receive a grade of D or better, once. Courses that have been passed twice with a D or better will not be included in the enrollment status for future terms and MAY cause a student's aid to be reduced to the appropriate enrollment level (3/4 time or 1/2 time). If this reduction causes a student to be less than 1/2 time, he or she will not be eligible for aid that term. If a student is enrolled full-time without the repeated class, no adjustments will be required (12 credit hours are required for full-time status).

Adjustments to Aid
Lander University reserves the right to adjust any aid awarded based on verification of eligibility or enrollment status. Furthermore, at any time that new, corrected, or additional information becomes available, Lander University reserves the right to review any aid for accuracy and eligibility and to make necessary adjustments. If transcripts received after the beginning of the term cause students to not adhere to the satisfactory academic progress policy, the student will be liable for any aid already received for that term. Total aid (including scholarships, grants, loans, and Federal Work-Study) is limited to the student's Cost of Attendance (COA) as determined by the Financial Aid Office.

Installment Payment Plan
The University offers a semester installment payment plan that divides the charges for tuition, fees, room, and board into four equal installments each semester. For more information, please contact the Student Accounts Office by calling (864) 388-8303.

Mail and Email Notifications
The Financial Aid office uses the official Lander email address for communication with students regarding awards, requirements, and other aid-related matters. On occasion, letters may be sent to the address of record. Students are responsible for checking their Lander email regularly (at least once a week) and maintaining their email accounts and mailing addresses in accordance with university policy. Failure to receive an email or a mailing sent by the Financial Aid office is the student's responsibility.

Return of Title IV Funds
Federal regulations require each educational institution to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. This policy is effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. All returned funds will be distributed back to the aid programs in the order prescribed by law. The amount of refunded fees for students who withdraw will be calculated based on the percentage of the aid earned before separation, as outlined in federal law. Any questions regarding aid adjustments should be directed to the Financial Aid Office by emailing finaid@lander.edu or calling

864-388-8340. Any questions regarding charges should be directed to the Student Accounts Office at 864-388-8303.

Student On-Campus Employment
Many part-time student jobs are available each year from the Federal Work-Study Program and Lander's student assistant work program. Students interested in seeking employment on campus should reference employment postings and procedures on Lander's website at www.lander.edu/studentemployment

Summer School Aid
Aid for summer school is based on unused eligibility from the academic year immediately preceding summer enrollment. Students who wish to be considered for summer aid must have a current FAFSA on file and must complete a separate, one-page application in the Financial Aid office. Summer aid applications are available starting March 1 of each year and are processed in the order they are received. Students should plan in advance to reserve aid eligibility if they know they will need to attend summer school. Most summer aid eligibility requires enrollment in at least six credit hours over the course of the summer. Students are not eligible to receive aid for enrollment at another institution (limited exceptions for study abroad apply). Contact the Financial Aid office for more information regarding assistance for summer school.

Scholarships
Institutional awards are contingent upon funding. All scholarship awards require full-time enrollment at Lander University unless otherwise specifically stated in the terms of the awards contract. Students must remain in good standing with the Lander Honor Code, as outlined in the Student Handbook.
Students may not receive scholarships for semesters in which they are enrolled less than full time, nor will semesters of ineligibility be extended to the end of the academic career. Scholarships apply to the academic year only, excluding summer school, unless otherwise stated. Students may not receive financial aid that exceeds the total Cost of Attendance (COA) for the academic year, including (but not limited to) grants, scholarships, loans, and Federal Work-Study.

Scholarship Eligibility Policy
Incoming Freshmen: Lander academic scholarships are awarded to high school seniors who have been accepted for admission and demonstrate academic merit. Awards are given on a first-come, first-served basis, and funding is limited. Students are encouraged to complete their application for admission by November 15. No separate application is required, but generally, students who are admitted and have at least a 3.5 high school GPA (S.C. Uniform Grading Scale) and at least a 20 ACT or a 1000 SAT score (not including the writing portion) will be offered a scholarship.

Transfer Students: A limited number of scholarships may be awarded to transfer students entering in the fall who have a cumulative GPA of 2.7 or better with a minimum of 12 earned credit hours, but not more than 90 attempted hours, and have a satisfactory completion rate. Students must be admitted and have final transcripts submitted from ALL previous institutions by June 15. These scholarships are contingent upon funding each year.

Scholarship Renewal Policy
There are certain standards for renewal of Lander scholarships. Recipients generally must complete 24 semester hours each academic year, excluding summer school, unless otherwise specifically stated in the terms of the awards contract.

Recipients of all scholarships must maintain a cumulative GPA of 3.0, unless otherwise specifically stated in the terms of the awards contract. If a scholarship is renewable and the student maintains the required academic standards, the scholarship will be renewed automatically. Renewals are made in the summer of

each year for the upcoming year.

Students who fail to meet the renewal requirements will be granted the opportunity to appeal in writing. Scholarships are awarded for up to, but never exceeding, four (4) years from the initial term of college enrollment. Academic departments may disclose separate renewal criteria for departmental scholarships in the written scholarship contract.

A LETTER FROM THE VICE PRESIDENT FOR STUDENT EXPERIENCE & QUALITY ASSURANCE

I am pleased to welcome you to Lander University! As you begin this exciting journey with us, I encourage you to maximize your investment with being involved, both in your academic path and in our vibrant campus community. At Lander, we believe that experiences outside the classroom are vitally important in shaping you into a well-rounded, successful individual who will go out into the world and become change agents with making great impacts in the career paths you follow.

Our mission is to build a learning community where you can grow, challenge yourself, and find your "why" while exploring all the amazing clubs, organizations, intramurals, Greek life, campus recreation and outdoor adventures, and campus engagement opportunities. Lander faculty and staff truly believe in your potential, and we hope you hold that same confidence in yourself. As you move forward in your academic journey here at Lander, make sure to aim high by setting ambitious goals and use your gifts and energy to become an active member in your community.

Everyone here at Lander is eager to see you take advantage of the many opportunities available to enrich your mind, body, and spirit. Know that we are here to guide, support, and cheer you on every step of the way.

The University policies and procedures as outlined in the Student Handbook are intended to inform you of the expectations Lander University has for its students. As part of your acceptance into Lander, you have expressed consent to adhere to the policies and procedures outlined in this handbook, as well as other University publications.

Throughout your time at Lander, we know your college experience will be what you make of it. We ask that you take ownership of your learning process and invest fully while embracing every opportunity for growth.

If you need assistance from anyone at the University, please do not hesitate to reach out to me, and I will be more than happy to assist you in reaching the person who can be most helpful to you given the circumstances.

Best,
Darden aka Dr. Pop

OFFICE OF THE DEAN OF STUDENTS

Name	Title	Office	Phone	Email
David Drucker	Dean of Students, Title IX Coordinator	GC-347	388-8819	ddrucker@dean.edu
Ariel Wingard	Interim Director of Student Conduct and Community Standards	GC-349	388-8495	awingard@lander.edu
Karen A. Mobley	Director of CARE & Advocacy	GC-347	388-8403	kmobley@lander.edu

Housing and Residence Life

Name	Title	Office	Phone	Email
Catherine Covar	Director of Housing & Residence Life	GC-318	388-8174	ccovar@lander.edu
Joey Plyler	Associate Director of Housing & Residence Life	GC-325	388-8583	jplyler@lander.edu
Jana West	Assignments Coordinator	GC-315	388-8289	jwest@lander.edu
Hailey Ouzts	Area Coordinator	GC 323	388-8564	houzts@lander.edu
Talia Samard	Assistant Director of Housing & Residence Life	GC 322	388-8273	tsamard@lander.edu
TBD	Area Coordinator			

Student Wellness Center

Name	Title	Office	Phone	Email
Kim Shannon	Executive Director of Wellness & Holistic Support	Genesis Hall	388-8885	kshannon@lander.edu
LaPorsiha Crawford	Director, Health Services	Genesis Hall	388-8885	lcrawford@lander.edu
Justin Brewer	Director, Counseling Services	Genesis Hall	388-8885	jbrewer@lander.edu
		Genesis Hall	388-8885	
Delaney Frye	Counselor	Genesis Hall	388-8885	ratkinson@lander.edu
Crystal Martin	Counselor	Genesis Hall	388-8885	cmartin2@lander.edu
Melissa Spencer	Nurse	Genesis Hall	388-8885	mspencer@lander.edu
Miranda Powell	Administrative Specialist	Genesis Hall	388-8885	mpowell2@lander.edu

Students' General Rights and Responsibilities Statement
As citizens, Lander University students are entitled to enjoy the rights and freedoms afforded to all citizens. This includes federal, state, and city ordinances. Students are encouraged to engage in active learning, open inquiry, and free expression of informed opinion. However, students at Lander University are responsible for meeting the requirements of a course of study according to the standards and procedures established by the faculty. A student's academic evaluation is based strictly on his/her performance in the classroom.

Commuting Student Services
Staff are available to assist commuters with any questions or concerns. Commuters are encouraged to familiarize themselves with the services described throughout this handbook. Further, additional resources can be found on Lander's website at www.lander.edu/off-campus.

Orientation Programs
Orientation is held for all new, incoming students, allowing them to connect with the University and fellow students, learn about co-curricular opportunities, and prepare for a successful transition to Lander.

Office of Campus Engagement and New Student Experience
Email: orientation@lander.edu | Phone: (864) 388-8910 | Office: CC S339
Web: lander.edu/orientation

LU Family Connections
Lander University Family Connections aims to foster an inclusive network between the University and the families of current, incoming, and prospective students.

Goals of LU Family Connections include:
1. Creating strong partnerships and open personal lines of communication among families, students, and Lander University.
2. Assisting families through the college transition by providing support and information.
3. Encouraging families to become involved members of the University community.
4. Offering inclusive opportunities for families to support the success of their students.

Molly Sutton, *Coordinator of Campus Involvement and Family Liaison*
Email: campusengagement@lander.edu | Phone: (864)388-8313 | Grier Center S337

Building Codes
Each building on campus has a particular initial as a code for that building. Room numbers are preceded by the identifying building codes listed below.

AC – Athletic Complex
AF – Athletic Fields
AP – Assembly Plaza
BH – Barratt Hall
CC – Culture Center
CH – Centennial Hall
DI – Dingle Amphitheatre
GC – Grier Center
JL – Jackson Library
LB – Laboratory
LC – Learning Center
LL – Laura Lander
MC – Jeff May Complex
PS – PEES
RC – Recreation Center
SC – Science Dept.
SP – ROTC Building

BEARCAT SHOP

The Bearcat Shop, located in the Grier Student Center, is in the heart of Lander's campus. We welcome you to Lander University and look forward to helping you in your educational journey. The Bearcat Shop is open weekdays from 8 a.m. to 5 p.m. (Monday through Friday) and occasionally on Saturdays during special events.

Textbooks and Course Materials

The Bearcat Shop, located in the Grier Student Center, is Lander University's official campus bookstore and retail store. Operated by Barnes & Noble College, the Bearcat Shop provides textbooks, course materials, technology products, school supplies, apparel, gifts, and official Lander University merchandise.

Lander University participates in the Bearcat Bundle, a course materials program designed to improve affordability and ensure students have access to required course materials by the first day of class. Through Bearcat Bundle, eligible undergraduate students receive required textbooks, digital course materials, lab manuals, and other required instructional materials for a flat semester rate. Course materials are provided before classes begin, helping students start the semester prepared while reducing the overall cost of required course materials.

Select course materials may be distributed through Bearcat Bundle or obtained through the Bearcat Shop, including nursing kits, nursing accessories, printed packets, and other course-specific materials as required by academic programs.

Information regarding textbooks, course materials, digital content, rentals, returns, and other bookstore services is available through the Bearcat Shop.

Bearcat Shop Website: Bearcat Shop - https://www.lander.edu/campus-life/bookstore/index.html

Bearcat Bundle Information

Students who have questions about participation, eligibility, billing, receiving course materials, deadlines, or program requirements should review the Bearcat Bundle Frequently Asked Questions before the start of each semester.

Bearcat Bundle Information & FAQs:
Bearcat Bundle Information and FAQs - https://www.lander.edu/campus-life/bookstore/bundle.html

Spirit Attire, Office Supplies, and Snacks

The Bearcat Shop is the official supplier of all Lander and Bearcat-related items (hats, t-shirts, sweatshirts, cups, mugs, notebooks, binders, etc.). We offer a variety of items, including school and art supplies, health and beauty products, and over-the-counter medications. You can shop online at www.bearcatshop.com.

Payment Types

We accept the following payment options: cash, check, credit/debit cards, Bearcat Shop gift certificates, and financial aid funds (during specified time frames with Lander ID). Our refund policies are posted in the Bearcat Shop, on our receipts, and on our webpage.

Kimberly Hawthorne, *Manager of Bearcat Shop*

Email: KHawthorne@bncollege.com| Phone: (864) 388-8384 | Office: Grier Student Center

DINING SERVICES

Lander Dining is excited to launch a new meal plan structure that is based on student feedback. This provides students with greater flexibility and value within their meal plan.

Dining Meal Plans (2025-2026)

Meal Plans	Dining Dollars	Meal Exchange	Guest Meals	Student Price	Purchasing Requirements
All Access + 100 DB	$ 100	20	10	$ 2,820	Mandatory - Residents
165 Block + 450 DB	$ 450	20	10	$ 2,820	Mandatory – Residents
100 Block + 350 DB	$ 350	10	5	$ 1,830	Voluntary
50 Block + 275 DB	$ 275			$ 1,110	Voluntary
DB 350	$ 350			$ 350	Voluntary
NR 150	$ 150			$ 150	Mandatory – All Commuters

Meal Plans - Residence Hall Students
Students residing in University residence halls have the option to select from the "All Access" or the "165 Block Plan." Students who reside in Bearcat Village or McGhee Court can choose from all options listed above, excluding the "NR 150".

Meal Plans – Commuting Students
All commuter students will receive the "NR 150" plan with the opportunity to upgrade to any plan listed above. Commuters may upgrade their meal plan via Student Accounts in LC-111 or by calling (864) 388-8303. Commuter meal plans are purchased on a per-semester basis and expire at the end of each semester.

Block Meals
This provides students with access to the newly renovated Grier Dining Hall, which offers an all-you-care-to-eat selection of homestyle meals, deli sandwiches, a pizza bar, a salad bar, desserts, and a variety of beverages.

Meal Exchange
Students participating in eligible meal plans may use Meal Exchange benefits at designated campus dining locations. Participating locations, menu offerings, hours of operation, and meal exchange options are determined by Dining Services and may change throughout the academic year.
Students should consult Dining Services for current locations, hours, and available meal exchange options.

Declining Balance (DB)
The Declining Balance (DB) method can be used at all venues on campus. Students can add Declining Balance (DB) to their account by going online to www.lander.campusdish.com to access Bearcat Bucks This is considered Voluntary DB.

Guest Meals
Students can redeem their Guest Meals at the Grier Dining Hall for their visiting family and friends.

Meal Plan Expiration
All meal plans are purchased on a per-semester basis and expire at the end of each semester. Unused block meals and declining balance (DB) do not roll over. Voluntary DB (declining balance funds that are added to meal plans) roll over only from the Fall semester to the Spring semester.

Validation - Student ID Cards
Your student ID card identifies you as a holder of a meal contract and must be validated by the Business Office. Your student ID card must be presented to the cashier at each meal. This procedure is necessary to prevent unauthorized persons from using services for which you have paid. Student ID cards are non-transferable and are not to be given to another student for any purpose. The owner may only use the student ID card and meal plan. Any student transferring their Lander ID card to another person is subject to disciplinary action. Please contact dining@lander.edu with any questions.

Chick-Fil-A
This popular eatery is inside the Grier Student Center, adjacent to Johnston Commons. Chick-fil-A is open weekdays from 7:30 a.m. to 10 p.m. (M-TH) and 7:30 a.m. to 8:30 p.m. (F). Payment options include credit/debit cards, Bearcat Bucks, and Meal Exchange.

Freshëns
This campus eatery is inside the Grier Student Center, adjacent to the Johnston Commons. Freshëns is open weekdays from 8 a.m. to 4 p.m. (M-F). Payment options include credit/debit cards, Bearcat Bucks, and Meal Exchange.

Starbucks
This popular coffee shop is located inside Jackson Library, with comfortable seating inside and outside overlooking Assembly Plaza. Starbucks is open weekdays from 7:30 a.m.-11 p.m. (M-TH) and 7:30 a.m.- 7:30 p.m. (F); and weekends from 8:30 a.m.-4:30 p.m. (SA) and 4 p.m.-11 p.m. (SU). Payment options include credit/debit cards and Bearcat Bucks

The Drop
This self-service takeout spot is located on the bottom floor of the Carnell Learning Center. Simply order and pay from your mobile device or the walk-up kiosk. The Drop is open weekdays from 10:30 a.m.–4:30 p.m. (M-F). Payment options include credit/debit cards, Bearcat Bucks, and Meal Exchange.

The Greenwood Marketplace
Greenwood Marketplace, located in the Carnell Learning Center, serves as Lander University's campus marketplace and convenience destination. Greenwood Marketplace offers grab-and-go meals, snacks, beverages, convenience items, and select grocery and household essentials for students, faculty, staff, and visitors.

Greenwood Marketplace provides convenient access to food and everyday necessities in a centrally located campus setting. Hours of operation are weekdays from 7:30 a.m.-9 p.m. (M-TH) and 7:30 a.m.- 6:00 p.m. (F). Payment options include credit/debit cards, Bearcat Bucks, and potentially meal swipes for certain menu items.

Grier Dining Hall – The Underground
The Underground is located on the bottom floor of the Grier Student Center. The Dining Hall is open seven days a week during the following hours. Payment options include meal plan swipes, credit/debit cards, and Bearcat Bucks.

Weekdays		**Weekends**	
7 a.m.–10 a.m.	Hot Breakfast	9:30 a.m.–10:45 a.m.	Breakfast

10 a.m.–11 a.m.	Continental Breakfast	11 a.m.–2 p.m.	Lunch
11 a.m.–2 p.m.	Lunch	4:45 p.m.–8 p.m.	Dinner
4:45 p.m.–9 p.m.	Dinner (M-TH)		
4:45 p.m.–8:00 p.m.	Dinner (F)		

Special Diets

Students who are on a prescribed diet by a physician should contact the Director of Dining Services to arrange accommodations for their dietary needs. For residents who are ill and cannot come to the Dining Hall, the Office of Health Services will arrange for a food tray to be provided from the Dining Hall.

Catering

From simple cookie and punch orders to bag lunches, dinners, and banquets — we can do it all for you. Students who wish to plan special parties, birthday cakes, or other catering arrangements may do so by contacting Old Main Catering at (864) 388-8221 or emailing catering@lander.edu.

All catering on campus must be purchased through Old Main Catering, a division of Lander University. Dining Services. Please visit our website at www.oldmain.catertrax.com to set up an account and place orders, or call us at (864) 388-8221.

Brantlee Coward, *General Manager*
Email: coward-brantlee@aramark.com | Office: Grier Center, S136

WORKFORCE & CAREER DEVELOPMENT

Workforce & Career Development

The professional staff of Workforce & Career Development provide assistance, information, and resources on career-related topics, including:

- Resumes
- Cover Letters
- Interview Skills
- Job Search Strategies
- Internships
- Professional Etiquette
- Graduate School Resources
- Career Goals
- Identifying Work Values

The Office of Workforce & Career Development teams up with Handshake.com, an online job board where students can search and apply for employment worldwide. In addition, students can request individual appointments to meet with a career coach via in person or virtually by scheduling directly through Handshake. To schedule an appointment with a career coach or view full-time and part-time positions, go to www.lander.edu/careerservices and select Handshake.

On-Campus Student Employment

Students may be eligible to work part-time on campus in a variety of settings. These positions are part of the Federal Work-Study or Lander Work-Study programs. To learn more, go online to www.lander.edu/studentemployment or contact Courtney Carpenter, Student Employment Manager

Courtney Carpenter, Student Employment Manager
Email: ccarpenter1@lander.edu | *Phone*: 864 – 388 – 8404 | *Learning Center Payroll*: 111

Casey Cline, *Director of Workforce and Career Development*
Email: ccline@lander.edu |Phone: 864-388-8971 |Office: Grier Student Center, GCS364

CAMPUS RECREATION AND INTRAMURAL SPORTS

The Campus Recreation department aims to provide members of the Lander University community opportunities to participate in their favorite types of competitive and/or recreational activities. Patrons must have a Lander student, faculty, or staff ID to use all Campus Recreation facilities.

Student Fitness Center

The Fitness Center, located inside the Chandler Center, is Lander's latest step in increasing the overall health and wellness of students on campus. It is free and open to students, faculty, and staff with a valid Lander ID.

Free Play

The Chandler Center is the campus hub for all indoor recreation. The facility offers a student fitness center, a gym with three (3) full-size basketball courts, an indoor walking track, racquetball courts and an aerobics/dance studio. Facilities are free and open to students, faculty, and staff with a valid Lander ID, exceptions would include courts/rooms being reserved for academic, athletic, and club purposes.

Group Exercise
A number of group exercise classes are offered each semester, including spin, yoga, Zumba, and high-intensity interval training (HIIT) classes.

LUREC Teams
These teams compete against other Lander teams and also against teams from other colleges or the local community. These clubs give the students an opportunity to play at a competitive level without the massive time commitment required by a varsity program. All LUREC teams are student initiated and student led, with support from a faculty/staff advisor.

Outdoor Pool
The outdoor pool is open daily, weather permitting, from mid-March through October. Children 15 and under must be accompanied by a parent. The pool is open to students, faculty, and staff.

Lander LUREC Outdoor Adventures
The Lander Outdoor Adventures program offers various trips each semester in which students may participate. Trips range from snow skiing and whitewater rafting to paintball and horseback riding, and even professional sporting events. All trips are offered for a discounted price or for free.

Disc Golf
The Lander University Disc Golf course is currently under development.

Intramural Sports
There is a wide range of intramural sports and activities to choose from year-round, including flag football, indoor soccer, volleyball, dodgeball, basketball, sand volleyball, softball, video game tournaments, and more. Participation is free for all Lander students, faculty, and staff; sign up on the #LURec app.

Participation
The University is not responsible for medical expenses incurred as a result of participation in any campus recreation activity. Students, faculty, and staff interested in any activity offered by Campus Recreation should consult the Campus Recreation office. Participation is strictly voluntary, and all patrons are encouraged to have personal health insurance.

Wyatt McInerney, *Campus Recreation Manager*
Email: wmcinerney@lander.edu | Phone: 864-388-8739 | Office: Chandler PEES Center 241

Zac Banks, Campus Recreation Coordinator
Email: zbanks@lander.edu | Phone: 864-388-8151: Office: Chandler PEES Center 242

POST OFFICE

Service Desk
The campus post office is in the Facilities Operations Building located at 204 Henrietta Avenue West. The Service Desk is available for stamp purchases, mail and package pickup, and questions concerning mail delivery. Students will receive an email notification when packages are ready for pickup. You must bring your Lander ID to the customer service desk during regular business hours to claim your mail or package. Please check the University website for information on operating hours.

Letters and Packages

All letters and packages **MUST** have the box number and full legal name listed; never use nicknames. Same-day grocery, food, convenience, and retail delivery services (including Walmart Spark, Instacart, Shipt, DoorDash, Uber Eats, and similar services) may not deliver orders through the University Post Office. These deliveries will be refused. Please make alternate arrangements for receipt of these orders.

Please use the following address format for all letters and packages:

Student Full Legal Name
320 Stanley Avenue (Box Number)
Greenwood, SC 29649

Address Changes

If a student moves off-campus or is away during the summer, they are responsible for updating their correct mailing address in Banner. To change or verify your address, log in to MyLander, click on Banner Self Service, select Personal Information, and then click View/Update Addresses and Phones. To update your address, click the "Update Addresses and Phones" link at the bottom of the page and follow the on-screen instructions. Failure to enter your correct information will result in mail being returned to the sender.

Forwarding Mail

Upon the student's graduation, withdrawal from the University, or moving off campus, all first-class letters will be forwarded to the address on file, up to one (1) month from the date of mailbox inactivation. All packages will be returned to the sender unless you contact the Post Office to make payment arrangements for FedEx to ship packages to the address on file.

Virtual Mailbox Number

To obtain your virtual mailbox number, log in to Bearcat Web, navigate to the Student tab, and select "Display Campus Box."

Jamie Price, *Director of Postal Center*
Email: jprice@lander.edu | Phone: (864) 388-8754 | Office: Genesis Hall

LANDER POLICE DEPARTMENT

The Lander University Police Department (LUPD) is directed by the Chief of University Police under the Division of Business and Finance.

Campus Safety and Security

The primary objectives of the Lander University Police Department are to ensure the safety and welfare of Lander University's students, faculty, and staff and to provide an atmosphere free from disruptions and interference to the learning experience. Service to the individual and the University community is LUPD's continuing goal. The Lander Police Department is responsible for enforcing federal, state, and local laws, as well as University rules and regulations, and for administering the University's vehicle registration and parking policies. For more information, go to Lander's website at www.lander.edu/lupd

Police Force

Lander University police officers are appointed as state constables by the governor of South Carolina and are fully certified law enforcement officers with statewide authority. The department also employs police officers from other agencies on a part-time basis.

Dispatch
LUPD operates on a 24-hour-a-day basis, with certified officers always on duty.
In case of emergency:

1. Dial 8911 if calling from a Campus Phone. Dial (864) 388-8911 from a Cell Phone.
2. Dial (864) 388-8222 if calling from a cellphone or a phone off campus.

Safety Programs
The Lander University Police Department utilizes both reactive and proactive measures in its efforts to reduce crime on the campus. In addition to the deterrent effect of regular uniformed foot and vehicle patrols of the campus, the University Police Department emphasizes community awareness and interaction through the dissemination of crime prevention materials and by sponsoring programs for the campus community. Student groups or individuals who desire additional information or crime prevention material or who would like to schedule a program are encouraged to contact the Lander University Police Department's crime prevention officer or the Chief of University Police at (864) 388-8222.

Vehicle Registration, Parking, and Traffic Regulations
To maintain an orderly traffic flow and to assure fair and equal access to parking on the Lander University campus, the following parking regulations have been established. Our goal in developing these regulations is to make parking on campus as convenient and uncomplicated as possible. Your adherence to these regulations will help us to meet this goal.

Zoned Parking
Zoned Parking is enforced on Lander's campus between 7 a.m. and 5 p.m. (M-F). Please check with LUPD if you are unsure of any parking zones. Violators will be issued a citation and possibly towed. Each residence hall will have a permit with a designated color and the residence hall's initials. Faculty, staff, and commuter students will be allowed to park in all other parking lots on campus.

Visitors' Parking Spaces
Visitors' parking spaces are enforced between the hours of 7 a.m. and 5 p.m. (M-F), whenever the University is open. After hours, these spaces are open for general parking.

Loading and Unloading
Individuals wishing to park in areas other than a designated parking space to load/unload their vehicle must first call the University Police Department at (864) 388-8222 to obtain approval. There is a 15-minute time limit for parking in this manner. *Under no circumstances are handicapped parking spaces, yellow zones, or the landscape to be used for loading / unloading vehicles.*

Towing Zones
Certain areas of the campus are designated as towing zones. These areas are clearly marked. Vehicles parked in these areas will be towed at the owner's expense. Vehicles will also be towed in cases where they are abandoned, disrupt the normal traffic flow, damage the landscape, or create a traffic hazard.

Parking Permits
Parking permits are required between the hours of 7 a.m. and 5 p.m. (M-F) when the University is open. All vehicles parked on campus during these times must be appropriately registered and display a current parking permit. The permit should be displayed on the rear window of the driver's side. Parking permits are available online at www.lander.edu/parking. You will need a copy of your vehicle registration in order to register the vehicle and obtain a parking permit.

Student Parking Permits
Students wishing to purchase a parking permit for the entire year, including summer sessions, may do so during the fall semester for a cost of $120. Student parking permits for summer sessions, when purchased separately, cost $15. Students are allowed to have one (1) permit. It is a violation of this policy for anyone to obtain additional parking permits and transfer them to a person outside of their immediate family. Anyone found to be in violation of this policy will be subject to a fine of $50.

Guest Parking Permits
Guest parking permits are available free of charge at the University Police Department 24 hours a day for students and others who are using an unregistered vehicle on campus. Temporary parking permits are issued for a maximum of one (2) week for students who have a current parking permit.

Handicapped Parking Permits
Temporary handicapped parking permits are available free of charge at the University Police Department 24 hours a day for students and others who are using an unregistered vehicle on campus. Temporary handicapped parking permits are issued for a maximum of two (2) weeks with a signed statement from a physician.

To obtain a temporary handicapped parking permit for longer than two (2) weeks, a signed statement from a physician must be furnished to the University Police Department. These permits are valid only on the Lander campus. All temporary handicapped parking permits must be renewed annually, including a new physician's statement dated within 30 days of the renewal application.

Citations
Students, faculty, and staff whose vehicles are brought on campus are held responsible for any citations issued to that vehicle, regardless of who may have been operating the vehicle at the time of the citation.

Citation Notifications
A citation email notification will come from noreply@rydin.com and a citation will be left on your vehicle's front windshield.

Citation Appeals
Whenever one feels that he/she has been improperly charged, appeals of parking citations and towing charges may be made to the traffic committee within five (5) business days of the citation. Appeals can be submitted immediately after you have received an email notification online.

The person submitting the appeal will be notified of the appeal's outcome via email. Arrangements for a personal appeal to the traffic committee are also made through the University Police Department. All decisions of the Parking and Traffic Committee are final. *Citations issued for parking in handicapped or reserved spaces are not appealable.*

Citation Fees

Parking in a handicapped space	$100
Parking in a fire lane	$50
Careless driving	$50
Parking in a service and delivery space	$35
Parking in a visitor's space	$35
Parking in a reserved parking space	$75

Parking in a yellow zone	$25
Improper parking	$25
Fifteen-Minute Parking	$35
No parking permit	$25
Fraudulent use of a parking permit	$50
Failure to display a parking permit	$10
Failure to remove an invalid permit	$10
Boot Administration Fee (Fall 26)	$120
Boot Administration Fee (Spring 27)	$60
Boot Maintenance Fee	$250

Habitual Offenders
Once a person or vehicle has been established as a habitual offender, the Deputy Chief will be notified. The third citation will have a note warning the driver that any further violations could result in the vehicle being booted or towed. If the violator is unknown, a citation will be issued informing them that future violations could result in the vehicle being towed.

Immobilization Devices – Vehicle Boots
Upon the approval of the Chief or Deputy Chief of Police, the Lander University Police Department may use vehicle immobilizers (also known as "boots") as an additional parking enforcement tool. A vehicle boot is a device attached to the rear driver's side wheel, which immobilizes the vehicle until authorities remove it with a code.

Vehicle boots will be used under the following circumstances:

1. To immobilize vehicles that have been designated as habitual offenders. Habitual offender status is designated after a vehicle has received a third citation (as a warning) in a single academic year (from August through July).

2. To immobilize illegally parked unregistered vehicles to determine ownership.

3. Per the LUPD's discretion of law enforcement for safety and security needs.

Vehicle Boot Notification
When a vehicle is booted, the office will send an email to the registrant's Lander University email account and/or leave a message on the registrant's designated contact phone advising of the vehicle's status. The officer placing the boot will also affix a sticker to the driver's side window, explaining how to remove the boot and contact the LUPD.

Vehicle Boot Removal
The registrant will have 48 hours in which to contact the Lander University Police Department for boot removal. After 48 hours, the vehicle will be subject to towing. Failure to provide appropriate contact information with the vehicle registration may result in the vehicle being towed. Arrangements for boot removal can be made by contacting the Lander University Police Department at (864) 388-8222. ***Lander University Police Officers are the only authorized personnel who can remove a boot from a vehicle.***

Vehicle Boot Removal Fee
In order to have a boot removed, the violator must pay for a parking permit (boot administration fee) and all unpaid citations. ***If a boot is removed by anyone other than a LUPD Officer, or is tampered with in any manner, a boot maintenance fee of $250.00 will be applied.*** The replacement cost will be levied for damaged or lost boot. The policy can be found online at: www.lander.edu/parking

Careless Driving
It shall be unlawful for any person to operate a vehicle in a careless manner within the Lander campus community. Any person who drives any vehicle in such a manner as to indicate thoughtlessness, inadvertence, indifference, and freedom from care is engaging in careless driving. The maximum legal speed on University property is 15 miles per hour throughout campus. ***NOTE: State citations may be issued for any violation at the officer's discretion. State citations will be paid through the City of Greenwood.***

Municipal Court - Motorcycles, Mopeds, and Motorized Vehicles
Motorcycles, mopeds, and any other type of motorized vehicles (apart from motorized wheelchairs) are subject to the same vehicle registration and parking regulations as any other motor vehicle. Motorcycles, mopeds, and any other type of motorized vehicles are to be parked only in designated parking spaces. They are not to be in any buildings (including residence halls), on sidewalks, or on the lawns, and are subject to being impounded by University Police. Furthermore, motorcycles, mopeds, or any other type of motorized vehicles are not to be driven in any area of the campus, except on the streets and parking lots. They are not to be driven on sidewalks or in any other pedestrian traffic areas. Lander University vehicles, when used in the performance of official duties, are exempt. For special events, permission may be obtained by contacting the Chief of University Police.

Housing Courtesy Unlock
Students who are locked out of their rooms may call University Police at (864) 388-8222 for assistance. University Police will assist students in unlocking their rooms as a courtesy, one time only. Thereafter, a $15 charge will be applied for unlocking doors, and the Office of Housing and Residence Life will be notified. Students will be asked to identify themselves before the room is unlocked. Except for University officials, University Police personnel will not open a residence hall room for anyone who does not live in that room.

Lost and Found
Lost and found services are provided in the Lander University Police Department (LUPD). All articles found by students, faculty, or staff should be turned into this office. All unclaimed items will be disposed of at the end of each semester.

Alcohol at Approved Events
Lander University permits the sale or use of alcoholic beverages **only at limited, pre-approved events**. The serving of alcoholic beverages during any selected special events must be pre-approved by the appropriate University officials and adhere to federal, state, and local laws regarding the sale, distribution, possession, and consumption of alcohol. Possession and consumption of beer, wine, and distilled spirits are prohibited apart from approval on a per-event basis. Applications for approval of these events are submitted through the Office of the Dean of Students and must be received at least two weeks in advance to secure the necessary approval. Only students 21 years of age or older will be permitted to possess or consume beer, wine, or distilled spirits at approved events.

Right of Peaceful Demonstration, Petition, and Assembly

Lander University honors the individual's right to free discussion and expression, peaceful demonstration, petition, and peaceful assembly. Inherent in this right is the right of each member of the University

community to be free from coercion and harassment; therefore, the use of violence or force by students or any person is prohibited. Refer to the **Student Code of Conduct** section.

Conduct that does not result in the disruption of the academic procedures or threatens any individual's freedom from coercion and harassment will be allowed. In addition, any intentional interference with or obstruction of any University activity, program, event, or facility is prohibited. This includes the following:

1. Any unauthorized occupancy of University or University-controlled facilities, or blockage of access to/from such facilities.

2. Interference with the right of any University member or other authorized person to gain access to any University-controlled activity, program, event, or facilities, or any obstruction or delay of a campus University Police officer or any University official in performing their duty.

There may be times when students wish to publicly demonstrate on campus. Demonstrations may be held on campus so long as they do not disrupt the normal/proper operation of the College or otherwise involve prohibited conduct. For example, demonstrations may not:

1. Interfere with the rights of students, faculty, staff, or guests of the University,
2. Disrupt or obstruct educational and other activities of the University,
3. Obstruct or restrict free movement of persons on any part of the University campus,
4. Interfere with the proper use of offices or other facilities by students, faculty, trustees, staff, or guests of the University,
5. Endanger the safety of any person at the University,
6. Involve harassment, threats, or other prohibited conduct toward individuals or groups of individuals, and
7. Threaten or result in the destruction of property.

Groups or individuals who wish to participate in demonstrations must submit advanced notice to the Dean of Students Office (ddrucker@lander.edu). The request must include the proposed date, time, and location of the event and the anticipated number of persons at the event.

The University will insist that all planned demonstrations be peaceful and orderly, carried out in accordance with these guidelines and in areas other than faculty and administrative offices, classrooms, libraries, and study rooms. Students who violate these guidelines may be subject to disciplinary action.

Solicitation

The state recognizes that each agency is legally responsible for promoting the efficiency of its public services. The following rules on solicitation support this legal responsibility. Lander University is an institution of higher learning where students are free to pursue their academic endeavors. To enhance the educational atmosphere at Lander and balance the privacy of students and the right to engage in non-commercial solicitation, Lander has adopted the following restrictions concerning time, place, and manner of solicitation.

Soliciting is limited to registered Lander student organizations and University departments. Any outside organization or individual wishing to come to campus for this purpose must be sponsored by a registered student organization or a university department.

Solicitation must not result in substantial disruption of, or material interference with, educational, administrative, or operational activities. To protect the privacy of resident students and provide them with maximum security, the following policies governing solicitation are especially important as they pertain to residence halls.

Solicitation is defined as contact for the purpose of:

1. Soliciting funds, sales, or demonstrations that result in sales.
2. Recruitment of members or support for an organization or cause.
3. Compiling data for surveys, programs, or other purposes.
4. Distributing advertising or other materials.

Lander University does not allow the operation of a privately operated business enterprise on its campus. All business enterprises operating on campus will be operated as auxiliary enterprises and shall be under the direct management, control, and supervision of the Vice President for Business and Administration.

Business enterprise is defined as any undertaking of an individual or group that encompasses activities associated with the production, sale, or distribution of products and services. The sale and distribution of products and services include solicitation by way of direct selling and indirect selling by posters, flyers, handouts, or other promotional literature. Advertising of a private enterprise on campus is permitted only in approved campus publications, magazines, direct mail, or telephone. Posters, circulars, and windshield flyers are prohibited.

NOTE: Reference the Registered Student Organizations section for fundraising policies on Lander University student organizations.

Identification Cards
Students are required to have their Lander ID cards with them at all times. Upon request of the faculty, staff, or administration, students are to produce their ID. The Lander ID card serves to identify students for library privileges, athletic events, social events, the Student Wellness Center, and other University functions or services. All students are required to have their IDs validated at the beginning of each semester or summer session.

Upon entering Lander University, each student is issued an identification card free of charge, which is to be used throughout one's enrollment at Lander. A $15.00 fee is charged for each replacement ID.

The Lander ID is nontransferable. Any student transferring or tampering with his/her ID is subject to disciplinary actions, which could include suspension from Lander University. Tampering with an ID card includes changing any information on the card, as well as tampering with the validation sticker.

Greg Allen, *Chief of the Lander University Police Department*
Email: gallen@lander.edu | Phone: (864) 388-8222 | Office: 302 Hampton Avenue
Web: www.lander.edu/lupd

CARE AND ADVOCACY & THE CARE TEAM

Because we **CARE** (**C**ampus **A**ssessment **R**esponse **E**valuation), the office of CARE and Advocacy serves as a collaborator in maintaining student success and retention by reducing risk and enhancing the overall community well-being and safety of the campus by identifying needs, removing barriers, leveraging resources, and fostering student self-efficacy.

This is achieved by proactively seeking to advocate for and provide support to students of concern through collaboration with stakeholders across campus.

- Assist students with advocating for community resources that support well-being.
- Complete the initial assessment of all Welfare Concerns/CARE Reports and offer individualized services to students referred by faculty, peers, departments, or others affiliated with Lander University.
- Coordinate programming based on trends or needs to provide space for compassion and CARE.
- Offer CARE Chirps (words of encouragement and affirmations), free hygiene products, peer-to-peer mentorship opportunities, sympathy cards, and opportunities that foster connections for students.
- The CARE and Advocacy provide guidance regarding options for recourse for those who have experienced unjust treatment.

The CARE Team addresses critical psychological, emotional, physical, behavioral, or other well-being concerns through the review of situations and incidents, gathering information, sharing it with helpful resources, and providing recommendations to ensure the safety of the University community. The CARE Team aims to intervene proactively, offering support and ensuring that individuals connect with the appropriate resources. The mission of Lander's CARE Team is to promote a safe, caring, and productive environment for all members of the University community. This is accomplished by addressing the needs of community members through collaborative teams, assessment, and, when warranted, the implementation of individualized support plans or other interim
measures.

To learn more about the CARE Team and the Welfare Concern/CARE Report, go online to www.lander.edu/care. To access CARE Team policies, go to www.lander.edu/policies listed under the Office of the Dean of Students.

Karen A. Mobley, Director of CARE & Advocacy
Email: kmobley@lander.edu | Phone: (864) 388-8403 | Office: Grier Student Center, Dean of Students Suite

STUDENT WELLNESS CENTER

The Student Wellness Center provides Lander students with a comprehensive continuum of care. Counseling Services and Health Services are housed together within the Center.

Required Immunizations (All Students)

- Completed Health Services form.
- MMR (measles, mumps, rubella) - 2 doses.
- Tdap (tetanus, diphtheria, pertussis) - 1 dose within the past 10 years.
- Meningococcal vaccine.

Required Immunizations (International Students)

- Completed Health Services form.
- Completed TB Screening form.
- MMR (measles, mumps, rubella) - 2 doses.
- Tdap (tetanus, diphtheria, pertussis) - 1 dose within the past 10 years.
- Meningococcal vaccine.
- QuantiFERON – TB Gold Plus laboratory study* – within 72 hours after arrival to Lander University; must be completed on campus by the Wellness Center.

Recommended Immunizations

- Hepatitis A
- Varicella
- Tuberculosis Screening
- Influenza
- COVID19

International Student Accident and Illness Insurance

All international students attending Lander University are required to purchase an accident and illness insurance plan that is designed for college students and endorsed by the University. This affordable, non-comprehensive insurance plan is designed to assist with accidents and emergency care and is required only for international students. For more information, please contact the Office of International Programs located in Jackson Library, room 300, or call (864) 388–8578.

WelLU Peer Educator Program

The Student Wellness Center's education campaign, WelLU, focuses on improving the physical and mental health of the students and employees of Lander University. This program is coordinated by the Wellness Center Peer Educators. These are students who are educated on health and wellness topics and are trained to present this information to our campus community.

Tobacco-Free Campus Policy and Cessation Programs

Lander University Student Wellness Center provides tobacco cessation programs and offers resources for any student interested in discontinuing tobacco use. For policy violation information specific to tobacco use, please refer to the Student Code of Conduct section.

Substance Use Treatment

Lander University provides substance abuse counseling and referral services for any student seeking assistance for a substance use-related issue. These services are provided in adherence to the Federal Government's Confidentiality Regulations (42 CFR Part 2) and at no charge. The University recognizes that the illicit use of drugs may reflect emotional problems and will assist any student who voluntarily reports to counseling or health services for medical treatment. In addition to individual counseling and referral services, Lander University offers educational programs that address the educational, emotional, health, legal, and social risks associated with substance misuse. For additional information, contact the Wellness Center at (864) 388-8885. For policy violation information specific to substance use, please reference the Student Code of Conduct section.

Kim Shannon, *Executive Director of Wellness and Holistic Support*
Email: kshannon@lander.edu | Phone: (864) 388-8885 | Office: Genesis Hall

STUDENT HEALTH SERVICES

The Office of Student Health Services is located in Genesis Hall as part of the Student Wellness Center.

Health Care

Students who have a health concern, become sick or injured, should come to Student Health Services for evaluation and/or treatment during regular office hours: 8 a.m. – 5 p.m. (M-F).

Students who require medical attention must see the Campus Nurse, who will provide routine nursing care and determine if additional medical treatment is needed. If clinical support is needed from a

healthcare provider, the Health Services staff will schedule an appointment with one of the medical providers at Best Life Wellness, that serves as the University's medical provider.

Complimentary services provided by Student Health Services include:

1. Health assessment, planning, intervention, and evaluation by a registered nurse.
2. Consultation on health maintenance.
3. Health education and lifestyle management.
4. Blood pressure screening, strep pharyngitis testing, urinalysis, and pregnancy testing.

Services available for a nominal fee:

1. Allergy injections and other administered medications
2. Laboratory testing. **
3. Purified Protein Derivative (PPD) placement and reading for tuberculin skin testing.

** For a complete list of laboratory testing, please call (864) 388-8885.

Best Life Wellness
The cost of consultations for most acute illnesses (such as ear infections and sinus infections, etc.) and some limited diagnostic tests performed at Best Life Wellness is covered by the Lander University contract.

Out-of-pocket Costs
The cost of general physical examinations or treatment of chronic illnesses is **not covered** and is the sole responsibility of the student. The services of medical personnel (other than those with Best Life Wellness), as well as any prescription medications, special treatments such as splinting, casting, X-rays, stitches, etc., are the financial responsibility of the student. Arrangements should be made in advance to address these issues while attending Lander University. Call Student Health Services at (864) 388–8885 with any questions or for assistance.

After Hours
After regular office hours, students who are sick may use Express Medical Care, located at the intersection of Highway 72 and Highway 254 at the Rock Creek subdivision, or Novant Health, located at 516 Montague Avenue. ***NOTE: All after-hours care or emergency care costs are the responsibility of the student.***

Medical Emergencies
In case of a medical emergency on campus, immediately report the name of the person, the location of the person, and the nature of the problem to University Police by dialing 8911. University Police will respond and will notify Emergency Medical Services (EMS). EMS will transport students who require emergency treatment to Self Regional Healthcare. *The student is responsible for all associated fees.*

Medical Insurance
It is strongly recommended that students have personal illness and injury insurance to cover the costs associated with after-hours or emergency care. Students who do not have insurance should be prepared to pay for care at the time of service. Uninsured students should consult with Health Services personnel to discuss their options for community care if care is required beyond the contractually provided limits.

Participation in physical activity always involves the risk of injury. It is very important that students have adequate illness and accident insurance coverage before enrolling in any physical education activity class or participating in intramural sports. Neither Lander University nor the Physical Education and Exercise Studies division is responsible for injuries or medical expenses resulting from participation in physical education activity courses or recreational sports.

Tuberculosis Testing
The American College Health Association and the United States Centers for Disease Control and Prevention recommend tuberculosis testing for all international students arriving from countries where tuberculosis is endemic or recognized by the World Health Organization as having high incidence rates greater than or equal to 20 cases per 100,000 population. The American College Health Association acknowledges the importance of accurate tuberculosis screening. The Interferon-Gamma Release Assay (IGRA) is widely recognized as a more reliable and accurate method of tuberculosis screening than the Tuberculin Skin Test (TST). TST testing, even if performed within the last calendar year, will not be an acceptable substitute for IGRA screening for students entering Lander University from high-risk countries.

1. All international students entering Lander University will be required to screen for TB infection. Screening refers to the process of identifying people at high risk for TB infection and disease. Screening is conducted through a questionnaire in which the student identifies any risk factors for TB infection and disease.

2. All high-risk students and those entering from high-risk countries must complete TB testing. "Testing" refers to the testing procedure for diagnosing TB infection and disease.

3. All students considered high risk will be required to complete QuantiFERON (QFT TB Testing) at their own expense within 72 hours of their initial arrival at the University. Students requiring QuantiFERON testing MUST complete their test at the Student Health Services. Students are not able to submit test results from a private lab or other provider. Any student submitting inappropriate documentation will be required to retake the test at their own expense.

4. Failure to complete TB screening and/or testing will result in an administrative hold being placed on the student's account.

Questions concerning Student Health Services or Best Life Wellness should be directed to the Student Health Services office at (864) 388–8885.

LaPorsiha Crawford, *Director of Health Services*
Email: lcrawford@lander.edu | Phone: (864) 388-8885 | Office: Genesis Hall
Web: www.lander.edu/health

STUDENT COUNSELING SERVICES

The Office of Counseling Services is located in Genesis Hall as part of the Student Wellness Center.

Counseling
Counseling Services are provided to students to help them achieve academic, personal, and professional success. Services include individual counseling, group counseling, educational groups, crisis intervention, and case management. Although participation in counseling services is based on an individual's need, some common concerns include academic performance, anxiety, depression, family problems, homesickness, relationships, sexual assault/harassment, stress, and time management.

Virtual Services
While virtual services are available, students enrolled in entirely online programs should contact the Wellness Center to determine eligibility for counseling, taking into account their location and other relevant factors.

Programs and Workshops
Workshops and presentations are also offered on a variety of topics. Topics may include depression, diversity, healthy coping, healthy living, leadership, personality styles, stress management, time management, and study skills. Program and workshop requests may be tailored to meet the needs of the requesting person/group.

Confidentiality
All services are confidential and provided at no charge. Counseling Services can be scheduled by calling the Wellness Center at 864-388-8885 for an appointment.

Referrals
Referral services and assistance in locating local providers are available to all students.

After-Hours
For after-hours concerns or emergencies, please call the Lander University Police Department at (864) 388-8911 to reach the on-call counselor.

Justin Brewer, *Director of Counseling*
Email: jbrewer@lander.edu | Phone: (864) 388-8885 | Office: Genesis Hall
Web: www.lander.edu/counseling-services

STUDENT ACCESSIBILITY AND TESTING SERVICES

The Office of Student Accessibility and Testing Services is located in Genesis Hall as part of the Student Success Center.

Accessibility and Equal Access
Lander University recognizes its responsibility to support academically qualified students with disabilities in achieving their academic goals. To this end, Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible to students with disabilities. Elevators and lift devices, reserved parking spaces, properly equipped restrooms, and ramps are available.

In addition to removing physical barriers, Lander University is committed to ensuring equal access to academic and non-academic programs. While Lander University will neither lower its academic standards nor alter degree requirements, it will make appropriate academic adjustments and reasonable modifications to policies and practices to allow the full participation of students with disabilities in the same programs and activities available to students without disabilities. The modifications do not give students with disabilities a competitive edge but eliminate competitive disadvantages, as required by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Coordination of Services
Lander University is committed to making programs and activities available to qualified students with disabilities. The Director of Accessibility and Testing Services is responsible for advocacy, coordination of services, and provision of reasonable accommodation based on a documented disability. The Director acts as a liaison between students and faculty/administration for students with disabilities. The Director is also available to meet with prospective students to discuss services available at Lander University. All accommodation requests start with the submission of the online intake form.

Reasonable Accommodations
Reasonable accommodation for a student with a documented disability is determined on a case-by-case basis by the student and the Director of Accessibility and Testing Services. It is based on the information

contained in a personal interview, as well as documentation which must include:

1. Specific diagnosis, and

2. Accommodation requested, along with an accompanying rationale. This documentation should not be more than three (3) years old. The student is responsible for providing such documentation prepared by a qualified licensed provider or specialist. The 504/IEP documentation from high school is **not sufficient** to establish accommodations.

Following receipt of the documentation and signed permission for release of information, the Director of Accessibility and Testing Services will inform the student's professors of the student's disability and the required accommodations for each semester that the student attends Lander University. This communication will take place at the beginning of each semester. It is the student's responsibility to follow up with their professors to ensure that accommodations are understood and appropriately implemented.

It is required that students with accommodations meet with each of their professors every semester to discuss their needs. A student wishing to discontinue the issuance of this information may do so by putting this request in writing to the Office of Student Accessibility and Testing Services. It is strongly recommended that students with documented disabilities meet with the Director of Accessibility and Testing Services each semester they attend Lander University to review the accommodations process.

The Student Success Center (SSC), located in Genesis Hall, will serve as the testing location if you and your professor agree that the SSC will be better suited to meet approved reasonable accommodations.

Americans with Disabilities Act (ADA)
Lander University has made, and will continue to make, every effort to ensure that accommodations are provided for students with disabilities. If you feel that accommodations are not provided appropriately, you have the right to file a complaint with the Office of Student Accessibility and Testing Services.

Filing a Disability Complaint
Prior to filing a complaint with the Office of Student Accessibility and Testing Services, students are encouraged to speak with the faculty or staff member in hopes of a resolution. If a resolution is not possible, the following protocol should be followed:

1. Students meet with the Director of Accessibility and Testing Services to discuss their concerns. The student is advised of the steps involved in filing a complaint. The Director of Accessibility and Testing Services will contact the staff or faculty member named in the complaint to discuss the problem. If a resolution can be reached at this stage, the complaint goes no further.

2. If a resolution cannot be reached, all the facts will be brought before the Disability Accommodations Committee as soon as possible. This committee reviews the facts of the complaint and any appropriate court rulings related to the complaint. The names of the students, faculty, and/or staff members are deleted from the record. The Disability Accommodations Committee discusses the case and presents its findings in the form of a recommendation.

3. The Director of Accessibility and Testing Services meets with the faculty member and their department head, or the staff person and their supervisor, to discuss the recommendation of the committee. If necessary, the faculty member or staff person will advise the Director of Accessibility and Testing Services if they are willing to abide by the recommendation of the committee.

4. The Director of Accessibility and Testing Services meets with the student to discuss the recommendation of the committee, and, if necessary, the decision of the faculty member or staff person.

Housing Accommodation Requests

Lander University will consider requests for reasonable housing accommodations by students who have a qualified disability as defined by the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). It is the sole responsibility of the student to obtain and provide sufficient medical documentation to support the need for accommodation.

Each request for housing accommodation is considered on a case-by-case basis in accordance with the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), and the South Carolina Fair Housing Law. The University's decision will be based on the specific facts and circumstances provided by the student, the student's healthcare provider, and/or other relevant parties. The University cannot guarantee that accommodations will be granted for requests and/or documentation submitted after the published deadlines have passed.

Deadlines for submitting a written housing accommodation request, *including sufficient supporting medical documentation*, are listed below:

- Returning Students: February 1
- Incoming Students: March 1

All written Housing Accommodation Requests *must be submitted to the Office of* Student *Accessibility and Testing Services*.

Lander University
Office of Student Accessibility and Testing Services
CPO Box 6041
Greenwood, S.C. 29649

The Office of Student Accessibility and Testing Services may consult with the Department of Housing and Residence Life to consider the accommodation request. The University will only accept written requests for housing accommodations.

Important information regarding special accommodation requests:

1. The fact of a medical diagnosis does not guarantee or automatically qualify the student for a special or priority room assignment.

2. Lander University offers a variety of housing options in multiple residence halls. Statements or recommendations from your physician or treating medical professional should not be interpreted as automatic approval of a specific housing accommodation or room assignment.

3. Housing and Residence Life is unable to provide special housing accommodations based solely on a diagnosis of ADD, ADHD, anxiety, and depression.

4. Disability or specific medical need will take priority over residence hall preference.

Accommodations are provided to the individual student, if approved, not to her/his group or preferred roommates. The student is required to assess the importance and significance of the accommodation

versus the preference of roommate(s) or residence hall. ***Single-occupancy rooms are very limited in on-campus housing and may not be recommended except in cases involving clear and substantiated need.***

If the specific request cannot be fulfilled, the University will work with the student to find a comparable, convenient, and accessible housing alternative, taking into account the limitations and/or needs presented by the student. Where accommodations must be made because of a disability, the University will consider exceptions to its general room rate structure, unless doing so would result in a fundamental alteration to its housing program and/or financial concern for the University.

Service and Emotional Support Animals
Lander University recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Emotional Support Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Lander University is committed to allowing individuals with disabilities the use of a service animal on campus to facilitate their full participation and equal access to the University's programs and activities. The University is also committed to ensuring students with disabilities have equal access to University housing and, where appropriate, accommodations through the presence of an Emotional Support Animal.

The University's Service Animal Policy and Agreement may be accessed online at www.lander.edu/disability-services. Questions related to the use of service or emotional support animals on Lander University's campus should be directed to Anissa Lawrence, Director of Accessibility and Testing Accommodations, via email at alawrence@lander.edu or by phone at (864) 388-8915.

Lactation Accommodation Policy
Lander University has taken measures to ensure that all faculty, staff, spouses, students, and visitors are provided with adequate accommodations for the expression of milk for breastfeeding. This policy applies to Lander University employees, spouses, students, and visitors who need lactation accommodations for breastfeeding and expression of breast milk.

Purpose and Rationale
Lander University recognizes the importance of breastfeeding and promotes optimal nutrition for pregnant women and young children. The University will take all appropriate measures to accommodate and set an example for faculty, staff, spouses, students, and visitors by promoting breastfeeding in the workplace. This policy will also serve to promote breastfeeding as a normal part of daily life and is an important part of community support for breastfeeding.

Lactation Accommodations
A secure, private room (located on the 3rd floor of the Jackson Library) will be made accessible for nursing mothers to nurse their infants or express breast milk for later use. Participants may call ahead to inquire as to whether the room is in use. All breastfeeding women are accommodated by having access to:

- A comfortable chair for use while breastfeeding.
- A table to support their own personal breast pumps and/or supplies.
- Washing facilities and hand gel for hands and equipment.

**NOTE: Lander University is not responsible for the security of any items left in the room.*

Anissa Lawrence, *Director of Accessibility and Testing Services*
Email: alawrence@lander.edu | Phone: (864) 388-8915 | Office: Genesis Hall

MILITARY AND VETERANS SERVICES

Lander University is approved by the United States Department of Veterans Affairs (VA) as a training facility for eligible veterans, service members, reservists, widows, and children of veterans. Eligibility and equivalent educational benefits are determined by the Veterans Administration (VA). The Office of Military & Veterans Services, along with the certifying official, collects, completes, and processes the required substantiating documentation.

This Office offers information about services on campus to assist with educational, career, personal and financial concerns. The Office also serves as a point-of-contact and direct liaison between the veteran, the University, and the Veterans Administration. The Director of Military & Veterans Services and certifying official(s) are employees of Lander University, not part of the Veterans Administration.

General Information
Veterans Administration programs and policies, as well as University services and procedures, change frequently. Students should maintain contact with the Office of Military & Veterans Services and the school's certifying official.

If a student considers withdrawing from the University, dropping a course that affects their training schedule, or changing their major, they should contact the Lander certifying official before making any changes. Dropping the enrolled credit load below the minimum may result in a retroactive reduction in benefits and a debt to the Veterans Administration. Several different methods are used to collect overpayments. A statement of mitigating circumstances and supporting documentation may need to be submitted to the VA.

Benefits will not be paid for audited courses, unnecessary repeats, or courses that do not count toward graduation. Benefits will be discontinued if you do not maintain satisfactory academic progress. Special tuition rates are available for incoming undergraduate students who are South Carolina National Guard active-duty personnel and military family members.

Applying for Benefits
After being accepted to the University, students may apply for educational benefits. Information regarding eligibility, applications, and certification can be obtained from the Veterans Administration website or the Office of Military & Veterans Services, located on the third floor of the Grier Student Center.

Upon receipt of all required documentation, the certifying official will forward an enrollment certification to the Veterans Administration regional office. Without the student's request, paperwork will not be prepared automatically nor sent to the Veterans Administration for processing and payment.

CAMPUS ACTIVITIES

Lander University provides a well-balanced program of co-curricular activities and encourages student participation in these and other aspects of university life. Through student organizations, intramural sports, fraternities, and sororities, each member of the University community has an opportunity to gain valuable practical experience in leadership and human relations that can enrich their lives far beyond their university years. You can connect with clubs and organizations through Involve by visiting lander.presence.io.

To offer opportunities for personal growth, the University sponsors a variety of formal and informal programs that enable students to broaden their educational experience. The Office of Campus Engagement sponsors various events, including dances, concerts, movies, comedy groups, and other programs, for students and their guests.

Student-faculty interaction is encouraged through field trips and visits to other campuses, which provide opportunities for cultural experiences, sports events, and social gatherings. Students are urged to become involved with Lander University through their classroom activities and the multifaceted co-curricular programs available.

LANDER TRADITIONS

Launch into Lander
Launch into Lander is your official Welcome Week - a high-energy kickoff to #LifeAtLander! Starting on Move-In Day, enjoy a full week (and more!) of exciting events, activities, and opportunities to connect with peers and campus partners, explore Lander's campus, and celebrate the start of your Lander journey. Get ready to make memories, meet new friends, and dive into everything campus life has to offer!

Blue & Gold Week
At Lander, our blood runs blue—and our spirit shines gold! Join us for a week-long celebration of our incredible Bearcat athletes and show off your Bearcat Pride! Get hyped with high-energy events like Rally in the Arena, Pack the Stands, student vs. faculty kickball, tailgates, competitions and more! Don't miss the fun, the pride, and the power of the Gold Rush. Let's go, Bearcats!

Autumn Fest
As the temperatures begin to drop and the leaves start to change, there's no better time to celebrate the beauty of the season than with Autumn Fest at Lander. This week-long event is a time to slow down, soak in the season, and reflect on all we're thankful for as Bearcats through a variety of activities designed to bring the campus community together. From a festive Fall Market and a delicious food crawl around our city, to a fun-filled farm day, there's something for everyone to enjoy.

Greek Week
Greek Week is a spirited celebration of competition, service, and unity hosted by Lander's Fraternity & Sorority Life Office. Throughout the week, chapters come together to showcase pride, give back to the community, and strengthen the bonds of brotherhood and sisterhood across councils. It's more than just a rivalry—it's a tradition of impact and connection.

Miss Lander Pageant
The Miss Lander Pageant is a celebration of confidence, leadership, and Bearcat pride. This signature event highlights the brilliance, talent, and spirit of Lander's finest female students as they compete in categories such as interview, talent, evening wear, and campus involvement. More than just a crown, Miss Lander represents the heart of the University, serving as a role model, ambassador, and voice for student life. Join us for a night of grace, grit, and glamour as we crown the next face of Lander!

Holiday Spectacular and Tree Lighting Ceremony
Widely regarded as Lander's signature event, this cherished celebration unites the campus and local communities to usher in the holiday season with festive flair. Experience a magical, family-friendly evening filled with the tree lighting ceremony, captivating live performances, thrilling rides, spirited competitions, a charming horse-drawn carriage ride, a dazzling fireworks display, and much, much more. This joyous tradition lights up the night and brings warmth and cheer to everyone in our community.

Polar Plunge
Celebrate class registration the coolest way possible—by jumping into an icy pool! The Polar Plunge is a frosty Lander tradition where students mark the moment with a splash, win fun prizes, and show off their Bearcat boldness.

Homecoming
Kick off the spring semester with a week of excitement and tradition! Enjoy banner and talent contests, bonfires, live performances, culminating in a lively tailgate where the Homecoming King, Queen, and courts are crowned. Don't miss this unforgettable celebration!

Spring Fling
Spring Fling is Lander's ultimate outdoor bash to celebrate the end of the academic year! Featuring food trucks, games, live music, and plenty of sunshine vibes, this event is all about fun, friends, and springtime cheer.

Lander's Got Talent
Lander's Got Talent is an exciting opportunity for students to shine and share their unique gifts with classmates and the wider community. This showcase celebrates the diverse talents that make our campus a vibrant and creative community.

Campus Engagement Awards Ceremony
This annual ceremony celebrates the dedication and achievements of outstanding student organizations, members, and advisors who have made a meaningful impact throughout the year. Highlighting the event, the President honors the Samuel and Laura Lander Man and Woman of the Year, recognizing exceptional leaders who embody the spirit and excellence of our community.

HOUSING AND RESIDENCE LIFE

Residential living at Lander University is an integral part of university life. Housing units range from traditional residence halls to apartment-style living. Living on campus is more than just having a place to study and sleep.

A student living on campus will experience new opportunities, such as developing new personal relationships, enhancing self-regulation, and enjoying more freedom, as well as taking on additional responsibilities. With this freedom, a student must discipline themselves to manage their time effectively, allowing for ample time for study, sleep, and other activities.

Room and Board Fees
Room and board charges, as well as academic fees, will be billed to all students by the Student Accounts office before each semester.

Damage or Loss of Property
The University shall not be liable for damage to, or loss of, any property of any kind which may be lost, stolen, damaged, or destroyed by fire, water, steam, defective refrigeration, elevators, or otherwise while on the leased premises or in any storage space in the building. All personal property located in any part of the building under the student's control shall be at the sole risk of the student. It is the student's responsibility to ensure his/her personal property.

Residence Hall Inspections, Security, and Searches
The University reserves the right to periodically inventory University property and conduct maintenance, as well as health and safety inspections of rooms. These inspections will be held during official recesses and at other times, in the latter case after a 24-hour notice when practicable.

The University reserves the right to enter the space for routine inspection at reasonable hours following advance notification (24 hours or more) when practicable via the student's official Lander University email address or written notice posted conspicuously in the assigned building and without notice where

circumstances necessitate repair or alteration of the room, where there is sufficient reason to believe violation of University rules and regulations are occurring, where there is adequate reason to believe that an occupant of the room may be physically harmed or endangered, where University property is endangered, or where emergency circumstances exist. This does not prohibit regular inspections of university housing or other facilities for maintenance, health, or safety purposes.

Guide to Community Living
Community Living: A Guide to Residence Halls is a publication that addresses specific issues concerning housing and residence life. Students are responsible for complying with the policies outlined in this publication. Failure to abide by regulations is likely to result in disciplinary action. *Community Living: A Guide to Residence Halls* may be accessed online at www.lander.edu/housing (Community Living & Housing Contract).

Residence Life Contract Violations
The Department of Housing and Residence Life may levy fines and impose other sanctions for violations of regulations not covered in the residence hall contract. Students are encouraged to contact the Housing Office if they have any questions regarding the residence hall contract.

Residency Requirement
Lander University is committed to providing its students with a comprehensive educational experience. By requiring all first-year students to reside in on-campus housing, we are committing ourselves to the growth and development of our students inside and outside the classroom.

All first-time freshman students under the age of 21 before the first official opening day of the residence halls for the academic year are required to live in Lander University housing for the fall and spring semesters. A first-time freshman is defined as a student who is entering college for the first time and has earned fewer than 30 credit hours. Some LU scholarship recipients have residential requirements.

Housing Exemptions and Waivers
Exemptions/waivers of this requirement may be granted to students who meet one of the following criteria:

1. The student's home address is within 20 miles of campus, located at 320 Stanley Avenue, Greenwood, SC 29649.
2. Resides in Greenwood County and lives with a parent, legal guardian, grandparent, or married sibling.
3. The student is married or has children.
4. Active military members or veterans.
5. The student is experiencing medical or financial hardship.
6. Age 21 or older.

Housing Exemption Requests
Students who meet any of the above criteria may apply for an exemption on the Housing Portal located within MyLander. Responses are delivered to the student's Lander University email. Please note that additional documentation may be requested for specific exemption or waiver requests.

Housing Exemption Appeals
Students who wish to file an appeal must submit the housing appeal form no later than 30 days prior to the beginning of the semester of initial enrollment. Appeal information may be found online at: www.lander.edu/housing (Apply for Housing).

Transportation
All transportation rules and regulations, along with schedules for the Lander Line and Bearcat Shuttle services, may be found online at Transportation (having trouble adding in the actual link). Changes to the usual scheduled pick-up and drop-off times and locations are sent to each residential student's Lander University email.

Catherine Covar, *Director of Housing and Residence Life*
Email: ccovar@lander.edu | Phone: (864) 388-8174 | Office: Grier Center, 318
Web: https://lander.edu/housing

STUDENT COMMITTEE APPOINTMENTS

Lander University recognizes that co-curricular activities and participation in university committees are essential parts of the overall educational experience and thus promotes student membership in various University committees. Upon recommendation by the Dean of Students or their designee, students are appointed by the president to serve on committees.

Students may serve on the following University committees:

1. Advisory Committee on the Disabled
2. Athletics Committee
3. Co-curricular Programs Committee
4. Orientation Advisory Committee
5. Lander Health Advisory Committee
6. Parking and Traffic Committee
7. Public Safety Committee
8. Retention Council
9. Student Life Council

STUDENT COMPLAINTS AND INQUIRIES

Consistent with our statement of student experience for students to "enjoy a comprehensive, transformative and experiential learning process that provides a broad and thorough knowledge, fostering: Creativity, scholarship and independent thinking, effective communication, innovative problem-solving and analytical reasoning skills, high ethical standards and professionalism, values of diversity, inclusiveness and respect for all people, cultures, and perspectives, and community engagement, service to others, and responsible citizenship."

We are committed to providing students with access to and assistance with resources in the event that a concern, complaint, or appeal arises. The Dean of Students, or their designee, will assist any student with a complaint by helping the student determine the nature of the complaint and by ensuring the student has recourse through the appropriate policies and procedures impacted by the complaint. Complaints for which there are no formalized committee structures or procedures are handled in a timely and expeditious manner.

In most situations, resolutions should be sought through an informal process in which the student discusses the complaint directly with the individual (faculty, staff, or department representative) involved. These complaints generally follow the chain of command for resolution.

A student concerned about a policy or procedure of a particular department, division, or college on campus being incorrectly or objectively followed has recourse by filing a complaint. Below are the steps for addressing a general complaint or inquiry that does not fall under a formalized committee structure or procedure.

Student Complaint and Inquiry Process for Instructional Complaints
To resolve the matter on an informal basis, the student(s) may discuss the issue directly with the faculty member involved. If the matter is not resolved, then the student may take the following steps.

1. Meet with the department chair and the faculty member to resolve the issue on an informal basis. If not resolved, then…

2. Meet with the college dean to resolve the issue. If not resolved, then…

3. Complete and submit a student complaint and inquiry form to the Vice President for Academic Affairs or designee.

Protocol for Non-Instructional Complaints
1. Discuss the issue directly with the person involved to resolve the matter on an informal basis. If not resolved, then…

2. Meet with the supervisor (move up the chain of command) to resolve the issue on an informal basis. If not resolved, then…

3. Continue to move up the chain of command and meet with the next higher-level supervisor to resolve the issue. If not resolved, then…

4. Complete and submit a student complaint and inquiry form to the Dean of Students or their designee.

If resolution of a complaint cannot be reached through the informal student complaint and inquiry process, then one may choose to file a complaint form with the Dean of Students, or their designee (864-388-8835) or the Vice President for Academic Affairs (864-388-8320). This form may be accessed online at the following link: Student Complaint & Inquiry Form

Standing Committees for Complaints and Appeals
Some types of complaints can be anticipated and are addressed explicitly by standing committees or other administrative policies and procedures.
1. Complaints about instruction (particularly grades, grade appeals, and grading procedures) and the application of academic honors policy to candidates for graduation are handled according to the provisions of the Senate Grade and Academic Appeal Committee.

2. Complaints and/or appeals generally related to improper personal student behavior(s) are handled according to the provisions of the Academic Honor Council, the Office of Student Conduct, the Student Conduct Committee, or other judicial authority.

3. Exceptions to academic policy are handled in accordance with the provisions of the Petitions Committee.

4. Complaints related to Americans with Disabilities Act (ADA) compliance or similar issues. Lander University has made, and will continue to make, every effort to ensure that accommodations are provided for students with disabilities. If you feel that accommodations are not provided appropriately, you have the right to file a complaint with the Office of Student Accessibility and Testing Services.

5. Complaints related to sexual harassment and sexual violence are addressed according to the provisions described in the Sexual Harassment and Sexual Violence Policy, which can be found online at: www.lander.edu/titleix. Matters deemed Title IX are resolved in accordance with the Title IX Resolution Procedures (refer to Policy)

6. Complaints related to non-discrimination and anti-harassment in both employment and access to educational opportunities are addressed according to the provisions described in the Non-discrimination and Anti-Harassment Policy, which can be found online at: www.lander.edu/titleix

7. Complaints related to the awarding of scholarships are handled according to the provisions of the Financial Aid Scholarships Committee.

8. Parking fine appeals are handled according to the provisions of the Parking and Traffic Committee.

9. Housing contract appeals are handled according to the provisions of the Housing Appeals Committee.

SPIRIT PROGRAM

The Lander University Cheerleaders, Dance Team, and the Mascot are housed under the Athletics Department and contribute significantly to the Athletics program and school spirit.

Cheerleading
The purpose of the Lander University cheerleaders is to provide support and crowd leadership to the Lander University Athletics program and serve as ambassadors for the University. The team cheers at home basketball games and travels to a few away games. The Cheer Team also represents the University at competitive cheerleading events. The team also participates in community events and University-sponsored activities. The goal of the cheerleading program is to make any event they are involved in more enjoyable for everyone by raising energy and spirit levels. Tryouts are held annually.

Dance Team
The purpose of the Dance Team is to provide support and entertainment for the Lander University Athletics programs and serve as ambassadors for the University. The team dances at home basketball games and travels to a select number of away games. The Dance Team also represents the University at competitive dance events. The team also participates in community and University-sponsored activities. Tryouts are held annually.

Mascot
The purpose of the mascot is to enhance crowd enjoyment and foster full support from students and spectators, thereby helping the athletic teams play at their best. In general, attendance of the mascot is limited to athletic and University-sponsored events. However, the mascot may represent the University in the community by making appearances at approved special events, provided the University has approved the event and the availability of the mascot allows. A minimum of two weeks' notice is required for special appearance requests. Tryouts are held annually.

Kim Schoolfield, *Coach, Spirit Program Coordinator*
Email: kschoolfield@lander.edu | Phone: (864) 388-8770 | Office: Finis Horne Arena

INTERCOLLEGIATE ATHLETICS

Lander University's Athletics program is a member of NCAA Division II and is aligned in the Peach Belt Conference, which consists of ten (10) full-time member institutions covering South Carolina, Georgia, and Florida. With an athletic history that dates back to 1968, when Finis Horne launched the first men's basketball program, Lander has been competitive on the conference, regional, and national levels.

Lander Bearcats
Lander athletic teams, with the colors of Legacy Blue and Medallion Gold, are known as the Bearcats. More than 700 student-athletes represent Lander in intercollegiate competition.

Bearcat Club
The Bearcat Club provides financial support to the Lander University Athletics Department through private investments and participation at athletic events. To learn more about the Bearcat Club, find game schedules, team rosters, and more, go online to www.landerbearcats.com.

Men's Varsity Sports
The University's Athletics program offers the following men's varsity sports:

1. Baseball
2. Basketball
3. Cross Country
4. Golf
5. Lacrosse
6. Soccer
7. Tennis
8. Track & Field
9. Wrestling

Women's Varsity Sports
The University's Athletics program offers the following women's varsity sports:

1. Acrobatics & Tumbling
2. Basketball
3. Cross Country
4. Field Hockey
5. Golf
6. Lacrosse
7. Rugby
8. Soccer
9. Softball
10. Tennis
11. Track & Field
12. Volleyball

Club Sports
Students may participate in the following club sports:

1. Men's Rugby
2. Bass Fishing
3. E-Sports
4. Cheer
5. Dance
6. Equestrian Team

For Athletics Staff and contact information please visit: https://landerbearcats.com/staff-directory

REGISTERED STUDENT ORGANIZATIONS

Activities, Policies, and Procedures
Lander University recognizes the rights of student organizations to exist and contribute to the mutual benefit of university co-curricular activities. The University, through the registration process, confirms the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The University does not, however, automatically endorse the mission, goals, or purpose of any organization.

Membership Requirements
A student organization must be registered with the Office of Campus Engagement. These guidelines have been designed to assist the organization in this process. Specifically outlined below are the registration procedures. The University requires membership in these groups to be comprised of at least five (5) currently enrolled full-time students (12 hours for undergraduates; 6 hours for graduates) at Lander University. These procedures and regulations aim to ensure the protection of the University's essential functions, facilitate an equitable sharing of time and space, and guarantee the reasonable health and safety of the community.

Lander University requires a minimum GPA of 2.0 to be eligible for membership in a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. Any person who does not meet the requirements shall not be eligible for membership in recognized student organizations.

Policy: Good Standing
Existing registered student organizations in good standing with the University must maintain a student membership requirement of five (5) currently enrolled full-time students (12 hours for undergraduates; 6 hours for graduates) at Lander University. If any group with national affiliation recognizes that total membership will fall below five (5) students due to an upcoming graduation, the recruitment/intake process must occur during the current academic year.

Membership Probation
Student organizations that, at the beginning of each fall semester, have fewer than five full-time enrolled students will be placed on membership probationary status. These organizations will have three (3) semesters (excluding summer) to increase their membership to the required number of five (5). While on probation, an organization must host a recruitment or intake event at least once a year. If this requirement has not been met by the end of the three-semester period, the registration status may be revoked. During

probationary status, fraternities or sororities will not have to disaffiliate from their umbrella organization, be it Lander Panhellenic Council, National Pan-Hellenic Council, or Interfraternity Council. However, any organization on probationary status will not have voting privileges.

Registered Student Organizations
Lander University requires a minimum GPA of 2.0 to be eligible for membership in a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. Students who do not meet the requirements are not eligible for membership in recognized student organizations.

A student organization shall be defined as any group consisting of at least five (5) currently enrolled full-time (12 hours for undergraduates and 6 hours for graduate students). Lander University students who desire to come together to support a particular view, explore common interests, or accomplish identified tasks, which do not:

1. Have illegal goals and objectives.
2. Propose or participate in activities that would violate regulations of the board of trustees, the University, or federal, state, or local laws and regulations, or materially disrupt activities and discipline of the University.
3. Advocate incitement of imminent lawlessness.
4. Discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation.

Any group existing on campus that wish to use University facilities and/or services that fulfill the above description must be registered with the University. Only registered groups will have access to campus facilities and/or services. To find a list of all our registered student organizations, visit Modern Campus Involve at lander.presence.io.

Starting a New Organization
Students interested in forming a new student organization should schedule a meeting with a staff member from the Office of Campus Engagement. The student(s) will then complete an "Organization Registration" form online on Involve, which will include items listed below in the "Registration Application" section.

Types of Student Organizations
Lander University offers various types of Recognized Student Organizations, categorized by their membership, purpose, and mission.

Club Sports	An organization that is designed to serve individual interests in different sports and recreational activities.
Honors Society	Organizations that have criteria for recognizing excellence for a variety of students.
Special Interest	An organization that focuses on a specific interest or topic that differs from all other organizations.
Fraternity/Sorority	Social and service organizations have historically been gender-specific and established at Lander University.
University Sponsored Programs	Organizations of any topic or interest that receive direct financial support from a university office or department.

Undergraduate Student Organization Status	Organizations that are explicitly classified for undergraduate students. USOs are open to graduate students unless specifically stated otherwise. Leadership positions within USOs are reserved for full-time undergraduate students (enrolled in 12 credit hours).
Graduate Student Organization Status	Organizations that are classified specifically for graduate students. GSOs are open to undergraduate students unless specifically stated otherwise. Leadership positions within GSOs are reserved for full-time graduate students (enrolled in 6 credit hours).

Registration Application

New groups can apply for registration at any time by completing the online form found on the Involve webpage lander.presence.io/Organization/create. Registration of new groups requires approval from the Office of Campus Engagement.

An organization seeking to register with the Office of Campus Engagement shall complete the registration application with the following information:

1. Name of organization.
2. National affiliation (if any).
3. Category of organization to be placed in (academic, interest, club sport, honor, Greek sorority, Greek fraternity, religious).
4. Statement of purpose in the "About" section of the form.
5. Statement of how the organization will handle its finances.
6. The date of the new officer elections.
7. Name, Lander email address, phone number, and Lander ID# of the organization's president.
8. Name and email of the organization's faculty/staff advisor. The organization's faculty or staff advisor must approve the invitation sent by Presence within five business days of receipt.
9. Name and email of the organization's off-campus advisor, if this applies to the organization. The organization's off-campus advisor must approve the invitation sent by Involve within five business days of approval.
10. A copy of the organization's constitution and bylaws that state the organization's purpose, membership requirements, and election procedures for officers. An example of what is included in an organization's constitution is available on the Office of Campus Engagement Involve platform.
11. Name, Lander email address, and Lander ID# of at least five (5) currently registered full-time (12 hours-Undergraduate; 6 hours-Graduate) student members, including two officers authorized to make requests or to conduct business for the organization. Five members are the minimum number required to register an organization at the University, and they must accept the Involve invitation within five business days of approval. Students who share their L# with the organization authorize the Office of Campus Engagement to check grades each semester.
12. Digital signature of the chief officer of the organization certifying that the organization agrees to abide by all state, federal and local laws as well as the University regulations and procedures

outlined in the student handbook, the Lander University catalog and other University forms and agreements and certifying the accuracy of all information and the organization's acceptance of the conditions stated in the registration agreement.

A constitution (including an appropriate membership clause), the registration form, and a membership list with L#s must be submitted and reviewed by the Office of Campus Engagement. The following criteria must be met to be recommended for registered status:

1. It is confirmed that no violation of federal, state, local law, or University policy exists in the proposed constitution, and all necessary clauses are included (membership, non-discrimination, GPA requirements for student leaders and faculty/staff advisors).

2. The registration form and membership list must be complete and submitted.

3. The organization has certified that membership requirements are non-discriminatory, except where exempt as permissible by law.

4. A full-time faculty or administrative staff member, as defined on the following page under advisors, has agreed to serve as the advisor to the organization.

Once these requirements are met, the Office of Campus Engagement will review the registration materials that were submitted. Upon final approval by the Office of Campus Engagement, the organization will be considered a registered student organization. Notification of the organization's status will be sent to the organization, as well as to the specified departments and service areas on campus. Should an organization be denied registration, the representatives will be notified in writing after the decision has been made.

Once a prospective student organization has initiated the registration process and until registration has been granted, the organization must follow the guidelines below:

1. Meetings may be held on campus no more than three (3) times in a University facility. The Office of Campus Engagement must complete a facility form.

2. These meetings shall be held solely for the purpose of organizing. The organization shall not sponsor speakers, fundraisers, or any other program or event.

3. The organization may publicize meetings and invite membership but is not eligible to use the Lander University name in association with the organization. It must be specified that the meetings are for organizational purposes only. ***Posters, flyers, and other materials must be approved and stamped by the Office of Campus Engagement.***

NOTE*: Failure to follow these guidelines may impact the approval or disapproval of the organization's registration.*

Miscellaneous

1. Organizations that wish to amend their constitution or change their affiliation must submit these changes to the Office of Campus Engagement.

2. In addition to these regulations, student publications are subject to restrictions outlined in the Office of Campus Engagement's posting policies.

3. Any organization seeking to sponsor a regional or intercollegiate meeting must obtain sponsorship approval from the Office of Campus Engagement for the meeting to be held on campus.

4. Sports clubs, as well as Greek letter social fraternities and sororities, are registered student organizations at the University. However, additional recognition criteria (such as insurance and travel regulations) may be established for these organizations based on their unique relationship with the institution.

5. A student organization that needs to set up an off-campus checking account should first obtain a Federal Tax ID number, also known as an Employer Identification Number (EIN). This ensures that no individual is personally responsible and helps the organization's leadership transition more efficiently. Organizations can obtain a Federal Tax ID number by calling the IRS at 1-800-829-4933 or by applying online at www.irs.gov. Once the number is received, the current president and advisor should contact the desired financial institution to determine the necessary documentation required to set up an account.

Registration and Recognition

Registration shall be defined as the collection and recording of specific information required of qualified student organizations. Confirmation as a registered student organization is the University's acknowledgement of the organization and its validity to be afforded those certain privileges.

Registration Statuses

Lander University registered student organizations fall into one of the following statuses:

Type of Status	Defined
Active	Registration requirements are fully completed before the registration window closes. Below are two designations of active status: • New/Reactivated Status: Organizations that have been registered and active for two or fewer continuous years and have at least five (5) members; all registration requirements must be completed before the window is closed. • Established Status: Organizations that have been registered and active for three or more continuous years and have at least five (5) members; all registration requirements must be completed before the window is closed.
Deactivated	Registration is not yet complete, and the window has closed. This may include organizations that are no longer active on campus.
Inactive/No Longer Recognized	Organizations that have not registered with the University or completed all registration requirements within a specific amount of time, as determined by the Office of Campus Engagement. This may also include, but is not limited to, organizations that may be in violation of federal, state, and local laws; in violation of University policies and/or procedures, and the outcome was determined that they are no longer recognized for a specific period of time. Organizations in this category do not receive any University privileges.

Registered Organizations
Registered organizations are limited to the Lander University campus. Registered student organizations shall be referred to by the name of the organization.

1. **Denial of registration:** Registration may be denied if an organization is not in compliance with the registration criteria or fails to complete the registration procedures properly.

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

    a. A student organization submits a written notification of its disestablishment.

    b. A constitutional provision deactivates an organization as of a specific date.

    c. A student organization that fails to renew its registration by the date established by the Office of Campus Engagement fails to submit current officers and contact information or does not submit required fundraiser and volunteer summaries.

    d. Disciplinary sanctions deactivate an organization.

    e. If it is deemed the organization is no longer positively impacting the student experience (i.e., no longer in support of its mission or the University's mission).

Review Process: Registration Application
A complete registration application, along with all required informational items, must be submitted to the Office of Campus Engagement. The material will be reviewed, and if all requirements have been met, the organization's chief officer will be notified via email. Any organization whose registration materials are incomplete will be notified via email and classified as probationary, thus becoming ineligible to receive the benefits and privileges of registration and recognition. Any organization found to be in noncompliance with University, state, or federal regulations will be reviewed by the Office of Campus Engagement. The organization will be notified in writing of the decision.

Privileges
Registered organizations in all categories will be afforded:

1. Increased visibility and accessibility.

2. Opportunity to participate in the student organization fairs.

3. Listing of the organization's name, purpose, and its current officers in the Office of Campus Engagement files, and in the student organization directory, which is available to the University community through the Office of Campus Engagement webpages and the Bearcat Den (https://lander.presence.io/).

4. Access to services, equipment, and facilities, depending on the availability of space and personnel.

5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations, and informational calendars.

6. The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

Basis for Denial of Privileges Registration

Organizations may be denied the use of University facilities, services, and funds as a disciplinary measure for violating University conduct regulations. These regulations will be interpreted in accordance with the procedures outlined on the previous page. University denial of the request for use of facilities, services, or funds may result from one of the following conditions:

1. The organization does not adhere to the University's regulations and procedures as outlined in the student handbook.

2. A danger of violence or destruction is anticipated in the use of facilities, services, or funds. There must be substantial evidence to warrant the conclusion that violence or destruction can or will occur.

3. The use to be made of facilities, services, or funds is illegal.

4. The organization's chief officer does not digitally sign the registration form.

5. Inaccurate information is given on the registration form.

6. Incomplete information is provided by those people requesting services, facilities, or funds.

7. The student organization fails to renew registration by the fall and spring term dates established by the Office of Campus Engagement.

The University may request any information deemed necessary to make the above determination. In all cases where prior denial occurs, the Office of Campus Engagement will provide adequate notice and an opportunity to be heard. If, after approval, one of the stipulated conditions occurs immediately before or during the activity, the University will take immediate action to curtail the disruption, criminal activity, or violation of the University regulations.

Grant of Registration

1. Acceptance of a Registration: Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and comply with all federal, state, and University laws, policies, procedures, rules, and regulations.

2. Responsibilities of a registered organization:

   a. The organization will seek approval from the Office of Campus Engagement for changes made in its constitution.

   b. The organization will register all changes (new executive members or advisors) that occur within the organization by updating their organization and registration form on the Bearcat Den (Involve). The names, Lander L numbers of officers, and the name of the advisor must be kept up to date in the Office of Campus Engagement.

   c. Have executive members attend any required meetings or training sessions deemed necessary by the Office of Campus Engagement.

   d. The organization president must attend, or send a representative in his/her place, to student organization meetings. The Office of Campus Engagement will provide these dates.

e. The organization president must maintain open communication with their on-campus advisor and the Office of Campus Engagement on a routine basis.

3. Fraternal organizations: Prior to a registered organization being classified as a fraternal organization and exempt from Title IX requirements, official endorsement must be obtained from both the Office of Campus Engagement and the national office of the fraternity or sorority.

Annual Registration Process
All registered student organizations must renew their registration annually by the date set by the Office of Campus Engagement. The Office of Campus Engagement shall be responsible for the annual registration process.

Registration procedures

1. An information letter will be emailed to all registered student organizations at least 15 calendar days before the deadline. This email will notify registered student organizations of the registration process and, if applicable, any specific required meetings.

2. Organizations are expected to comply with any specific requirements for annual registration, including, but not limited to, completing the Involve platform transition process, updating and submitting the annual registration form, and attending any necessary meetings as deemed by the Office of Campus Engagement.

3. Failure to renew an organization's registration by the deadline of the spring semester shall terminate its privileges to operate on the University campus or utilize University facilities.

Summer Procedures
Each recognized organization shall designate one (1) individual to conduct the affairs of the organization during the summer and interim periods. The name, address, Lander email, and telephone number of this individual shall be filed with the Office of Campus Engagement by the end of the last class day of the spring semester through an electronic form sent to the organization presidents.

Leadership Regulations
Any student member of a registered student organization who has been elected, selected, or appointed as an officer, as defined by their organizational constitution, must maintain the cumulative GPA requirement of 2.5, or the organizational GPA requirement for an officer position, and remain in good standing within the University before being eligible to assume that role.

Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. If a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Office of Campus Engagement about the change in officers within two weeks.

Student organizations classified as Undergraduate Student Organizations (USOs) shall have only undergraduate students in leadership positions. All Graduate Student Organizations (GSOs) shall have only graduate students in leadership positions. USOs are open to members of both undergraduate and graduate students unless specifically stated otherwise. Similarly, GSOs are open to both undergraduate and graduate students, unless otherwise specified.

NOTE: ***Organizations that do not meet the above requirements may be placed on probation and may have their registration status revoked***.

Advisors
To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus advisor. The advisor must be selected from full-time faculty or administrative staff members (Band 4 or higher, as designated by the state's Human Resources) at Lander University. Graduate students are not eligible to fulfill this requirement. The Office of Campus Engagement will assist advisors with questions concerning their registered student organizations.

Appointment of Advisors

1. The acceptance of the Involve invitation of a full-time faculty or staff member must be secured on a new organization's application to receive registered status to signify their willingness to serve as an advisor to that organization.

2. The advisor's acceptance of the Involve invitation must also be obtained annually during registration to signify agreement to continue as the organization's advisor.

3. The Dean of Students or their designee may officially appoint each advisor to the position in writing.

4. Should an advisor vacate their position at any time during the year, the Office of Campus Engagement should be contacted immediately, and a replacement acquired within three weeks. A member of the Office of Campus Engagement may serve as an interim advisor during the three weeks.

The Dean of Students or their designee may remove an advisor from their student organization-related responsibilities as needed to ensure the educational purpose of the student organization is met, or in the interests of student health and safety.

Requirements of Advisors
Advisors of registered student organizations should:

1. Become familiar with and understand relevant University policies and procedures.

2. Act within the scope of their advisor's authority.

3. Act in an advisory capacity, rather than in a directive relationship within the organization. The following educational functions are cited as examples.
    a. Provide the officers with the elements of good organizational practice.
    b. Teach the techniques and responsibilities of leadership and membership.
    c. Teach the principles of effective group operations.
    d. Develop procedures and plans for action.
    e. Keep the group focused on its goals.
    f. Develop self-discipline and responsibility in the group.
    g. Stimulate and initiate activity.

4. Be available to the officers and members to share ideas about organizational affairs.

5. Meet with the group's officers to discuss the group's progress and direction.

6. Attend as many meetings and functions as possible and participate in any on-campus social events or fundraisers open to all Lander University students.

7. Attend training and meetings set by the Office of Campus Engagement.

8. Advise and consult with the organization and its officers on its financial affairs to ensure that proper budgets are formulated and that the organization maintains an appropriate distribution and accounting of its funds. For non-funded organizations, provide financial and budgetary advice.

9. Approve/co-approve of off-campus activities in which students represent the organization, such as meetings, conventions, etc.

10. Sign or co-sign appropriate University forms, such as those for use of campus facilities or travel requests.

11. Serve until a successor is appointed, if for any reason it is impossible to continue as advisor to the organization.

12. Contact the Office of Campus Engagement when you have questions or encounter problems.

13. Attend events sponsored by the organization as determined necessary or appropriate by the Office of Campus Engagement.

Disciplinary Procedures
Students should refer to the Student Code of Conduct section of the Lander University Student Handbook for information regarding disciplinary procedures for violations of University policies, procedures, rules, and regulations for individuals and/or registered organizations.

Fraternities and Sororities are also accountable to policies outlined in the Fraternity and Sorority Life Policies, which include the Social Events Policy, available in the Student Organization Handbook, posted online at www.lander.edu/campus-life/clubs-organizations

Violation(s) of policy may be addressed by the Office of Campus Engagement, Student Advisory Council, the Office of Student Conduct, the Student Conduct Committee, or other appropriate officials/committees, depending upon the nature and/or severity of the alleged violation(s). Please note that the Dean of Students, or their designee, holds the authority to implement a moratorium, or a temporary prohibition of activities, when there are potential health and/or safety concerns. A moratorium does not necessarily mean that disciplinary action is forthcoming; nonetheless, restrictions may include temporary prohibitions of activities such as organizational operations, meetings, ceremonies, educational sessions, trainings, and social events or gatherings.

Tucker Hipps Transparency Act
The 2015-2016 Tucker Hipps Transparency Act states that all public institutions of higher education, excluding technical colleges, shall provide a public report of actual findings of violations of the institution's Conduct Code for Student Organizations by fraternity and sorority organizations formerly/currently affiliated with the institution. Included in the Lander University report are violations of the Conduct Code for Student Organizations and members of student organizations (not personally identified) for offenses involving alcohol, drugs, sexual assault, physical assault, and hazing.

This report must include: The name of the organization, when the organization was charged with misconduct, the date the citation was issued or the event occurred, the date the investigation was initiated, a general description of the incident, the charges, findings, and sanctions imposed on the organization, and the date on which the matter was resolved. The institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act. Lander's report may be

accessed on Lander's website at: https://www.lander.edu/campus-life/clubs-organizations/fraternity-sorority-life/tucker-hipps-transparency-act.html.

Please reference the website to access contact information for staff members and obtain additional information related to findings, sanctions, and organizational sanction completion that is not protected under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g. The institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act.

Facility Reservations
To request a facility, organizations must be in good standing with the University (refer to the Good Standing Policy). Lander University will make every effort to provide facilities to accommodate departments, divisions, and recognized student organizations through the facility reservation process. All University policies and regulations apply when using facilities.

Facility Availability
Due to the limited number of available facilities, the University reserves the right to assign and/or change locations for groups utilizing University facilities to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available University personnel to perform specific job functions, such as custodial, policing, lighting, sound, and stage crew duties. Additionally, the University may deny requests for facilities due to conflicts with class schedules, special events, or activities, or other University-wide events, such as Welcome Week, Family Day, and Homecoming.

Student Organizations may not hold events after the last day of classes for the fall and spring semesters. Any completed facilities request indicates an agreement to comply with policies regarding the use of Lander facilities.

Important Information

1. **Economy of scale** - The facility coordinator will attempt to match the organization's membership numbers with the appropriately sized room, provided the room is available.

2. **Facility Request** - Facility requests must be submitted by and for the purpose of a registered student organization. Requests intended to support or promote the activities of external groups, rather than the mission of the student organization, will not be approved.

3. **Damages** - The University's reservation policy states that student organizations will be responsible for any damages that may occur to a facility during the time it is reserved.

4. **Public Programs** - Student organizations ***may not sponsor*** any program open to the general public without prior authorization from the Office of Campus Engagement.

5. **Admission Fees** – Programs/activities where admission fees or money is collected and/or donated may result in the sponsoring organization being responsible for costs such as building use fees, police services, custodians, lifeguards, etc. (Refer to Fundraising)

6. **Event Security -** For certain events, University Police officers are required to be present. The Office of Campus Engagement will notify the student group when this is required.

7. **Facility Usage Fees -** The University may charge for services such as cleanup, security, special lighting, and the use of musical instruments, among others. The Facilities Coordinator for Special Events will determine charges when reviewing a facility request.

8. **Clean-Up** - All facilities must be left in a clean condition, with furniture in its original location.

Bearcat Lounge
The Bearcat Lounge serves two purposes: first, as a student lounge space, and second, as a venue for events. In no given week should events be taking place in the lounge more than it is being used for general student usage. The Bearcat Lounge may not be closed for student organization events/meetings. It can only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set-up or the duration of the event.

SMART Classroom Usage
Student organizations reserving a SMART classroom **MUST** be accompanied by a responsible faculty and/or staff member.

Tables in Commons/Plaza

1. A facility request form is required to reserve a table in the Commons or Plaza. You must obtain approval from Dining Services if food is to be served.

2. The Office of Campus Engagement or the Office of Special Events reserves the right to refuse a table reservation if deemed necessary.

3. Radio-edited music may be played at a low level to provide ambiance for the surrounding area of the table. However, if the music is deemed inappropriate by the Office of Campus Engagement or staff members, or if the sound level is too high, then the music must be turned off.

To Reserve a Facility
All facility requests are to be completed online. ***Reserving a facility is a TWO-PART process.*** Ensure that you complete all parts of the process to ensure your reservation is finalized.

1. **Plan Ahead** - Facility requests must be submitted **NO LESS than two (2) weeks in advance.**

2. **Involve Event Request –** Complete and submit an Event Request Form located in the Bearcat Den.

3. **Dynamic Forms Facility Request Form** – Complete and submit a Facility Request Form to the Office of Campus Engagement.

4. **Setup Needs –** If you require tables, chairs, audio-visual equipment, or any other special setup items, please include these *details on the Facility Request Form*. If it is not listed on the facility request form, accommodations will not be made.

5. **Confirmation Email** - A confirmation email will be sent to the President of the Student Organization to confirm receipt of your request.

6. **Review of Request** - A member of the Campus Engagement team will be assigned to your request. You may contact them with questions or concerns. The Campus Engagement team member will serve as the liaison between your program/event and campus partners (i.e., Tech Crew, Facilities Management, Physical Plant, LUPD-Security). During the review, it is essential that you respond promptly to the Campus Engagement team member. Events can be canceled or modified by the Office of Campus Engagement.

7. **Check Your Email** - It is imperative that the requestor and the organization's president ***check their Lander email frequently for updates.*** Failing to check or respond to emails may delay the approval of your request.

8. **YOUR REQUEST IS NOT APPROVED UNTIL THE ORGANIZATION PRESIDENT RECEIVES** A confirmation email from the Facilities Coordinator of Special Events.

9. **Dining Services -** If you plan to serve food at your event, you must obtain approval from Dining Services. Any food items must either be purchased through ARAMARK or have an approved waiver obtained through ARAMARK on file in advance. Refer to Food Services. If your event is not approved through Dining Services, it may be cancelled or reviewed by the Office of Campus Engagement.

10. **Promote Event** - You may advertise your event or meeting only after receiving a confirmation email of approval from the Facilities Coordinator of Special Events. (Please refer to the posting policy.) Take flyers to the Office of Campus Engagement to be stamped. You may need to present the facility confirmation when submitting the flyer for approval.

11. **Security Fees** – The Campus Engagement team member will contact LUPD to review your event requests and determine if security fees are required.

To Cancel a Facility Reservation
If you no longer need a facility, please contact campusengagement@lander.edu and Elizabeth McCune at emccune@lander.edu to cancel your request, preferably 48 hours in advance.

Area Coordinators

AREA	COORDINATOR	EMAIL	PHONE	CPO BOX	OFFICE
Arena, Athletic Fields	Adam Weyer	aweyer@lander.edu	388-8626	6016	FH1-103
Barratt Hall	Ginny Leopard	gleopard@lander.edu	388-8394	6027	BH124
Centennial Hall (MP Room)	Elizabeth McCune	emccune@lander.edu	388-8335	6062	GC S382
Cultural Center Auditorium, Commons, Assembly Plaza, Amphitheatre	Frank McVay	fmcvay@lander.edu	388-8406	6033	CC385
Grier Student Center PEES Circle & Outdoor Lawn Areas					
Laura Lander Hall	Heather Martin	hmartin@lander.edu	388-8386	6030	SC246
Learning Center	McKenzie Stone	mstone@lander.edu	388-8948	6008	LC109F
New Residence Hall (MP Room)	Elizabeth McCune	emccune@lander.edu	388-8335	6062	GC S382
Chandler Center, NH Field, PEES Building	Wyatt McInerney	wmcinerney@lander.edu	388-8739	6042	PS 241
Science Building	Heather Martin	hmartin@lander.edu	388-8386	6030	SC246

Fundraising Policies
The use of University facilities or grounds for fundraising purposes must be approved by either the Student Organization Fundraising Committee or the Campus Engagement Team, depending on the nature of the event.

Fundraiser Forms
Fundraising forms are located on Presence under the "Forms" section. Go online to:
https://lander.presence.io/forms

The form is titled Event Registration. When filling it out, ensure that you select "Fundraiser" as the event type, so the correct questions are populated.

All fundraiser requests should be submitted through the same form on Involve. Students are not required to differentiate between types of fundraising during the submission process. However, on the backend, fundraisers will be routed to either the Fundraising Committee or the Campus Engagement Team based on the nature of the event:

1. Fundraisers that involve outside vendors, community partners, or partnerships with external organizations will be routed to the Fundraising Committee for review and approval. This ensures proper coordination and prevents the University from overextending its relationships with external partners.
2. On-campus fundraisers that do not include outside vendors, such as button sales, T-shirt sales, coffee sales, or similar activities, will be routed to the Campus Engagement Team for approval. These types of fundraisers are generally reviewed quickly to maintain efficiency.

All fundraiser requests must be submitted at least 14 days prior to the event. Any fundraiser request form that is not completed within 14 days of the proposed date will be automatically denied and will not be reviewed.

Fundraising Committee
This committee consists of three University faculty and staff representatives. Fundraising, as it pertains to Lander University student organizations, is defined as any event in which an organization solicits money from its members or other members of the campus community.

Examples of fundraisers are:
1. The selling of items, materials, products, or services; and/or
2. The sponsorship of events where financial admission is charged.

Only registered student organizations shall be permitted to hold fundraising activities. To request to have a fundraiser and obtain approval, an organization must be in good standing with the University (refer to Policy of Good Standing) and must comply with the following guidelines:

1. Submit a completed Event Registration Form, selecting "Fundraiser" as the event type, so that the appropriate questions are populated. A facility request form for committee approval must be submitted at least 14 days prior to the proposed event. Failure to meet deadlines will result in your fundraiser being denied.

    a. Registered student organizations are allowed the use of University facilities once per month, or no more than four (4) per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium. There is no limit on the number of off-campus fundraisers your organization can host.

    b. Events involving large gatherings or late-night activities may require security provided by University Police.

    c. Charges may be made for custodial services, building fee use, security, and other services as needed for fundraisers.

    d. Additional information regarding student organization fundraising events and associated fees is found on the Lander University fundraising request form.

2. The proposed fundraising project must not interfere with existing University-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing University-operated service or through a University contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.

3. If the student organization plans to or attempts to raise funds through sponsorships or external donors, it must obtain explicit consent or approval from the Fundraising Committee before proceeding. We highly encourage the organization's President to schedule a meeting with a member of the University Advancement team before submitting the fundraising form.

4. When considering the request, the committee will primarily focus on the stated purpose for which the fundraising activities are intended. For instance, is the activity educational in nature and/or directly related to the curriculum? Is the activity for philanthropic purposes? Will the fundraiser provide supplies for the relevant group's use or support travel opportunities for the appropriate group? Fundraising revenue may not be used for the personal benefit of an individual student or students, such as gifts, membership dues, initiation fees, or University tuition.

5. All bake sale food items must be purchased through ARAMARK or have an approved waiver on file with ARAMARK in advance. Refer to Food Services.

6. Drawings: Lotteries, raffles, and games of chance must comply with South Carolina state law. Please see the Director of Campus Engagement or their designee for more information. The University's general counsel will review all lotteries, raffles, and games of chance before approval. ***Alcohol and firearms are prohibited as prizes.***

7. A separate request must be submitted for every fundraising activity.

8. Activities involving the Lander student organization, fundraising, or other projects covered by these guidelines are subject to the following:

    a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed.

    b. Door-to-door residence hall contact is prohibited.

    c. Use of campus mail service is prohibited.

    d. Fundraising may be conducted only in such areas as approved by the facilities scheduling process.

    e. An organization may not use coercive acts that might intimidate those persons from whom support is sought.

9. Advertising and marketing materials may only be displayed in appropriate places and platforms (social media, etc.) and only after the following criteria have been met:

    a. The organization president has received an email confirmation from the facilities coordinator that the room or area has been approved.

b. The organization president has received an email confirmation from the Fundraising Committee that the fundraiser has been approved.

c. The organization has obtained approval from the Campus Engagement office for any posters/flyers advertising the event. Each poster, etc., must be stamped by the Office of Campus Engagement.

10. All procedures for scheduling a room for a non-fundraising meeting or event also apply to fundraising programs.

11. Once the fundraiser is completed, a Fundraiser Summary Form can be found on the Presence site at https://lander.presence.io/forms. These forms must be submitted to the Office of Campus Engagement within five (5) days of the event's completion. Receipts must also be attached. If a summary is not submitted within this timeframe, the organization will be placed in a 'not in good standing' status with the University until the summary form is submitted. The organization will not be able to participate in any fundraisers or University-wide events. All future room reservations will be cancelled.

Volunteer and Community Service
Lander University strongly encourages all registered student organizations to participate in volunteer and community service projects. Volunteer and community service projects, as they pertain to Lander University student organizations, are defined as the exchange of service hours or goods either on or off campus. *NOTE: If money is exchanged, it is considered a fundraiser; please refer to Fundraising Policies.

Volunteer and Community Service - Request Forms
The Office of Campus Engagement requires that all volunteer and community service activities be documented for approval by completing the Event Registration Form. When filling out the form, select "Service" as the event type to ensure the correct questions are populated. If you plan to hold the event on campus, a Facility Request Form will also need to be approved. The Event Registration Form can be found on the Bearcat Den Involve page, under the Forms section. This form should be completed and submitted at least 14 days before the project takes place.

For a volunteer/community service activity to be approved, the student organization must be in good standing with the University (Refer to Policy on Good Standing), and the activity must conform to University regulations and policies. Organizations are not limited to a specific number of volunteer or community service projects each semester.

Speakers on Campus
Lander University chartered student organizations shall be allowed to invite and hear any person of their choosing. If an organization wishes to invite a speaker who is not a Lander faculty or staff member, approval for the speaker is to be requested through the Office of Campus Engagement (campusengagement@lander.edu). Reasons for disallowing a speaker to speak on campus are:

1. Insufficient time to allow for adequate preparation and scheduling;
2. Inappropriate facilities;
3. Prior commitments to another student or faculty organization that would conflict; or
4. Inability to provide security precautions necessitated by the speaker.

The approval of outside speakers does not imply approval or endorsement of the expressed views either by the sponsoring group or the University. The University, Director of Campus Engagement, or Campus Engagement Coordinators reserves the right to deny any speaker if they pose a safety risk to the community.

Posting Policy
Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards **ONLY**. Lander University has a strict non-solicitation policy; therefore, outside organizations, agencies, or businesses are **NOT** allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, and other similar materials.

Outside agencies are permitted to advertise in approved University publications, magazines, and other media. Lander students, faculty, and staff are the only people allowed to post materials on campus. All posters, flyers, announcements, and other materials must be approved and stamped by the Office of Campus Engagement to be posted on campus. Organizations not in good standing will not be allowed to post any materials on campus. You may need to present the facility confirmation when submitting the flyer for approval.

Additional rules for the posting policy are as follows:

1. Items being posted may be no larger than 12"x18".

2. All posters, flyers, announcements, etc., must include the name of the organization or department sponsoring the event, the event time, and the event location.

3. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation from the Special Events Facilities Coordinator. It must also be approved on Involve.

4. Space requests for posters and flyers will be taken on a first-come, first-served basis, and no space is guaranteed.

5. Flyers, posters, announcements, etc., may not use images or texts of alcohol to advertise an event or publicize an event where alcohol is being served. Sexually explicit, offensive, or otherwise suggestive flyers or posters will not be approved.

6. The Office of Campus Engagement must first approve the use of sidewalk chalk.

7. All posters, flyers, announcements, and other materials must be stamped and approved by the Office of Campus Engagement before being displayed.

8. Flyers and posters must be removed within 72 hours after the event. Failure to do so may result in fines or loss of posting privileges.

The following sanctions may apply for failure to comply with the posting policy:

- **First offense** — A letter from the Office of Campus Engagement outlining the posting policy and the nature of the infraction, along with a written warning.

- **Second offense** — Temporary loss of posting privileges for 3 months (during the academic year); *a fine may also be assessed.*

- **Third offense** — Temporary inactivation of organization (effective for 6 months during the academic year).

City of Greenwood - Ordinance on Handbills
All students and student organizations are responsible for adhering to the City of Greenwood's ordinance regarding handbills. In this context, a handbill is any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature. Specific to the City of Greenwood, the complete list of handbill ordinance codes may be accessed online at: www.cityofgreenwoodsc.com

Social Events
The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to comply with these policies may result in disciplinary action as outlined in the Lander University Student Handbook.

1. For any event—except general organizational meetings—where the anticipated attendance exceeds 50 people, the faculty or staff advisor is expected to be present for the duration of the event. While we understand that some organizations, such as fraternities, sororities, and others, naturally have large memberships and that advisors may not typically attend every function, this guideline is meant to promote advisor presence and engagement at significant events. Exemptions may be requested by submitting a written request at least 72 hours in advance to the Office of Campus Engagement (campusengagement@lander.edu). The request will be reviewed at the discretion of the office.

2. For any event—except for general organizational meetings—with an anticipated attendance of over 50 people, a formal request must be submitted to both the Office of Campus Engagement and the Lander University Police Department at least two (2) weeks prior to the event to arrange necessary police coverage.

3. Charges may be made for custodial services, University Police, building-use fees, and other services as needed for events.

4. All events sponsored by student organizations must be held on campus, unless special permission has been obtained from the Office of Campus Engagement to hold the event in an alternative location.

5. All persons entering the event must present a valid government-issued photo ID. Only Lander University students and their one guest (per student) will be permitted to attend. Lander students are responsible for the conduct of their guests. No one under the age of 18 will be admitted unless they are a Lander University student or have been specifically approved by the event advisor.

6. No alcohol will be served or brought into any student event without prior permission from the Office of Campus Engagement.

7. The sponsoring organization and University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.

8. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that violate University, city, state, or federal regulations.

9. If deemed necessary following a required email submission to both the Office of Campus Engagement and Lander University Police Department for any event (excluding general organizational meetings) with an anticipated attendance of over 50 people, the sponsoring

organization will be required to hire and pay for one or more University Police officers. LUPD will determine the number of officers needed in coordination with Campus Engagement. The rate will be set by the Lander University Police Department.

10. The sponsoring organization is responsible for monitoring the event area and surrounding spaces and must report any issues immediately to the advisor or a designated faculty or staff member. If vandalism occurs during or immediately after the event and the individual responsible cannot be identified, the sponsoring organization will be held accountable.

11. The sponsoring organization is responsible for removing all decorations, signage, and event materials from the event space and surrounding areas, such as the parking lot, immediately following the event.

12. The sponsoring organization will identify three members to serve as event staff who will assist the advisor and the University Police in supervising the event.

13. Doors will not be opened until 30 minutes before the event. The advisor and the University Police must be present for the doors to be opened.

14. University Police must be on duty 30 minutes before the event and remain on duty for at least 30 minutes after the event, or until the crowd has left the building and parking lots.

15. Lights will be flashed 30 minutes before the end of the event and then turned on immediately at the end. Members of the sponsoring organization are to assist the advisor and University Police in clearing the building, parking lot, and adjacent street parking.

16. Events must end at the agreed-upon time, but no later than 1:30 a.m. When deemed necessary, University Police and/or University staff reserve the right to close an event prior to the agreed-upon time.

17. Greek organizations are required to fill out a Social Event Registration Form and submit it to the Office of Campus Engagement for approval. This form may be accessed online at: https://lander.presence.io/forms.

Deadlines for the submission of this form are as follows:

a. NPC – 14 days before the event.
b. IFC – 14 days before the event.
c. NPHC – 14 days before the event.

Food Services

ARAMARK Dining Services has an exclusive contract to provide all the University's food services, including food items for bake sales or any other fundraising events. The Dining Services director and staff provide professional event planning, food production, and food safety to ensure the carrying out of all food services on the Lander campus.

Catering and Event Planning

ARAMARK's professional staff work hard to ensure the success of each event. They will meet with the event planner as many times as necessary to discuss the tone and purpose of the event, menus, and any special arrangements needed.

1. Menus can be customized to any budget and range from basic to premium.

2. Food safety is a significant concern for everyone. ARAMARK adheres to all local and state regulations for food production, transportation, and storage.

3. The Dining Services facilities are regularly inspected by local agencies that monitor food safety, and always maintain a grade A.

4. To minimize the likelihood of someone being affected by a foodborne illness, ARAMARK uses only vendors that have met strict requirements for food handling and transportation.

Please assist us in adhering to our exclusive food service contract with ARAMARK by contacting the Old Main Catering at (864) 388-8078 **or www.oldmain.catertrax.com** when your department or student organization is planning food for any event on campus.

INFORMATION TECHNOLOGY SERVICES

General Policy Statement
In addition to adhering to the University's Technology Acceptable Use Policy, misusing University computing resources by intentionally making, receiving, accessing, altering, using, providing, or in any way tampering with files, discs, programs, passwords, or messages of other computer users without their permission is prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited. The internet is an information resource provided to the faculty, staff, and students at Lander University by the University. It has been referred to as, in part, a vast digital library. Use of this resource should be consistent with the university policies, state and federal laws, philosophy, goals, and objectives of the University as an educational and socially responsible institution within the community. The following statements, extracted in part from the American Library Association's Bill of Rights, bear on both our rights and our responsibilities as members of the academic and local community.

Intellectual Freedom: Rights and Responsibilities
Lander University recognizes the right of all users to access resources of their choosing. Internet resources are available for the interest, information, and enlightenment of the Lander University community. Information will not be proscribed, censored, or removed by the University because of partisan or doctrinal disapproval.

However, internet users at Lander have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public places, such as open-access computer labs and offices that more than one person may share, should not be used to display or print materials that might be defined as harassing or obscene.

These types of behavior will be determined by the Lander University Code of Conduct and by accepted community standards. Users are reminded that any applicable state and federal laws regarding these or related matters apply to Lander facilities, and they are expected to exercise sound judgment. Because it is unreasonable to address all possible situations that might arise, it is expected that users will behave in a lawful, reasonable, responsible, courteous, and professional manner.

Failure of this document to address specific inappropriate behavior does not imply that such behavior is sanctioned or that a loss of privileges will not result. Remember, when you use the internet, you are representing Lander University throughout the world. These guidelines are subject to change. It is the user's responsibility to keep up with changes. A copy of this document will be available online. Policy changes will be reported in announcements and by email. It is the user's responsibility to read all such

announcements. As with any University facility, commercial use is strictly prohibited.

Acceptable/Unacceptable Uses
The following material, although not exhaustive, aims to clarify the acceptable and unacceptable uses of this resource. Users who abuse their privileges may have their privileges revoked. Users must not violate any applicable internet use policies or laws. Questionable usage is prohibited until specifically approved.

Copyright Law
Respect the legal protection provided by copyright and license to programs and data. Unless you have written a program yourself, you do not have the right to make and distribute copies of programs without the specific permission of the copyright holder. Software programs are protected by Section 117 of the 1976 Copyright Act and all revisions thereafter acted. Educational institutions are not exempt from these copyright laws. Software is also protected by the license agreement between supplier and purchaser. Software provided by Lander can only be used on the computer equipment specified in the software license.

It is against University policy to copy or reproduce any licensed software on University computing equipment, except as expressly permitted by the software license. Public domain software may be available. Users may not use unauthorized copies of software on University-owned computers or on personal computers housed in University facilities. Unauthorized use of software is regarded as a serious matter, and any such use may be dealt with according to university policies, and state and federal laws. For further information relating to the copyright policies of Lander University, go online to www.lander.edu/policies.

Privacy and Integrity of Individual Accounts
It is against policy to use another person's account, even if permission is granted, unless it is a special group account which has been authorized for group use by university officials or the appropriate department or school. The unauthorized use of another user's account, as well as providing false or misleading information for the purpose of obtaining access to computing facilities, is prohibited. It is against university policy to attempt to discover another user's password. Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Authorized technical support personnel reserve the right to access users' files when necessary for the maintenance of system integrity, security, university policies or if required by law.

Electronic Mail
Email is the official communication tool between the University and students. As the official and primary communication tool of the University, this service enables students to conduct collaborative work efforts and share information with professors, other individuals, and students, regardless of time and geographic boundaries. Students should conduct themselves in an appropriate manner during their communications throughout email. Every email message sent from your Lander account carries the University's name, and all communications should reflect that. This service is provided free of charge to the students at Lander University. Accounts are for individual use and should not be shared with others, family or friends.

Creation of Email Accounts
All students are issued an official Lander University email account upon acceptance to the University. Account creation will be accomplished without any action necessary by the student. The email account created by the University is the official email address to which the University will send electronic communications. This official address will be recorded in the University's electronic directories and records for the student. Students should be aware that the official University email address will expire once they are no longer active students and should refrain from using this account to subscribe to or activate services.

Students will receive communication from the Admissions Office, which will reveal their Lander University email address. Communication will include instructions for first-time log-in and mandatory adoption of Multi-Factor Authentication (MFA). An instructional video walk-through of the first-time login can be found by visiting Lander University's main home page (https://www.lander.edu) and searching for "Helpful Videos for New Bearcats". To log in to Lander's web email interface, go online to https://outlook.com/lander.edu.

Expiration of Accounts

1. **Graduating Students**: Accounts for students who graduate will expire 30 days after the graduation date.

2. **Non-Graduating/Non-Returning Students**: Accounts for non-returning students will expire at the following term of non-enrollment.

3. **Students Taking Contract Courses**: Accounts for students participating in contract courses will expire at the end of the course.

Password Administration

Upon acceptance, the student will be provided with information regarding their email account and initial access. Enrollment in Microsoft's Multi-Factor Authentication (MFA) is required. Initial enrollment will be the contact method(s) provided on the student's application to Lander University. The student will have access to reset the password, recover a locked account, and monitor access to the Lander account. Passwords will expire every 365 days and must meet the minimum complexity requirements stated in the Lander Account Password Policy. Students who need help with first-time account access or require an update to their registered Multi-Factor Authentication (MFA) method can contact the ITS Help Desk at (864) 388-8234.

Unacceptable Uses of Email

Unacceptable uses of email include, but are not limited to, any of the following:

No one shall deliberately alter or attempt to conceal their accurate return email address or the original location of the message. No one shall intentionally set out to interfere with the reception of email by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's email without that user's consent.

Sending fraudulent mail is strictly forbidden. You directly and indirectly represent the University. Conduct all electronic transmissions with this in mind. Users are advised to use proper network etiquette, also known as netiquette, when sending emails. Users should not assume that email is entirely private. Do not write anything in an email message that you would not want to see printed in public.

Email services are not to be used for any harassment of an individual or organization. If you feel as though you are receiving emails of this nature, report all occurrences to the Office of Information Technology Services at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing email, as this will help locate the individual who is harassing them.

Acceptable Uses of Email

Acceptable uses of electronic mail include uses that do not violate other University policies or applicable laws. All electronic email transmissions are subject to examination by authorized personnel and is usually prompted by reports of email misuse.

Use of Personal Mailing Lists
Students may create and maintain their own personal mailing lists. The individual creating and maintaining the list, as well as any users using the list, are to ensure that all members of the list agree to participate in the list. Upon request, the person maintaining the list must remove any individual from it. The correspondence on these personal lists should still adhere to university policies, state and federal laws, as they originate at the University and carry the Lander name.

Privacy
Students should exercise extreme caution when using email to communicate and should not assume that email is a private and confidential medium. It is very important that care is taken to send messages only to the intended recipient(s). Care should be taken when using the reply command during email correspondence.

Misuse of Telephones or Communication Technology

No student shall misuse, abuse, or assist in the misuse/ abuse of communication equipment at the University. Such activity includes, but is not limited to, using any form of communication equipment to harass, threaten, or intimidate any person, organization, or the University. Communication equipment includes, but is not limited to, electronic mail, voice mail, computers, and printers.

Students or student organizations involved in violating any federal, state, or local laws may be subject to disciplinary action. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

Theft and/or Abuse of Computer Facilities and/or Resources
Violations of this policy include, but are not limited to, any of the following:

1. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
2. Unauthorized transfer of files.
3. Use of another individual's identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member or University official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Use of computing facilities and resources to interfere with the normal operation of the University computing system.
7. Use of computing facilities and resources in violation of copyright laws.
8. Any violation of the University computer use policy.
9. Unauthorized use for commercial purposes.

System Integrity and Security
The University owns computer facilities and accounts. Access to central computer systems, including the issuance of passwords, must be approved through the appropriate channels. All access to divisional or school computer systems must be approved by the chair, dean or an authorized representative. It is

against university policies to damage computer systems or use tools for personal gain (defined as obtaining extra resources, taking resources from another user, or gaining access to systems or using systems for which proper authorization has not been given).

Users should be highly vigilant to avoid spreading viruses, logic bombs, or similar destructive agents on the system. Such problems are especially likely to be found in files on portable storage drives or files which may be downloaded from the internet or other computer networks. Deliberate or grossly negligent introduction of destructive agents into the system will result in revocation of user privileges.

Use of Network Resources for Interactive Gaming or Gaming Consoles
The use of Lander University's network resources for interactive gaming, including game consoles such as Xbox and PlayStation, is permitted, provided that it does not compromise network security or integrity in any way. The performance of interactive games is not guaranteed, and Lander University Information Technology Services (ITS) does not provide support for these devices in any form. Lander University reserves the right to restrict or deny network bandwidth to interactive gaming devices to ensure adequate network, security and adequate resources are available to support academic functions and the overall performance of the campus computing environment.

Nonessential Use
Computers in computer labs on campus are provided primarily for academic use. During busy times, non-essential, non-academic use may be prohibited on these computers in alignment with student conduct, laws and university policies.

STUDENT CODE OF CONDUCT

In any case wherein students at Lander University are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the Board of Trustees may exercise its right to name a special hearing board, committee or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures. All changes in student regulations must be approved by the appropriate committee, the Dean of Students or their designee, and the President of the University.

The Student Code of Conduct establishes the rules and regulations that all students and student organizations are expected to follow, under the duty and corollary powers inherent in educational institutions, to protect their educational purposes through the setting of standards of student conduct and scholarship, and through the regulation of the use of university facilities. Students and student organizations have the right to expect that these rules and regulations will be enforced.

The University also has the right to expect students, student organizations, and other groups to abide by these rules, as this is beneficial to students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. **It is essential to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.**

Conduct and Discipline
Just as a student does not lose their citizenship rights upon enrolling at Lander, the student also does not become exempt from society's obligations and laws, or the responsibilities of daily living in a broader society. In general, the behavioral norms expected of a University student are those of common decency and decorum, including recognition of and non-infringement upon the rights and property of others and the University, honesty in academic work and all other activities, and observance of local, state, and federal laws. When students enter the University community, they assume specific responsibilities and

obligations, including maintaining satisfactory academic performance and social behavior consistent with the lawful purposes of the University. Student conduct, therefore, is not considered in isolation within the University community but as an integral part of the education process.

A Lander student is expected to show a respect for order and the rights of others, and to exemplify in their daily activities a sense of honor and integrity. Students are expected to assume responsibilities for their own conduct and that of their guest(s). The University reserves the right to discipline students whose conduct is such as to bring reproach upon the University. Students, upon voluntary registration at Lander, are expected to conform to all University regulations, federal and state laws, and ordinances of the city of Greenwood. Enrollment as a student in no way exempts any person from a penalty in case of violation of local, state, or federal laws. Students who are penalized for violating public laws are not exempt from further penalties by university authorities if that public law also constitutes a violation of university regulations.

Responsibility for good conduct rests with students as individuals. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. Student organizations have similar responsibilities for maintaining good conduct among their members and guests at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. Students, student organizations, and groups may be subject to disciplinary action for violating the policies outlined throughout this handbook.

The policies/procedures outlined constitute the official record of all general conduct rules and regulations at Lander University. Students are expected to adhere to these regulations, and administrators, faculty, and staff are responsible for enforcing them. Regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Abuse of the student conduct system includes, but is not limited to:

1. Failure to obey the notice from a student conduct board member or a University official to appear for a meeting or hearing as part of the student conduct system.

2. Falsification, distortion, or misrepresentation of information before a student conduct board.

3. Disruption or interference with the orderly conduct of a student conduct board proceeding.

4. Institution of a student conduct code proceeding in bad faith.

5. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

6. Attempting to influence the impartiality of a member of the student conduct board prior to, and/or during the course of, the student conduct board proceeding.

7. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board before, during, and/or after a student conduct code proceeding.

8. Failure to comply with the sanction(s) imposed under the student conduct code.

9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

Abuse of the conduct system should be considered a standalone administrative policy; therefore, any substantiated violation(s) may result in disciplinary action. As the University email is the official means of communication, students and student organizations are responsible for all electronic correspondence sent on behalf of the Office of Student Conduct.

**Additional rules and regulations may be enacted during the year; announcements will be made upon adoption of the changes or additions.*

General Laws
Any disciplinary action imposed by the University may precede and be in addition to any penalty imposed by an off-campus authority. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution.

Students arrested for violation of federal, state, or local laws should notify the Dean of Students or their designee within five (5) business days upon subsequent arrest. Disciplinary action may be taken, and sanctions imposed, for misconduct that is detrimental to the University's vital interests and stated mission and purpose.

Proceedings under this Student Conduct Code may be carried out before, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students or their designee. Determinations made, or sanctions imposed, under this student code shall not be subject to change because criminal charges arising out of the same facts (giving rise to a violation of University rules) were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

****This is applicable to students and groups.*** The administrative process is likely to occur well in advance of any criminal proceeding. The South Carolina Code of Laws may be accessed online at www.scstatehouse.gov

Scope of Application
The student conduct code may be violated when a student violates any of its provisions, any campus or University policies, and any federal, state, or local law. The University may take disciplinary action for a violation of the student code of conduct when the offense occurs on University premises or at University-sponsored, endorsed, supported, or related events that take place off campus. Further, disciplinary action(s) resulting from off-campus incident(s) may be used to reinforce accountability and/or serve as an educational opportunity to promote both personal and professional growth.

Applicable Terms
The definitions of applicable terms are listed below in alphabetical order.

Accused Student: any student accused of violating this student conduct code.

Appellate Board: any person or persons authorized by the Dean of Students or their designee to consider an appeal from a student conduct board's determination as to whether a student has violated the student conduct code or from the sanctions imposed by the student conduct administrator.

Cheating: includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations.

2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

3. The acquisition of test or other academic materials belonging to a University faculty or staff without permission constitutes academic dishonesty, specifically a form of cheating.

4. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Complainant: any person who submits a charge alleging that a student violated the student conduct code. When a student believes that they have been a victim of another student's misconduct, the student who believes they have been a victim will have the right to participate in the hearing process, even if another member of the University community submitted the charge. Such involvement includes the right to an advisor during any formal or informal proceedings.

Faculty Member: any person hired by the University to conduct classroom or teaching activities, or who is otherwise considered by the University to be a member of its faculty.

May: used in the permissive sense.

Member of the University Community: includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Students or their designee.

Organization: any number of people who have complied with the formal requirements for University recognition/registration. Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all the circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts arise from or are in any way related to group life.

Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists when:

1. Members of the group who act jointly to violate the University standards of conduct.

2. A violation arises out of a group-sponsored, financed, or endorsed event.

3. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.

4. The incident occurs on the premises owned or operated by the group.

5. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.

6. Members of a group act in unison, or the organization provides the impetus for the violation of University rules and regulations.

Plagiarism: includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the acknowledged use of materials prepared by another person or agency engaged in the selling of term

papers or other academic materials.

Policy: written regulations of the University as found in, but not limited to, the Lander University Student Handbook, the Student Conduct Code, Residence Hall Contract, Guide to Community Living, the University Web Page, the Computer Use Policy, and Graduate/Undergraduate Catalogs.

Shall: used in the imperative sense.

Student: refers to all individuals enrolled in courses at the University, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies. People who withdraw after allegedly violating the student conduct code, who are not officially enrolled for a particular term, but have a continuing relationship with the University, or those who have been notified of their acceptance for admission, are considered students. Additionally, persons living in University residence halls, regardless of whether they are enrolled at the time, are considered students. The student conduct code applies at all locations of the University.

Student Conduct Administrator: A University official authorized on a case-by-case basis by the Dean of Students, or their designee to impose sanctions upon any student found to have violated the student conduct code. The Dean of Students or their designee may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and as the sole member, or one of the members, of the student conduct board. The Dean of Students or their designee may authorize the same student conduct administrator to impose sanctions in all cases.

Student Conduct Board: persons authorized to determine whether a student has violated the student conduct code and to recommend sanctions when a policy violation has been committed.

University: Lander University.

University Official: includes any person employed by the University performing assigned administrative or professional responsibilities.

University Premises: includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

The Dean of Students, or their designee: the person designated by the University President to be responsible for the administration of the student conduct code.

Student Conduct Code Authority

1. Jurisdiction of the University Student Conduct Code is determined by the Dean of Students or their designee.

2. The Dean of Students, or their designee, shall develop policies for the administration of the student conduct system and procedural rules for the student conduct board hearings that are not inconsistent with provisions of the student conduct code. Such stipulations must be approved by the board of trustees.

3. The student conduct administrator shall determine the composition of student conduct boards and determine which student conduct board or student conduct administrator shall be authorized to hear each matter.

4. Hearing authorities may differ, depending upon the type of violation(s) and/or the due process options selected. Hearing authorities may include the student conduct administrator, Area Coordinator, Student Conduct Committee, Student Advisory Council, Honor Council, or other

pertinent committees. *For academic-related processes, refer to the Academic Honor Code, Academic Policies, and Academic Support.

5. Decisions made by the student conduct board and/or hearing authority shall be final, pending the normal appeal process.

Interpretation and Revision
Any question of interpretation or application of the student conduct code shall be referred to the Dean of Students or their designee for final determination. The student conduct code shall be reviewed at a minimum every five (5) years under the direction of the student conduct administrator. The next review is set for 2029.

Administrative Action
Any member of the University community may file charges against a student for violating the Student Code of Conduct. A written charge shall be prepared and directed to the student conduct administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) days. The student conduct administrator and/or other appropriate University official(s) conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. This may be done at the discretion of the student conduct administrator or designee. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the student conduct administrator may later serve as the non-voting chair of the committee. If the student admits to violating institutional rules, but sanctions are not agreed upon, the subsequent process, including a hearing, if necessary, shall be limited to determining the appropriate sanction(s).

Academic Policies
*Refer to: Academic Honor Code, Academic Policies, and Academic Support.

Student Services Policies
*Refer to: Student Services, Policies and Support.

Information Technology Policies
*Refer to: Information Technology Services.

Sexual Harassment and Sexual Violence Policy
*Refer to Sexual Harassment and Sexual Violence for applicable definitions and a summary of the grievance/resolution procedures. The policy definitions described apply to the Student Code of Conduct. Please note that procedural considerations may vary depending on whether the matter is deemed Title IX or if the provisions of the Violence Against Women Act (VAWA) apply.

Non-Discrimination and Anti-Harassment
This policy covers non-discrimination and anti-harassment in both employment and access to educational opportunities. Therefore, any member of the Lander University community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the Lander University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the Lander University policy on nondiscrimination and anti-harassment. When brought to the attention of Lander University, any such discrimination or harassment will be promptly and fairly addressed and remedied by Lander University in accordance with the appropriate grievance process. *The full policy and resolution procedures may be found online at www.lander.edu/about/statement-non-discrimination.

University-Initiated Student Medical Leave
*Refer to University-initiated Student Medical Leave for applicable definitions and a summary of the grievance/resolution procedures.

Other Applicable University Policies
*Reference additional policies online at www.lander.edu/policies.

General Code of Conduct Policies
In addition to the policies described below, as stated previously, students and student organizations may be subject to disciplinary action for violating policies that have been addressed throughout all sections of this handbook and other posted policies. Residential students should also review the *Guide to Community Living* for residential-specific policies and are further encouraged to carefully reference the Safety and Security section of this handbook to become familiar with policies regarding fire safety.

Alcoholic Beverages
Alcoholic beverages are not allowed in any Lander University residence halls (reference the Guide to Community Living) or in public campus areas without specific permission from the University administration. Public areas are defined as those readily accessible to students, faculty, staff, and guests on campus.

Lander University prohibits the unlawful use, possession, sale, or distribution of alcohol on the campus and property of Lander University or during any function specifically sponsored by the University. Reference the Alcohol at approved events policy.

Students OVER the age of 21 should not abuse their legal right to buy alcohol. Providing alcohol to a minor can lead to severe criminal penalties, or even worse, place the minor at significant risk.

Reporting to work or class under the influence of alcohol is strictly prohibited.

Based on circumstances, severity, and any previous Conduct Code violations, students found responsible for violation(s) of the alcoholic beverages policy will be subject to disciplinary action. Individuals violating this policy are subject to criminal prosecution and University disciplinary action up to and including separation from the University.

**This policy is subject to change to comply with local, state, or federal laws pertaining to the possession and consumption of beer, wine, or distilled spirits.*

Lander's alcoholic beverages policy grows out of the commitment to maintain a campus environment that supports the educational program(s) and promotes the general welfare of the University community.

Attempting, Abetting, or Being an Accessory
No student shall aid, abet, or be an accessory, and/or be in the presence of prohibited conduct or potentially disruptive action. Attempting, abetting, or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

Creating a Fire Hazard
No person shall start a fire or create a fire hazard on Lander University property. Willful damage to property shall be prosecuted as arson when appropriate.

This regulation is also intended to prohibit surface frying, the possession and/or use of candles, torches, incense burners, other open flame apparatuses, as well as extension cords and other devices or materials, which may create a fire hazard if used without authorization or in unauthorized areas including, but not

limited to, residence hall rooms. Fines for surface frying in the residence halls or covering fire safety equipment are $300 per violation. Other fines or penalties may be levied at the discretion of the appropriate conduct authority.

Damage to Property
Damage to, or destruction of, property owned or operated by the University, its students, faculty, administration, and staff, or actions that have the potential for such damage or destruction are prohibited. Conduct that threatens to damage, or creates hazardous conditions, such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs, is also prohibited. Furthermore, this includes the unauthorized application of graffiti, paint, and other similar materials. Individuals violating this policy are subject to criminal prosecution and University disciplinary action up to and including separation from the University.

Disorderly Conduct
Disorderly conduct involves any action that disrupts the peace and order. It includes, but is not limited to, conduct that is lewd or indecent; dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies, or roofs; making excessive noise; contemptuous or boisterous behavior which is unreasonable for the area, and/or time in which it occurs, and any other type of disruption, or conduct interfering with the rights and opportunities of those who attend the University for the purposes of which the University exists.

This applies to any Lander University-sponsored activities, including teaching, service, research, or administration, and/or other authorized non-Lander University activities on campus. Additionally, fighting is considered a violation of this policy. As an institution of higher education, fighting can pose a significant threat to the campus community. Consequences for other violations of this policy will be based on the severity of the incident. Individuals violating this policy are subject to criminal prosecution and University disciplinary action up to and including separation from the University.

Disruptive Activity
No person or organization may interfere with, disrupt normal activity and operations of, or cause an intentional or reckless disruption or obstruction of teaching, research, administration, living environment, or other University activities.

Students who engage in ongoing or repeated behaviors that disrupt the campus community may be subject to disciplinary action. This includes, but is not limited to, hosting unauthorized or disruptive guests, creating excessive noise, engaging in threatening behavior (to oneself or others), or engaging in inappropriate behavior. Likewise, students whose conduct causes continuous or repeated disruption to University operations and administrators, such as excessive involvement in conduct-related incidents, misuse of resources, or failure to comply with directives, will be considered in violation of the Student Code of Conduct.

This includes, but is not limited to, the University's educational mission, its buildings, equipment, facilities, public service functions on or off campus, or other authorized non-Lander University activities taking place on Lander University property, except for constitutionally protected freedom of speech and expression.

Students must not hinder or prevent Lander University's personnel from carrying out their professional responsibilities. This includes non-Lander personnel who have been authorized or contracted to provide services to the University, as well as those renting or reserving University facilities to host events or meetings.

Classroom behavior that interferes with either:

1. The instructor's ability to conduct the class or instructional program; or
2. The ability of other students to benefit from the class or instructional program *is strictly prohibited*.

Speech or behavior that materially and substantially disrupts the classroom learning environment will not be tolerated. Please review the *Classroom Code of Conduct* under *the Academic Policies section*. Disciplinary action resulting from disruptive speech or behavior in the classroom may include, but is not limited to, temporary or permanent removal from class with possible loss of credit.

The following actions are also prohibited:

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the conduct occurs on University premises.
2. Participating in a demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community.

3. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

4. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

To remain in the vicinity of activity that threatens to disrupt or is disrupting normal University functions may have serious legal and disciplinary implications. Observers, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be charged with jointly engaging in an enterprise that is prohibited by law.

Students should avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by University officials or law enforcement officials will result in disciplinary and/or legal action. Any violation of reasonable time, place, or manner restrictions on expression will not be tolerated under this section.

Failure to Comply with an Official Request

Students and student organizations are required to comply with reasonable and lawful requests made by University officials acting within the scope of their duties. These officials include, but are not limited to, University police officers, fire or emergency personnel, Housing and Residence Life staff, maintenance personnel, and other University administrators. Compliance may involve, but is not limited to, adhering to directives related to health and safety, attending scheduled meetings, providing identification upon request, and following behavioral expectations outlined during conduct meetings or hearings.

This violation also includes failure to uphold the terms and conditions of the University housing contract, including the expectations established through roommate and suitemate agreements. Disregarding these agreements, particularly when facilitated or endorsed by Housing and Residence Life staff or interfering with the rights of others within the residence community, may be considered a failure to comply with an official request. Each case is reviewed individually, and sanctions are assigned in accordance with the Student Rights and Responsibilities.

Students may also be found responsible under this violation for failing to complete assigned sanctions, failing to respond to official communications, or missing required meetings without appropriate justification, as determined by University officials. Failure to comply with any published University policy or to respect prior warnings and provisional actions is strictly prohibited.

Flammable Materials and Fireworks
The ignition or detonation of any item that could cause damage by fire, explosion, or similar means to persons or property is strictly prohibited. Possession of fireworks or explosives is strictly prohibited.

Fraud and Lying
Lying or misrepresentation in, or with regard to, any transaction with the University, whether oral, written, or by other means, is prohibited, including furnishing false information or withholding information to any University official, or misrepresenting the truth in any capacity to University officials. Any student found responsible for intentionally lying or providing false information during a disciplinary proceeding (whether verbally or in writing) may face more severe sanctions, including loss of on-campus housing privileges, suspension, or expulsion.

Fraud is the alteration, fabrication, misuse, or intended misuse of University documents, records, or student identification cards. Fraud also includes any misrepresentation of the University or its students in any official matter. Additionally, the University prohibits the misuse of any state-issued or federally issued identification (i.e., driver's license), including the possession of fake or fictitious identification or the possession of identification belonging to someone other than the student. A person found responsible for fraud is subject to disciplinary action, which may result in separation from the University.

Gambling
Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy. Any form is prohibited on or within the University buildings and grounds. Please reference the Solicitation Policy.

Guest Policy
Guests and visitors on University property or at official University functions are expected to comply with all University policies and procedures, as well as all applicable local, state, and federal laws and regulations. Students who invite guests into their campus residence hall or apartment, or to official University functions open only to Lander students, are responsible for the behavior of their guests. As a result, a student may be held accountable for any alleged violation(s) of the code committed by their guests, including any financial obligations resulting from damages or otherwise necessary cleanup. The University reserves the right, in its sole discretion, to forbid access to any person to any part of the University campus, whether such campus location is owned by the University, owned by the Lander Foundation or any of its subsidiaries but used by the University or is under lease to the University, specifically including but not limited to the student's residence halls, apartments, parking lot or individual residence hall room. Please refer to Trespassing and the *Guide to Community Living*.

Harassment
Harassment is a pattern of unwelcome physical or verbal conduct serious enough to interfere with work, education, or living conditions. The conduct creates or attempts to create an intimidating, hostile, or offensive environment for another person or persons, or targets individuals or groups based on categories of prejudice (race, religion, sexual orientation, sex, gender identity, ethnicity, national origin, disability, etc.). Such conduct includes, but is not limited to, action(s) or statement(s) that threaten, harm, attempt to bribe or intimidate, or pursue any other form of unwanted contact. Serious incidents are likely to result in separation from the University, provided the student is found responsible.

Harm to Persons or Threatening Conduct
Actions which result in physical harm, have the potential of creating physical harm, or which cause fear or belief that one is in danger of imminent harm or offense are prohibited. Physical abuse or any unwelcome physical contact; lynching; assault and battery; aggravated assault; verbal abuse or threatening comments; intimidation; harassment; coercion; and/or other conduct which may pose a threat of harm to Lander

University students, employees, and invitees or endangers the health or safety of any person may be considered violation(s) of this policy.

Students found responsible for harm to persons/threatening conduct based on any of the behaviors as noted above, or life-threatening/bodily harm with means to do so, may be subject to criminal prosecution as well as University disciplinary action, up to and including separation from the University. Verbal threats, without the means to carry them out, may be subject to different sanctions based on the severity of the threats. Serious incidents, such as significant physical harm or any intent to harm, are likely to result in separation from the University, provided the student is found responsible.

Hazing

Hazing is defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property. University students and student organizations, and/or athletic teams, should not condone or engage in hazing of any kind. Hazing is not only a violation of University regulations but may also result in criminal actions.

Hazing is defined as any action taken or situation created intentionally, whether on or off campus, via electronic communication, or on social media venues, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include, but are not limited to, paddling in any form, creating excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other similar activities carried out in or outside the confines of the campus or an off-campus location.

This would also include wearing apparel in public that is conspicuous and not generally in good taste, engaging in public stunts and buffoonery, participating in morally degrading or humiliating games and activities, holding late work sessions that interfere with scholastic activities, and any other activities that are not consistent with the regulations and policies of Lander University.

Acts committed against both active and provisional members of an organization may be considered hazing. Hazing activities can involve students, student groups, athletic teams, and student organizations at Lander University. If found responsible, the consequences may be severe, depending upon the circumstances. Individuals are encouraged to report potential hazing incidents promptly. Online form: Hazing Complaint Form

Illegal Drugs

Lander University prohibits the unlawful use, possession, sale, or distribution of illegal drugs on the campus and property of Lander University or during any function specifically sponsored by the University. Reporting to work or class under the influence of drugs, without a proper prescription, is strictly prohibited.

Drug abuse violations may include a wide range of drug law violations, such as illegal possession of a controlled substance, distribution of illegal drugs, trafficking of illegal drugs, and others. The unauthorized possession, use, manufacture, sale, or distribution of any illegal substances in any individual rooms, kitchens, decks, stairs, parking lots, athletic fields/courts, and adjacent parking lots is strictly prohibited.

Possession of drug paraphernalia is also prohibited. Possession of drug paraphernalia (i.e., pipes, bongs, blunts, baggies, scales, etc.) Possession of stimulants, depressants, narcotics, or hallucinogenic drugs and other agents having the potential for mental or physical abuse is prohibited. As is the selling, bartering, exchanging, and giving away of such drugs to any person not intended to possess them. State and federal laws govern the use of drugs, and penalties for improper use or for obtaining the drug under improper circumstances are severe. Individuals violating this policy are subject to criminal prosecution, as well as

University disciplinary action, up to and including separation from the University. If found responsible, the type of violation, circumstances, or previous Conduct Code violations will modify the sanctions imposed.

Interfering with Video Security Equipment
No person shall interfere with the operation of any video security equipment. This includes moving, obscuring, disconnecting, or in any way obstructing a video security camera from viewing the intended area of coverage. No person shall cause any video security monitor or recording device to operate incorrectly, such as (but not limited to) disconnecting, turning off, moving, or covering it up. This does not apply to authorized persons while performing their duties.

Littering
Littering or improper disposal of trash is not permitted. No person shall litter by willfully or negligently throwing or dropping any item such as, but not limited to, bottles, cans, papers, cigarettes or tobacco, waste, rubbish, garbage, or trash of any kind, or by unloading or dumping any refuse onto any area not authorized for refuse disposal. Be advised that violations of this policy may result in disciplinary action and/or imposed fines.

Misuse of Fire Alarms or Safety Equipment
The sounding of false alarms and/or tampering with, or damaging, firefighting or safety equipment, including fire extinguishers, fire hoses, exit signs, fire doors, and the alarm system, are prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from University housing, and/or separation from the University.

Whenever a fire alarm sounds, all people must immediately leave the buildings and congregate outside until advised to return by University officials. Failure to leave buildings may result in fines and/or other disciplinary actions at the discretion of the appropriate conduct authority. ***Elevators are not to be used at any time a fire alarm is activated**.

Misuse of Keys and Student Identification Cards
No person may use or possess any University key or access card without proper authorization. Residents are issued a key to their assigned room and are responsible for leaving their room doors locked at all times. A resident's ID is considered a key when used as a proximity card for access to certain areas on campus.

The ID is subject to the same regulations as keys described herein. If this key is misplaced, the resident must contact the Housing and Residence Life office immediately. Misuse of any University key will result in fines and disciplinary action. No student is allowed, under any condition or circumstance, to have a University key or access card duplicated. Loaning a residence hall room key or access card to a person not assigned to that room will be considered a violation of this regulation. Using another student's ID or a fraudulent ID card, and/or failing to present a student ID when requested by a University official performing their duties, may subject the owner and/or the holder to disciplinary and/or civil actions. If found responsible, any student who allows an individual to gain access to a building, hall, or room with their assigned key may be subject to probation and lose visitation privileges for a designated period. In the event of a second offense, sanctions are likely to be more stringent and may result in the loss of the privilege to live on campus.

Misuse of University Documents
Forgery, alteration, or misuse of any University document or record is forbidden, including, but not limited to, furnishing false information or withholding material information from the University processes or procedures.

Using another student's ID or a fraudulent ID card and/or failure to present a student ID when requested by a University official acting in the performance of his or her duties may subject the owner and/or the holder to disciplinary and/or civil actions.

Pets and Animals

Pets and animals are not allowed on campus in any University facility, common areas, residence hall, or athletic venue, with the exception of service animals. Feeding wildlife and stray animals, including cats, is also not allowed.

Under the Americans with Disabilities Act, service dogs are permitted in University facilities for persons with documented disabilities. In University residences, we adhere to a strict no-pet policy. Emotional support animals, if formally approved through the Office of Accessibility and Testing Services, are permitted in specified student residence hall rooms, but not allowed in common spaces.

Students who bring pets or animals onto the campus and into the residences are subject to disciplinary action.

Animals, except for Service Animals (animals that perform disability related tasks/jobs) and Emotional Support animals that are approved by the Office of Accessibility and Testing Services or Human Resources, are not permitted in campus buildings except as permitted by law. Otherwise, in keeping with city ordinances, individuals who bring a dog to campus are expected to keep the dog on a leash and under control at all times. In addition, excessive, continuous, or untimely barking, etc., shall be deemed a nuisance.

City ordinances concerning pets and pet control are as follows:

1. Section 6–53: Running at large and unrestrained is prohibited. No owner or keeper of any dog shall permit such dog to run at large or unrestrained at any time. All dogs shall be kept under restraint at all times.

2. Section 6–90: Owner is to exercise proper care and control. No owner shall fail to exercise proper care and control of their dog or to permit such dog to disturb the peace and quiet of the neighborhood. Excessive, continuous, or untimely barking, molesting pedestrians, garbage collectors, or other persons, chasing vehicles, habitually attacking other domestic animals, trespassing upon public or private property in such manner as to damage the same shall be deemed a nuisance.

Quiet Hours and University Noise Code

All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. If a student makes a reasonable request of another student to be quieter, that student should comply.

Quiet hours are in effect from 10 p.m. to 10 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 a.m. to 10 a.m. One week before and during exam week, quiet hours are extended to 24 hours.

This regulation also applies to residence halls and area lobbies. If a group makes a disturbance (such as playing cards or games, watching TV, or yelling loudly), staff may request that violators leave immediately.

NOTE: All sound systems and stereos must be kept inside, and speakers must be kept out of window areas, balconies, and other similar locations. Musical instruments may be used in the residence halls for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on

campus for practice sessions.

Safety and Security Protocols
To enhance and maintain the safety of all community members. Members of the campus community are expected to carry their keys and/or University ID card to gain access to administrative buildings and/or residence halls. Propping of exterior doors and/or tampering with locks is prohibited in any residence hall and administrative buildings.

Residents are expected to aid in maintaining the security of their assigned residence hall. Residents are issued a key to their assigned room and are responsible for leaving their room doors locked at all times. A resident's ID is considered a key when used as a proximity card for access to certain areas on campus. The ID is subject to the same regulations as keys, as described herein. All residence hall entrance doors should remain closed and locked at all times.

This key is intended for the exclusive use of the individual to whom it is issued; a resident may not permit any other person to use it at any time. If this key is misplaced, the resident must contact the Housing and Residence Life office immediately. Misuse of any University key will result in fines and disciplinary action.

NOTE: Refer to Safety and Security for fire safety-specific policies that pertain to the residence halls.

Wheeled Transportation (Skateboards, Skates/Rollerblades, Scooters, Hoverboards, Cycles, etc.)
The University acknowledges that using wheeled transportation (both motorized and non-motorized) serves as both a means of transportation and recreation and encourages everyone to navigate these vehicles in a safe manner. Be advised that the active use of any wheeled transportation is strictly prohibited inside any University building, including bikes, rollerblades, skates, skateboards, and scooters.

To minimize the occurrence of incidents, all wheels must remain on the ground. Furthermore, due to the high volume of pedestrian traffic, skateboarding and bicycling are not permitted in the Plaza area.

In the context of this policy, reckless recreational transportation includes the following:

1. Use of wheeled transportation in a manner that endangers public safety, threatens University property, or disrupts University operations. This use includes, but is not limited to, aerial maneuvers or transitions from campus walkways onto stairs, curbs, benches, rails, seating areas, or vice versa, as well as from or to any other elevated constructs.

2. Using recreational transportation in a manner that creates unsafe conditions (e.g., traveling at dangerous speeds, traversing downhill with no method of stopping, riding too close to pedestrians, inside campus buildings, etc.).

Students riding and utilizing wheeled transportation are reminded to exercise the same degree of care expected from cyclists and operators of motor vehicles. Violations will be addressed through police-issued citations and/or the Student Code of Conduct.

Theft or Misappropriation
Theft of any kind, including identity theft, is strictly prohibited. Seizing, receiving, or concealing property with knowledge that it has been stolen is also forbidden. Sale, possession, or misappropriation of any property, including Lander University property, without the owner's permission, is also prohibited. Whether attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus, is strictly prohibited. Accessory to theft includes knowingly giving aid before and/or after the fact to a violator of this regulation. Severe instances, such as burglary, robbery, or motor vehicle theft, whether on or off

campus, are likely to result in separation from the University. Any property found should be turned over to the Lost and Found department, located at the Lander University Police Department.

Tobacco
Lander University is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff, and students. The University became entirely tobacco-free effective August 1, 2007. Tobacco use and vaping are prohibited on all University grounds, both outdoors and indoors, and within university-owned or leased properties and vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms, community areas, parking lots, and all other grounds and properties of Lander University.

This policy is in effect 24 hours a day, seven days per week and apply to all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-Food and Drug Administration (FDA) approved nicotine delivery device.

The following regulations also apply:

1. The sale of tobacco products is prohibited on the Lander University campus, as is the delivery of any tobacco product by means of a delivery service of any kind.

2. The free distribution of any tobacco product on the Lander University campus, including all clubs and organizations, is prohibited.

3. Lander University campus organizations are prohibited from accepting money or gifts from tobacco companies or distributing free, reduced-price, or fully priced tobacco products (e.g., t-shirts, hats).

4. All tobacco advertising in public spaces on the Lander University campus is strictly prohibited.

The Tobacco-Free Campus Policy will be enforced through citations issued by the Lander University Police Department and/or referrals to the student conduct administrator. Due to potential fire safety concerns, smoking or vaping in the residence halls or in any building owned or operated by the University will result in fines or other administrative action. The Tobacco-Free Campus Policy may be accessed on Lander's website at www.lander.edu/wellness under the tab for Healthy Living Programs.

Trespassing
The University reserves the right, in its sole discretion, to forbid access to any person to any part of the University campus, whether such campus location is owned by the University, owned by the Lander Foundation or any of its subsidiaries but used by the University, or is under lease to the University, specifically including, but not limited to, the student's residence halls, apartments, parking lot or an individual residence hall room. If a student's guest is placed on trespass notice and the student knowingly violates this restriction, the student may be subject to disciplinary action, which may include separation from the University. Individuals placed on trespass notice will be subject to arrest for trespass after notice if found on university property.

Please note: Students are responsible for the behavior of their guests while on campus (see guest policy). Multiple or subsequent trespass notices issued to a student's guest may result in disciplinary action against the host student. Lander University is committed to maintaining a safe and respectful campus environment for all members of our community.

Unauthorized Sale of Textbooks
The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned into the lost and found department, located at the Lander University Police Department.

Unauthorized Entry
Unauthorized entry includes the entering and/or occupation of the facilities of the University by its students or employees, which are locked, closed to student activities, restricted to use by a student or group of students, or that have not been reserved through the appropriate University offices. Furthermore, students should not enter a residence hall room without the permission of the assigned resident and must be escorted appropriately into the room by the assigned resident. Violation of this policy may result in disciplinary action, which may include, but is not limited to, an individual's use of University facilities being withdrawn or otherwise restricted. Accessory to unauthorized entry includes knowingly giving before and/or after the fact to a violator of this regulation.

Weapons and Firearms
Firearms and dangerous weapons of any type are not permitted in the residence halls or other University facilities, except when carried by law enforcement officers within their jurisdictions. Possession of a firearm on campus is a felony in South Carolina. Intentional use, possession, or sale of firearms or other dangerous weapons by students is strictly forbidden and violates University policy and state law.

Violations can result in arrest and the confiscation or destruction of the weapon, ammunition, or prohibited item. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, whether on or off university premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, is a serious offense.

Other weapons of any kind (including but not limited to dirk, slingshots, metal knuckles, razors, BB guns, air guns, hatchets, bows/arrows, explosives, fireworks, dangerous/noxious chemical mixtures, incendiary devices, propelled missiles, or other dangerous substances) are prohibited on campus.

Any item used in a threatening manner may be considered a weapon and is therefore applicable under this policy. Additionally, any item used to intimidate or inspire fear may be applicable in accordance with this policy. Students found responsible for violating this policy, particularly in relation to the possession of dangerous weapons, are likely to face separation from the University. Outcomes will be contingent upon the severity of the incident.

Good Samaritan/ Medical Amnesty:
In alignment with the Bearcat Creed, Lander University expects students to act with care, integrity, and responsibility as members of the campus community. Students are expected to respect deeply, act courageously, and belong fully by seeking help when another person's health, safety, or well-being may be at risk.

Lander University encourages students to seek assistance for themselves or others whenever there is a concern for health, safety, or well-being. A student who contacts University Police, Residence Life staff, emergency medical services, or another appropriate campus authority in good faith for assistance will not face student conduct action for minor policy violations directly related to the incident.
Examples of situations covered by this policy may include, but are not limited to, personal use or possession of alcohol or drugs, visitation or guest policy violations, housing policy violations, or other lower-level conduct concerns that are discovered because a student sought help.

This policy is intended to remove barriers to seeking assistance and to support students in making safe, responsible decisions. Students involved in the incident may be asked to participate in a follow-up conversation with an appropriate campus resource, such as Wellness Services, Student Conduct, Residence Life, or another support office. This conversation is educational and supportive in nature and is designed to help students reflect on the incident, understand available resources, and make informed decisions in the future.

Medical amnesty applies when a student seeks assistance in good faith for themselves or another person. It does not prevent the University from addressing serious conduct concerns, including but not limited to violence, harassment, hazing, sexual misconduct, property damage, distribution of substances, repeated misuse of the policy, or behavior that places others at significant risk.

Due Process Procedures

Any violation(s) likely to result in the student's loss of privilege to live on campus for a period of time that exceeds 30 days and/or result in a student's suspension from the University, if found responsible, will automatically be afforded full due process. Student organizations and groups are afforded the same designated opportunities.

Upon being notified in writing by the student conduct administrator that he/she is accused of a violation and the specific charges pending, the student/student organization/group may, after consultation with the student conduct authority, elect one (1) of three (3) courses of action:

1. The student/student organization/group may admit the alleged violation, waive a hearing in writing, and request that the student conduct administrator, or designee, take whatever action seems appropriate.

2. The student, student organization, or group may admit to the alleged violation in writing and request a hearing.

3. The student/student organization/group may deny the alleged violation in writing, in which case the student conduct administrator, or designee, shall refer him/her to the appropriate hearing authority.

Any violation(s) not likely to result in the student's loss of privilege to live on campus for a period of time that exceeds 30 days and/or result in a student's suspension from the University may be handled at the discretion of the student conduct administrator or designee.

A charge letter outlining the specific violation(s) and the corresponding sanction(s) will be issued. The student may then elect to request a review within three (3) business days upon receipt of the notification. During the review, if the student disagrees with the actions imposed or denies that a violation of university policy has occurred, the student will be afforded full due process as noted above.

Role(s) of an Advisor

Students

The charged student, and in some instances, a complainant, shall have the right to be accompanied to the hearing by an advisor. Delays will not usually be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive.

Except for sexual misconduct cases, an advisor should be an on-campus faculty member, staff member, or student. The advisor may, support, and/or consult with them throughout the resolution process.

The advisor's role is limited to providing guidance, support, and consultation to the student before and during the hearing. The advisor may:

- Meet with the student before the hearing to discuss the allegations, procedures, and potential outcomes.
- Assist the student in preparing information, identifying relevant witnesses, and organizing documents or other evidence.
- Consult with the student during the hearing, either verbally or in writing.
- Assist the student in understanding the hearing process and institutional policies.

The University reserves the right to disqualify a particular advisor when their participation poses a potential disruption to the student conduct process.

Note that if a party opts to retain legal counsel as an adivsor, they do so at their own expense. (This addendum complies with 2022-2023 South Carolina State Budget Proviso 117.162, outlining a responding student's ability to retain counsel.)

For this addendum, the following definitions apply:

1. **Disciplinary Proceeding** - The formal process under which alleged violations of the Code of Student Conduct are investigated and resolved, wherein a finding (in violation or not in violation) is entered and becomes part of the student's conduct record. *Informal resolutions and contract-based processes are not considered disciplinary proceedings.

2. **Retained Counsel** - An individual enrolled as a member of the South Carolina Bar, pursuant to applicable court rules, or an individual otherwise authorized to perform prescribed legal activities by action of the Supreme Court of South Carolina.

Groups and Student Organizations
Groups/Student Organizations shall have the right to be accompanied to the hearing by an advisor. Delays will not usually be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive. An advisor should be an on-campus faculty member, staff member, or student. A student organization may have special circumstances based on the role of its off-campus advisor. The Dean of Students, or their designee, has the authority to grant this exception.

An advisor is not permitted to participate directly in the hearing process or to speak on behalf of the charged student organization. The University reserves the right to disqualify a particular advisor when their participation poses a potential disruption to the student conduct process.

The advisor's role in a disciplinary proceeding is limited to the following:

1. Advise the organization regarding preparation for the hearing.

2. Accompany the organization to all disciplinary proceedings.

3. Have access to evidence to be introduced at the hearing.

Rules Governing Formal Hearings
When a student/student organization/group representative chooses the option of a formal administrative hearing, the student conduct administrator, or appropriate University official, shall set a date, time and place for a hearing and notify those charged, the hearing authority, and relevant witnesses and participants as to the scheduling of the hearing.

Hearings shall be considered closed and confidential. All statements, information, or comments given during hearings shall be held in the strictest confidence by hearing officers/council members, University staff, witnesses, advisors, and observers before, during, and after deliberation in keeping with relevant law and policy. Video, audio, stenographic, or photographic recording of hearing proceedings is prohibited, except as authorized by the Student Conduct office. Administrative hearings may be conducted by a Student Conduct Administrator or by a student conduct board.

The following procedural rules apply:

1. All charges shall be presented to the accused student/student organization/group in written form. A time shall be set for a conduct hearing, not less than three (unless written permission from the charged student) or more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of student conduct board hearings may be extended at the discretion of the student conduct administrator. Administrative hearings may be conducted by a Student Conduct Administrator or Student Conduct Board, which is at the discretion of the Dean of Students or designee.

2. The Student Conduct Board, or Student Conduct Officer, may proceed independently to secure evidence for the hearing. The charged party/parties shall have access to any evidence prior to the hearing. The charged party or parties may prepare responses to such evidence. Upon review of the evidence, the charged party may request a hearing extension if additional time is needed to prepare. Extension requests shall not exceed a five-day period.

3. All procedural questions are subject to the final decision of the Student Conduct Administrator or Student Conduct Board chairperson.

4. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student code proceedings.

5. The complainant, if applicable, and the accused student shall be allowed to address the student conduct board or Student Conduct Administrator. The complainant(s) and the accuser(s) participation will vary, depending upon student privacy considerations and other relevant laws. Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or its student conduct administrator.

6. The complainant/accuser and the accused shall have the right to be accompanied at the hearing by an advisor. Delays will not usually be allowed due to the scheduling conflicts of an advisor, particularly if delays are excessive. Apart from sexual misconduct cases, an advisor should be an on-campus faculty member, staff member, or student. If special circumstances exist, such as a student's possible separation from the University or in cases that also involve criminal proceedings, the student may request that a support person of their choice be allowed to assume the advisor role. A student organization may also have special circumstances based on the role of its off-campus advisor. The Dean of Students, or their designee, has the authority to grant this exception. An advisor is not permitted to participate directly in the hearing process or to speak for the charged student(s) or student organization(s). The advisor, with the written permission of the charged student(s) or student organization(s), may:

    a. Advise the accused regarding preparation for the hearing.
    b. Accompany the accused to all disciplinary proceedings.
    c. Have access to evidence to be introduced at the hearing.

7. In student conduct board hearings involving more than one accused student, the student conduct administrator, in their discretion, may permit the hearings concerning each student to be conducted either separately or jointly.

8. Charges against the accused will be presented to the conduct board/ Student Conduct Administrator, along with all relevant facts pertaining to the case. If utilizing a Student Conduct Board: At the discretion of the chairperson, pertinent records, exhibits, and written statements may be accepted as information for consideration by a student conduct board.

9. Each side will be given a chance to present its position separately without interruption from the other side. After presentation of both positions, rebuttal and questions will be allowed. The complainant, the accused student, and the Student Conduct Administrator/ student conduct board may arrange for witnesses to present pertinent information to the student conduct board, if applicable. The University will attempt to organize the attendance of possible witnesses who are members of the University community, if possible, and who have been identified by the complainant and/or the accused student in advance of the student conduct board hearing. Witnesses will provide information to, and answer questions from, the student conduct board and shall only be present during the time in which they are testifying.

10. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Administrator or Student Conduct Board, with such questions directed at the chairperson, rather than to the other involved parties directly. This method is used to preserve the educational tone of the hearing and to avoid creating an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the student conduct board chairperson. At all times, control of the hearing rests with the chair, who shall retain the right to ensure decorum and a fair process.

11. The chairperson shall have the right to set reasonable time limits for participants who testify orally.

12. The Student Conduct Administrator or chair of the conduct board will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or prevent the harassment or intimidation of participants.

13. The prior conduct of the accused and/or accuser shall be taken into consideration only if it relates directly to the charges at hand. Such determination shall be made by the chair. If determined by the chair, relevant prior conduct may be considered in determining responsibility and/or in sanctioning.

14. After all pertinent information has been received and the administrative hearing concludes, the Student Conduct Administrator or student conduct board shall go into private session to determine by majority vote whether or not the accused student is responsible for said violation(s).

15. The Student Conduct Administrator or chairperson may facilitate the deliberation process to ensure that procedures are followed appropriately but is not a voting participant.

16. After hearing the evidence, the Student Conduct Administrator /board may choose to continue the hearing at a later date if additional evidence or witnesses are needed. If this action is deemed necessary, the accused must have the opportunity to review the information prior to resuming the hearing.

17. The Student Conduct Administrator/ Student Conduct Board's determination shall be made based on whether it is more likely than not that the accused violated the student conduct code. This is

referred to as the preponderance of evidence standard.

18. The institution may, at its discretion, make an official audio or video recording of formal judicial hearings involving alleged violations of the Student Code of Conduct where the potential sanctions include suspension, expulsion, or other permanent separation from the institution. The decision whether to create an official recording shall be made by the institution based upon the nature, complexity, or seriousness of the alleged violation. Official recordings shall be maintained by the institution until the conclusion of all available appeals or until the time for filing an appeal has expired. Upon completion of the appeal process, recordings shall be retained or disposed of in accordance with the institution's records retention schedule and applicable law. Requests to review an official recording shall be governed by institutional procedures and applicable federal and state privacy laws, including the Family Educational Rights and Privacy Act (FERPA).

    Note that all formal hearings regarding alleged Title IX violations will consist of an audio or video recording.

19. Hearings may be held both "live" and via teleconference. Hearing procedures should remain consistent, regardless of the type of hearing platform used.

20. The Student Conduct Administrator/ board chairperson shall be responsible for forwarding the written decision of the hearing authority to the charged party/parties and the victim, if applicable, and as permitted by law. The letter from the hearing authority to the accused shall consist of the following:

    a. Findings of the hearing authority.
    b. Sanction(s), if applicable.
    c. Rationale of the hearing body; and
    d. Statement regarding the right to appeal and the appeal procedures.

21. The Student Conduct Administrator may accommodate for concerns regarding the personal safety and/or privacy of involved parties, particularly when the circumstances are sensitive in nature. Such measures may include, but are not limited to, non-student representation on the committee; and/or providing separate facilities or remote virtual participation by teleconference.

22. Prior to the start of any conduct proceedings, involved parties have the right to state concerns regarding potential bias of Student Conduct Administrator/ committee members on record. Such concerns will be taken into consideration by the student conduct administrator. A hearing may be rescheduled, and a new board member selected, when appropriate.

Rights of Those Charged with Violation of the Student Code of Conduct

Individuals and groups charged with violations have the following rights that are protected throughout the hearing process:

1. The right to be notified in writing of their rights in the disciplinary process.

2. The right to be notified in writing of the charges against him/her. In the event that additional charges are brought, further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the pre-hearing process.

3. The right to be notified of the date, time, and place of formal hearings at least three (3) business days (72 hours) prior to the hearing.

4. The right to be notified of the hearing authority charged with conducting the hearing.

5. The right to waive the required 72-hour (3 business days) hearing notice in order to expedite the process.

6. The right to know the nature and source of the evidence used in a hearing process; this includes the right to review, prior to the hearing, all documents and exhibits to be introduced at a hearing, as well as a list of witnesses asked to testify at the hearing.

7. The right to present evidence on one's own behalf and to bring witnesses on one's behalf. NOTE: It may not be possible to secure the presence of all witnesses, as no subpoena power exists for administrative hearings.

8. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party/parties. The failure of a student to appear will not be taken as indicative of responsibility and must be noted without prejudice.

9. The right of refusal to answer any questions and/or make a statement; however, the conduct board may draw inferences from this refusal.

10. The right to present questions for the witnesses to answer; the conduct officer/board may rule on the relevance of these questions.

11. The right to be accompanied by an advisor throughout the hearing process. Reference: Rules Governing Formal Hearings

Student Conduct Committee

When deemed appropriate, a Student Conduct Committee will be selected from a qualified pool of individuals to hear a case. Each participant is obligated to sign a confidentiality agreement, participate in training, and be required to observe the process before being afforded full voting rights.

Additional qualifications include:

1. A willingness to serve.
2. A status of good standing.
3. A demonstrated commitment to respect, professionalism, and decorum.
4. The ability to be impartial and utilize sound judgment.
5. Familiarity with conduct code policies and procedures.

The student conduct administrator, who will be a non-voting member, will chair the committee. The committee will consist of three (3) or five (5) members, typically comprised of both employees and students. The Dean of Students or their designee will not serve on the conduct board. Those interested in serving on the Student Conduct Committee should contact Ariel Wingard in the Office of the Dean of Students (awingard@lander.edu).

Interim Measures and Campus Safety Considerations

While firmly committed to the concept of due process, the University recognizes the fact that a student may be accused of on-campus or off-campus offenses that, by their nature, would present a clear and present danger of serious physical or mental harm to the student or another member of the University

community or University property.

In such cases, the Dean of Students, or designee, may impose interim measures, pending a hearing, for the protection of the student, the University community, and/or University property. Further, the Dean of Students, or designee, shall have the power to impose such temporary sanctions pending a hearing when a student or group of students presents a clear and present danger to the freedoms and rights of other members of the University community, and/or to the mission of the University.

As deemed necessary or appropriate by the Dean of Students, or their designee, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible. In addition to interim measures such as residence hall removal or restriction pending a disciplinary hearing, the University may impose an interim suspension based on any of the following considerations:

1. To ensure the safety and well-being of members of the University community and the preservation of university property.

2. To ensure the student's own physical or emotional safety and well-being.

3. If a student, student organization, or group poses an ongoing threat of disruption of or interference with the normal operations of the University.

An interim suspension may be imposed by the Dean of Students or their designee prior to the beginning of the administrative process. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct board hearing, if required. During any interim suspension involving a student organization or group, the organization or group shall be required to discontinue all organizational activities and may be denied access to all University activities and privileges. (Other interim conditions/restrictions may also apply.)

Preventative Measures
Upon notice of a potentially escalating situation or the probability that a violation has occurred, the University may intervene as a preemptive measure. If a student feels that the stipulations are unwarranted, they may request a meeting with the appropriate authority to explain the circumstances of their concern. The authority may opt to forgo the requirement. Examples of preventative measures are referenced below.

1. **Educational Conversations**
   The Office of the Dean of Students may require any student to meet with a staff member informally to discuss behavior-related concerns. Examples of concerning behaviors include substance use, civility-related issues, or any other behaviors that may be concerning. The purpose of an educational meeting is to discuss any concerns, as well as the basis of the concerns, and to provide educational guidance and support. Such meetings should be considered an official request from university personnel.

2. **No Contact Directives**
   A no-contact order is an official University notice restricting students, faculty, or staff members from initiating contact with each other. A no-contact order is typically used to de-escalate a situation. It can be initiated by either the person seeking to sever contact or by the Office of Student Conduct. A no-contact order from the Office of Student Conduct restricts student-to-student contact. Any student can request a no-contact order; however, both involved parties must be Lander University students. A student, faculty member, or staff member who is fearful of their safety and concerned about the potential for danger if the alleged perpetrator is within geographic proximity is strongly

encouraged to apply for a restraining order. *NOTE: A no-contact order in no way limits one's right to file a formal complaint, whether administrative or criminal.*

Sanctioning Guidelines
The appropriate hearing authority may impose sanctions, provided the student is found responsible for the violation(s) in question. Sanctioning practices aim to foster consistency (hence, ensuring outcomes are non-discriminatory) while also providing flexibility to ensure the needs of each student are carefully considered.

Assigned Sanctions
Disciplinary sanctions may be imposed on students or student organizations/groups found responsible for violating the student code of conduct. All sanctions may be imposed either singularly or in combination.

The purpose of imposing sanctions is twofold:

1. To protect the University community from behavior that is detrimental to the community and/or the educational mission of the University.

2. To assist students in identifying acceptable parameters and consequences of future behavior.

The sanction(s) imposed are intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the student code of conduct of the University.

In each case in which a student conduct board determines that a student and/or group or organization has violated the student conduct code, the sanction(s) shall be determined and imposed by the student conduct administrator. In cases in which people other than, or in addition to, the student conduct administrator has been authorized to serve as the student conduct board, the recommendation of the student conduct board shall be considered by the student conduct administrator in determining and imposing sanctions.

The student conduct administrator is not limited to sanctions recommended by the Student Conduct Board members. Following the student conduct board hearing, the student conduct board and the student conduct administrator shall advise the accused student, group, and/or organization in writing of their determination and of the sanction(s) imposed, if any. Victims will be notified of the final outcome as permissible by law.

For students
Possible sanctions may include:

1. **Conditions/Restrictions:** Limitations on University privileges for a period of time, or an active obligation to complete a specified activity; this sanction may include, but is not limited to, restricted access to the campus or parts of campus, denial of the right to represent the University in any way, denial of the privilege to live within a University residence, a denial of parking privileges, no contact directives, required workshop attendance and/or participation in public service.

2. **Disciplinary Probation:** A period of review and observation during which a student is officially warned that subsequent violations of university rules, regulations, or policies are likely to result in a more severe sanction, including suspension or expulsion from the University. While on disciplinary probation, a student is considered not to be in good standing and may face specific limitations on their university privileges such as student leadership roles, student programs, and/or awards (non-

scholarship).

3. **Discretionary Sanctions:** Work assignments, essays, service to the University, educational event attendance, or other related discretionary assignments.

4. **Expulsion**: Dismissal from the University without the ability to apply for readmission.

5. **Fines and Restitution:** An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including, but not limited to, tampering with fire/safety equipment, the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, or violations of the alcohol and/or drug policies. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

6. **Housing Sanctions:** These sanctions include written warnings, visitation restrictions, fines, additional conditions, probation, relocation, and cancellation of the housing contract, resulting in either temporary or permanent loss of residential privileges.

7. **Other Measures** may be taken if deemed appropriate by the student conduct authority.

8. **Residential Probation:** A formal notice that a resident's behavior does not conform to community standards. Students are expected to reflect upon their decisions and be mindful of how their choices and actions impact themselves, others, and the residential community. Further violations are likely to result in more stringent disciplinary action.

9. **Revocation of Admission and/or Degree:** Admission to the University may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining admission. A degree awarded by the University may be revoked for fraud, misrepresentation, or other violations of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

10. **Suspension**: Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for admission may be granted upon termination of the period, with or without conditions or restrictions. Students may be required to complete a period of disciplinary probation upon their return to the University. *NOTE: Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time specified in the notice of suspension. The student may not return to campus or University property during the term of the suspension without prior written permission from the Dean of Students or their designee.*

11. **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process outlined in this student code of conduct, including the completion of all sanctions imposed, if any.

12. **Written Warning:** An official reprimand that documents the misconduct in university records; any subsequent misconduct may result in further disciplinary action.

For Groups/Student Organizations
Possible sanctions include:

1. **Conditions/Restrictions**: Limitations upon, or loss of, an organization's privileges for a period of time, or an active obligation to complete a specified activity. (Examples include, but are not limited to, loss of privilege to participate in Greek Week, Homecoming, other University activities, social

probation, member workshops/trainings, etc.)

2. **Deactivation**: Loss of all privileges, including University recognition. All organizational activities must cease, and any appointed or elected office must be vacated. At the discretion of the Dean of Students or their designee, deactivation may include permanent dismissal without any recourse to reapply for registration.

3. **Discretionary Sanctions:** Educational programs, service to the University, or other related discretionary assignments

4. **Organizational Probation:** A designated period of time during which the registered or sponsored student organization is required to comply with specified terms and conditions to address the behavior that led to the violation. During the probationary period, certain conditions/restrictions may apply. Further violations may result in the deactivation of the organization.

5. **Organizational Suspension**: The denial of privileges of a registered organization for a designated period of time. The organization shall be required to discontinue all organizational activities and may be denied access to all University activities and privileges.

6. **Written Warning:** An official placing the group or organization on notice that any further misconduct could result in disciplinary action, to include any combination of the consequences as referenced below.

Appeals
To the extent that is permitted or mandated by law, parties will receive written notification of a hearing outcome and the right to appeal. Disciplinary decisions may be made by a student, a student organization or group, and in some instances, a complainant. Except for any interim measures-imposed pre-hearing (such as general health or safety precaution), sanctions will remain on hold pending the outcome of the appeal. Appeals must be submitted electronically within five business days of the decision to be handed down by the conduct officer/ conduct board.

Appeals are limited to the following:

1. **Conflict of Interest**: A conflict of interest on the part of a Title IX Coordinator, an investigator who compiled the evidence, or a decision maker, and the conflict of interest affected the outcome.

2. **New Evidence**: New evidence has been discovered that was not reasonably available at the time of the determination of responsibility or dismissal.

3. **Procedural Error(s):** A procedural irregularity affected the outcome of the matter.

4. Severity of Sanction: Consideration that the sanction levied is not in line with finding of responsibility. A charge or sanction cannot be increased as a result of the appeal process.

Grievance Appeal Form
The appeal must provide specific reasoning for the petition, based on the designated appeal criteria. Appeals should be submitted online at https://cm.maxient.com/reportingform.php?LanderUniv&layout_id=3 within five (5) business days upon written notice of the resolution. An extension to receiving the appeal may be granted based on circumstances beyond the individual's control who wishes to appeal. This same courtesy would also apply to other involved parties, as applicable.

Specific to Code of Conduct appeals, the Dean of Students, or their designee, will review the information submitted. Provided that the appeal request is consistent with one of the categories mentioned above, the information will then be forwarded to the appropriate appeal authority for further review. The Dean of Students, or their designee, has the authority to make a decision or send an appeal to an appellate board when evaluating the relevance of the designated appeal criteria. Furthermore, the Dean of Students, or their designee, has the authority to waive an appellate board review and request a new hearing when warranted.

The Dean of Students, designee or appellate board may:

1. Affirm the finding(s) of the original hearing authority, in which case the decision is final; or

2. Remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence; or

3. In extraordinary circumstances, the appellate board may direct a new hearing before a board not previously involved in the case resolution.

Based on the circumstances, appeal outcome notification deadlines are subject to change if exigent circumstances exist; however, any afforded extensions should be reasonable. Involved parties will be notified in writing about the status of the appeal and/or any resolutions, as applicable.

Responses to appeals with be provided within five business days of receipt of the appeal. Appeals may only be requested by the individual(s) found responsible for the allegation(s).
Decisions following an appeal are considered final and the case will be closed.

Student Disciplinary Records

Family Educational Rights and Privacy Act (FERPA)The following student rights are covered by the Family Educational Rights and Privacy Act (FERPA) and afforded to all eligible students at the University:

1. The right to inspect and review information in the student's educational records.

2. The right to request amendment of the contents of the student's educational records is believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's informational records.

4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the provisions of the Act.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

While student disciplinary records are protected as educational records under FERPA, certain circumstances may allow for the disclosure of disciplinary records without the impacted student’s consent.

1. Lander University may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a university-conducted disciplinary proceeding against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.

2. In the event discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA allows the institution to disclose the final results of a disciplinary proceeding (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed), regardless of whether the institution concluded that a violation was committed.

3. The Clery Act requires that the accuser and the accused must be informed of the outcome, with respect to an institutional disciplinary proceeding alleging a sex offense. When an individual is found to have engaged in sexual harassment covered by Title IX, the complainant will be provided full disclosure regarding any resolution directly related to the complaint.

Record Retention
Any disciplinary correspondence and/or actions taken will be housed in the Office of the Dean of Students for at least a five-year (5) period. Other than University expulsion, revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. As permissible by law, upon graduation, the student's disciplinary record may be expunged from disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the student conduct administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion, revocation, or withholding of a degree shall be expunged from the student's confidential record seven years (7) after the final case disposition.

SEXUAL HARASSMENT AND VIOLENCE

This handbook provides an overview of the policy and the rights it affords, as well as the applicable grievance and resolution procedures. The complete policy and procedures may be referenced online at www.lander.edu/titleix.

Risk reduction tips, frequently asked questions, and bystander intervention strategies may also be accessed online at www.lander.edu/titleix (Risk Reduction).

Summary
Lander University adheres to applicable federal and state laws and regulations prohibiting discrimination in public institutions of higher education. The University is committed to a policy of equal opportunity for all people. It does not discriminate based on race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth or related medical conditions, national origin, age, disability, veteran's status, genetic information, or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process) in employment, educational programs and activities, admissions or financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments.

This policy is intended to meet Lander University's responsibilities under the provisions as required by the Title IX Regulations and Violence Against Women Act (VAWA). Sexual harassment, including sexual violence, is a form of discrimination and is illegal. When brought to the attention of Lander University, acts of sexual harassment will be promptly and fairly addressed and remedied by the University in accordance

with its established resolution process.

Scope and Jurisdiction
The core purpose of this policy is the prohibition of all forms of sexual harassment, including sex-based discrimination, sexual assault, stalking, sexual exploitation, dating violence, domestic violence, and retaliation. When the respondent is a member of the Lander University community, a grievance process may be available regardless of the status of the complainant, who may or may not be a member of the Lander University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and such third parties as guests, visitors, volunteers, invitees, and campers.

This policy can also be applicable to occurrences of off-campus misconduct that effectively deprive a person of access to Lander University educational programs. Lander University may also extend jurisdiction to off-campus and/or online conduct when it is determined that the conduct affects a substantial Lander University interest. Regardless of the location of the alleged misconduct, Lander University will address a notice/complaint to determine whether the misconduct occurred in the context of employment or educational program or activity and/or whether it has continuing effects on campus or in an off-campus sponsored program or activity.

Lander University must dismiss a formal Title IX complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the policy hereinabove, even if proven.

2. The conduct did not occur in an educational program or activity controlled by Lander University (including buildings or property controlled by recognized student organizations); Lander University does not have control of the respondent; and/or

3. The conduct did not occur against a person in the United States.

All other allegations of misconduct that fall outside the scope of Title IX will be addressed through procedures as outlined in otherwise pertinent, published policies.

Retaliation
Lander University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Therefore, Lander University or any member of the Lander University community is prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Protected activities under this policy include reporting an incident that may be covered by this policy, participating in a grievance process, supporting a complainant or respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this policy. Acts of alleged retaliation should be reported immediately to the appropriate designated administrator as referenced below.

Administratively charging an individual for a Student Code of Conduct violation that does not involve sex discrimination or sexual harassment but arises out of the same facts or circumstances as a report or complaint of sex discrimination or a report or complaint of sexual harassment, for the purpose of

interfering with any right or privilege secured by Title IX, constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a Student Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Designated Administrators and External Resources

Title IX Coordinator and Deputy Staff
The Title IX coordinator has the primary responsibility for coordinating Lander University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex-based harassment, sex-based discrimination, and retaliation prohibited by Title IX. Regarding such matters, the Title IX coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX coordinator is responsible for conducting ongoing training and outreach for all employees (including administrators, faculty, and staff), Board of Trustees members, and students. The members of the Title IX Team are vetted and trained to ensure that they are not biased in favor of or against any party in a specific case, or in favor of or against complainants and/or respondents generally. To raise any allegation involving bias or conflict of interest on the part of the Title IX Coordinator, students should contact the Dean of Students or their designee, and employees should contact the Director of Human Resources. Any allegation of bias or a potential conflict of interest on the part of any other Title IX Team member should be brought to the attention of the Title IX coordinator. Any allegation of misconduct or discrimination on the part of any other Title IX Team member should be reported to the Title IX coordinator.

Lander University has also classified all employees, including Resident Assistants, as Responsible Employees. Responsible Employees are mandated reporters of any knowledge they have that a member of the community is experiencing sex-based harassment, sex-based discrimination, and/or retaliation.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Name: David Drucker
Title: Title IX Coordinator
Office: Grier Student Center, 347
Address: 320 Stanley Avenue, Greenwood, SC 29649
Phone: (864) 388-8119
Email: ddrucker@lander.edu

Name: Ariel Wingard
Title: Deputy Title IX Coordinator for Students
Office: Office of Dean of Students
Location: Grier Student Center, 349
Address: 320 Stanley Avenue, Greenwood, SC 29649
Phone: (864) 388-8495
Email: awingard@lander.edu

Name: London Thomas
Title: Deputy Title IX Coordinator for Employees
Office: Office of Human Resources

Location: WN 102, Human Resources
Address: 320 Stanley Avenue, Greenwood, SC 29649
Phone: (864) 388-8051
Email: lthomas@lander.edu

Name: Jamie Wilson
Title: Deputy Title IX Coordinator for Athletics
Office: AC 105B, Athletics Center
Address: 320 Stanley Avenue, Greenwood, SC 29649
Phone: (864) 388-8554
Email: jwilson2@lander.edu

External Resources
Inquiries may also be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481
Phone: (877) 521-2172
Email: OCR@ed.gov
Fax: (202) 453-6012
Web: http://www.ed.gov/ocr

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Educational Opportunities Section, PHB
Washington, D.C. 20530

Email: education@usdoj.gov
Phone: (202) 514-4092
Phone: 1-877-292-3804 (toll-free)
Fax: (202) 514-8337

Notice/Complaint Process for Sex-Based Harassment, Sex-Based Discrimination, and Retaliation
Lander University strongly encourages all employees and students to report incidents of alleged sex-based harassment, sex-based discrimination, and retaliation. The University encourages reports to be made as soon as possible to enable the University to investigate the allegations more effectively.

A formal complaint is a document filed/signed by a complainant, or in some instances the Title IX coordinator, alleging sexual harassment or discrimination based on sex or in retaliation for engaging in a protected activity against a respondent and requesting that Lander University investigate the allegation.

The University will respond to and investigate allegations, and it will take steps to prevent retaliation against any person who makes a complaint or participates in the investigation process. Further, the University will provide fair treatment for any person against whom an allegation is made.

Described below are options for reporting sex-based harassment, sex-based discrimination, and retaliation. A criminal complaint can be made simultaneously with a university complaint to the Title IX Coordinator, as applicable.

Complaint Process
A complaint may be filed in person, by mail, or by electronic mail by using the contact information in the section immediately above or as described in this section. As used in this paragraph, the phrase "document filed/signed by a complainant" means a document or electronic submission (e.g., by electronic mail or through an online portal provided for this purpose by Lander University) that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the complaint.

If an individual is submitting a complaint on behalf of another party, the impacted individual will be contacted to determine if they wish to file a formal complaint. Notice or complaints of sex-based discrimination, sex-based harassment, and/or retaliation may be made using any of the following options:

1. **Verbal and/or Written Notice**: File a complaint with, or give verbal notice to, the Title IX coordinator or deputy Title IX coordinators. Such a report may be made at any time (including during non-business hours) by using the telephone number, email address or mail to the office address posted online at www.lander.edu/titleix.

2. **Online Reporting Form**: A report of sexual harassment may be filed online, using the reporting form posted online at www.lander.edu/titleix.

3. **Anonymous Notice**: An anonymous notice will be investigated by Lander University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits Lander University's ability to investigate, respond, and provide remedies, depending on what information is shared.

4. **Criminal Complaint**: The Lander University Police Department (LUPD) or, if the incident occurred elsewhere, another appropriate law enforcement agency will receive and investigate reports of alleged discrimination, harassment, and sexual violence that may constitute a crime. Criminal acts include sexual assault, sexual battery, and other forms of sexual violence. Lander University encourages a complainant to meet with police officers as soon as possible so officers may gather information in a timely manner. The Title IX Coordinator will assist any student or employee with notifying local police if they so desire.

All allegations will be acted upon promptly by Lander University once it has received notice or a formal complaint. Complaints can take sixty to ninety (60-90) business days to resolve. Although exceptional and extenuating circumstances can cause additional time to a resolution, Lander University will avoid all undue delays within its control.

At any time that the general timeframes for resolution outlined in Lander University procedures will be delayed, Lander University will provide notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

1. **If the formal complaint is against a student** and meets the requirements of Title IX, then the complaint will be resolved in accordance with the Title IX resolution procedures. If it is determined that the complaint does not meet the requirements of Title IX, the Title IX coordinator will dismiss the matter for the purposes of Title IX. However, the alleged conduct may still be addressed pursuant to the Student Code of Conduct procedures.

2. **If the formal complaint is against an employee** and meets the requirements of Title IX, then the complaint will be resolved in accordance with the Title IX resolution procedures. If it is determined that the complaint does not meet the requirements of Title IX, the Title IX coordinator will dismiss the matter for the purposes of Title IX. However, the alleged conduct may still be addressed pursuant to the employee resolution procedures.

3. **If the formal complaint is against a non-student or non-employee**, supportive measures will be offered to the complainant (see the Supportive Measures section below).

Privacy and Confidentiality

Every effort is made by Lander University to preserve the privacy of reports. Lander University will not unnecessarily share the identity of any individual who has made a complaint of sex-based harassment,

sex-based discrimination, or retaliation. Further, Lander University will strive to uphold the privacy and confidentiality of complainants, respondents, and witnesses throughout the resolution process. Information will only be shared as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; or FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106.

Lander University reserves the right to determine which officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Only a small group of officials who need to know will typically be informed of the complaint, including, but not limited to, the Dean of Students or their designee, general counsel, the director of human resources, the chief of police, and the CARE Team. Information will be shared, as necessary, with investigators, hearing panel members and decision-makers, witnesses, and the parties.

The number of people with this knowledge will be kept as small as possible to preserve the parties' rights and privacy. Lander University may contact parents or guardians to inform them of situations in which there is a significant and imminent health and/or safety risk; it will usually consult with the student prior to doing so.

Reluctant Complainant

If a complainant believes that they have experienced sex-based harassment, sex-based discrimination, or retaliation but does not wish their name to be shared, an investigation to take place, or a formal complaint to be pursued, they may make such a request to the Title IX coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX coordinator has ultimate discretion over whether Lander University proceeds when the complainant does not wish to do so, and the Title IX coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment. The Title IX Coordinator's decision should be based on the results of the violence risk assessment that show a compelling risk to health and/or safety that requires Lander University to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

Lander University may be compelled to act on an allegation of misconduct by an employee regardless of a complainant's wishes. The Title IX coordinator must also consider the effect that non-participation by the complainant may have on the availability of evidence and Lander University's ability to pursue a formal grievance process fairly and effectively. When the Title IX coordinator executes the written complaint, the coordinator does not become the complainant; the complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When Lander University proceeds, the complainant (or their advisor) may have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under this policy regardless of their level of participation. Typically, when a complainant chooses not to participate, the advisor may be appointed as a proxy for the complainant throughout the process, acting to ensure and protect the complainant's rights.

Note that Lander University's ability to remedy and respond to a notice may be limited if the complainant does not want Lander University to proceed with an investigation and/or grievance process. While balancing Lander University's obligation to protect its community, the goal is to provide the complainant with as much control over the process as possible. In cases where the complainant requests confidentiality and does not wish to proceed with a formal complaint, Lander University will attempt to honor this request to the fullest extent possible, provided that the circumstances allow.

Informal resolution options, supportive measures, and/or remedies will still be offered to the complainant and the community, even if no formal action ensues. If the complainant elects to take no action, they can opt to file a formal complaint at a later date. Upon making a formal complaint, a complainant has the right, and can expect, to have allegations taken seriously by Lander University, and to have the incidents investigated and properly resolved through grievance procedures.

Confidential Resources

On-Campus Confidential Resources

If a complainant wishes the details of an incident to remain confidential, the complainant may speak with on-campus licensed professional counselors and on-campus health service providers working within the Wellness Center (864-388-8885). Campus counselors and/or Employee Assistance Program staff are available to help free of charge and may be consulted on an emergency basis during normal business hours. Lander University employees who are confidential resources will submit timely anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client or patient.

Off-Campus Confidential Resources

If a complainant wishes the details of an incident to remain confidential, the complainant may speak with off-campus licensed professional counselors and other medical providers; local rape crisis counselors; domestic violence resources; local or state assistance agencies; clergy or chaplains; and/or the complainant's retained attorney(s). All of the above-listed individuals should maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in cases of immediate threat or danger or abuse of a minor or when required to disclose by law or court order.

Supportive Measures

Lander University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sex-based harassment, sex-based discrimination, or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Lander University's educational programs or activities, including measures designed to protect the safety of all parties or Lander University's educational environment and/or to deter sex-based harassment, sex-based discrimination, or retaliation.

Supportive measures will be made available to the parties upon receiving notice of a complaint. At the time supportive measures are offered, Lander University will inform the complainant that they may file a formal complaint with Lander University, either at that time or in the future, if they have not already done so. The complainant's wishes will be taken into account when planning and implementing supportive measures.

Lander University will maintain the privacy of the supportive measures, provided that privacy does not impair Lander University's ability to provide the supportive measures. Lander University will act to ensure as minimal an academic impact on the parties as possible. Lander University will implement measures in a way that does not unreasonably burden the other party. Examples of supportive measures may be referenced online at www.lander.edu/titleix under the "Supportive Measures" section.

Amnesty for Complainants and Witnesses

Students may be hesitant to assist others for various reasons (e.g., an underage student who has been drinking or using marijuana might hesitate to assist an individual who has experienced sexual misconduct to speak with Lander University officials). To encourage reporting and participation in the process, Lander University may, at its discretion, offer amnesty to parties and/or witnesses for any minor policy violations

of the Student Code of Conduct (e.g., underage consumption of alcohol or the use of illicit drugs) related to an incident. Prohibited Conduct

Sexual Harassment
Lander University prohibits discrimination on the basis of sex, including sexual harassment and sexual violence. The University prohibits and will not tolerate sexual harassment. The US Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of South Carolina regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

For the purposes of Title IX, sexual harassment includes the following three (3) types of misconduct based on sex:

1. Any instance of quid pro quo harassment by a Lander University employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sex. [Note: Quid pro quo offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because the misconduct is sufficiently severe to deprive a person of equal access.]

2. Any unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal educational access to a Lander University education program or activity.

3. Any instance of sexual assault (as defined in 20 USC 1092(f)(6)(A)(v)), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (as defined in 34 USC 1229(a)(8,10 or 30)).

For the purposes of Title VII, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile environment.

Sexual Violence
Sexual violence consists of sexual acts perpetrated against a person's will or where a person is incapable of giving consent. The University prohibits and will not tolerate sexual violence. Sexual violence, including VAWA (Violence Against Women Act) offenses, is as follows:

1. **Sexual Assault and/or Battery**: Any attempted or actual act of nonconsensual sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any other object into the oral, genital, or anal openings of another person's body. This includes forcible or non-forcible sex offenses under the Uniform Crime Reporting System of the Federal Bureau of Investigation.

2. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.

3. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacitation.

4. **Incest**: Sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law; and

5. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent. (In South Carolina, the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.)

6. **Dating/Relationship Violence**: Violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the person who is the recipient of the violent act(s). The existence of such a relationship shall be determined based on the recipient's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

7. **Domestic Violence**: Includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the complainant under the family or domestic violence laws of South Carolina. Includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a complainant, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who: is a current or former spouse or intimate partner of the complainant, or person similarly situated to a spouse of the complainant; is cohabitating, or has cohabitated, with the complainant as a spouse or intimate partner; shares a child in common with the complainant; or commits acts against a youth or adult recipient who is protected from those acts under the family or domestic violence laws of South Carolina.

8. **Stalking**: Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others or to suffer substantial emotional distress. For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the transgressor directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the person who is the object of the stalking. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

9. **Economic Abuse**: In the context of domestic violence [and] dating violence, economic abuse means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to: restrict a person's access to money, assets, credit, or financial information; unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or exert undue influence over a person's financial and economic

behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

10. **Technological Abuse**: An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

11. **Sexual Coercion**: The act of using pressure through threats, force, or alcohol or drugs in an attempt to have sexual contact with a person against their will.

12. **Nonconsensual Contact**: Any other nonconsensual conduct of a sexual nature, including, but not limited to, touching, fondling, kissing, groping, or indecent exposure.

13. **Sexual Exploitation**: Taking non-consensual or abusive sexual advantage of another person for one's own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of sexual exploitation include, but are not limited to: sex-based cyber-harassment; peeping or other voyeurism; forcing others to view sexual activity; non-consensual photographing, videoing, or audio taping of sexual activity; sharing photographing, videoing, or audio taping of sexual activity without consent; causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity; engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the infection; misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections; forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity; knowingly soliciting a minor for sexual activity; engaging in sex trafficking; or creation, possession, or dissemination of child pornography.

Definition of Consent

Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consent before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied.

Consent can also be withdrawn once given, as long as the withdrawal is reasonable and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonable time. Consent to some sexual contact (e.g., kissing, fondling) cannot be presumed to be consent for other sexual activity (e.g., intercourse).

A current or previous intimate relationship is not sufficient to constitute consent. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on

Lander University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Inability to Consent

Various factors may limit or negate a person's ability to consent to a sexual act. These include, but are not limited to, incapacitation (defined below) intellectual or other disability, or fear due to threats or force. In order to find a lack of consent under one of these circumstances, there must be both a finding that the complainant was unable to consent and a finding that the respondent knew or had reason to know the complainant was unable to consent. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when a person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (i.e., to understand the "who, what, when, where, why, or how" of sexual interaction). Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. It may be permanent or temporary. Someone who is asleep or unconscious is incapacitated. Someone can also be incapacitated by alcohol or other substances. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. Incapacitation is a state beyond intoxication, and a person is not incapacitated merely because of drinking or drug use. Intoxication of the respondent is not an excuse for failure to obtain consent or failure to know of the complainant's inability to consent.

If there is evidence or an assertion that both participants in a specific sexual act may have been incapacitated at the time it occurred, the University will examine the conduct of both people in its investigation. If either or both people initiated and engaged in sexual activity with someone who was incapacitated, the University will impose sanctions based on all circumstances. The gender of any person will not be a factor in the selection of sanctions. Once the University has completed its investigation and adjudication of an incident, including any appeals, no participant may later raise a claim of their own incapacitation.

Grievance Process - Rights of Parties

A description of rights afforded to complainants and respondents is delineated below.

1. The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Lander University officials.

2. The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.

3. The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.

4. The right to be informed, in advance, of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

5. The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.

6. The right to be treated with respect by Lander University officials.

7. The right to have Lander University policies and procedures followed without material deviation.

8. The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

9. The right not to be discouraged by Lander University officials from reporting sexual misconduct or discrimination to on-campus and/or off-campus authorities.

Advisors
The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose advisors from inside or outside of the Lander University community. The Title IX coordinator will also offer to assign a trained advisor for any party if the party chooses. If the parties choose an advisor from the pool available from Lander University, the advisor will be trained by Lander University and be familiar with the Lander University resolution process. If the parties choose an advisor from outside the pool of those identified by Lander University, the advisor may not have been trained by Lander University and may not be familiar with Lander University's policies and procedures. Parties also have the right to choose not to have an advisor in the initial stages of the resolution process, prior to hearing.

Investigations
All investigations are thorough, reliable, impartial, prompt, and fair. They involve conducting interviews with all relevant parties and witnesses, gathering available relevant evidence, and identifying sources of expert information as necessary. Involved parties have a full and fair opportunity, throughout the investigation process, to suggest witnesses and questions, provide evidence and expert witnesses, and thoroughly review and respond to all evidence on the record.

Hearings
The formal grievance process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the respondent engaged in a policy violation and evidence that supports that the respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a complainant, respondent, or witness. Complainants and respondents have equal rights to participate throughout the formal grievance process, including participating in a 'live hearing' related to the complaint.

In the event that the complaint is not resolved through informal resolution, once the final investigation report has been shared with the parties, the Title IX coordinator will refer the matter for a hearing. The hearing cannot occur fewer than ten (10) business days from the conclusion of the investigation, when the final investigation report is transmitted to the parties and the decision-maker, unless all parties and the decision-maker agree to an expedited timeline.

The Title IX Coordinator will select appropriate decision-makers from the pool (depending on whether the respondent is an employee or a student). Allegations involving student employees will be directed to the appropriate decision-makers, depending on the context of the alleged policy violation. At the discretion of the hearing chair, formal proceedings may be fully facilitated via teleconference.
Lander University will designate either a single decision-maker or a three-member panel from the pool, at the discretion of the Title IX coordinator. The single decision-maker will also chair the hearing. With a panel, one of the three members will be appointed as chair by the Title IX coordinator. The decision-maker will not have had any previous involvement with the investigation. The Title IX coordinator may elect to have an alternate from the pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Any person who has served as an investigator will be a witness in the hearing and therefore may not serve as a decision-maker. Any person who served as an advisor for any party may not serve as a decision-maker in that matter. The Title IX coordinator may not serve as a decision-maker or chair in the hearing but may serve as an administrative facilitator of the hearing as long as their previous role does not create a conflict of interest. As appropriate, the Title IX coordinator's role is limited to assisting with the flow of the hearing (i.e., arranging for seating, escorting participants, etc.), and providing needed clarification on the applicable procedures. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the chair (or designee).

Standard of Evidence
After post-hearing deliberation, the decision-maker renders a determination based on the preponderance of the evidence, or in other words, whether it is more likely than not that the respondent violated the policy as alleged.

Emergency Removal
Prior to the resolution process, Lander University can act to remove a student respondent entirely or partially from its educational program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the CARE Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student, or representatives from a student organization, will be given notice of the action and the option to request a meeting with the Dean of Students or their designee, or other appropriate official(s) prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A complainant and their advisor may be permitted to participate in this meeting if the Title IX coordinator determines that it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

Respondents may be accompanied by advisors of their choice when meeting with the appropriate official for the show-cause meeting. Prior to the meeting, the respondent will be afforded access to a written summary of the basis for the emergency removal to allow for adequate preparation.

Regarding the status of students, the Dean of Students or their designee has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal provision under this policy will be grounds for disciplinary action, which may include expulsion or termination.

Range of Sanctions and Other Remedies
Following the conclusion of the appropriate grievance process, sanctions will be implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the time period to appeal in the absence of a request for an appeal, as applicable. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

Factors considered when determining a sanction/responsive action may include, but are not limited to:

1. The nature, severity of, and circumstances surrounding the policy violation(s).

2. The respondent's disciplinary history.

3. Previous allegations or allegations involving similar conduct.

4. The need for sanctions/responsive actions to bring an end to the sex-based harassment, sex-based discrimination, or retaliation.

5. The need for sanctions/responsive actions to prevent the future recurrence of sex-based harassment, sex-based discrimination, or retaliation.

6. The need to remedy the effects of sex-based harassment, sex-based discrimination, or retaliation on the complainant and the Lander University community.

7. The impact on the parties; and/or

8. Any other information deemed relevant by the decision-maker.

People found to be in violation of this policy will be subject to prompt and appropriate corrective action, up to and including dismissal or termination from the University, or, in the case of visitors, exclusion from university property and/or programs. In cases involving violations by students, sanctions will be determined in accordance with the Student Code of Conduct. Possible sanctions include, but are not limited to, reprimand, disciplinary probation, eviction from university housing, suspension, dismissal, and notations on transcripts.

Appeals
Any party may file a request for appeal, in writing, to the Title IX coordinator within five (5) business days of the delivery of the notice of outcome. A three-member appeal panel chosen from the pool will be designated by the Title IX coordinator. No appeal decision-maker will have been involved in the prior determination process, including any dismissal appeal that may have been heard earlier in the process. A voting chair of the appeal panel will be designated by the Title IX coordinator.

The request for appeal will be forwarded to the appeal panel chair for consideration to determine if the request meets the grounds for appeal (a review for standing). This review is not a review of the merits of the appeal but is solely a determination as to whether the request meets the grounds for appeal and has been filed in a timely manner.

Appeals are limited to the following grounds:

1. **Procedural error**(s): A procedural irregularity affected the outcome of the matter.

2. New evidence: New evidence has been discovered that was not reasonably available at the time of the determination of responsibility or dismissal.

3. **Conflict of interest**: A conflict of interest on the part of a Title IX coordinator, an investigator who compiled the evidence, or a decision-maker that affected the outcome.

4. Severity of Sanction: Consideration that the sanction levied is not in line with finding of responsibility. A charge or sanction cannot be increased as a result of this process.

If any of the grounds in the request for appeal do not meet the grounds for appeal in this policy, that request will be denied by the appeal panel chair, and the parties and their advisors will be notified, in

writing, of the denial and the rationale. If any of the grounds in the request for appeal meet the grounds for appeal in this policy, then the appeal panel chair will notify the other party and their advisors, the Title IX coordinator, and, when appropriate, the investigator decision-maker.
The other party and their advisors, the Title IX coordinator, and, when appropriate, the investigator and/or the original decision-maker will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then will have five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the appeal panel chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that appeal would be reviewed for standing by the appeal panel chair and either be denied or approved. If approved, it would be forwarded to the party who initially requested the appeal, the investigator, and/or original decision-maker, as necessary, who will have five (5) business days to submit their responses, which would then be circulated for review and comment by all parties.

Neither party may submit a new request for appeal after this time period. The appeal panel chair will collect any additional information needed. All documentation regarding the approved grounds for appeal and the subsequent responses will be shared with the appeal panel, and the appeal panel will render a decision in no more than seven (7) business days, barring exigent circumstances. All decisions of the appeal panel will be based on the preponderance of the evidence and will be by majority vote.

Record Keeping
Lander University will also maintain all records in accordance with state and federal laws. Lander University will maintain the following records for a period of at least seven (7) years.

1. Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation.

2. Any disciplinary sanctions imposed on the respondent.

3. Any remedies provided to the complainant are designed to restore or preserve equal access to Lander University education programs or activities.

4. Any appeal and the result thereof.

5. Any informal resolution and the result thereof.

6. All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. Lander University will make these training materials publicly available on the Lander University website; and

7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including: the basis for all conclusions that the response was not deliberately indifferent; any measures designed to restore or preserve equal access to Lander University education programs or activities; and, if no supportive measures were provided to the complainant, documentation of the reasons that such a response was not clearly unreasonable in light of the known circumstances.

SAFETY AND SECURITY

General Information
The University Police Department employs a staff of 13 full-time University Police officers, including the chief of University Police, captain of Support Services, captain of Uniform Patrol, two (2) University Police lieutenants, two (2) University Police sergeants, and six (6) University Police officers. All of these individuals are commissioned state constables who are armed and certified law enforcement officers, possessing full law enforcement and arrest authority.

The University Police Department also employs an administrative support specialist, one parking enforcement officer, one system support technician, one emergency management officer, two campus safety officers, and five (5) full-time communication officers, as well as various temporary part-time personnel, such as dispatchers and law enforcement officers. The University Police Department provides continuous law enforcement and security services 24-hours a day, 365 days a year.

There are at least four (4) University Police officers on duty during the day and a minimum of three (3) officers working at night. In addition to the officers, there are communications personnel on duty at all times. These individuals operate two-way radio equipment and University Police telephones. Further, the Greenwood City Police department and other law enforcement agencies will occasionally participate in investigations and/or arrests on the Lander University campus.

The University Police Department may be reached on campus by dialing 8222 for general information or 8–911 for emergencies and may be reached by off campus parties at (864) 388–8222. The Lander University Police Department is the law enforcement and security organization within the Lander University community. In order to achieve the goals of the department, the University employs both University Police officers and noncommissioned staff.

Residence Hall Safety
Maintaining a safe living environment is one of the fundamental missions of the Department of Housing and Residence Life and LUPD. Residence hall entrances are equipped with either a keyed access entry system or Card access.

As a safety measure, all outside doors to the residence halls are locked at all times. Centennial Hall, New Hall and Chipley Hall are staffed by Residence Hall Monitors and by Resident Assistants whenever these facilities are in use. Students entering the residence halls during these times will be subject to having their ID cards checked and all guests will be required to sign in and to identify the students whom they are visiting. Room keys control access to the residents' rooms and apartments.

Many exterior doors are equipped with alarms and/or security cameras that are monitored 24 hours per day by University Police dispatchers and resident hall monitors. Finally, the University Police Officers conduct night walking patrols of all residence hall communities.

In addition to the above measures, it is essential that the University Police have the support and cooperation of all residents to maximize individual and community safety and security. Residents must never prop doors open or let unauthorized people enter the buildings.

Residents should always lock their room doors and report suspicious people or activities noted in or around their buildings. Students who are locked out of their rooms may call University Police (864-388-8222) for assistance. University Police will assist students in unlocking their rooms as a courtesy, once only. Thereafter, a charge will be incurred for unlocking doors, and the Housing Office will be notified. Students will be asked to identify themselves before the room is unlocked.

Residents are advised to lock their windows and doors when they are away. During holiday periods, additional precautions should be taken, including removing small portable items and closing blinds. Any

losses should be reported to the Lander University Police Department and the Housing and Residence Life office.

Crime Reporting
The University Police Department encourages all members of the University community to report criminal activity, suspicious situations, or emergencies. Individuals may contact the Lander University Police Department 24/7 at (864) 388-8222 or may report any such incidents in person by visiting the department's headquarters at 302 Hampton Avenue. All reports will be appropriately investigated.

The University does not have procedures for voluntary, confidential reporting of crime statistics; however, an anonymous reporting form is available to be forwarded to the University Police Department for statistical reporting purposes. Publicly available recordkeeping includes Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). Violation of the law will be referred to law enforcement agencies and, when appropriate, to the Office of Student Conduct for review.

When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through text messages, e-mail announcements, and posted on Lander's website at www.lander.edu/lupd as well as info-boxes.

Emergency Situations
Lander University has a number of communication systems (tools) that can be used to notify students, faculty, staff, and visitors in the event of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of the campus community. Once first responders confirm a significant emergency or dangerous action, Lander will initiate these systems, referred to as Lander Alerts, without delay. To review emergency procedures, visit www.lander.edu/lupd online.

Lander Alert Systems
The Lander Alert system includes the following communication options: text message, email, and an outdoor siren system. Taking into account the safety of the campus community, Lander officials will determine the content of the notification system and initiate the Lander Alert system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

To receive additional information about emergencies and emergency preparedness, please visit Lander's website. To sign up to receive emergency alerts, go online to www.lander.edu/landeralert

Members of the campus community are encouraged to take action to protect themselves and to alert others. In a manner designed to educate both employees and students, the University publicizes and tests emergency response and evacuation procedures on an annual basis. One cannot assume that someone else has reported criminal activities; therefore, it is imperative that all crimes, suspicious activities, and emergencies, including medical emergencies, be reported to the Lander University Police Department in a timely manner.

When reporting criminal activity or other emergency situations, please provide the following:

1. Your name
2. Location of the incident you are reporting
3. Description of the incident, including:
    - Scene.
    - Suspect(s).
    - Vehicle(s) including license plate numbers.

Timely Warning Notices (Campus Safety Alerts)
The University Police Department, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify the University campus about certain crimes in and around our campus. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the University Police Department so that a Campus Safety Alert can be issued, when warranted.

A party reporting an allegation of sexual misconduct (e.g., sexual assault, domestic violence, dating violence, and/or stalking) should be aware that, under the federal Clery Act, Lander University must issue timely warnings for incidents reported that pose a serious or continuing threat of bodily harm or danger to members of the Lander University community. Lander University will ensure that a complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of potential danger.

If community members report crimes or serious incidents to other University administrators, those administrators will notify the University Police. Representatives from these offices will promptly notify and collaborate with University Police to issue Campus Safety Alerts as appropriate.

Campus Emergency Contacts

1. **Emergencies on campus** - call University Police Department at: 8911 or (864) 388-8911
2. **Non-emergencies on campus** - call the 24-hour communications center on 8222 or (864) 388-8222
3. **Health Services** - call (864) 388-8885 or after hours (864) 388-8222
4. **Counseling Center** - call (864) 388-8885 or after hours (864) 388-8222
5. **Anonymous Tip** - go online to: https://lander.wufoo.com/forms/anonymous-tip

Campus Security Authorities
In addition to campus law enforcement, students and employees are encouraged to report criminal offenses to Campus Security Authorities (CSAs) on our campus. The individual reporting the crime to the CSA may remain anonymous. All Lander employees are considered to be CSAs with very limited exceptions. Any employee notified of a crime is responsible for contacting the Lander University Police Department at (864) 388-8222.

Information provided by the CSA will be used for statistical purposes in Lander's Annual Security Report. The CSA is responsible for providing statistical information on crimes reported to them for inclusion in the Annual Security Report. Statistical information will also be requested from area police agencies.

Specific individuals who would normally be CSAs are exempt from disclosing information when acting within the scope of their license or certificate. While not required to disclose confidential information, these individuals are encouraged to report non-identifiable statistical data when appropriate.

Such exceptions include the following:

1. **Pastoral counselors**: A person who is associated with a religious order or denomination and is recognized by that religious order as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

2. **Professional counselors**: A person whose official responsibility includes providing mental health counseling to members of the institution's community and who is functioning within the scope of

his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Campus Security Authorities have a duty to report the following for federal statistical reporting purposes (Clery Act).

1. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property.

2. VAWA (Violence Against Women Act)-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and

3. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private; however, statistical information must be shared with campus law enforcement for publication in the Annual Security Report and the daily campus crime log.

Annual Disclosure of Crime Statistics
According to the federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Lander is required to disclose statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a Campus Security Authority.

The criminal offenses for which we are required to disclose statistics are as follows:

- Criminal Homicide
- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses (Forcible Rape, Sodomy, Sexual Assault with an Object, Fondling)
- Non-Forcible Sex Offenses (Incest and Statutory Rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Arrests for Liquor Law Violations
- Drug Violations
- Illegal Weapons Possession

Additional Crime Categories
Hate crimes may also include Larceny/Theft, Simple Assault, Intimidation, Vandalism/Destruction of Property, and all other crimes involving bodily injury.

Jeanne Clery Act
In addition to the above-mentioned crime categories, the Jeanne Clery Act further requires the University to report statistics regarding the occurrence of Hate Crimes on campus. The law requires the release of hate crime statistics by category of prejudice. If the commission of any of the above-referenced crimes, or any of the additional crime categories listed below, is motivated because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, it will be categorized as a hate crime and reported as such in the Annual Crime Statistics.

Crime Statistics
The Lander University Police Department maintains a close relationship with all police departments to ensure that crimes reported directly to these entities within the Clery geography are brought to the attention of our department. LUPD collects crime statistics through various methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer records management system.

After an officer enters the report into the system, a department administrator reviews it to ensure it is appropriately classified in the correct crime category. The department periodically reviews the data to ensure that all reported crimes are accurately recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (for sex offenses only).

All crime-specific definitions, including categories of prejudice, as well as crime statistics for the Lander campus, are referenced in the Annual Security Report, which can be accessed online at www.lander.edu/lupd (Daily Crime and Fire Log).

FIRE SAFETY

Lander University falls under the jurisdiction of the South Carolina Office of State Fire Marshal.

Annual Fire Safety Report
The Campus Fire Safety Right-to-Know Act requires universities with on-campus housing to compile fire safety data, report it to the federal government, and publish an annual fire safety report. Prepared in collaboration with the Dean of Students and the Office of Student Experience, this report is intended for the University community, prospective students, and prospective employees. A copy of this report is kept on file at the Lander University Police Department. Statistics specific to the Lander campus may be accessed on Lander's website at www.lander.edu/lupd (Daily Crime and Fire Log).

Fire Protection
Lander University receives fire protection from the City of Greenwood Fire Department. The City of Greenwood Fire Department is an ISO (International Organization for Standardization) Class 1 department providing fire suppression, hazardous materials response, technical rescue, and EMS First Responder services to all areas within the city limits of Greenwood, South Carolina.

Fire and Life Safety Code Enforcement
Lander University falls under the jurisdiction of the South Carolina Office of State Fire Marshal. The Lander Safety and Regulatory Compliance Officer are responsible for providing routine inspections of all campus buildings, conducting fire drills, maintaining fire protection equipment, and providing employee training. Routine fire and life-safety inspections are conducted independently of campus buildings, as well as in conjunction with inspectors from the State Fire Marshal's office and the City of Greenwood, to ensure a safe learning and living environment for students.

Life Safety System Maintenance and Inspection
Lander University utilizes qualified third-party contractors to perform the required inspection, testing, and maintenance of all fire sprinklers, fire alarms, hood suppression systems, fire extinguishers, and fire doors on campus.

Fire Safety Education
Employees of the University, as well as all residence hall assistants, are provided with fire safety training. The resident assistants provide information on safety equipment and evacuation procedures during hall meetings with students living in campus housing. Additionally, the University provides all employees and students with information on its webpage regarding emergency procedures for various potential emergencies. For more information, visit www.lander.edu/lupd (Campus Programs).

On-Campus Housing Fire Safety Systems
Residence halls are equipped with intelligent fire alarm systems and other safety features.

Bearcat Village Apartments: Bearcat Village Apartments are equipped with an intelligent addressable fire alarm system and hood suppression systems over the stoves in these apartments.

Brookside: Brookside is equipped with an intelligent addressable fire alarm system.

Centennial Hall: Centennial Hall is equipped with a full-coverage fire sprinkler system, a standpipe system, and an intelligent addressable fire alarm system. It also features carbon monoxide detection and is equipped with an emergency generator.

Chipley Hall: Chipley Hall is equipped with a full-coverage fire sprinkler system and an intelligent**,** addressable fire alarm system. The building also has carbon monoxide detection and emergency egress lighting.

Lide Apartments: Lide Apartments are equipped with a fire sprinkler system and an intelligent**,** addressable fire alarm system. Additionally, they feature a hood suppression system.

McGee Court: McGhee Court has an intelligent, addressable fire alarm system and a kitchen hood suppression system.

New Residence Hall: The NRH is equipped with a fire sprinkler system and an intelligent addressable fire alarm system. It also has carbon monoxide detection. A kitchen suppression system is located in the resident manager's suite. An emergency generator services the building.

Thomason: Thomason is equipped with a fire alarm system.

University Place: University Place has an intelligent, addressable fire alarm system, carbon monoxide detection, and a kitchen hood suppression system.

Williamston: Williamston has an intelligent addressable fire alarm system and carbon monoxide detection.

Portable fire extinguishers are located in all residence halls. Apartments with kitchens have one in each room. The Housing and Residence Life Department should be notified immediately if there is a problem with any fire safety equipment. To learn more about safety in the residence halls, visit lander.edu/housing (Health, Safety, and Accessibility).

Residence Halls	Fire Alarm Monitoring by LUPD	Automatic Sprinkler System	Standpipe System	Fire Pump	Fire Alarm initiating	Battery Operated Single Station Smoke Detection	CO Detection	Portable Fire Extinguishers	Kitchen Suppression	Number of fire drills each year
Bearcat Village	x				x			x	x	2
Brookside	x				x			x		2
Centennial Hall	x	x	x	x	x		x	x		2
Chipley Hall	x	x			x		x	x		2
Lide Apartments	x	x			x			x	x	2
McGee Court	x				x			x	x	2
New Residence Hall	x	x			x		x	x		2
Thomason	x				x	x		x		2
University Place	x				x		x	x	x	2
Williamston	x				x		x	x		2

Fire Safety Policies for Residence Halls
Cooking/Food Preparation
The ability to cook and prepare food in most residence halls is limited. Food preparation in residence halls without a kitchen is limited to what can be prepared with a microwave or a toaster oven. Residents in apartments with kitchens (Lide Apts., University Place, McGhee Court, and Bearcat Village) may use standard cooking appliances, such as George Foreman Grills, blenders, Panini presses, slow cookers, air fryers (with non-exposed heating elements), and toasters. Students living in all residence halls are permitted to have coffee makers, Keurig machines, and similar appliances.

All appliances must be plugged directly into a receptacle; the use of extension cords in residence halls is strictly prohibited. The use of hot plates, toaster ovens, or other similar cooking appliances with exposed heating elements are prohibited. Violation of these policies will result in a fine being placed on the student's account. Charcoal or propane grills are prohibited in all University housing areas. Students are responsible for cleaning their stovetop and oven, as applicable, to prevent the unsafe accumulation of grease.

Controlled Cooking Plan for Bearcat Village, Lide Apartments, McGhee Court, and University Place
A controlled cooking plan is enacted to prevent fires in the kitchen area.

1. Surface frying on the range in the kitchen is prohibited. This includes any type of frying, using cooking oils or using meats such as bacon or hamburger, in which the food produces grease.

2. Range ovens may be used for warming; however, no cooking activity that produces grease-laden vapors is allowed.

3. Violation of this plan will result in an automatic fine of $250 plus payment of any damages (smoke, water, fire, etc.) that may occur due to the violation of this policy.

Electrical Appliances
Residence halls have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets, and extension cords in residence hall rooms:

1. Any electrical appliance with an exposed heating element is prohibited.
2. Household extension cords are not allowed.
3. Surge protector/outlet strips with built-in breakers are to be used when the number of outlets needed is greater than the number of outlets in the student's room.
4. Personal air conditioners are not allowed.
5. Refrigerators are allowed in residence hall rooms, provided they do not exceed 1.2 amps.
6. Other appliances, such as radios, lamps (excluding halogen lamps), computers, TVs, electric razors, hair dryers, hair curlers, fans, and clocks, are allowed, provided the total electrical requirements do not exceed the system's capability.
7. All electrical equipment and cords must be kept in safe operating condition.
8. Irons may be used only with ironing boards.
9. Microwaves are limited to a maximum capacity of 1.0 cubic feet and a 700-watt maximum power.

Electrical Equipment
No student shall alter or repair electrical equipment or fixtures that belong to the University. Defects in the University's electrical equipment should be reported to the resident assistant.

Firearms, Explosives, Flammable Fluids
The possession or use of firearms, explosives, fireworks, propelled missiles, flammable fluids, dangerous chemical mixtures, or the heating of cleaning products in a manner not consistent with the products' intended purpose is prohibited. Students possessing or using any of these items face suspension, fines, or expulsion from the University.

Fire Safety, Alarms, Drills, Smoke Detectors
The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, EXIT signs, posted fire safety information, and the alarm system are all prohibited. Due to fire regulations, beds are not permitted in the loft areas of Brookside Suites. Residents violating this policy will be subject to disciplinary action. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from University housing, and/or separation from the University.

Fire Drills
Fire drills are conducted at the beginning of each semester in the residence halls. The Lander University Police Department, Physical Plant staff, and Housing personnel will supervise the evacuation of the residence halls and report any noncompliance by residents.

Whenever a fire alarm sounds, students must leave the buildings immediately and congregate in the designated location listed below until University officials advise that it is safe to return. Failure to leave

the buildings at any time a fire alarm sounds may result in a fine of $100 and/or other disciplinary action. Elevators are not to be used in case of an actual fire or during a fire drill. Please consult the following to determine the location to which you will evacuate in the event a fire alarm sounds.

- **Bearcat Village:** All residents will evacuate and gather in the large parking lot directly in front of buildings "G" and "H", ensuring they gather at the farthest distance away from the buildings.

- **Brookside**: All residents will evacuate and gather in the designated area near the dumpsters. Residents will not gather in the road around Brookside and Thomason.

- **Centennial Hall:** All residents will evacuate through the nearest exit. Residents should gather at the back of Centennial Hall, located on the far side of the parking lot adjacent to the Facilities Operations building, situated on West Henrietta Street. Residents who exit through the front lobby doors should not remain in that area. Residents should continue around the building to the far side of the parking lot adjacent to the Facilities Operations building. There are to be no students in the parking lot that surrounds Centennial Hall.

- **Chipley Hall:** All residents will evacuate and gather in the grassy area near the Science/Math Building. Residents are not permitted to gather in the circle in front of Chipley Hall. Any residents in the laundry area when the alarm sounds will exit through the emergency doors at the back of Chipley Hall and gather in the grassy area near the Science/Math Building. Do not use the elevator after the alarm has sounded.

- **Lide Apartments**: All residents will evacuate and gather in the parking lot adjacent to Wilson Street, across from the Horne Arena and Lide buildings 3 and 4. Residents are not permitted to gather in the Lide parking areas or on the road.

- **McGhee Court**: All residents will evacuate and gather in the grassy area directly across McGhee Avenue, opposite the entrance to McGhee Court, ensuring they keep clear of McGhee Avenue to allow emergency vehicles complete clearance into the apartments.

- **New Residence Hall**: All residents will evacuate and gather in the green area in front of the building, away from all sidewalks and walkways. Specific exit and evacuation instructions can be found on the back of each bedroom door within the building.

- **Thomason Cottages**: All residents will evacuate and gather in the grassy area on the hill across from building "E", between the fence and the parking area. Residents will not gather in the road adjacent to Thomason.

- **University Place:** All residents will evacuate and gather in the parking lot of the building that houses the Office of Human Resources.

- **Williamston:** All residents will evacuate and gather in the grassy area across from buildings 1-3. Residents are not permitted to gather in the parking lot.

Any questions concerning this information should be directed to the Lander University Police Department at (864) 388-8222.

STUDENT RECORDS

Confidentiality/FERPA Rights (Family Educational Rights and Privacy Act)
Information contained in the permanent educational record of each Lander University student follows the professional guidelines set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in the Academic Record and Transcript Guide. Lander University complies with the Family Educational Rights and Privacy Act of 1974, which is designed to protect the privacy of student education records maintained by the University. Any student who is or has been in attendance at Lander University has FERPA rights. The rights parents exercise with respect to their children's education records transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Lander University may discuss a student's educational records once the student has completed the FERPA Student Information Release, located in the Student Highlights card in MyLander.

The following student rights are covered by the Act and afforded to all eligible students at the University:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's informational records.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the provisions of the Act.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

The act further provides that certain information designated as directory information may be released by the University about the student unless the student has informed the University that such information should not be released.

Lander University designates the following items as directory Information: the student's name, address, telephone number, electronic mail address, date and place of birth, classification, major and minor field of study, athletic participation, participation in Lander organizational memberships, weight and height of athletes, dates of attendance, honors conferred, degrees conferred, awards and scholarships received, admission status (date of acceptance), enrollment status (full/part-time), and the most recent previous educational agency or institution attended by the student.

Students have the right to request that directory information not be released to outside parties. To request non-disclosure, students must complete the Student Privacy Request Form in the Registrar's Office. Requests to withhold directory information will remain in effect until the student completes another Student Privacy Request Form in the Registrar's Office to reverse the decision. According to the provisions of the Family Educational Rights and Privacy Act of 1974 and with the exception of directory information, student records, files, documents, and other materials which contain information directly related to a student and are maintained by Lander should be accessed for internal use only on a legitimate, educational NEED TO KNOW basis. Data, which is part of the student's record, but which is not considered directory information, may not be disclosed to a third party without the written consent of the student. The Act further provides that directory information may not be released if the student has

informed the institution, via the Student Privacy Request Form, that such information should not be released. The regulations governing the release of student information apply to that which is contained in the hard (paper) copy as well as that which is available using online computer files. Any questions pertaining to the release of student information should be directed to the Registrar's Office. Additional information on Lander's student information security and privacy procedure may be accessed online at www.lander.edu/registrar.

To ensure all records are up to date, if a student marries or changes their name while enrolled, they are required to notify the Office of the Registrar.

University policies and procedures are subject to change during the academic year.