Clinton College
Policy Manual

2020-2021

Currently under revision; moving toward a final new format, revised content, and corrected page numbers
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I. Governance and Administration Policies

GA-1. Policy on Policies

Policy Category: Governance and Administration
Subject: Writing, Issuing, and Maintaining College Policies
Office Responsible for Review: Office of the President
Procedure Link:
Related College Policy:

I. Scope

This policy addresses the process of developing, issuing, and maintaining all Clinton College policies and applies to all college departments, faculty, staff, and students.

II. Policy Statement

Clinton College’s “Policy on Policies” mandates the process that ultimately approves, issues, and maintains, in a consistent format, official College Policies in a central policy repository. Individuals engaged in developing and maintaining College Policies must follow the requirements, outlined hereafter, for drafting, revising, approving, withdrawing, and promulgating College Policies. College Policies constitute living documents and are subject to change at any time by the Board of Trustees and/or executive officers of Clinton College.

A College Policy is a written plan or general course of action, having broad application throughout the College, intended to govern the actions of Clinton College’s employees, faculty, students, visitors, and others who come in contact with Clinton College. A College Policy helps to ensure compliance with applicable laws and regulations, promotes one or more of the College’s missions, contains guidelines for governance, and sets limits within which people are expected to operate. There is an expectation of compliance with College Policies, federal and state laws, and other applicable regulations.

The purpose of this policy is to ensure that the College community has access to well-developed and understandable policies. Policies that are easy to find, read, and understand will

1. Support the College’s mission
2. Identify the offices responsible for Policies
3. Provide faculty, staff and students with clear, concise guidelines
4. Document how the college conducts business

College policies will be
1. Presented in a common format
2. Approved by an authorized body
3. Maintained in a central location and accessible to interested parties online
4. Outlined procedures for implementing the policy
5. Maintained as current within an organized system of change management

The following principles are intended:

- Any policy in any format (print or online) developed or revised that is inconsistent with the standard format and official procedural requirements set forth in this document outlined below, is not an official College Policy.

- Policies and procedures are comprehensive in scope and consistent with the institutional mission and accreditation standards.

- The President approves all policies except institution-wide policies that are reserved by law to the Board of Trustees.

- Appropriate policies are adopted for each area of the College and aligned with the expectations of accepted practice and institutional accreditation.

- No departments or units may adopt a policy, procedure or practice that is inconsistent with or expands the obligations of the College under official College Policies without the express written approval of the President.

III. Effective Date

APPROVED and REVISED: March 6, 2013

IV. Applicability

This College Policy applies to all entities, groups, units and visitors of the College.

V. Policy Management

The following roles manage the current “Policy on Policies”:

Responsible Office: Office of the President
Responsible Executive: College President
Responsible Officer: Administrative Assistant to the President
VI. Definitions

Scope: Identification of parties governed by the policy.

Definition: Meaning and interpretation of terms used in policy (optional)

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the college community in the conduct of college affairs. A college policy:

- Is a governing principle that mandates or constrains action,
- Has institution-wide application,
- Changes infrequently and sets an horizon for the future,
- Helps insure compliance with applicable laws and regulations,
- Reduces institutional risk, and
- Is approved at the executive levels of the college (the President, cabinet, vice-presidents) and the Board of Trustees

Policy Statement: proclamation on the front page of a College Policy document that encapsulates the College Policy’s purpose, namely its core provisions.

Policy Procedures: are established methods and requirements for the orderly implementation of a College Policy.

Responsible Executive: the Administrator, Dean, Director, or Department Head in charge of the Functional Field and Responsible Office adopting, revising, or withdrawing a College Policy.

Responsible Office: the College-unit responsible for initiating, drafting, and implementing the College Policy under the purview of the appropriate Responsible Executive and execution of the Responsible Officer.

Responsible Officer: the individual working under the direction of the appropriate Responsible Executive (Administrator, Dean, Director, or Department Head) responsible for developing, coordinating, and maintaining the College Policy.

Policy Category: one (1) of (16) institutional categories by which College Policies are organized. Governance and Administration, Board, Academic Affairs and Faculty, Institutional Effectiveness, Facilities and Equipment, Human Resources, Publications, Information Technology, Library, Student Services, Development, Business Affairs, Campus Health & Safety and Security, Community Outreach.

Adoption Date: official declaration that a College Policy has been approved via the Policy on Policies and is in effect – this date should be noted on the last page of each policy document.
Revision Date: official declaration that a College Policy has been changed, resubmitted, and reapproved via the Policy on Policies and remains in effect – this date should be noted on the last page of each policy document.

Reaffirmation Date: official declaration that a College Policy has been reviewed by the Responsible Executive, with no changes made, and remains in effect – this date should be noted on the last page of each policy document.

VII. Policy

A. Policy Development: Analysis, Approval to Proceed, & Drafting

The Responsible Officer for implementing and administering the College Policy is responsible for analyzing the issues and drafting the initial policy document. The Office of the President provides this College Policy Adoption, Revision, or Withdrawal Form to construct the initial policy document and/or make revisions to existing College Policies.

1. The Responsible Officer routes a standardized policy document (rough draft) of the proposed College Policy to the appropriate Responsible Executive. The Responsible Executive determines whether College Policy development will proceed. Please refer to this College Organizational Chart to help determine proper administrative hierarchy and decision-making channels.

2. Header information (required elements)
   a. Policy Name
   b. Policy category
   c. Subject
   d. Office Responsible of Review
   e. Procedures Link(s), if applicable
   f. Related college policy link(s), if applicable
B. Development & Approval for Submission

1. The Responsible Officer routes the proposed College Policy throughout the Responsible Office and relevant Policy Category encouraging feedback from policy stakeholders, decision-makers, and constituencies involved in the College Policy issue. After considering opinions from the constituencies, the Responsible Officer routes the proposed College Policy, with supporting policy analysis, to the Responsible Executive, who considers one of the two following actions regarding the proposal:

2. Route the proposal back to the Responsible Officer noting that the College Policy is approved for submission and not to be further edited.

3. Route the proposal back to the Responsible Officer for further analysis and/or redrafting.

C. Submission for Final Approval

1. Determination of the appropriate authority for final approval of a College Policy is dependent upon the judgment of the Clinton College Attorney. As a general rule, final approval must come from the College President, or Vice President with administrative responsibility within the relevant Policy Category.

2. The signed, proposed College Policy, in the standardized final PDF format, should be electronically forwarded and delivered in hard-copy to:

   College Policy
   Coordinator Cheryl Webb
   cwebb@clintonjuniorcollege.edu
   or
   policy@clintonjuniorcollege.edu
   803-327-7402 ext 243

3. The President in coordination with College Attorney of Clinton College is ultimately responsible for determining if the College Policy has been properly approved and is in effect. The Colleges President’s signature on the College Policy Authorization Form, located on the last page of the College Policy Adoption, Revision, or Withdrawal Form, indicates final approval.

D. Implementation and Promulgation

1. After the proposed College Policy is approved by College Attorney, the College Policy Coordinator notifies the Responsible Executive/Officer, catalogues and publishes the Policy in the appropriate documents both online and in print.

2. The Responsible Officer may be asked to help provide the College Policy
Coordinator with a brief description and keywords for inclusion of a College Policy in a searchable
database, as well as contact and administrator information which will be used to tag policies when included in a formal policy web application.

3. Revising a College Policy: Departments follow the process delineated above when revising existing College Policies and Procedures.

4. Withdrawing a College Policy: In special circumstances, a Responsible Executive may deem it appropriate to withdraw an existing College Policy or consolidate it with another College Policy. In this situation, the Responsible Executive will inform the College Policy Coordinator of his/her intent to withdraw. The College Policy Coordinator may issue an announcement of a withdrawn College Policy. The Responsible Office will deliver any additional communication.

5. Retention of Superseded College Policies and Procedures: The Responsible Office administering approved College Policies is accountable for retaining these policies and procedures for at least six (6) years after they are superseded.

VIII. Signatures, Title and Date of Approval

The policy needs to be signed by the appropriate officer listed below before it is considered approved:

Approved

President

Approved March 6, 2013
Policy Statement Format:

<table>
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<th>Policy Name</th>
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<tr>
<td><strong>Header Requirements</strong></td>
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<tr>
<td>Policy Category:</td>
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<tr>
<td>Governance and Administration, Board, Academic Affairs and Faculty, Institutional Effectiveness, Facilities and Equipment, Human Resources, Publications, Information Technology, Library, Student Services, Advancement, Business Affairs, Campus Health &amp; Safety, Community Outreach</td>
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<td>Subject:</td>
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<td>Office Responsible for Review:</td>
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<td>Procedures Link(s), if applicable</td>
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<td>Related college policy link(s), if applicable</td>
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<td><strong>I. Scope</strong></td>
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<td>Identification of parties governed by the policy</td>
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<td><strong>II. Policy Statement</strong></td>
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<tr>
<td>Proclamation on the front page of a policy document that encapsulates the purpose and core provisions of the policy</td>
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<tr>
<td><strong>III. Effective Date</strong></td>
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<tr>
<td>Initial approval and dates of revision</td>
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<td><strong>IV. Applicability</strong></td>
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<tr>
<td>Policy applies to what entities, groups, units, etc.</td>
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<tr>
<td><strong>V. Policy Management</strong> (Development, Review, Revision, Promulgation)</td>
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<tr>
<td>A. Responsible Executive: (Administrator in charge of functional Office)</td>
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<tr>
<td>B. Responsible Office (The Unit of the Administrator in charge)</td>
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<tr>
<td>C. Responsible Officer (The individual working under Administrator in charge)</td>
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<tr>
<td><strong>VI. Definitions</strong></td>
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<tr>
<td>Meaning and interpretations of terms used in policy</td>
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<tr>
<td><strong>VII. Policy</strong></td>
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<tr>
<td>The policy proper with detailed procedures of appropriate implementation</td>
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<tr>
<td><strong>VIII. Signatures, Title, and Date of Approval</strong></td>
</tr>
<tr>
<td>Signed and dated by the appropriate officer</td>
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Responsible Executive: President
Responsible Office: Office of the President

The Biblical Foundations Statement is enumerated by the Articles of Religion found in the Book of Discipline of the African Methodist Episcopal Zion Church. If the AME Zion Church revises the Book of Discipline, then the subsequent changes to Clinton College’s Biblical Foundations Statement are to be presented to the Board for review and approval as part of their role in ensuring that the college maintains is basic mission, purpose, objectives, and philosophy. Clinton College does not make independent changes to the Biblical Foundations Statement.

GA-3. Non-Discrimination Policy

Responsible Executive: Vice President for Business and Financial Affairs
Responsible Office: Office of Business/Human Resources

Clinton College does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, national origin, age disability, or veteran’s status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in college programs and in the use of facilities without such discrimination. The College also complies with all applicable Federal and South Carolina statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty and staff are expected to assist in making this policy valid in fact.

GA-4. Cooperation with TRACS in Complaint Proceedings

Responsible Executives: All Vice Presidents and the President
Responsible Offices: All Divisional Offices

It is the policy of Clinton College to cooperate with TRACS and with faculty, staff, students, parents, and the community in any complaint proceedings. All Vice Presidential Offices and the Office of the President will provide contact information for TRACS upon request. For any contact by TRACS concerning a complaint, the President and appropriate Vice President will investigate the alleged problem and provide a prompt, honest, and evidence-based response to TRACS. If the problem is found to be well-grounded, the College will take immediate steps to resolve the problem and prevent its recurrence.
GA-5. FAMILY RIGHT TO PRIVACY (FERPA) POLICY

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

The Family Right to Privacy (Buckley Amendment)

The Family Rights and Privacy Act of 1974, is a federal law that says that no one outside the institution shall have access to student’s education records nor will the institution disclose any information from those records even in an emergency. This provides a source of protection for the students or other persons. A student or a person applying for admission may waive his right of access to confidential statements. Such waivers may not be required as a condition for admission to, receipt of financial aid form, or receipt of any other service or benefits from such agency or institution. Release of education records will only occur under the following circumstances:

- Parental consent requirement;
- Exceptions; compliance with judicial orders and subpoenas; audit and evaluation of federally-supported education programs; recordkeeping.

Confidentiality

Student offenses will not be discussed with anyone unless there is a need to know. According to the Higher Education Amendments of 1992, “disclosure is mandated in case of sexual assault to the victim”.

GA-6: SEXUAL HARASSMENT

Policy Category: Governance and Administration
Subject: Sexual Harassment
Office Responsible for Review: Office of the President
Procedure Link: N/A
Related College Policies: GA-3: Non-Discrimination Policy, FY-11: Due Process for Faculty Grievance Procedures
Responsible Executives: Vice Presidents of Student Affairs and Academic Affairs
Responsible Offices: Offices of Student Affairs and Academic Affairs

A. Statement of Policy

Clinton College is committed to ensuring an environment for all employees and students that is fair, humane, and respectful. Behaviors that inappropriately assert sexuality as relevant to
employee or student performance will not be tolerated, as they are violations of both law and College policy.

As described fully in the definition section of this policy, sexual harassment can take many forms. It can be committed by both men and women and can occur between members of the opposite sex or between members of the same sex. Sexual harassment is defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

This policy provides the expanded definition of sexual harassment and sets forth employee and student responsibilities for creating and maintaining an environment free of sexual harassment. This policy also includes detailed grievance procedures for filing complaints of sexual harassment. Immediate and appropriate corrective action will be taken when it is determined that sexual harassment has occurred. Violation of this policy can result in personal criminal and/or civil liability for any perpetrator, as well as any disciplinary action that the College deems appropriate.

B. Applicability of the Policy

This policy applies to all members of the Clinton College community, including, but not limited to, administrators, faculty, staff, supervisors, employees, students, volunteers, and visitors both on and off campus property. The prohibited sexual harassment may arise between employment supervisors and subordinates, between instructors and students, between peers, or between any of the foregoing persons who do business with the College. Contractors and their employees who are doing work for the College are expected to abide fully in preventing all sexual harassment involving College students, faculty, staff, and guests as outlined in Section C: Definitions of Sexual Harassment. Failure to do so can be considered grounds to terminate their contracts with the College.

C. Definitions of Sexual Harassment

Sexual harassment is one of the oldest forms of sexual discrimination prohibited by Titles VII and IX. It is unwelcome conduct of a sexual nature. Sexual harassment is defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
• Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions;
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Sexual harassment can take many forms. It can be committed by both men and women and can occur between members of the opposite sex or between members of the same sex. Examples include, but are not limited to, the following:

• Seeking sexual favors or relationships in return for the promise of a grade or other academic opportunity;
• Setting conditions for an employment-related action (such as hiring, promotion, compensation, or performance appraisal) on a sexual favor or relationship;
• Conduct by individuals in positions of authority or by coworkers or peers that creates a hostile working or learning environment or unreasonably interferes with the ability of a person to perform his/her employment or academic responsibilities; such conduct might include, but is not limited to, the following:
  o Intentional and undesired physical contact;
  o Repeated, unwelcome requests for dates;
  o Repeated, unwelcome sexual advances;
  o Repeated, unwelcome requests for sexual favors;
  o Sexually explicit language, including sexual joking, vulgar, or offensive conversation or jokes, and writings, including emails, texts, and other social media messages;
  o Obscene gestures;
  o Displaying or electronically transmitting lewd pictures or notes;
  o Comments about an individual’s physical appearance;
  o Conversation about an individual’s own or someone else’s sex life
  o Remarks or conduct that demeans or belittles an individual personally or in general because of his/her gender. (This type of gender harassment is a violation of the policy even though the remarks are not sexually provocative and the conduct does not involve sexual advances.)

Additional types of sexual harassment include the following:

• Non-Consensual Sexual Contact (or attempt to commit). Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
• Non-Consensual Sexual Intercourse (or attempt to commit). Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object, by a
man or a woman upon a man or a woman that is without consent and/or by force.
• **Sexual Exploitation.** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the sexual misconduct offenses.

**D. Definition and Considerations of Consent**

Consent means an informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent cannot be given by someone who is incapacitated by alcohol, drugs, illness, or other contributors to lack of ability to give conscious consent.

By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation – physical or psychological. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. In order to consent, the individual must be of legal age and should not be mentally or physically incapacitated. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other.

To be considered “consent,” the following elements must apply:

- The consent must be clear, knowing, and voluntary.
- The individual giving consent must be active, not passive. Silence, in and of itself, cannot be interpreted as consent.
- If consent is given by words or actions, the words or actions must create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of faculty/staff policies.

The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.
Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical.

E. Reporting Sexual Harassment

Clinton College is committed to taking immediate, equitable, and effective action in responding to all claims of sexual harassment. In the event that any perceived inappropriate conduct based on sex interferes with any employee’s work performance, employees are encouraged to immediately report the matter. College faculty, staff and administrators who know, or in the exercise of reasonable care should have known, of harassment and fail to appropriately handle the report may be subject to disciplinary action.

In order for the College to be able to remedy alleged harassment, it is imperative that claims are immediately brought to the attention of administration. Reports should be made as soon as possible to enable the College to more effectively investigate the allegations. Failure to report claims of such conduct hamper the College’s ability to take appropriate steps to remedy such situations.

Every report of perceived harassment will be fully investigated and corrective action will be taken when appropriate. The College will take steps to ensure that no retaliation will be tolerated against individuals who report such claims or who cooperate in the investigation of such reports in accordance with this policy. The College strongly encourages and expects all members of the Clinton College community to report suspected or actual incidents involving discrimination.

- Any employee or non-employee who has experienced, or who knows of or through the exercise of reasonable care should have known of, sexual harassment in any form by a Clinton College employee, may report the incident to the Office of Human Resources. An employee may also report the incident to his/her supervisor or any College official.
  
  (College officials include administrators, deans, directors, department heads, faculty members, supervisors/someone who directs the work of others, Campus Security, employees responsible for student and campus activities.)
- Any student who has experienced or who knows of or through the exercise of reasonable care should have known of, sexual harassment in any form by an employee of Clinton College should report the incident to the Vice President of Student Affairs.

F. Responsibility to notify the Office of Human Resources

In some circumstances, a conflict between the reporting individual’s desire for confidentiality and the College’s duty to investigate may arise if an individual discloses the alleged harassment, but asks that the matter be kept confidential and that no action be taken. Inaction
by the supervisor or College official could lead to College liability.
While it may seem reasonable to let the individual determine whether to pursue a complaint, Clinton College has an affirmative obligation to prevent and correct the harassment to protect the entire College community. Therefore, it is important that all allegations of harassment involving a Clinton College employee be reported to the Office of Human Resources. Failure of a College official to report a complaint of sexual harassment involving a Clinton College employee may lead to disciplinary action, up to and including termination.

Privileged reporting consists of those communications that legally cannot be disclosed, without the reporter’s consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. Examples of privileged reporting resources include:

- Counseling Staff
- Health Care Providers
- Campus Ministry

Limited confidential reporting consists of those communications that will not be disseminated to others except on a need-to-know basis. A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed.

Examples of limited confidential reporting resources include:

- Residence Hall Assistants
- Director of Residence Life
- Director of Campus Activities
- Vice President of Student Affairs and staff
- Vice President of Academic Affairs
- Faculty
- Supervisors
- Coaches and athletics staff
- Faculty Advisors to student organizations;
- Campus Security

G. Complaint Procedure

The Office of Human Resources is responsible for investigating allegations of sexual harassment involving Clinton College employees. Every effort will be made to resolve the complaint within 60 days, unless extraordinary circumstances hinder the ability to resolve the complaint in an efficient manner. The amount of time that it will take to complete the investigation will depend on the particular circumstances. The individual in the Office of Human Resources tasked with resolving the complaint ("investigator") will provide periodic status updates to the complainant as the investigation and resolution of the complaint proceeds.
The Title IX Coordinator will be involved in the investigatory process once Human Resources receives a complaint, and will also be involved in any decision regarding determining if a violation occurred. The methods of complaint and follow-up include the following:

1. Should the employee decide to report the alleged discriminatory conduct, the employee will first be given the option to proceed informally or formally.
   - In situations in which the complaining party elects to proceed informally, the investigator will determine the appropriate steps to resolve the issue without filing a formal complaint.
   - Should the complaining party elect to proceed informally, he/she may elect to stop the informal process at any time and proceed through the formal process.
2. Upon receipt of the formal complaint, the investigator will determine whether any appropriate remedial actions are necessary.
3. Thereafter, the assigned investigator will determine the policies allegedly violated, notify the accused party of the complaint and begin conducting a thorough investigation. The investigation may include interviews of any and all of the following: the complaining party, the accused, any witnesses, and anyone else who might have information that may be helpful. The investigation will also include a review of the relevant data and documents.
4. Upon conclusion of the investigation, the investigator will present a written report to the Vice President for Academic Affairs or Student Affairs. The Vice President for Academic Affairs or Student Affairs may request to re-interview any of those previously interviewed or may request additional information. The Vice President will prepare a recommendation for remedy or action based on the facts presented using a preponderance of the evidence standard.
5. The Vice President for Academic Affairs or Student Affairs may re-interview any of those previously interviewed or may request additional information. The Vice President for Academic Affairs or Student Affairs will make the final determination based on a preponderance of the evidence presented. In the event it is determined that sexual harassment did occur, the Vice President for Academic Affairs or Student Affairs may either take the recommendation for disciplinary action presented by the Vice President for Human Resources or may recommend another course of disciplinary action.
6. The complaining party and the accused individual will be notified of the outcome of the investigation.
7. Clinton College reserves the right to amend this procedure depending on the nature of the complaint and the information learned after beginning the investigation into the allegations in the complaint.
H. Disciplinary Actions

Persons found to be in violation of Clinton’s Sexual Harassment policy will be subject to disciplinary action(s), which may include but are not limited to, oral or written warnings, suspension, transfer, demotion, termination, or expulsion. Willful false accusations will be subject to disciplinary action, which may result in sanctions such as reprimand, suspension, demotion, termination, or expulsion. Clinton College reserves the right to determine appropriate sanctions to impose in each case. For covered employees in FTE positions, if the disciplinary action is a demotion, termination, or suspension, the action may be grievable under the Clinton College Policy FY-11: Due Process for Faculty Grievance Procedures.

I. Appeal Process

The complainant or the accused has a right to appeal the decision of the complaint process. The grounds for appeal include:

1. A claim of error in the investigation or complaint process.
2. A claim of new evidence or information material to the case that was not available at the time of the investigation or during the complaint process, and such evidence could substantially impact the original finding or sanction. The appealing party must include a summary of the new evidence and its potential impact on the case.

Appeals must be submitted in writing to the Title IX Coordinator within seven working days (excluding weekends and College holidays) after notification of the outcome of the complaint process. All appeals will be reviewed to determine if the appeal meets the limited grounds above and is timely. The original findings and disciplinary action will stand if the appeal is not timely or substantively ineligible for an appeal. If the appeal has standing, the documentation will be directed to the Office of the President for consideration. The President will make a final determination.

J. Retaliation

Retaliation is conduct causing any interference, coercion, restraint or reprisal against a person complaining of sexual harassment or against a person assisting in any way in the investigation and resolution of the complaint. Retaliation is a violation of this policy and will not be tolerated. Appropriate disciplinary action will be taken against any person found to have participated in any acts of retaliation. Persons who feel they have been subjected to retaliation for filing a complaint of sexual harassment or for assisting with resolution of a complaint are encouraged to contact the Office of Human Resources.

K. Confidentiality
Clinton College wishes to create a safe environment in which individuals are unafraid to discuss concerns. Therefore, the College will always maintain confidentiality to the extent possible and permitted under federal law, including the Clery Act and the Crime Victims’ Rights Act. However, confidentiality of the allegations and the identity of the complainant cannot be guaranteed because the College must also consider fairness to the individual accused as well as the safety and welfare of all members of the College community. These considerations may require the College to disclose the allegations and the identity of the complaining party to the accused and to other College officials. See definitions in Section F above on confidential and limited confidential reporting.

L. Filing a Criminal Complaint

Every individual has the right, and is encouraged, to file a criminal complaint if they feel they are a victim of sexual misconduct. Criminal complaints may be filed with the Campus Security in person or by calling (803) 327-7147; or with any other local or state law enforcement department.

M. Filing with External Agencies

In addition to, or in lieu of, the procedures outlined above, Clinton College employees may file complaints of sexual harassment with the following agencies:

- South Carolina Human Affairs Commission 2611 Forest Drive, Suite 200, P.O. Box 4490 Columbia, SC 29240 (803) 737-7800; TDD (803) 253-4125 (Must file within 180 calendar days from the date of discrimination.)
- U.S. Equal Employment Opportunity Commission 301 North Main Street, Suite 1402, Greenville, SC 29601 (864) 241-4400; TDD (864) 241-4403 (Must file within 300 calendar days from the date of the discriminatory act, or 30 days after receiving notice that the state or local agency has terminated its processing of the charge, whichever is earlier.)

N. Applicable Laws

This policy is governed by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and South Carolina Human Affairs Law.

O. Signature, Title and Date of Approval

Revisions were reviewed and approved by the President and the Cabinet. July 5, 2016
II. Board of Trustees Policies

Responsible Executive for all Board Policies: Chairman of the Board of Trustees
Responsible Office for all Board Policies: Board of Trustees
Responsible Officer for all Board Policies: Secretary of the Board of Trustees

BD-1. CONFLICT OF INTEREST FOR BOARD MEMBERS

Trustees are to avoid any and all conflicts of interest. A conflict of interest exists when a Trustee of the College benefits personally from his/her position as a Trustee in a manner which exceeds the benefit which would be realized by a third party in the same transaction. A Trustee may receive personal benefit from the College when the transaction benefits the College and the benefit is less than what would be by an outside party. (2012 Board of Trustees Manual, p. 9)

BD-2. THE MINUTES OF THE FULL BOARD

Accurate minutes of each Board meeting are recorded, kept on file, and copies sent to each Board member. In accordance with these records, the Board is to be responsible for the financial stability of the institution as indicated in the Board minutes. The Board is also responsible for the quality and integrity of operations as indicated in the Board minutes. (2012 Board of Trustees Manual, p. 12)

The Chairman of the Board appoints members to serve on committees, and appoints the Chairman of each committee. Each committee in turn appoints a secretary, keeps its own records, and provides minutes of all meetings to the Chairman of the Board, all members of the committee, and the President of the College. (2012 Board of Trustees Manual, p. 11)

BD-3. MEMBERSHIP OF THE BOARD

The Board shall be composed of at least 15 and no more than 20 members as determined from time to time by the Board. Directors need not be an alumnus/alumna of the College or a resident of the State of South Carolina. In addition, the Board shall also include the Presiding Bishop of the Episcopal District (currently the South Atlantic Episcopal District) of the African Methodist Episcopal Zion (“A.M.E. Zion”) Church in which the College is located and who shall service as the Chairman of the Board (the “Chairman”, the President of the College, the Secretary to the College (the “Secretary”), a representative elected by the faculty of the College and the president of the student body, each service ex officio. The President of the
College, the Secretary, the
faculty representative and the president of the student body shall be non-voting members. (2011 Bylaws, Article II, Section 2)

BD-4. BOARD APPROVALS

The Board of Trustees is to fill more than reviewing or oversight role, it is to appropriate action where it is necessary to ensure that Clinton College maintains its basic mission in accords with the Articles of Incorporation and By-Laws. The Board is to approve the institutional purpose, objectives and philosophy, biblical foundations, and is to review these regularly to ensure that they are being pursued faithfully. This is to be done by the established process for review of these areas and the appropriate decisions made by regarding them.

Additional responsibilities include the following:

- Establish all operating policies and approve institutional goals for Clinton College to be implemented by administration. Care will be taken to distinguish between the policy-making functions of the Board and responsibilities of administration and faculty to implement the policies.
- Recommend the President to the Board of Christian Education-Schools and College of African Methodist Episcopal Zion Church for appointment and carry out the process according to the by-laws. The Board shall hire the President.
- Assist the administration in securing the financial resources needed to support adequately the programs of the College.
- Approve the annual budget; require the proper accounting of income and expenditures and hold an annual meeting with the auditor.
- Oversee all property of the College and authorize any acquiring, constructing, maintaining, or selling of properties.

(2012 Board of Trustees Manual, pp. 6-7)

BD-5. BOARD ASSESSMENT OF THE PRESIDENT

The College President

Following the first year of employment, the College President will be appraised every three years by the Board of Trustees in accordance with the appraisal procedures as included in the appendices. The appraisal will be administered during the spring semester. An ad hoc committee will be appointed to administer the appraisal and the results will be evaluated and reported to the Executive Committee of the Board of Trustees in May of the appraisal. (2012 Board of Trustees Manual, p. 12)
BD-6. BOARD SELF-ASSESSMENT

The Individual Member
Individual members are to be assessed annually in regards to their agreement with Clinton College’s doctrinal position and practice. This will be accomplished by each member’s signing of the agreement form in the March meeting each. In addition, each member will annually complete the “Board of Trustees’ Self-Evaluation Form” following the April business meeting and return it to the Secretary of the Board of Trustees.

These completed forms will enable the Secretary to evaluate the Board Members in relation to other attendance of meetings and their support of the College in accordance with the By-Laws. The result of this assessment is to be the commendation of supportive Board members; the encouragement of weak Board members; or the discipline of those have failed in their responsibilities.

The Full Board
The full Board of Trustees is to be evaluated each year in regards to its processes, actions, functions, and effectiveness. This will accomplished by the Secretary of the Board of Trustee compiling and summarizing the results of the “Board of Trustee’ Self Evaluation Forms” submitted by the individual members. The evaluation form is included in the Appendices of this manual. The results of each evaluation will be put into writing and made available in the administrative office.

(2012 Board of Trustees Manual, p. 12)

BD-7. INVESTMENT POLICY

The statement of this investment policy is set forth the by the Finance (Committee) of the Board and is adopted in order to:

- Define and assign the responsibilities of all involved parties.
- Establish the relevant investment horizon for which the College assets will be managed.
- Establish a clear understanding for all involved parties of the investment goals and objectives for College assets.
- Offer guidance and limitations to all investment Managers regarding the investment of the College.

In general, the purpose of this statement is to outline philosophy and attitude, which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.
Delegation

The Board has delegated supervisory authority over its financial affairs to the Finance Committee of the Board. The Committee is responsible for directing and monitoring the investment management of College assets. In carrying out its responsibilities, the Committee and its agents will act in accordance with these Investment Policies (the Policies) and all applicable laws and regulations. The Board reserves itself the exclusive right to revise, or grant expectations, and the requirement of full compliance with these policies.

The Committee is authorized to delegate certain other responsibilities to professional experts in various fields. These include, but are not limited to:

1. Investment Management Consultant: the consultant may assist the committee in establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance, and other task deemed appropriate.

2. Investment Manager-the Investment Manager has discretion, with the approval of the Finance Committee to purchase, sell or hold the specific securities what will be used to meet the College’s objectives. Investment Manager can refer to a separate account managed by “Investment Manager” a Pooled Account or Mutual Fund.

3. Custodian-The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold as well as movement of assets into and out of the Plan accounts.

4. Trustee-The Committee may appoint an outside individual or entity, such as a bank trust department to be trustee. The trustee will assume fiduciary responsibility for the administration of Plan assets.

5. Additional specialist such as attorneys, suitors, actuaries, consultants, and others may be employed by the Committee to assist in meeting its responsibilities and obligations to administer Assets prudently.

The committee will not reserve any control over the investment decisions of Investment Managers with the exception of specific limitations described in these statements. Managers will be responsible and accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications which they deem appropriate.

All expenses for such experts must be customary and reasonable and will be borne by the College as deemed appropriate and necessary.
ASSIGNMENT OF RESPONSIBILITY

Responsibility of the Investment Committee of Clinton College

The Committee is charged with the responsibility for the management of the assets. The Committee shall discharge its duties solely in the interest of the Plan, with the care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims. The specific responsibilities of the Committee relating to the investment management of plan assets includes:

- Projecting the Plan’s financial needs, and communicating such needs to the Investment Managers on a timely basis.
- Determining the Plan’s risk tolerance and investment horizon, and communicating these to the appropriate parties.
- Establishing reasonable and consistent investment objectives, policies and guidelines, which will direct the investment of the Plan’s assets.
- Prudently and diligently selecting qualified investment professionals, including Investment Manager(s), Investment Consultant(s), and Custodian(s).
- Regularly evaluating the performance of the Investment Manager(s) to assure adherence to policy guidelines and monitor investment objective progress.
- Developing and enacting proper control procedures; for example, adding Investment Manager(s) to obtain diversification and replacing Investment Manager(s) due to the fundamental change in investment process, or failure to comply with established guidelines.

Responsibility of the Investment Management Consultant/Financial Advisor

The Investment Management Consultant’s role is that of a non-discretionary advisor to the Committee. Investment advice concerning the investment management of college assets will be offered by the investment consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement. Specific responsibilities of the in Investment Consultant/Financial Advisor include:

- Assisting in the development and periodic review of this investment policy
- Conducting Investment Manager searches when requested by the committee
- Monitoring the performance of the Investment Manager(s) to provide the Committee with the ability to determine the progress toward the investment objectives.
- Providing “Due Diligence” or research, on the Investment Manager(s)
- Communicating matters of policy, manager research, and manager performance to the Committee.
- Reviewing the investment history, historical capital markets performance and the contents of this investment policy statement to any newly appointed member of the committee.
Responsibility of the Investment/Money Manager(s)

Each Investment Manager with the approval of the Finance Committee will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints and philosophies as outlined in this statement. Specific responsibilities of the Investment/Money Managers include:

- Discretionary investment management including decisions to buy, sell or hold individuals securities, and to after asset allocation within the guidelines established in this statement.
- Reporting on a timely basis, quarterly investment performance results.
- Voting proxies on behalf of the plan and communicating such voting records to the Committee on a timely basis (unless this responsibility is reserved by the investment).
- Communicating any major changes to economic outlook, investment strategy, or any other factors, which affect implementation of investment process, or the investment objective progress of the Plan’s investment management.
- Informing the Committee and the Investment Consultant/Financial Advisor on any qualitative change to investment management organization; examples include changes in portfolio management, personal, ownership structure, investment philosophy, etc.

General Investment Principles

- The Plan shall be invested with the care, skill, prudence, and diligence under the circumstance then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character with like aims.
- Investment shall be made solely in the interest of college and for the exclusive purposes of providing benefits accrued there under and defraying the reasonable expenses of administration.
- Investment of the Plan shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
- Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return.

Investment Management Policy

- Preservation of Capital-consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
- Risk Aversion-understanding that risk is presenting all types of securities and investment styles, the committee recognizes that some risk is necessary to product long-term investment results that are sufficient to meet the Plan’s objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.
• Adherence to Investment Discipline—Investment managers are expected to adhere to the investment management styles for which they hired. Managers will be evaluated regularly for adherence to investment discipline.
Investment Objectives Asset Mix

Allowable Assets

To accomplish college investment objectives, the Managers are authorized to utilize portfolios of equity securities (common stocks and convertible securities), fixed income securities, and short-term (cash) investment. The actual asset allocation for each portfolio shall be set by the committee in conjunction with the Title III designated financial officer within the ranges provided by the risk tolerance questionnaire completed by the Board of Trustees. The committee can only modify these changes with approval of the Board of Trustees.

1. Cash Equivalents
   a. Treasury Bills
   b. Money Market Funds
   c. Commercial Paper
   d. Banker acceptances
   e. Repurchase Agreements
   f. Certificates of deposits

2. Fixed Income Securities
   a. US Government and Agency Securities
   b. Corporate Notes and Bonds
   c. Mortgage backed Bonds
   d. Preferred Stock
   e. Fixed Income Securities of Foreign Governments and Corporations
   f. Collateralized Mortgage Obligations

3. Equity Securities
   a. Common Stocks
   b. Convertible Notes and Bonds
   c. Convertible Preferred Stocks
   d. American Depository Receipts (ADRs) of Non-US Companies
   e. Stocks of Non-US Companies (Ordinary Shares)
   f. Pooled or collective funds of Non-US Companies (Ordinary & ADR Shares)

If any Investment/Money Manager wishes to use an investment vehicle not included in the above list, a request must be submitted in writing to the Committee, Board, and Investment Consultant/Financial Advisor.

Asset Quality

- Common Stocks-the investment Manager may invest in any unrestricted, publicly traded common stock that is listed on a major exchange or a national, over-the-counter market and that is appropriate for the portfolio objectives, asset class, and/or investment style of the fund that is to hold such shares.

- Convertible preferred stock and convertible bonds-The Investment Manager may use convertible preferred stocks and bonds as equity investments. The quality rating of convertible preferred stock and convertible bonds must be BBB or better, as rated by S&P, or BAA or better, as rated by Moody’s. The common stock into which both may be converted must satisfy the standard of Section 1, above.
• Fixed Income Securities—the quality rating of bonds and notes must be A or better, as rated by S&P or Moody’s. The portfolio may consist of only traditional principal and interest obligations (no derivatives) with maturities of ten years or less.

• Short-term reserves—the quality rating of commercial paper must be A-1, as rated by S&P, P-1 as rated by Moody’s or better. The assets of any money market mutual funds must comply with the quality provisions for fixed-income securities or short-term reserve.

Asset Diversification

The Investment Manager Consultant/Financial Advisor will maintain reasonable diversification at all time and may not make investments in the equity securities of any one company that exceeds 5% of the portfolio (at the time of purchase) nor allow the total securities position (debt and equity) in any one company to exceed 10% of the portfolio. The Investment Manager Consultant/Financial Advisor shall also maintain reasonable sector allocations and diversification. In that regard, no more than 25% of the entire portfolio may be invested in the securities of any one sector.

Prohibited Assets

Investments shall not be made in the following categories:

• Commodities and Future Contracts
• Derivatives
• Limited partnership and Private Placements
• Tax-exempt securities (municipals bonds, annuities, etc)
• Interest Only (10), Principal Only (PO) and Residual Tranche CMOs
• Real Estate and Real Estate Investment Properties

Investment Management Liabilities

All purchases of securities will be for cash and there will be no margin transactions, short selling or commodity transactions. In addition, the Investment/Money Manager and Consultant/Advisor may not make direct investments in real estate, loan money (except through the purchase of fixed-income securities as permitted above) or permit the lending, mortgage, pledge or hypothecation of any assets.

Custody and Securities Brokerage

The committee will establish such custodial and brokerage relationships as are necessary for the efficient management of college funds. Whenever the Committee has not designated a brokerage relationship, then a Representative of the Committee shall execute transactions where it can obtain best price and execution.

Investment Criteria Based on Mission or Social Responsibility

The Clinton College Endowment desires to invest in companies whose business conduct is consistent with Clinton College’s goals and beliefs. Therefore, the committee will use its best
efforts to avoid investing in the securities of any company known to participate in the businesses the Board deems to be socially or morally inconsistent with Title III objectives. The committee will provide the Investment Manager Consultant/Financial Advisor with a list of mission guidelines. Consider companies directly involved in tobacco, alcohol, pornography, and gambling as explicitly prohibited.

Voting Proxies

Clinton College retains the right to vote all proxies. This process will ensure the entire Board’s voice and position is understood that will allow them to be proactive in communication to companies that do not maintain social responsibility.

Selection of Investment Managers

The Committee’s selection of Investment/Money Manager(s) must be based on prudent due diligence procedures. A qualified investment manager must be registered investment advisor under the Investment Advisors Act of 1940 or bank insurance company.

Investment Manager Performance Review and Evaluation

Performance reports generated by the Investment/Consultant/Advisor shall be compiled at least quarterly and communicated to the Committee review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Committee intends to evaluate the portfolio(s) over at least a three-year period, but reserves the right to terminate a manager for any reason including the following:

- Investment performance, which is significantly less than anticipated given the discipline employed, and the risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspects of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

Investment Managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment result.

Reporting Requirements

1. Quarterly-The Custodian will provide the Committee with a quarterly written statement containing all pertinent transaction details for each separately managed portfolio for the preceding period, including:
   a. The name and quantity of each security purchased or sold, with the price
and transaction date.
b. A description of each security including its percentage of the total portfolio, purchase date, quantity, average cost basis, current market value, unrealized gain or loss, and indicated annual income and yield (%) at market.

c. An analysis for the entire portfolio of the current asset allocation by investment category (equities, fixed-income securities and cash reserves)

2. Periodically-The Manager, Consultant, Advisor or Custodian shall meet with the Committee, at least, annually to provide detailed information about (1) asset allocation, (2) investment performance, (3) future investment strategies and (4) any other matters of interest to the Committee. The Manager, Consultant, Advisor or Custodian will promptly advise the committee of any significant changes in its ownership, financial condition, or investment personnel.

3. Annually-The Custodian shall provide an annual summary of all transactions in each fiscal year together with a report of investment performance for the year by portfolio.

**Cash Flow Requirements**

The committee will be responsible for advising the Manager, Consultant, Advisor or Custodian in a timely manner of Title III cash distributions. The Manager, Consultant, Advisor or Custodian is responsible for providing adequate liquidity to meet such distribution requirements.

**Investment Policy Review**

To ensure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this treatment of investment policy, the Director(s) plan to review the investment policy at least annually.

**Asset Allocation Guidelines**

1. The asset allocation guidelines for the investment management of Title II assets shall be established based on the Board’s risk tolerance, time horizon, spending policy and investment goals.

2. The committee may employ investment managers whose investment disciplines require investment outside the established guidelines. However, taken as a component of the aggregate Plan, such disciplines must fit within the overall asset allocation guidelines established in this statement. Such investment managers will receive written direction from the Committee regarding specific objectives and guideline.

3. In the event that the above aggregate asset allocation guidelines are violated, for reasons including but not limited to market price fluctuations, the Committee will instruct the Investment Manager(s) to bring the portfolio into compliance with these guidelines as promptly and prudently as possible. In the event, that any individual Investment Manager’s portfolio is in violation with its specific guidelines, for reasons including but not limited to the market price fluctuations, the Committee expects that the Investment Manager will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Committee.
Rebalancing

It is the intent of the Committee to re-balance the assets within the Plan amongst the broad asset categories (cash, fixed income, & equities) to approximate the preferred asset allocation guidelines listed above. This should be reviewed and implemented on a semi-annual basis if the mix of assets + or – 5% from the preferred guidelines. Cash flows in and out of the plan assets on or about when they occur. When there is more than one investment manager responsible for an asset class, as is the case with US Equities, the specific allocation amongst the managers is to be left to the discretion of the Investment Manager Consultant/Financial Advisor and Committee to determine.

(2012 Board of Trustees Manual, pp. 22-30)
III. Academic Affairs Policies

AA-1. ADMISSIONS POLICY

Responsible Executive: Vice President of Student Affairs, Vice President of Academic Affairs
Responsible Office: Office of Student Affairs

Clinton College has a curriculum designed to offer educational opportunities to a wide range of students who show academic promise. Therefore, Clinton College has an open admissions policy. In order to be accepted, the student must have a high school diploma or G.E.D. certificate or meet the requirements of the U.S. Dept. of Education’s Ability to Benefit provision. Although not required, the Scholastic Aptitude Test and the American College Test are helpful for evaluation purposes, but not necessary for admission. Prior to admission, all students must furnish a copy of his/her background record even if a criminal history does not exist.

International Students
Clinton College welcomes inquiries from international students. International students wishing to apply for admission are required to comply with the following:

- Meet admission requirements (a completed application, non-refundable $25.00 application fee, official transcript)
- Present evidence of their ability to read, write, and speak the English language
- Submit an I-20 Certificate of Eligibility
- Submit a Declaration and Certificate of Finances signed by the student’s sponsor(s) and at least one year of tuition fees
- Submit a Health Certificate

Applicants with Documented Criminal Backgrounds
Applicants with documented criminal histories are required to participate in a personal interview with both the Vice President for Student Affairs and the Vice President for Academic Affairs/Academic Dean prior to being accepted for admission in order to determine suitability for enrollment.

Non-Traditional Applicants
Clinton College encourages individuals who are not the traditional college age 18-23, including military veterans or career military personnel, to pursue educational programs leading to undergraduate degrees. Such individuals are urged to contact the Vice President for Academic Affairs/Academic Dean and submit their credentials for evaluation.

Students with Special Needs
Clinton College is open and accessible to students with disabilities and committed to providing
assistance to them so that may accomplish their educational goals and receive benefits of campus
life. Students with special needs should provide documentation of their disability from their physicians or certified professional. Said information should be forwarded to Office of Student Support Services.

AA-2. RECRUITING STUDENTS

*Responsible Executive: Vice President for Student Affairs*  
*Responsible Office: Office of Student Affairs*

Policies such as “Open Enrollment” and “No required Test Scores for Admissions such as SAT and ACT” allow our institution needed leverage to empower any and all students to become productive, contributing, and successful adults though the avenues of education, socialization, and religion.

Clinton College commits to partnering with area school districts to recruit in high school and other domains conducive to an atmosphere of academia church college fairs, college nights, youth round-ups, community center, etc. Also, because our institution was “birthed” from the loins of our African Methodist Episcopal Zion Church, we will continue to make strong efforts to recruit from the faith community with a particular focus on our denomination.

It is our desire to offer prospective Clinton College students every opportunity to exceed beyond their wildest dream. We are proud to say the every effort will be made to recruit nation-wide with a concentration in rural southern states such as Virginia, North Carolina, South Carolina, Georgia, and Alabama.

All employees or agents of Clinton College who engage in recruiting students to the college will introduce and explain the “Open Admission” and “Ability to Benefit” policies and will encourage students to become productive, contributing, and successful adults through Clinton College’s avenues of education, socialization, and spiritual growth.
AA-3: TRANSFER CREDIT POLICY

Policy category: Academic Affairs
Subject: Requirements for accepting transfer courses
Office Responsible for Review: Office of Academic Affairs
Related Policies:

I. Scope: This policy includes responsibilities of the Registrar and, when necessary, a review committee of a faculty member, department chair, and the Academic Dean.

II. Policy statement. The purpose of this policy is to set forth accreditation guidelines and commonly accepted practices for recognizing equivalent and field-related courses from accredited institutions of higher education. It also describes a process for appeal if a course is not initially accepted in transfer.

III. Effective date. The revision to this policy was approved by the faculty representatives in January 2021 and by the Cabinet on February 2, 2021 to be effective immediately. It may be applied retroactively to students who have transferred to Clinton College before this revision. It replaces the previous version of AA-3 that was published in the 2013 Policy Manual.

IV. Applicability. This policy applies to all transfer students.

V. Policy Management.
The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Affairs
Responsible Executive: Academic Dean/Vice President for Academic Affairs
Responsible Officer: Registrar

VI. Definitions

Accreditation. Regional or national accreditation recognized by the U.S. Department of Education for purposes of awarding financial aid.

VII. The Policy

Overview. The policy on transfer courses follows TRACS guidelines and commonly accepted practices for recognizing equivalent and field-related courses from accredited institutions of higher education. The following description outlines the essential aspects of the policy to be followed by the Registrar in transcript analysis. Students and faculty may appeal to the Registrar for additional transfer courses as outlined in the last item. The descriptive elements will also guide faculty advisors in the applicability of transfer courses to General education requirements, major requirements, and electives.

Accreditation. Clinton College welcomes transfer students and recognizes the equivalent quality
of courses from other accredited colleges and universities. It is our intention to accept transfer courses to the fullest extent possible.

**College-level courses.** However, transfer courses must be college-level, not remedial or developmental.

**Official transcripts.** The transcripts submitted with the application must be official. No transfer credit can be awarded from unofficial transcripts.

**Course grades.** Transfer credit is given only for courses from accredited colleges and universities for which the applicant has earned a grade of C or higher.

**Evaluation of courses.** Each course on a transcript is evaluated for similarity to courses, academic fields in General Education, and programs of study in the Clinton College curriculum, as explained below:

- **Course equivalents.** Courses with specific course equivalencies at Clinton College are transferred in as course equivalents; those transfer courses will be given the Clinton College course number and title to show the equivalency.
  - A transfer course may be given a lower or higher number to match the equivalent Clinton College course within the 100/200 levels or within the 300/400 levels.
  - A transfer course at the 100/200 level may not be matched upward to a 300/400 level Clinton College course reserved for the junior/senior years. For example, a 200-level philosophy transfer course may not be matched upward to REL 300: Intro to Philosophy.
  - A transfer course at the 300/400 level may be matched downward to a 200 level Clinton College course. For example, a 300-level botany transfer course may be matched downward to BIO 201: Botany.
  - These same rules about course levels apply to the next two categories of transfer courses as well.

- **General Education and electives.** Other courses may transfer in as electives in academic fields within General Education, such as English, mathematics, technology, the sciences, social/behavioral sciences, personal health, and arts/humanities. They will be given an appropriate prefix and the course title of Elective.
  - Such courses may simply be used as electives for the degree or they may be substituted within the General Education requirements by category.
  - Courses within specific academic fields, such as history or mathematics, would be shown as HIS elective, PSY elective, or MAT elective, and may be substituted within General Education requirements except when a higher-level mathematics course is required.
  - Courses within broader academic fields without an equivalent course prefix at Clinton College, would be shown with broader titles, and may be applied to General Education or major requirements when appropriate:
A conceptual, non-performance, course in the arts and humanities, such as Theatre Appreciation or, would be shown as HUM elective and may be applied to the General Education requirement for art or music appreciation or literature or it may be applied to The Arts category in the Liberal Arts major.

Any performance or skills course in any arts discipline, would be shown as ARS elective and may be applied to The Arts category in the Liberal Arts major.

Second/foreign language courses other than Spanish, and including American Sign Language (ASL), would be shown as LAN elective and may be counted in the Language and Literature category of the Liberal Arts major, or counted as an elective in any program.

Social/Behavioral Science courses have a variety of prefixes at other schools. If a transferable social or behavioral science course has a non-standard prefix that does not match course prefixes in the social/behavioral sciences (such as HIS, PSY, SOC), it will be labeled as a SBS elective.

- **Programs of study (majors).** Other courses may also transfer in as electives within the available majors and any of their related requirements (such as a second language).
  - Transferred courses in the major would be shown as BUS elective, REL elective, or EDU elective, for example. If the major allows for field-based electives, these courses may be applied. They may not be substituted for a required course except in highly unusual circumstances approved by the faculty member who teaches the Clinton College course, the department chair of the major field, and the Academic Dean.
  - For the Liberal Arts major, acceptable transfer courses may also be shown with the prefixes adopted for General Education (HUM, ARS, LAN, SBS)
  - If there are two sequential courses in a second language, including American Sign Language (ASL), those two courses may be substituted for Spanish I and II in the bachelor’s programs.

**Number of transferrable credits.** Clinton College generally will accept a maximum of 64 semester credit hours at the 100 or 200 level from a recognized and accredited junior, community, or technical college or from an associate degree program within a four-year college. The College will generally accept up to 90 semester credit hours from a bachelor’s program at an accredited four-year institution. Credit hours, not grade points, are transferred.

**Residency requirement after transfer.** At least 25% of the transfer student’s overall program and at least 25% of requirements for the major must be successfully completed at Clinton College. Except in special circumstances and with the approval of the Vice President for Academic Affairs, the last 25% of a student’s program must be completed at Clinton College.

**Appeal Process.** If a student or advisor believes a transferrable course has been overlooked, they must submit an appeal to the Registrar with the following information by the end of their first semester of enrollment at Clinton College:
• Course prefix, number, title, semester and year of completion at the previous institution
• Rationale for requesting the course to be accepted in transfer
• Suggested equivalent course match or field-based elective
• Catalog course description and/or course syllabus from the previous institution
• Any other material from the previous institution to help the Registrar have more information about the course

All appeals will be considered by the Registrar and at least one academic official within 30 days of receipt of appeal.
• For most appeals, the Registrar will confer with a department chair and/or the Academic Dean for a decision. The outcome of the review will be communicated to the student by the Registrar.
• However, for courses with oddities and anomalies, questionable content, or other unusual complexities, the Registrar will consult with a 3-person team: a faculty member with expertise in that academic field, the department chair associated with that field, and the Academic Dean. The review by this team will be communicated to the student by the Academic Dean.

1. Transfer of Military Credit

Clinton College awards exemption and/or transfer credit for appropriate educational experiences in the armed services. In determining credits to be awarded, Clinton follows the recommendations provided in the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education. Transfer credits will be awarded for comparable work if the student has earned a grade of “C” or better.
AA-4. READMISSION POLICY

Responsible Executive: Vice President for Academic Affairs, Vice President for Student Affairs
Responsible Office: Offices of Academic Affairs and Student Affairs

A Student who is expelled or suspended for disciplinary reasons, or who withdraws for more than one semester may re-apply for admission only after the period of suspension has ended and any stated conditions for re-application have been met. The student must complete the admissions packet and return it with the $25.00 application fee. If the student has attended another college in the interim, an official transcript from that institution is required. A recommendation from the Vice President for Student Affairs of that school is also required.

Any student who withdraws or was suspended because of poor academic performance may apply for readmission after one semester has elapsed. If accepted, only 12 credit hours may be attempted and the student must maintain an average of “C” or better in courses taken during the first term after readmission. Consideration for readmission will include an interview with the Admissions Committee.

Any student applying for readmission must adhere to the Admissions Policy and submit information requested to the Admissions Checklist. See Admissions Policy.

AA-5. RESIDENCY REQUIREMENT

Responsible Executive: Vice President of Academic Affairs
Responsible Office: Office of Academic Affairs

Students must complete a minimum of 25% of their coursework toward the degree at Clinton College.

AA-6. ADMISSION EXCEPTIONS AND APPEALS

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

Students denied admission on the basis of their documented criminal background may appeal to the Vice President for Student Affairs. The appeal should contain letters of support from individuals knowledgeable of the applicant’s character, behavioral improvement since the criminal conviction, and plans for the future. The Vice President for Student Affairs, and upon advice of an attorney as needed, will consider all factors in the appeal and make a case-by-case decision within the context of providing a safe and ethical environment for all Clinton College students.
AA-7. FACULTY INVOLVEMENT IN ADMISSIONS POLICIES

Responsible Executive: Vice President for Academic Affairs Responsible Office: Office of Academic Affairs

Faculty are to be involved in reviewing and revising, if needed, the admissions policies of Clinton College. Since the college has an “open admissions” policy, this review may be periodic, but must occur when a new program is proposed.

AA-8. ACADEMIC PROBATION/SUSPENSION POLICY

Responsible Executive: Vice President for Academic Affairs Responsible Office: Office of Academic Affairs

A student with an unsatisfactory cumulative grade point average at the end of each grade reporting period will be placed on academic probation by the Academic Dean for the next enrolled semester. The student must meet the cumulative grade point average (GPA) requirement the second semester. If the student has unsatisfactory progress the second semester, he/she will be academically suspended for one semester. The student will not receive financial aid until he/she meets the required cumulative GPA for academic satisfaction.

The student must earn a minimum cumulative GPA as outlined below:

<table>
<thead>
<tr>
<th>Credit hours Earned</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>1.50</td>
</tr>
<tr>
<td>18-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

All students must have a minimum of 2.00 cumulative grade point average to receive a diploma and earn graduation status.
AA-9. WITHDRAWAL POLICY

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs
Responsible Officer: College Registrar

A student who finds it necessary to withdraw from the College must consult with the Academic Dean and Residence Life Coordinator and arrange for an official withdrawal. Honorable dismissal will not be granted without official withdrawal.

Students must sign an official withdrawal form and obtain the signature of the Registrar or the Academic Dean in order for the withdrawal to be official. Students must be off the campus by 5:00 P.M. on the day of withdrawal.

Students who withdraw from the College during the first three weeks of the semester will not earn credit or have grades recorded. Students who withdraw after three weeks into the semester to the week of mid-terms will receive WP (withdraw/passing) or WF (withdraw/failing) and semester credit hours will not count as work attempted. Students who withdraw during the period, one week after mid-term until the end of the term will receive a grade F in each course, and the semester credit hours will count as work attempted. Failure to withdraw properly may seriously affect a student’s eligibility for readmission or for transfer to another institution.

Special refund policies apply to those who withdraw to enter either active duty in the armed forces or other approved national defense service.

Exception to this policy may be made for any of the following reasons:

- Illness of the student or illness in the immediate family, which requires the attention of the student. In either case a physician’s certificate must be presented and approved by the Registrar.
- Death of a member of the student’s immediate family.
- Other extenuating circumstances approved by the President or Vice President of Student Affairs.

If any of these exceptions apply, the student will receive a grade of W, and semester credit hours will not be counted as work attempted.
AA-10. GRADING POLICY

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs
Responsible Officers: Faculty

It is the responsibility of all faculty members at Clinton to assign to all of their students fair grades on evaluation relevant to the content and purpose of the course of study and reasonably early in the semester, to inform students of the evaluation placed upon their work. The instructor of each class is encouraged to have at least four major evaluations on which to base the student’s final grade. The instructor may require a combination of tests, written reports, oral reports, quizzes, or appropriate performances of projects. All tests should be returned to students within a reasonable time.

Students have a right to examine their own tests in order to understand which items were answered incorrectly or inadequately. Faculty members will use the following grading system:

Grading System

<table>
<thead>
<tr>
<th>pts</th>
<th>Grade</th>
<th>Description</th>
<th>Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-59</td>
<td>F</td>
<td>Failure, unsatisfactory achievement</td>
<td>0</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Poor, below achievement required for graduation</td>
<td>1</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Fair, minimum achievement required for graduation</td>
<td>2</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Good, achievement above that required for graduation</td>
<td>3</td>
</tr>
<tr>
<td>90-100</td>
<td>A</td>
<td>Excellent, achievement of distinction</td>
<td>4</td>
</tr>
</tbody>
</table>

S        Satisfactory achievement (C or above)
U        Unsatisfactory achievement (below a C)
N        No Grade, indicating the course carried no credits
I        Incomplete, must complete work within 10 days after classes start for the following semester or the grade will become an F.

AA-11. CLASS ATTENDANCE

Responsible Executive: Vice President for Academic Affairs/Academic Dean
Responsible Office: Vice President for Academic Affairs/Academic Dean
Responsible Officers: Faculty

Students are obligated to attend class regularly and to be on time for those classes. Absences, whether excused or unexcused, do not absolve a student from the responsibility of completing all assigned work promptly. Students who have missed assignments, announced and unannounced quizzes, or other classroom obligations due to an **excused** absence will be allowed to make up the work after the appropriate documentation has been presented to the Vice President for Academic Affairs/Academic Dean. This documentation must be presented within **two days** following the absence.
Absences will be excused for the following reasons, when supporting documentation is provided:
• Illness or hospitalization, supported by a doctor’s excuse
• Official representation of the College, supported by a letter from a College administrator
• Death of an immediate family member, supported by the obituary or funeral program
• Court appearance or jury duty, supported by court documentation

It is the responsibility of the student to contact the professor and make arrangements to make up the work missed for excused absences. The professor is NOT obligated to allow a student to make up work that was missed due to an unexcused absence. The following numbers of unexcused absences will be allowed without automatic penalty to the final course grade, but such absences may still affect grades due to missed work:

• For classes that meet three times per week: 3 absences
• For classes that meet two times per week: 2 absences
• For classes that meet one time per week: 1 absence

Excessive absences may result in failure in courses.

Approved by the Cabinet, updated June 27, 2016

AA-12. GRADUATION POLICY

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Graduating Status

Students, who have met all of the college requirements for graduation by the end of spring examinations, will be granted graduating status. All students must have a minimum of 2.00 cumulative grade point average to receive a diploma and earn graduation status.

Those sophomores expected to complete requirements during summer school or the fall semester, may participate in graduation activities.

Participation in Commencement

Students who are within one semester of graduating (within 15 credit hours) of meeting the requirements may participate in all commencement services. These include baccalaureate services, commencement and all celebratory activities. No student will receive a diploma until all requirements for the degree have been fulfilled and all financial obligations have been settled. It is mandatory for these students with graduating status to participate in the Baccalaureate and Commencement activities.
Graduation Honors

Candidates who have achieved certain levels of academic excellence at Clinton College will graduate with one of the following honors: cum laude, magna cum laude, or summa cum laude. These honors are determined on the basis of grade-point average, 3.0 cum laude, 3.33 magna cum laude, 3.75 summa cum laude.

AA-13: ACADEMIC INTEGRITY

Clinton College does not condone academic dishonesty; it expects all students to maintain high ethical standards in all of their coursework. Actions that Clinton College considers violations of the Academic Dishonesty Policy include:

- **Plagiarism**: Plagiarism is stealing another person’s words or ideas and passing them off as your own. When a student puts his or her name on a paper or report or any work assignment at Clinton College, he or she is declaring ownership of the work. The student is saying that he or she has written the work and that the words and ideas contained therein are his or her own, except for the citations from outside sources, which must be documented.

- **Cheating**: Cheating includes using materials, resources, or other methods during the course that are not authorized or are not the student’s own work. Copying another student’s work, whether it is a homework assignment or an examination, is considered cheating. Working together to complete an assignment to be submitted is also cheating, although this does not necessarily apply to group projects assigned by the professor of a course. Sending or arranging for another student to take any graded exercise, quiz, or exam, as a substitute for himself or herself or the student providing information to another student during a graded exercise will be considered a violation of the Academic Dishonesty/Integrity Policy.

- **Fabrication/Falsification**: The deliberate creation of non-existent data or results is considered fabrication. Falsification involves changing of data. This also includes students signing attendance rolls for one or more students who are not present.

Students found guilty of violating Academic Dishonesty/Integrity Policy may be subject to a number of penalties.

When a faculty member observes a violation of the Academic Dishonesty/Integrity Policy by student, the case shall be handled in accordance with the following procedures:
The faculty member shall inform the student that he or she has been accused of engaging in academic misconduct. The faculty member must afford the student an opportunity to clarify his or her position. If the student accepts the accusation, the faculty member may use his or her discretion in imposing a Faculty-Level disciplinary action.

**The Faculty-Level Disciplinary Actions**
The faculty member may institute the following disciplinary actions:

- Warn the student verbally or in writing
- Require the student to redo the assignment (either as a full or reduced grade for the assignment)
- Reduce the grade for the assignment or activity
- Give the student an “F” or zero (0) for the assignment
- Assign an “F” for the course

In addition to the above penalties, the faculty member shall submit a letter detailing the facts of the incident and the penalties imposed at the faculty level to Vice President for Academic Affairs. This letter must be sent within seven (7) working days of the disciplinary action taken and shall be kept in the student’s academic file for future reference. In the case of multiple instances by the same student, the Vice President for Academic Affairs may independently initiate a College-Level disciplinary action.

**The College-Level Disciplinary Actions**
Clinton College may initiate the following disciplinary actions:

- Suspend the student from Clinton College
  - The length of suspension time should be no less than one week and no more than one semester.
  - For the duration of the suspension, the student will not be allowed to make up any missed work.
- Expel the student from Clinton College
- Take any other disciplinary action as deemed appropriate

The right to appeal shall be granted to any student who has been found in violation of the Academic Dishonesty/Integrity Policy. If the student disagrees with the disciplinary action proposed by the faculty member, the student should submit a written letter of appeal to the Vice President for Academic Affairs. The letter of appeal should be submitted within five working days from the date that the student was informed of the disciplinary action proposed by the faculty member. The letter should include:

- The specific violation that the student is alleged to have committed
The action being requested by the student

Within ten (10) working days following the receipt of the appeal, the Vice President for Academic Affairs should review all documented information related to the alleged violation submitted by both the student and faculty member. He or she then meets with the student and faculty member for clarification and confirmation of all information related to the alleged violation.

Within five (5) working days following the meeting, the Vice President for Academic Affairs informs the student and faculty member of his or her decision. The Vice President for Academic Affairs may:

- Agree and approve the disciplinary action proposed by the faculty member for the violation
- Reduce the disciplinary action proposed by the faculty member for violation
- Invoke a more serious penalty or penalties than that proposed by the faculty member for the violation
IV. Faculty Policies

FY-1. FACULTY RETENTION

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

After the period of the initial contract, faculty will be offered renewal contracts based on satisfactory course evaluations by students and satisfactory annual evaluations by the Academic Dean. In addition, any peer recommendations for faculty of the year will be considered in the retention decision.

FY-2. FACULTY ADVANCEMENT

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Promotion to subsequent ranks is based on five years of service in the current rank.

FY-3: FACULTY DISMISSAL

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

A faculty member may be suspended subject to discharge, or discharged, for violation of the college’s standards of conduct or attendance. The faculty member may request an informal conference to discuss the suspension and/or termination. This request must be made in writing to the office of the President at the time of notification of the suspension or discharge. Failure to follow this procedure in a timely manner, will be taken to mean that the faculty member does not contest the College’s action further.

If a timely request is made for such a conference, it will be held promptly. The faculty member’s immediate Supervisor, and any other College personnel deemed appropriate by the College, will be present. The faculty member will remain in disciplinary status during this meeting, pending the College’s review and decision on the appeal. No decision on the appeal is final until approved by our Chief Executive Officer or his/her representative designated for this purpose. The College’s decision on the faculty member’s employment status will be given promptly, and
is final and binding on the faculty member and all other persons or entities involved in any way, directly or indirectly.

FY-4. FACULTY RESPONSIBILITIES

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Each Full-time faculty member is responsible for teaching 12 semester credit hours per semester as their regular teaching load. Faculty members are also expected to serve on the departmental and college committees. The amount of committee work should be kept to a reasonable amount. Generally no more than three committee assignments should be given to any faculty member except under special circumstances. Faculty members will be assigned less than twenty students to be advised through the Mentor/Advisor Program.

Expectations of faculty

- Quality instruction is expected in the classroom. Each faculty member will be well prepared for each class meeting and must maintain an atmosphere that is conductive to and fosters a stimulating and productive learning environment in which the intellectual freedom of students and the pros and cons of debatable issues are fairly acknowledged.
- Respect and empathy for all students are expected. Each faculty member will conduct himself/herself professionally at all times and display attitudes of respect, civility, and empathy when interacting with students.
- Fair and impartial evaluation for all students are expected – Each faculty member will use fair and impartial methods to evaluate students based solely on course content and requirements clearly stated on the syllabus/syllabi.
- Maintenance of accurate records is expected - Each faculty member will maintain accurate records of grades, attendance, assignments, tests, quizzes, and other relevant records required by the College.
- Prompt reports- Each faculty member is expected to turn in all grades, attendance records and other required reports on time.
- Student learning outcomes assessment – All full-time and part-time faculty members are expected to participate in the course and program learning outcomes assessment system through collaboration with their program colleagues, department head, academic dean, and the Vice President for Institutional Research and Effectiveness. Full-time faculty are expected to collaborate on developing assessment plans and reports through the selection of assessment measures and benchmarks aligned with student learning outcomes, discussing of results in program meetings, and identifying potentially needed changes in curriculum, pedagogy, or assessments based on those results. Both full-time and part-time faculty are expected to administer the embedded assessments identified for their courses and to provide a summary and analysis of results to their department head.
FY-5. FACULTY ETHICS

**Responsible Executive: Vice President for Academic Affairs**  
**Responsible Office: Office of Academic Affairs**

The faculty member should be guided by a deep conviction of the worth and dignity of the advancement of learning: he/she should also recognize the special responsibilities placed upon him/her as faculty. The primary responsibility of faculty to his/her subject is to seek and state the truth as one understands it. With this in mind, one should devote his/her energies to developing and improving scholarly competence. Faculty accepts the obligation to practice critical self-discipline and judgment in using, extending, and transmitting knowledge. The faculty practices intellectual honesty, although he/she may follow secondary interests, these should never interfere or compromise freedom of inquiry.

The faculty always encourages the free pursuit of learning by assigned students. He/she encourages the best scholarly standards for his/her scheduled classes, demonstrates respect for all students as individuals, and adheres to the proper role as an intellectual guide and counselor. He/she makes every reasonable effort to promote honest academic conduct and assures that evaluation of students reflect their true merit. Each faculty member respects the confidential nature of the relationship between teacher and the student, avoids any exploitation of students, and provides assistance for them when possible. The faculty seeks the protection of the student’s academic freedom at all times.

As an associate, the faculty has an obligation that comes from his membership in the scholar community. He/she respects and defends the idea of free inquiry of all colleagues. The instructor is constructively critical and shows respect to associates for their opinions and constructive criticisms; He/she accepts a share of faculty responsibility for the governance of the institution.

As an institutional member, the faculty, above all seeks to be an effective teacher and scholar. Even though, the instructor should observe the institutional policy provided, it does not conflict with academic freedom. He/she should have the right to criticize and seek revisions. When a faculty is considering the interruption or termination of his/her service, the effect of the decision upon the program on the institution should be carefully considered prior to giving due notice of intent.

The instructor as a member of the community has the rights and obligations of any citizens, however, the urgency of these obligations are measured in the light of responsibilities to his/her subjects profession, students, and the institution. As a citizen interested in good public relations and engaged in a profession that depends upon freedom for its growth and integrity, the instructor has an obligation to promote a climate of free inquiry and to further public understanding of academic freedom.
FY-6. FACULTY ACADEMIC FREEDOM

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Clinton College Board of Trustees and Administration generally subscribe to the following principles of academic freedom that are “best practiced” by most colleges and universities.

Faculty are entitled to freedom in the classroom discussing their subject, but they should be careful not to introduce into their teaching, controversial matter which has no relation to their subject. Limitations of academic freedom because of the College’s religious affiliation and the mission of the institution are clearly stated in writing at the time of the appointment.

Faculty and citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officer, they must remember that the public may judge their profession and the College by their personal views. Therefore, they should at all times by accurate, should exercise appropriate restraint, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

FY-7. FACULTY AND STAFF EDUCATION ASSISTANCE POLICY

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Faculty and Staff at Clinton College are encouraged to continue their education, job, training, and professional development. The following persons are eligible for this benefit:

(1) Faculty members with a teaching load of two or more classes per semester; or
(2) Full-time employees (who are scheduled to work 40 hours or more weekly)

To be eligible to apply, the applicant must have been employed actively at Clinton College for at least three (3) years. Eligible persons may receive up to 100% reimbursement for tuition and fees for approved classes for which a “B” or above grade is earned. The cost of books and other supplies is not covered by this policy. Eligible employees may take up to two classes per semester. Due to budget constraints, only (3) employees will be allowed to participate in this program during the semester cycle. No employee may receive contributions under this policy in excess of $________ during any calendar year. This policy, and the preliminary approval of reimbursement for a class, is not intended to allow time off work to attend all class, which must be undertaken under normal work schedules. Applicants desiring to take courses for tuition-reimbursement must also honor the following procedures:
Complete the Tuition Remission Request Form, providing information as to the proposed course of study and expected cost of enrollment, and submit it to the Vice President for Academic Affairs office at least 4 weeks prior to enrolling into the class.
In the event that the number of valid requests exceeds the funds available to the College, properties will be established on the following basis:

a. Enrollment in a degree program directly related to one’s teaching area and/or the staff duties
b. Hours needed to qualify for teaching in current or new subject area.
c. Faculty rank or administrative status
d. Years of service at Clinton College

All requests must be pre-approved in writing by the Vice President for Academic Affairs. The College will notify applicants if the request is granted, denied, or partially funded.

Reimbursements will be processed only after the receipt of proof of grades of “B” or higher and receipt showing payment to the institution attended. The employee must also certify that the employee has not and will not receive funding from any other source, such as a veterans program, for the educational items for which reimbursement is sought. All recipients of funds for classes must sign a contract to repay the College if the recipient terminates his or her position with two years after receipt of this benefit. The application form and contrast are located in the Office if the Vice President for Academic Affairs.

**FY-8. FACULTY TRAVEL SUPPORT**

*Responsible Executive: Vice President for Academic Affairs*

*Responsible Office: Office of Academic Affairs*

Travel funds are available to faculty. Faculty must submit application to attend or present papers at professional conferences, workshops, and seminars. Approval by the Academic Dean and/or the President is required before the processing of the travel arrangements or confirmation of the attendance of the conference, workshop, or seminar. If there are financial limitations in the Academic Affairs at the time of the request, the travel support may be postponed, canceled or priority given to the faculty member or members who will benefit most from the experience. The faculty member will follow the procedures for requesting travel support:

a. Submit a written request to the Academic Dean giving all the pertinent details involved. Also, a copy of the brochure, newsletter, or correspondence for the event should accompany the letter if available.

b. If approval is received, complete travel voucher form from the Administrative
Office immediately. All travel voucher forms must be completed in a minimum of three (3) business days. If the occasion is an emergency, reimbursement of funds may be in order. Give the form to the Academic Dean.
The Academic Dean will give a copy of the travel voucher to the Business/Finance Office for processing or the Academic Dean will handle all the arrangements.

Upon returning from the trip, the faculty member must turn in all receipts from the trip to the Academic Dean.

The Academic Dean will give all the receipts to the Business Finance Officer for processing.

**Travel Voucher**

All faculty, administrators, and staff who travel for the College are expected to complete a Travel Voucher once they return. The College has a per diem for meals of $36.00 for a complete day. Those that travel for less than one day must provide receipts for meals. Travelers who use personal transportation will be reimbursed at the rate of .34 per mile. Receipts (including air travel) must be attached to the Travel Voucher for any expense of more than $10.00.

**FY-9: ON-CAMPUS TRAINING SESSIONS**

*Responsible Executive: Vice President for Academic Affairs*
*Responsible Office: Office of Academic Affairs*

The Academic Dean will provide training sessions for faculty development by scheduling professional trainers, inviting educational leaders, or engaging technical personnel to enhance the technological skills of the faculty on campus.

**FY-10. SPIRITUAL DEVELOPMENT OPPORTUNITIES**

*Responsible Executive: Vice President for Academic Affairs*
*Responsible Office: Office of Academic Affairs*
*Responsible Officer: Chair of Faculty Council*

The affiliation of Clinton College with the AME Zion Church and its accreditation by TRACS means that Clinton College has a responsibility to provide faculty and students opportunities for spiritual development. Faculty are encouraged to taking advantage of opportunities for spiritual growth through the scripture readings, prayers, and content of the Fall convocation, baccalaureate, and graduation ceremony as well Lyceum programs and church services held in the library by the campus minister.
The mission of the Lyceum programs is to provide stimulating programming that assists students to:

- explore, discover, and deepen their spirituality
- develop an appreciation of spiritual diversity with a view to mutual enrichment
- integrate the spiritual and intellectual dimensions of life
- engage in ethical reflection and the discussion and development of values, and construct a vision of what they can contribute to the common good

It is the responsibility of the faculty member to choose to participate in these opportunities or to find their own avenues for continued spiritual development.

FY-11. FACULTY GRIEVANCE PROCEDURES

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Informal Procedures

In most situations, a faculty member should discuss a complaint or problem with his or her Department Chair. If the Department Chair is unable to resolve the complaint or problem, he or she may discuss it with the Academic Dean. If the Department Chair or the Academic Dean is unable to resolve the complaint or problem, the faculty member may request in writing to the Academic Dean a formal meeting with the President.

Formal Procedures

If the faculty member is unable to resolve his or her complaint or problem through the informal procedure, the following formal procedures should be used:

1. The Faculty member must submit a written grievance to the Academic Dean within ten (10) calendar days after occurrence of the event for which relief is sought.

2. The Academic Dean and the Department Chair will meet and examine the grievance and its related issues. A proposed solution to the grievance will be submitted to the faculty member in writing by the Academic Dean within five (5) working days. Failure of the faculty member to respond within five (5) working days period shall be deemed a withdrawal of his or her grievance and the matter will be closed.

3. If the faculty member is dissatisfied with the proposed solution or the Academic Dean fails to submit the written proposed solution to the faculty member within five (5) working days, the faculty member may request in writing a formal hearing with the President within five (5) working days.

4. Upon the receipt of the written request for a formal hearing, the President will issue a written invitation to the faculty member, and the Academic Dean. All parties may
bring
an advisor, witnesses, or counsel. The President has a right to utilize the services of an attorney provided by the college.

5. The President will hear the charge from the Academic Dean, receive the facts and evidence from the faculty member, and entertain arguments from the parties or representatives. The President will preside over the hearing.

6. In the event that the faculty member does not appear, the hearing will proceed in his or her absence.

7. At the conclusion of the hearing, and within three (3) working days, the President shall issue his or her decision in writing to all parties. The President also has the right to request further investigation, before rendering a decision. The decision of the President is final.

The results of all grievance procedures are securely housed in the Office of Academic Affairs and are made available to TRACS upon request. The Office of Academic Affairs maintains and provides upon request the instructions for filing a complaint to TRACS/other relevant government agencies.

**FY-12. FACULTY EVALUATION**

*Responsible Executive: Vice President for Academic Affairs*

*Responsible Office: Office of Academic Affairs*

Faculty will participate in the annual faculty evaluation by reviewing their students’ course evaluations, completing the faculty self-evaluation form and the faculty satisfaction survey. After preparation of these materials, the faculty will meet with their department head and Vice President for Academic Affairs in an evaluation conference. The conference will address, at minimum, their experiences with the design, content, and instructional activities in their courses; students’ evaluations of their courses; their supervisor’s observation of their teaching; committee service; and participation in the learning outcomes assessment system. After the conference, the Vice President for Academic Affairs writes a letter of evaluation concerning the faculty member’s performance during that year. The written materials about the conference will be permanently placed in the faculty member’s file.
FY-13. PART-TIME FACULTY RESPONSIBILITIES, SUPERVISION, AND RIGHTS

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs

Part-time faculty have the following responsibilities:

- To teach the course(s) assigned in their contract, to meet their class(es) regularly and on time, and to assess students’ learning in those courses with appropriate examinations, reports, essays, research papers, projects, presentations, demonstrations or other measures.
- To use Campus Café to report midterm and final grades in the course, using the College’s grading policy.
- To use their campus email for all correspondence with students or other college personnel.
- To participate in implementing the curriculum and the program assessment system by following the approved syllabus, administering any programatically-required course-embedded assessment(s), and reporting results of these assessments to their department head.
- To follow the Code of Ethics expected of all faculty
- To attend the August faculty meeting
- To participate in a minimum of two Faculty Council meetings per semester
- To administer the required course evaluation
- To participate in their own performance evaluation process
- To participate in annual Commencement Ceremonies

Part-time faculty will be supervised through the following activities:

- Orientation meeting with their department head or the Academic Dean at the time of finalizing the contract
- Department Head will provide the approved syllabus and any required course-embedded assessments
- Department Head or Academic Dean will conduct one classroom observation visit per semester and discuss observations with the instructor
- An annual written evaluation will be provided to the instructor in an evaluation conference with the Department Head or Academic Dean

Part-time faculty have the following rights:

- Full access to the library during scheduled hours, and its materials, services and equipment
- Access to Campus Café for instructional functions
- Full access to all college events
- Full access to on-campus professional and spiritual development opportunities
- Provision of a campus email account
- Academic Freedom as specified in Policy FY-6.
SS-1. STUDENTS WITH DISABILITIES

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

The faculty and staff at Clinton College are committed to providing educational opportunities to all students. The service for students with disabilities is designed to ensure opportunities to all students. The services for students with disabilities are designed to ensure full access to programs and services. The Americans with Disabilities Act of 1990 upholds and extends Section 504 of the Rehabilitation Act of 1973. Title III of the ADA states:

“No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or lease to), or operates a place of public accommodation. (42 USC 12182). “Clinton College does not discriminate on the basis of a handicap in violation of Section 504 and the regulations implementing it.

All students are responsible for meeting the qualifications set forth by the College for its courses, for their own academic achievements and for meeting and maintaining the essential academic standards of the College. It is up to the students with disabilities to seek services when needed and to use agreed upon academic accommodations. All students with certified disabilities should contact the Student Support Services (SSS) Program.

SS-2. STUDENT COMPLAINT POLICY

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

Clinton College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern or complaint regarding their educational experience. In such cases, the College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.
**Filing a Complaint**

*Informal Resolution*

The first step a student should take in resolving a concern or complaint is to directly address the faculty member, staff member or student in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to the Academic Dean in the case of a faculty member, or to the Residential Life Director or Vice President for Student Affairs in the case of a staff member. If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact the Director of Residential Life or the Vice President for Student Affairs. If there is no resolution at that level, the student may file a formal, written complaint.

*Formal Resolution*

Students who have attempted informal resolution to their complaints and need further resolution may file a formal complaint. Students should fully complete and submit the student complaint form. This form will be submitted to the appropriate vice president over the area in which the student has a concern. The division vice president (or designee) will conduct an investigation within 10 working days of receiving the complaint. The division vice president (or designee) will communicate the outcome of the investigation to the student in no more than 30 working days of receiving the complaint.

If the student has exhausted all options to resolve a complaint within the College, the student may file a complaint with the State Accrediting Agency:

South Carolina Commission on Higher Education 1122 Lady Street #300
Columbia, SC 29201.

Instructions for filing a grievance with the state accrediting agency can be found online here: [http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/complaint_procedures_and_form.pdf](http://www.che.sc.gov/Portals/0/CHE_Docs/academicaffairs/license/complaint_procedures_and_form.pdf)

The student may also file a written compliant with the College’s accrediting agency, the Transnational Association of Christian Colleges and Schools. Complaints to (TRACS) must be in writing and signed by the complainant. They should be sent to:

President
Transnational Association of Christian Colleges and Schools
15935 Forest Road Forest, VA 24551
Confidentiality

In both informal and formal resolution processes, the student may request and will be assured of confidentiality in the investigation, resolution, and record-keeping about the complaint.

Record-Keeping

The Responsible Office for managing this policy, the Office of Student Affairs, will securely maintain all confidential information and records of complaints, appeals, and proceedings. This office will also maintain and provide upon request the instructions for filing a complaint with TRACS and any other relevant government agencies.

Revisions approved by the Administrative Cabinet: January 20, 2016
Approved by Dr. Elaine Copeland, President

SS-3. STUDENT CODE OF CONDUCT

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

The Code of Conduct exists to protect the persons and property of the College community and the rights of the persons in the College community. It also fosters and enhances the academic mission of the institution. While the Code of conduct does not include all of the activities that may adversely affect the College community, they do apply to the conduct of all registered students and registered student organizations within the College. College premises include all land, building, and facilities.

Persons are to report violations of the Code of Conduct to the Vice President for Student Affairs. As members of Clinton College, students are also subject to city, county; state, and federal laws.

Legal action in addition to College disciplinary action may take place. The College decision in disciplinary matters is independent of off-campus legal action.

The College has developed minimum and maximum sanctions in the disciplinary decision making process in order to ensure fairness.
Students’ Behavioral Standards/Morals Policy

Clinton College is a Christian Institution. The behavioral standards of Clinton College Community are based on Christian principles and are designed to benefit the Clinton College Community, will participate constructively in the life of the college observing the rules and aiding in any way the purpose of the college. Therefore, the student agrees to accept the responsibility of maintaining a “Christian” lifestyle and demonstrate cooperation in adhering to the expectations of the college as they relate to behavior relate to behavior and discipline. At no time are any school faculties and/or property to be used for “sexual” relations between two individuals. Overnight visitors in the residential halls are strictly prohibited. This includes Clinton College students who are not assigned to that specific dorm room. Any student who does not comply with the behavioral standards set forth by the college will be subject to indefinite suspension.

Public Display of Affection

- Chairs shall be occupied by one person.
- Couples are not to lie on the floor together, sit, stand, or strike any other pose that may be considered sexually suggestive or offensive.
- Kissing and hand holding are not permitted in public at any time.
- At no time are any school facilities and/or property to be used for “making out”.

Students violating these standards are subject to indefinite suspension from the school.

Violations of the Code of Student Conduct

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

Alcoholic Beverages

Possession of alcoholic beverages either opened or unopened container, anywhere on college property, including cars and other vehicles is prohibited. This also includes drinking alcoholic beverages in residential halls, classrooms, administrative building, lawn, dining room, and at campus activities.

Being under the influence of an impairing substance, including alcohol or other substances which means one who has loss normal use of mental or physical faculties including but not limited to slurred speech, aggression, black-outs, or abusive behaviors.

Providing alcohol to minors. Drugs

Students who are involved in any drug related violations are subjected to criminal action, and it is the duty of the College to report these individuals to the legal authorities.
Possession, use or the reasonable suspicion of possession or use of narcotics or drugs in any form. This means the illegal possession or use of narcotics or drugs on the events sponsored by the college, and in areas outside the campus; also involves each related incidents that are subjected to prosecution under local, state, and federal laws. Reasonable suspicion includes the presence of odor of marijuana and other drugs in any form.

Possession of drug paraphernalia.

Improper conduct on campus as a result of the use of drugs. Disorderly Conduct

Conduct which is offensive or annoying to others or disruptive of the rights of others are all violations. This includes excessive noise, loud music, loud stereo, radio, or television sets, horse playing, practical jokes and misuse of musical instruments, in a way that violates the rights of others.

Disruption of College Functions

Clinton College promotes academic freedom and discussion. However, anyone who is disruptive to college operations, violates policies, or violates South Carolina law, may be prohibited from coming on Clinton College premises, prohibited from attending College functions, arrested, and/or criminally prosecuted.

Falsifying Documents
Furnishing false information to the college or other form of dishonesty in college related affairs.

Destruction of Property

Guest’s Behavior

Students are responsible for the behavior of their guest whom they invite to the campus. If a guest is found to be in violation of the Standards of Conduct while in the student host or with the student host’s knowledge, charges will be brought against the guest, as well as against the student host or the host student organization.

Sanctions

Students involved in said violations are subject to sanctions determined by the Judicial Board and/or the Vice President for Student Affairs and the Academic Dean. These sanctions can include but are not limited to fines, restitution, community service, behavioral contract, suspension, and indefinite suspension.
SS-4. STUDENTS’ RIGHTS AND DUE PROCESS

Responsible Executive: Vice President for Student Affairs  
Responsible Office: Office of Student Affairs

Any student that is involved with the College Judicial Board has the right to the following:

1. The right to receive a written description of charges pending against him or her and a notice of the hearing.
2. The right to be present throughout the hearing but not during the deliberation of the hearing.
3. The right to remain silent and the case will be determined on the evidence presented.
4. The right to respond to any charges against him or her.
5. The right to present evidence in his or her case.
6. The right to appeal any disciplinary action taken against him or her.

Due Process

The standards of the due process at Clinton College are solely based on rules. Students that must appear before the Judicial Board have the right to:

- The Presumption of innocence
- Be informed of his or her rights
- Have a written notice of the infraction within 24 hours
- Seek the advice of Student Government Association
- Be informed of the maximum and minimum sanctions
- Be informed of the campus disciplinary structure
- Present factual defense through personal testimony and witnesses

It is not the intent of Clinton College to present Judicial Board proceedings in an actual courtroom atmosphere.

Preponderance of Evidence

This means that the evidence shows that the fact sought to be provided is more probably than not. This standard is used throughout the Student Conduct Code.

Evidence

In criminal court cases one must adhere to (a) formal rules of evidence.

Rules that are related to State and Federal rulings shall not be followed in campus judicial proceedings. Sanctions cannot be by hearsay alone and all the evidence will be related upon to make a decision.
Abuse of the Judicial System

- Failure to comply with instructions of college personnel including residence hall staff
- Providing false information to a disciplinary board. Disruptive conduct during a hearing.
- Encouraging other student’s not to participate in a judicial proceeding
- Failure to comply with sanctions imposed by an administrative decision.

Victim’s Rights

When a student brings charges against another student, the victim has the right to:

- To be taken seriously and be shown empathy. Free of intimidation.
- To be referred for counseling.

Administrative Process

The Vice President for Academic Affairs/Academic Dean and the Vice President for Student Affairs are responsible for disciplinary decisions at Clinton College. The Academic Dean is responsible for discipline in the academic setting (classroom), and the Vice President for Students is responsible for discipline in the residential hall, cafeteria, and all other aspects of campus life. The decisions are final and are not open to appeal. Although Dr. Elaine Copeland, the President of Clinton College, supervises the Academic Dean and the Vice President of Student Affairs on a daily basis in other aspects of their jobs, she is not involved with the disciplinary matters of students. This is simply not the role of any college President. If the President receives calls from parents or students in regard to disciplinary matters, she will not respond to those calls but will simply forward them to the Academic Dean or the Vice President of Student Affairs depending on the circumstances.

From time to time the Academic Dean and the Vice President for Student Affairs will forward disciplinary cases to the college’s Judicial Board. Cases that are referred to the Judicial Board are referred at the discretion of the Academic Dean and the Vice President for Student Affairs. This board serves as a advisory board to the Vice President for Academic Affairs and the Vice President for Student Affairs. Once a disciplinary case has been forwarded to the Judicial Board, there is an appeal process. All those appeals should be forwarded to the Judicial Appeals Officer in writing.

Judicial Board

The Vice President for Student Affairs, in consultation with the Academic Dean of the college, makes appointments to the college Judicial Board. The Board shall consist of no less than three members, no fewer than two faculty or staff members and one non-voting student member, for the purpose of hearing cases.
The Judicial Board shall serve as the hearing body for access referred by the Vice President for Student Affairs and the Academic Dean of College. All penalties and sanctions must be approved by the Vice President for Student Affairs and is his/her responsibility to notify the student.

**Deliberations**

Once a verdict is made the Judicial Board will determine sanctions. The student will then receive a written notice of decision and sanction imposed.

**How to Report Violations**

Once an official incident report has been given to the Student Affairs Office, a copy of the incident report will be issued to the student. The incident report lists all the alleged offenses and the rules(s) which allegedly have been violated. If the student would like to contact the Vice President for Student Affairs about the incident they may feel free to do so. Students wishing to resolve the matter may do so by doing one of the following:

* Providing sufficient information to justify the dropping of the incident report.
* Taking Responsibility for the actions and meeting with the Vice President for Student Affairs to ascertain which sanctions will be assessed for the violation.

**Judicial Sanctions**

When students have acted in a way that is against the college’s standards of conduct, the student should expect that sanctions will be issued in every discipline case. This is based on several important factors, seriousness of the violations, their awareness about the problems caused by their behavior, one’s ability to learn in a more positive behavior as a result of going through a judicial proceeding,

**Written Warning**

Written warnings will be issued by the Office of Student Affairs and the Residential Life Unit. These warnings will be issued by the Office of Student Affairs and the Residential Life Unit. These warnings could lead to a more serious disciplinary action.

**Probation**

Will not exceed two semesters, during which students will not be allowed to represent the college or hold any office in the Student Government Association (SGA).

**Suspension**

Students that are suspended from the college will not be allowed to attend classes as well as any other activities of the college for a restricted period of time, not exceeding one year.
During this time the student is not allowed on campus or to use any facilities or equipment without permission from the Academic Dean and the Vice President for Student Affairs.
Indefinite Suspension

A decision to indefinitely suspend a student means that his/her status at Clinton College has been terminated for an indefinite period of time. During this time, a student is suspended from all classes and campus activities and will not be allowed on the campus without the permission from the Academic Dean and the Vice President for Student Affairs. Any violations of this will result in further sanctions.

The Academic Dean and Vice President for Student Affairs must approve readmission to the college.

Community Service

In some cases, special assignment will be an alternative to other sanctions. This will be used not to degrade the individual or hinder his or her academic progress.

Counseling

The Academic Dean, Judicial Board, and Vice President Affairs will be allowed to refer students to the onsite Counselor. The Counselor will evaluate and possibly refer students who may need additional assistance from a human service agency. This may include a referral for alcohol and other drugs. Recommendations may be made in lieu of another sanction.

Hearing Procedures

Students must be notified in writing prior to the disciplinary hearing. Notification will include the date, time, location, and charges.

1. This will be a closed hearing for only those involved in the incident.
2. Representation by legal counsel will not be allowed (hearing is to find out facts and select actions to be taken).
3. If the student fails to appear at the hearing, the hearing may proceed in the absence of the student. This is solely up to the Judicial Board.
4. If the student is found guilty, the Board will determine a sanction/penalty.
5. A notice of the outcome will be issued to the student within 24 hours.

How do I appeal?

A student has the right to appeal a disciplinary action by the board. This is not a re-hearing process and should be filed within 24 hours, by the Judicial Appeals Officer. Appeal must be given to the Judicial Appeals Officer and a decision will be rendered in 24 hours by the Judicial Appeals Officer.

Students can only appeal for the following reasons:

- Procedural irregularity
- Proven bias by the board
• Evidence that the decision is unreasonable and does not support the evidence

Appeal must state the reason for the appeal and on what grounds the appeal is warranted. Please remember that appeals are only possible if a case has been referred to the Judicial Board.

**Urgency Cases**

The Vice President for Student Affairs, after consultation with the Psychological Counselor and the Director of Residential Life, may take urgent measures to secure the health or safety of other persons or student.

Urgent Cases include the following measures, but are not limited to:

• Immediate withdrawal from the college
• In the urgent cases, the Vice President for Student Affairs may request the student to seek psychological assistance through either the college or other faculty at the student’s own cost

**SS-5. STUDENT DRUG POLICY**

*Responsible Executive: Vice President for Student Affairs*
*Responsible Office: Office of Student Affairs*

It is the policy of Clinton College to provide a drug free environment which is conducive to learning. Pursuant to the provision of the Drug Free School and Communities Act of 1989, (Public Law 102-226), students and faculty should choose a life style which ennobles their minds and bodies, elevates their character and improves their standing in society rather than one in which alcohol, tobacco, drugs and other dangerous and debilitation controlled substances are used and/or abused.

The manufacture, distribution, sale, use or possession of any of these controlled substances on or off campus, at college functions or going to or from the campus or campus activities are specifically excluded by Clinton College’s standards for citizenship. Your conduct on or off this campus is a reflection on the character of this school.

**Policy**

1. No student may engage in the unlawful possession, use or distribution of illicit drugs and alcohol on or off the campus or as part of any of the sponsored activities of the college. Such unlawful activity is strictly prohibited and may be considered sufficient grounds for serious punitive action, including expulsion from the institution and/or prosecution by local authorities.
2. No student will engage in the illegal use of prescription drugs on or off campus.
3. No student will report to class under the influence of illegal drugs or the illegal use of prescription drugs. (Appropriate use of prescription drugs is not prohibited)

4. If a student is convicted (including a plea of nolo contendere) of committing certain felony offense involving any criminal drug and/or alcohol statute of any jurisdiction, regardless of whether the alleged violations occurred at the institution or elsewhere, the student will be suspended immediately and denied state and/or federal financial aid funds from the date of conviction.

5. Clinton College shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

6. Within 30 days of notification of conviction, the institution shall with respect to any student so convicted:
   a. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
   b. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state, or local health, law enforcement or other appropriate agency

Responsibility:

1. Clinton College is responsible for ensuring the development and implementation of a drug-free awareness program to inform students of the following:
   a. The dangers of drug and alcohol abuse on the campus and elsewhere
   b. Any available drug and alcohol counseling, rehabilitation and assistance programs.
   c. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on or off the campus.
   d. In those instances where there is a reasonable belief that drugs or alcohol are present on Clinton College’s premises including, but not limited to, college vehicles, lockers, desks, residence halls or other container, a search may be conducted to confirm that belief.

2. Clinton College shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

3. Clinton College shall maintain and make available to the U.S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.
Alcohol, Drugs, and Narcotics:

The use, possession or distribution or alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, are prohibited on/off Clinton College’s property or at sponsored events.

Health Risks:

Alcohol and illicit drugs can pose many health risks to college students. Such use may result in impaired judgment and coordination, physical and psychological dependence, damage to vital organs, such as the heart, stomach, liver and brain; inability to learn and remember information, psychosis and severe anxiety, unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS, injury and death. Patterns of risk-taking behavior and dependency not only interferes with your lives but impacts the lives of others, i.e., classmates, friends, and family can also have a negative impact on students’ academic work.

Clinton College seeks to assure the health and well-being of all students and employees, and to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. Those goals are damaged by illegal drug and alcohol use.

Prevention and Intervention

In order to provide a drug free environment for its students, Clinton College has established a program designed to prevent drug use and increase drug awareness. The program includes presentations, activities and experiences. In-service education is provided for students at least twice during the school term. A detailed schedule of these drug use prevention activities and experiences is prepared semi-annually for publication and distribution.

Clinton College has designed a voluntary intervention program to assist students who engage in activities, which include drugs and alcohol. This program will be directed by the Campus Minister, and will include the Academic Dean and the Vice President of Student Affairs. The Campus Minister shall function to evaluate, prescribe and monitor an individualized intervention program for students who enter the intervention program. An essential element to the intervention program is the confidentiality, which shall be maintained among the program members.

The purpose of the intervention program is to assist the student with behavior modification, promote understanding of the risks involved in drug-related activities, and eliminate the risks involved and to obtain early treatment. Under these conditions, the express purpose of the college is to identify, document and communicate information regarding drug use in a manner, which shall be helpful to the individual.

A student who is engaged in drug-related activities is encouraged to seek assistance for the
purpose of discontinuing these activities through participation in the program. The student will be made aware of the program and must request assistance as an initial step. This request can be
made without fear of discipline or reprisal and with the assurance that confidence shall be maintained.

The program will also assist students in obtaining drug counseling and, if need be, rehabilitation facilities. Any expense incurred, as a result of outside treatment and intervention will be borne by the student.

It will be the sole responsibility of the student to successfully complete any necessary counseling or treatment as prescribed by professional personnel.

**Legal Requirements:**

The college shall take all actions necessary, consistent with state and federal law and applicable College policy, to eliminate illegal drugs and alcohol from the college community. Students, faculty members, administrators and other members of the college community are responsible as citizens for knowing about and complying with the provisions of South Carolina law that makes it a crime to possess, sell, deliver, or manufacture drugs designated as “controlled substance” or “illegal drugs” (See S.C. Code of Law, Section 44-53-370). Any member of the College community who violates this law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings against the student when the alleged conduct is deemed to affect the interest of the college.

All records pertaining to individuals who seek intervention are strictly confidential and will be treated as such by anyone authorized, out of necessity, to review or compile program records. All records and information pertaining to individuals ill be maintained in the Office of the Vice President, Student Affairs.

**Definitions:**

**Legal Drug** - Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

**Illegal Drug** - Any drug (a) which is not obtained legally, (b) which may be legally obtainable but has not been legally obtained, or (c) which is being used in a manner or for a purpose other than as prescribed.

**Alcohol** - Any beverage that is considered an intoxicating agent.

**Reasonable Suspicion** - Under workers’ compensation you can only test for a “reasonable suspicion” that drugs were involved and not test for every accident. NIOAS rules have requirements that must also be followed. Additionally, Section 440.102(1) (n) provides additional language relation to the “reasonable suspicion.” Also, just because someone tests positive for drugs is not enough to defeat a workers’ compensation claim. The claimant has the opportunity to prove that the use of drugs did not cause injury and that there is no “reasonable hypothesis” that the use of drugs or alcohol caused the injury.
All students, faculty, and parents shall receive a copy of the policy at the beginning of each academic year or upon enrollment and a copy will be given to those new students and parents at the beginning of the second semester. All students, faculty, and parents, where applicable, will sign a statement indicating their awareness of the policy and their agreement to abide by it.

**SA-6. RESIDENCE HALL STUDENT POLICIES**

*Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs*

Students are responsible for the contents of their rooms. If any excess damage occurred or if the contents of the room have been removed upon check-out, they will be financially responsible for the repair or replacement of those items.

**Room Description**

All rooms are furnished with beds, mattresses, desks, dressers, chairs, and blinds. All of the furniture in the room must stay in the room. Students will be held liable for any removal of furniture from the rooms. Any damage to residential property will result in total forfeiture of the student room deposit.

**Room Deposits**

There is a $150 room deposit that must be paid at the beginning of each semester. This deposit is returned to the student at the end of the semester if he/she has not incurred any damages of property within their room. Any damage found in the room will subject the student to forfeiture of the room deposit.

**Withdrawal from the Residence Hall**

At the time of withdrawal from the dormitories, students must have their rooms inspected by the residential hall staff. Students that fail to complete the withdrawal process will continue to be charged for room and board and will forfeit their room deposit.

**Room Inspections**

Room inspections are mandatory. If a student refuses to allow staff access to his/her room, he/she is subject to judicial sanctions up to and including suspension from the residence hall or college.

**Stolen or lost items in the Residence Halls**

The College is not responsible for the loss of, damage to, or theft of students’ items anywhere in the residential halls. It will be the student’s responsibility for losses, and they are advised to
contact family to see if home owner’s insurance policies provide coverage for losses. Any
incidents should be reported to the Residential Life Coordinator, Campus Security, and/or the Rock Hill Police Department.

**Standards of Conduct in the Residence Halls**

- Students may not have visitors in their rooms. (Family members may visit during the hours of 4:00 p.m. and 8:00 p.m. Sat. and Sun.)
- No pets.
- Water Fights, “Horse playing”, and fireworks will not be permitted.
- Loud music and other disturbances are prohibited at any time. After three warnings you will be required to obtain off campus housing.
- During visiting hours, guests must be entertained in the lounge. All visitors must vacate the premises by specified the end visitation hours.
- All visitors must sign in and show a valid state or college ID
- All visitors must be 18 years and older
- Students that invite guests to the campus will be responsible for their behaviors while on campus. Staff members have the right to ask guest to leave the building or grounds of the college, and stay away if disruptive behavior occurs. Overnight guests must be approved by the Vice President for Student Affairs in advance.
- Rooms must be kept clean.
- Students are not allowed to duplicate room keys. Any student that has lost his/her key must inform the Residential Life Coordinator and pay a fee for a replacement.
- Student may not have overnight guest.
- No trash should be placed in the hallways or in the bathrooms. Each student is responsible for disposing his/her trash in appropriate areas
- Students must pick up their mail in the Residential Life Coordinator’s office
- Student’s must be properly dressed at all times
- Students are to carry their ID’s at all times
- Curfew hours (if applicable) shall be posted because hours may vary
- Babysitting is not allowed on campus
- Pregnant students, after the third month, will be required to move out of the residence hall. The college is in no way responsible for any problems related to pregnancy or its complications
- No cooking in dorm rooms

**SS-7. STUDENT DRESS CODE POLICY**

*Responsible Executive: Vice President for Student Affairs*
*Responsible Office: Office of Student Affairs*

Clinton College students are expected to wear clothing that is in good taste at all times. Clinton requires students to dress properly and present a positive and confident social image. Students are expected to comply with the following guiding principles:
a. Halter tops, tank tops/shirts, “wife beaters”, short shorts, short skirts and revealing clothing are improper academic attire and should not be worn while attending classes, performing work study, in the cafeteria, peer tutoring or while attending school assemblies and college functions.

b. Hats or caps are not to be worn inside any on-campus building at any time.

c. Students are expected to wear Business (Dress-Up) attire to specific campus functions when requested – i.e. Lyceum, Convocation, Founder’s Day, Graduation
   Girls – Business Suits, pant suits, skirt and top, or dresses, - no pants and
tops - no tennis shoes, no jeans of any sort be it pants, skirt, dress –
must have pant suits!
   Guys – Slacks, shirts with collars, Tie or Suit – no blue jeans, no tennis shoes
   – Timberlands are allowed.

d. Men’s pants are to be worn appropriately. – must be pulled up at all times!

e. DU-RAGS ARE NOT TO BE WORN ON THE CAMPUS AT ANY TIME!

f. Flip flops and house shoes should be worn in the dorm only.

g. Pajamas – top and/or bottom – are to be worn in the dorm only.

STUDENTS THAT FAIL TO ADHERE TO THE DRESS CODE POLICY WILL HAVE THEIR ACADEMIC AND STUDENT PRIVILEGES REVOKED FOR THE DURATION OF THE SEMESTER.

SS-8. STUDENT ATHLETICS POLICY

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs
Responsible Officer: Athletics Director

Eligibility

It is Clinton Jr. College policy as well as the Notational Junior College Athletic Association (NJCAA) that any student athlete that is interested in becoming a part of the school’s athletic teams must graduate from High School or had received a General Education Diploma (GED), before the season officially begins. Students are allowed to participate in athletics for only two years on the Junior College level. At the end of their two year of eligibility the student is strongly encouraged to continue their education at a four year institution. Some may receive an athletic scholarship to a four year institution that had recruited them while in attendance here at Clinton Jr. College.

Try Outs

Try outs are conducted during the spring semester for any potential student athlete that may have not been recruited to have an opportunity to earn a spot on the teams the following year. Another tryout session is conducted in the fall semester for students that enroll at the school prior to knowledge of our athletic program. Students that male the team may be able to receive a scholarship or may be considered as a non-scholarship player.
Scholarships

Here at Clinton Jr. College our scholarship consists of financial assistance up to the cost of tuition on a need basis. Scholarships are awarded to potential student athletes that the coaching staff of each team recruits from around the country. The student athlete must be on course to graduate from High School or making progress to receive their G.E.D. If these qualifications are not met before the beginning of school the scholarship shall be voided. Scholarship athletes as well as non-scholarship athletes must pass a minimum of 12 credit hours from a 2.0 grade point average in order to keep their scholarship and remain on the Clinton Jr. College athletic teams. At the conclusion of one year in attendance the student athlete must have earned a minimum of 24 credit hours with a cumulative GPA of 2.0 or better in order to be eligible for participation the following year.
VI. Business and Financial Policies

BF-1. STUDENT’S FINANCIAL RESPONSIBILITY

Responsible Executive: Vice President for Business and Financial Affairs
Responsible Office: Office of Business and Financial Affairs

Students have a responsibility for all obligations with the college. Failure to comply can result in the loss of on-campus housing and no release of grades, diploma or transcript to students with outstanding balances.

BF-2. TUITION REFUND POLICY

Responsible Executive: Vice President for Business and Financial Affairs
Responsible Office: Office of Business and Financial Affairs

The College policy on refunds for students withdrawing from the College, whether voluntarily or by dismissal, is set forth below.

Voluntary and/or Administrative Withdrawal:
All students must officially withdraw from classes in order to receive a full or partial refund. To officially withdraw, a student must complete a Withdrawal Form and turn it in to the Registrar’s Office located in the Main Office of the Administration Building. Students must process the Withdrawal Form during the established timeframe to be eligible for a refund of tuition (see schedule below). The effective date of the student-initiated withdrawal will be the date the completed Withdrawal Form is received in the Registrar’s Office.

Payment will be required if a student does not attend class(es) and does not officially withdraw. If a student is receiving Financial Aid and does not attend classes or meet the 10 day seat time attendance requirement, Financial Aid will be removed from the student’s ledger and the student will be held responsible for all tuition and fees. Students will be billed for classes and the debt will be processed through the College's collection procedures, if payment is not received.

Students who are administratively withdrawn will receive any due refund based on the official date of the administrative withdrawal. Refunds will take approximately 3-4 weeks to process. The amount of the refund will be based on the official withdrawal date, as shown below:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of class</td>
<td>100%</td>
</tr>
<tr>
<td>Between 1st day and 5th day of class</td>
<td>75%</td>
</tr>
<tr>
<td>Between 6th day and 10th day of class</td>
<td>50%</td>
</tr>
<tr>
<td>Between 11th day and 15th day of class</td>
<td>25%</td>
</tr>
<tr>
<td>After the 15th day of class</td>
<td>0%</td>
</tr>
</tbody>
</table>
Note: Courses will be deleted from the system for students who process the Drop/Add/Withdrawal Form during the 100% refund period, and no grade will appear on the student’s transcript.

Dropping below Full Time Enrollment Status:
Any full-time student who drops below full-time to part-time status after the last day for drop/add will be charged tuition, fees, room, and board at the full-time rate. For the purposes of Financial Aid, enrollment status will also be set at this time and there will be no adjustments to Federal, State, or Institutional Aid.

Refunds for cancelled classes:
There is an automatic 100% refund for classes that are cancelled by the College.

Other Refunds:
- Paid registration fees, late fees and tuition payment plan fees are non-refundable. If a student withdraws from the College after payment of the fees, the paid fees are forfeited.
- Fees that are non-refundable on or after the first day of the semester include Technology Fee, Activity Fee, Parking Fee and Graduation Fee.

Room and Boarding Refund Policy: The Room and Boarding Refund Policy is identical to the Tuition Refund policy:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of class</td>
<td>100%</td>
</tr>
<tr>
<td>Between 1st day and 5th day of class</td>
<td>75%</td>
</tr>
<tr>
<td>Between 6th day and 10th day of class</td>
<td>50%</td>
</tr>
<tr>
<td>Between 11th day and 15th day of class</td>
<td>25%</td>
</tr>
<tr>
<td>After the 15th day of class</td>
<td>0%</td>
</tr>
</tbody>
</table>

The effective date for the boarding refund will be the date upon which the student vacates the room, the room is cleared and signed off by dorm manager, the student returns the room key and signs the room clearance form.

Any residence hall damages for which the student is held responsible are applied against the dorm security deposit held by the College. At the time in which a student ceases to reserve or reside in College housing, the balance of the deposit becomes refundable if the following stipulations are satisfied:

1.) The room has been inspected and cleared by the dorm manager
2.) The room clearance form has been signed by student and dorm manager.
Refunds may be processed within sixty days of dorm room clearance.

*Boarding Refund Policy for Commuter Students:*

The Boarding Refund Policy for commuter students who purchase a meal plan is the same as the tuition refund policy and the room and boarding policy for residential students.

**Method of Refund:**

- If you paid your bill by money order, cashier’s check or credit card, you will receive a check from the college for any refund due to withdrawal.
- If you deferred payment of your tuition and fees through financial aid, loans, or another third party, then your ‘refund’ will actually be in the form of a reduction in your liability to the college. Any remaining credit balance (refund) will then be disbursed via check from the college for any refund which you are entitled. Refunds from credit balances are disbursed after 14 days of receipt of financial aid, loans or other third party funding source.

   **Note:** The Office of Business & Finance will not accept cash payment or personal checks. All payments must be via credit card, money order or cashier’s check.

**BF-3. SIGNING AND DISBURSING CHECKS**

Responsible Executive: President and Vice President for Business and Financial Affairs  
Responsible Office: Office of Business and Financial Affairs  
Responsible Officer: Business Manager

Checks are issued once a week on Friday, unless there are extenuated circumstances. The President and Business Manager decide what checks are to be issued. The President signs checks, and the Academic Dean may sign checks in the absence of the President. A check register accompanies all checks to be signed. All accounts are monitored online at least twice each week. The accounts are General Operation, Capital Campaign, Scholarship, Title III and Title IV. Funds may not be used directly from the Title III and Title IV but must be transferred to the General Account. The Accountant reconciles accounts at the end of each month.
BF-4. ONLINE BANKING POLICIES AND PROCEDURES

Responsible Executive: President and Vice President for Business and Financial Affairs
Responsible Office: Office of Business and Financial Affairs

The Clinton College Business/finance Office has developed this ONLINE BANKING Policy and Procedure to protect and secure all of its financial assets and liabilities.

Privacy and Security

The following accounts will all have Online Banking capabilities: (1) The General Operations Account, (2) The Title III Accounts, US Department of Education Grant for Strengthening Historically Black Colleges and Universities, (3) The Title IV Account, Federal Financial Aid to Students, (4) The Capital Campaign Account, and (5) The Scholarship Accounts.

To help secure the integrity of each of the above accounts all employees who handle funds (e.g. Business/Finance Manager, President) are covered under a blanket security bond of $250,000.00. The President and Business Manager will establish, secure, and maintain the only online password that has the capability to use the online accounts. The Accountant/Business Office Assistant is bonded and has access to the in-house accounting system password, which will allow him/her to prepare and print manual checks in the event of an emergency when the Business Manager is not available. These printed checks will require the manual signature of the College President or that of the Secretary of the Board of Trustees.

Responsibility of Content

The Business Manager will have sole responsibility and accountability for the data that are entered for the online accounts. He/she will control due dates, vendor additions and deletions, disbursement dates, and the day-to-day maintenance of all accounts. The President will monitor all transactions at least twice per week. The President will also have capability to block any user access from the online systems at any given time in the event of termination or questionable conduct.

Liability of Accounts

The Financial Institution will assume the responsibility of preventing fraud and monitoring the integrity of the network. They assume accountability for all funds that are in each account in the event of a security breach of the online network. They will investigate and prosecute anyone in violation of security, which may require civil or criminal prosecution.

Online Procedures

The Business Manager will input all vendor data into the online system. This information will include payment amounts, due dates, disbursement dates, addresses, institution account numbers and all other pertinent data. Once this is done, payments will be disbursed at the same time each month.
The President and the Business Manager to ensure the integrity of all accounts will monitor all data on an ongoing basis. The Business Manager and the President will have the capability to account transfers from the Title IV and Title III accounts to General Operations. The President with the approval of the Board of Trustees may transfer funds from the Line of Credit to the General Operation Account.

**BF-5. THE LINE OF CREDIT**

*Responsible Executive: President
Responsible Office: Office of the President*

The College has a line of credit equal to at least 10 percent of the annual budget. The line of credit may be used as deemed necessary by the President up to $25,000 without consultation. The President and the Chair of the Board of Trustees may use the line of credit up to $50,000 without approval of the Board of Trustees. Use above $50,000 must receive approval of the full board.

**BF-6. TITLE III FUNDS**

*Responsible Executive: President
Responsible Office: Office of the President
Responsible Officer: Title III Coordinator*

The United States Department of Education, Title III Grant, for Strengthening Historically Black Colleges is awarded annually. Currently the award is $500,000. The College may use funds to support programs in the following units.

**Departments with Title III Funds**

Development/Title III
Students Affairs/Enrollment Management Building and Grounds
Academics/Library
Administration (non-salary)
Endowment
VII. Facilities and Equipment Policies

FE-1. CAMPUS SPACE USE

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs
Responsible Officer: Assistant to the President

The Clinton College Space Use Policy was created to insure the fair, equitable and appropriate use of campus facilities. Facilities are an important asset to the mission of the university and are primarily educational in nature. Facility usage can either be instructional or non-instructional in nature. Non-instructional events are permitted in certain instructional facilities when the use is appropriate for the space.

In addition, the policy provides a means to levy charges, which cover costs of services, utilities, management fees, and other expenses associated with the use. It provides for space for groups and organizations at no cost at the discretion of the President’s Assistant/Office Manager.

The policy will be updated and refined as the programs and needs of the College change. Any changes to the policy should be referred to the President’s Assistant. All changes to this document are made only after they are reviewed and approved by the President of Clinton College.

PROCEDURES ON USE OF CAMPUS SPACE

I. General Procedures

A. Definitions

1. Instructional Space is space on campus designed for and used for the instruction of Clinton College students. Specifically, classrooms, laboratories, seminar rooms, physical education facilities and auditoriums are considered instructional space. Instructional Space which may be used for appropriate non-instructional uses, if available:
   - Gymnasium
   - Computer Lab
   - Science Lab
   - Dining Hall
   - Administration Building
   - Library Conference Room
2. **Non-Instructional Space** is space on campus designed for purposes other than the delivery of instruction.

3. **Restricted Space**: Space available only for its intended use:
   - All Administrative Offices

**B. Management of Space**

1. **Responsible Persons**: The President’s Assistant and Director of Buildings and grounds are ultimately responsible for all campus space.
   
   a. Determining limitations/restrictions for use of the building.
   
   b. Approving space usage.
   
   c. Insuring cleanliness, repairs, maintenance, and adequate supplies to the building.
   
   d. Maintaining a building space calendar and providing.
   
   e. On-site management of events.
   
   f. Inspecting the building and reporting damages and/or other misuse after an event to insure that charges are rendered where and when appropriate.

**C. Users of Space**

1. **Categories**: For the purposes of authorizing the use of space and charging fees, users are divided into two categories, internal and external.
   
   a. **Internal Users**: Internal users can be classified into two subgroups:
      
      - Those operations, departments, programs, organizations, groups and other activities housed on Clinton’s campus or whose program and operations are funded by college- appropriated funds, or federal/state grants to Clinton College.
      - Student organizations or clubs whose program and operations are funded by college- appropriated funds or student fees.
   
   b. **External Users**: All other users who do not meet the criteria in 1-a. External users can be classified into three subgroups:
      
      - Those external businesses, government agencies, organizations and associations, which have no connection of any kind to Clinton College.
• Those external businesses, government agencies, organizations and associations, which have a relationship with Clinton College.
• Those external, usually professional, groups which have as members Clinton faculty or staff and which may or may not have reciprocal meeting arrangements with other colleges and universities.

II. Use of Space and Reservation Procedures:

A. Space Requests: Building Use Request forms must be filed at least ten (10) days in advance of event. Space approval cannot be guaranteed unless all specifications are met. The request is reviewed by the President’s Assistant to insure all necessary forms and the proper signatures are included.

1. Internal Users: Clinton College departments have the privilege of using a variety of campus facilities for their programs and meetings. No charges for the space or for the use of special university-owned equipment utilized as part of the program will be rendered. Charges may be rendered for Facilities Management. College organizations holding fund-raising activities will normally be assessed a rental charge and costs to compensate the university for the use of facilities.

• Once it is determined that space is available, the departmental group should initiate an online Space Request / Support Services form and submit the online request to the building coordinator and the Academic Dean for final approval.

• An email confirmation notice is returned to the originator.

College space is to be used for academic and/or public service activities. Private parties do not fall within the planned use of university space. No college employee may use university facilities or equipment for private ventures not associated with Clinton College without permission.

2. Student Groups: Recognized student organizations have the privilege of using a variety of campus facilities for their programs and activities. Students may reserve space for their organizations on a first-come, first-serve basis and are responsible for following correct procedures in applying for and using space and for paying any support costs incurred. No charges for the space or for the use of special university-owned equipment utilized as part of the program will be rendered. A rental charge and a charge for costs will be made when an admission charge, donation, or other fee for attendance at or participation in a program is required. The Vice President of Student Affairs must approve any exceptions.

• Once it is determined that space is available, a student group should initiate a Building Use form. The request will be sent to the President’s Assistant.
• An email confirmation notice is returned to the originator, the approving authority for the building concerned, Campus Security, and Facilities Management. **All forms must contain the group’s budget number.**

3. **External Users:** All requests for space by external groups must be cleared through the Office of the President’s Assistant. The President’s Assistant is responsible for coordinating use of campus space by all users and will follow the procedures as outlined above for departmental groups.

B. **Cancellations:** If a scheduled event is canceled, a copy of the Space Request and Support Services form, both marked “Canceled”, must be submitted to the President’s Assistant.

C. **Set-ups:** All Space Requests require a Building Use Set-Up Form to notify the Director of Building and Grounds of the location, date, and time of the meeting.

D. **Special Limitations and Restrictions on Space Use.**

1. **General:** Routine maintenance, repair work, time for set-up and clean-up must all be considered when planning to use space. Individual buildings and spaces, which require other special considerations are listed below:

   a. **LIBRARY** is considered academic space. The Librarian has final approval on its use.

   b. The **GYMNASIUM** and adjacent playing fields are cleared through the Athletic Department.

   c. **RESIDENCE HALLS** will be closed following the May commencement to provide for heavy cleaning and inspection. Designated residence halls will be scheduled for use by external summer groups by January of each year. The use of residence halls by off-campus groups must be coordinated with the availability of the Dining Hall, and large groups must not be scheduled for periods when the Dining Hall is not open.

   d. **STUDENT ACTIVITY CENTER (SAC)** will be under the general supervision of the Department of Student Activities. The Student Activities Coordinator will have the responsibility for scheduling its use and will maintain the calendar.

   e. The **DINING HALL** will be closed normally after dinner on the day after commencement in May, not to be reopened until Fall semester begins in August.

   f. **CLASSROOMS** are scheduled through the Vice President of Academic Affairs.
Weddings and Receptions: The Gymnasium and the Dining Hall are approved spaces available for wedding receptions. A fee is always charged for the use of these spaces for wedding receptions.

*The Dining Hall only allows employees access to the kitchen area. NO ONE is allowed in the kitchen. Outside equipment must be provided by renter, for heating and cooling purposes.*

IV. Facilities Safety Policies (Open flame, smoking, security, etc.)
It is imperative that internal/external space users take the necessary precautions in maintaining campus facilities.

☐ **Taping items to the walls is not permitted in campus buildings.**
☐ Drop cords and wiring to electrical appliances are to be taped down with duct tape.
☐ **No** burning candles are permitted in buildings except in hurricane candleholders.
☐ Internal space users are responsible for cleaning up immediately after their event. Food scraps and other perishables are not to be left over night or weekend. If Facilities Management cleans up after a student event, the student organization will be billed for labor services.
☐ Internal users utilizing campus spaces should report facility or equipment damages to the Campus Security, the President’s Office, or any Vice President within twenty-hour (24) hours after an event, so as not to be held responsible.

**FE-2: ACCESS TO ATHLETIC EVENTS**

*Responsible Executive: Vice President of Student Affairs*
*Responsible Office: Office of Student Affairs*
*Responsible Officer: Athletic Director*

**Athletic Department Policy**

Concerning Admission to all Athletic Events

January 2004

All Clinton College Athletic Events will have an admission fee of five dollars for adults and three dollars for students of the general public. Students, faculty, and staff of Clinton Jr. College will be admitted free of charge. Any guest of the college will also be admitted free of charge with prior approval if the Athletic Department. At the beginning of the Fall Semester and the beginning of each athletic season, the athletic department will offer season passes at a reduced rate to the general public.

Proceeds taken from all athletic events will be reported to the Athletic Department and then
turned into the Business office the following business day. Persons working the gate will be assigned by the Athletic Department or on a volunteer basis. Upon being assigned to work, the
person will then contact the Business Office where they will be issued advanced cash in order to work the gate. Proceeds from the athletic event will never be retained by the Athletic Department; the person(s) working the gate will be responsible for turning the cash into the Business Office.

This policy only includes games sponsored by Clinton Jr. College and does not include games sponsored by outside agencies or entities.

**FE-3. ACCESS TO COLLEGE VANS**

*Responsible Executive: Vice President of Student Affairs*
*Responsible Office: Office of Student Affairs*

The use of the Clinton College Vans is available only to eligible employees who are authorized to operate the vehicles. All employees must be licensed and eligible to be insured under the insurance policy of Clinton College. If the individual is not an employee of Clinton College, they are not eligible to be covered under the College's vehicle insurance policy. Prior to the use of Clinton's vehicles, eligible employees must reserve and sign the vehicle out. During the basketball season, the Athletics Department will have priority in reserving and the use of the vehicles.

1. All reservations are to be made with the Office Assistant in the front office. To assure availability, the vehicle must be reserved at least 24 hours in advance so that the vehicle can be properly serviced prior to use.
2. A packet containing the keys, a log to record mileage, our data, and insurance information will be issued at the time the vehicle is signed by the employee. After each use, the employee must record mileage and gas reserve and return the packet to the Office Assistant. Any mechanical problems or damage observed during usage should be reported on the log by the operator. An employee from the Facilities management department will check the log daily for any needed repairs.
3. Gas should be put in the vehicles after each extended trip. We do not anticipate the return of a vehicle to the campus with the gas indicator registering empty. Receipts for gas should be turned in to the Business Office immediately.
4. All trash **must** be removed by the operator after each use.

In case of an accident, notify your supervisor immediately for further instructions.

**FE-4: ADA ACCESSIBILITY TO FACILITIES AND EQUIPMENT**

*Responsible Executive: Vice President of Student Affairs*
*Responsible Office: Office of Student Affairs*
Under the Americans with Disabilities Act (ADA) a person with a disability is defined as: "Any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment."

The Americans with Disabilities Act states:

"No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity [college], or be subjected to discrimination by any such entity."

It is the policy of Clinton College to abide with ADA requirements and city inspection regulations for access to facilities and equipment.
VIII. Financial Aid Policies

FA-1: DISBURSEMENT OF FEDERAL DIRECT LOANS

Policy category: Financial Aid
Subject: Ensuring accuracy of disbursement of Federal Direct Loans
Office Responsible for Review: Office of Financial Aid

Related Policies:

- All Financial Aid (FA) policies

I. Scope: This policy includes responsibilities of the Director of Financial Aid.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Office of Financial Aid about the correct disbursement of Federal Direct Loans and guidance to students about the application and disbursement process.

III. Effective date: This policy was approved by staff members in the Office of Business Affairs and the Office of Financial Aid on February 19th, 2021, and by the Cabinet on February 23rd, 2021. It is a now a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students seeking financial aid and the Office of Financial Aid.

V. Policy Management.
The following roles are responsible for managing this policy:

Responsible Office: Office of Financial Aid
Responsible Executive: Vice President of Business Affairs
Responsible Officer: Director of Financial Aid

VI. Definitions

Disbursement of Federal Direct Loan - the payment of student aid funds. Typically, the college applies the money to the student’s account to cover the costs of tuition, fees, room, board, etc.

Federal Work Study - A federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses.

Master Promissory Note (MPN) - The Master Promissory Note (MPN) is a legal document in which a student promises to repay his or her loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s).
Free Application for Federal Student Aid (FAFSA) - The college uses the data from this application to determine federal aid eligibility.

VII. The Policy

Overview

A student’s financial aid (except Federal Work-Study) is credited directly to the student’s account and applied to tuition and fees for each semester. For on-campus students, financial aid is also applied to housing costs each semester. The initial financial aid award is evenly disbursed between two semesters. These disbursements are based on the assumption that a student will attend starting in August and continuing through May. If a student does not enroll in one of these semesters, then the remaining aid will be available for the summer. Federal Work-Study funds are paid directly to the student in the form of a check. Federal Work-Study is paid for authorized hours worked.

Applying for Federal Direct Loans

To apply for a Direct Loan, a student must first complete and submit the Free Application for Federal Student Aid (FAFSA) form. Clinton College will use the information from the FAFSA form to determine how much student aid a student is eligible to receive. Direct Loans are generally included as part of the financial aid package. All students receiving a Direct Loan will be required to complete entrance counseling, a tool to ensure they understand their obligation to repay the loan; and sign a loan contract called a Master Promissory Note, agreeing to the terms of the loan.

Usual timeline for approval

Financial Aid approval is based on the submission of the Free Application for Federal Student Aid (FAFSA). Once approved, students will receive an electronic award letter for the amount of Financial Aid awarded. Once the student accepts the Financial Aid package, the student must then complete the entrance counseling and sign the Master Promissory Note (MPN) in order for the financial aid to disburse to the student’s account.

Per the federal requirements, Clinton College will deliver loan proceeds in equal installments and no installment will exceed one-half of the loan.

Ensuring accuracy before disbursement

Clinton College's Financial Aid Office will adjust students awards throughout add/drop periods, or as deemed necessary to ensure accuracy before disbursement.
Class Attendance Requirement

Federal Direct Loan Disbursement for 15-Week Courses:

No funds will be disbursed prior to meeting a 10-day seat time requirement in each class. The 10-day seat time requirement is met when:

- Student attends each on-ground class at least once during the first 10 days of class.
- Student demonstrates active engagement in each online class during the first 10 days of class.

Those students who do not meet the on-ground seat time or the online engagement requirements will forfeit their financial aid eligibility for the semester.

Communication with students

When a student receives a Direct Loan, the student will be contacted by the loan servicer (the student repays the Direct Loan to the loan servicer). The loan servicer will provide regular updates on the status of the Direct Loan, and any additional Direct Loans that a student receives.
Clinton College offers a variety of scholarships to students with academic promise. Many of the scholarships are given annually to students who qualify by the following standards unless otherwise specified:

- Students must have a G.P.A of 2.5 or better during the current or previous semester. A few scholarships require a G.P.A of 3.0 or better.
- Students must follow Clinton’s attendance policy for classes.
- Students must not have restrictions, academic probation, incidents, or actions pending through the Judicial Board during the semester of application.
- Students must be active in academic and student affairs on campus during the semester of application.
- Student must be able to demonstrate a financial need through the Business and Finance Office.
- All scholarships will be made to the recipient and Clinton College up to the amount of the financial obligations. NO CASH MONEY will be awarded.
FA-3. STUDENT LOAN DEFAULT POLICY

Responsible Executive: Vice President for Business and Financial Affairs
Responsible Officer: Office of Business and Financial Affairs
Responsible Officer: Director of Financial Aid

Default management

This is a policy to promote student and school success by increasing retention and reducing delinquency and default on the payment of student loans. Borrowers who default on student loans face serious consequences, and it also adversely affects the institution.

In addition to the Entrance Counseling, students will be counseled at least once a month during Lyceum or during Student Support Services class regarding the necessity of repaying their student loans once they leave the institution. Presentations, oral counseling, and pamphlets will be distributed to students on an ongoing basis. Students will be encouraged to borrow only the amount of money that is needed to complete their education, as the amount borrowed impacts the amount that will be due monthly when they enter repayment. From time to time they will be encouraged to revisit the entrance counseling form that was completed prior to receiving the loan.

If it can be determined that a student is not making progress in scheduled classes, a proactive conference will be set up with the student to solicit information that would aid in resolution of the lack of academic progress, such as the need for a tutor, an academic plan, or intervention by family members to avoid the possibility of the student leaving or dropping out of school.

If a student is identified as delinquent on loan payments, a letter will be sent to the student within 10 days of the institution receiving notification indicating options and who to contact.

They will be informed of the various options that are available to them in order to avoid delinquency and default. Loans are considered in default after 270 days.

If after sending the student a letter, and the student continues to appear on the delinquency list, a letter will be sent to the student as long as the name appears on the delinquency list every 30 days, followed up by telephone calls. This increases the possibility of the student utilizing the options that are available as a last resort.

Relationship of Default Status to Additional Financial Aid

Students, who are at least 270 days late on a student loan payment, are considered in default. The loan holder will assume that the student does not intend to repay the loan and will ask the guaranty agency to buy the loan.

Once a student defaults on a federal student loan, Clinton College will not process any type of request for aid until this default is cleared. In order to verify that the default has
been cleared, the student must submit to the Financial Aid Office a copy of a letter from the agency that reported the default. Clinton College will cooperate with the guaranty agency by providing public information (name, address, and telephone number) to assist the collection process.

**Reports on Student Loan Default**

At the end of each semester an intern grade report will be sent to students and to their parents or guardians in accordance with the eligibility established under the Family Education Rights and Privacy Act of 1974/Buckley Amendment.
FA-4: ENROLLMENT REPORTING POLICY

Policy category: Financial Aid
Subject: Ensuring accuracy of enrollment reporting
Office Responsible for Review: Office of Financial Aid

Related Policies:
- All Financial Aid (FA) policies

I. Scope: This policy includes responsibilities of the Director of Financial Aid and the Registrar.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Office of Financial Aid and the Office of the Registrar about the process of enrollment reporting to ensure accuracy in enrollment data.

III. Effective date: This policy was approved by staff members in the Office of Business Affairs and the Office of Financial Aid on February 19th, 2021, and by the Cabinet on February 23rd, 2021. It is now a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students seeking financial aid and the Office of Financial Aid.

V. Policy Management.
The following roles are responsible for managing this policy:
- Responsible Office (s): Office of Financial Aid; Office of Registrar
- Responsible Executive (s): Vice President of Business Affairs; Vice President for Academics
- Responsible Officer (s): Director of Financial Aid; Registrar

VI. Definitions

CIP codes - Classification of Instructional Programs codes – Classification of Instructional Programs (CIP) codes were developed by the U.S. Department of Education as the national taxonomic standard of academic program titles for federal surveys and state reporting of institutional data.

NSC – National Student Clearinghouse – The National Student Clearinghouse is the nation's trusted source for degree verification and enrollment verification and student educational outcomes research.

NSLDS – National Student Loan Data System - The National Student Loan Data System (NSLDS®) database is the U.S. Department of Education's central record for student aid. It contains data from schools, guaranty agencies, the William D. Ford Federal Direct Loan (Direct Loan) program, and other U.S. Department of Education programs.
OPEID - Office of Postsecondary Education Identifier - The Office of Postsecondary Education Identification (OPE ID) number is assigned by the U.S. Department of Education to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations.

VI. The Policy

The Enrollment Reporting Policy details how Clinton College confirms and reports the enrollment status of all Title IV students and previous Title IV students who transfer to the College. The College contracts with the National Student Clearinghouse (NSC) to complete the enrollment reporting requirements. The College confirms and reports the enrollment status of all students to the NSC. The NSC will use the data file provided by the College to complete the Enrollment Reporting file from the National Student Loan Data System (NSLDS). NSC will provide this information to the participating guaranty agencies, lenders, and servicers. Even though the College uses NSC for enrollment reporting, the College remains responsible for submitting timely, accurate, and complete responses to Enrollment Reporting roster files and for maintaining appropriate documentation. NSLDS will send the roster to NSC; however, if the response is not received in a timely matter, NSLDS will notify the College rather than NSC.

Normal Reporting Schedule:
The College provides the enrollment information to the US Department of Education every 60 days. NSC consolidates all the data the College sends to them and uses the most recent information to populate the NSLDS enrollment roster. Any changes in enrollment status to less than half-time, graduated, or withdrawn will be reported within 30 days of becoming aware of the change.

Reporting Requirements:
The College will certify enrollment at the location level using the eight-digit Office of Postsecondary Education Identifier (OPEID) (also known as Classification of Instructional Programs [CIP] codes). The applicable enrollment status, the effective date of the status, and the anticipated completion date (ACD) of all borrowers attending the College will be reported.

Ensuring Accuracy:
To ensure accuracy, during the first 10 days of each semester, the Office of the Registrar will provide daily enrollment updates to the Office of Financial Aid. After the first ten day, the Office of the Registrar will provide monthly enrollment updates to the Office of Financial Aid by the last business day of each month.
FA-5: FEDERAL DIRECT LOAN ORIGINATION POLICY

Policy category: Financial Aid
Subject: Ensuring accurate loan periods
Office Responsible for Review: Office of Financial Aid

Related Policies:
- FA-12. Satisfactory academic progress policy for financial aid
- FA-4. Enrollment Reporting Policy

I. Scope: This policy includes responsibilities of the Director of Financial Aid.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Office of Financial Aid about reporting accurate origination loan periods.

III. Effective date: This policy was approved by staff members in the Office of Business Affairs and the Office of Financial Aid on February 19th, 2021, and by the Cabinet on February 23rd, 2021. This policy is now a stand-alone specific policy rather than a part of FA-1: Financial Aid Policy as previously published in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students seeking financial aid and the Office of Financial Aid.

V. Policy Management.
The following roles are responsible for managing this policy:
Responsible Office: Office of Business Affairs
Responsible Executive: Vice President of Business Affairs
Responsible Officer: Director of Financial Aid

VI. Definitions

Period of Enrollment – Period for which a Subsidized Federal Direct Loan, Unsubsidized Federal Direct Loan or Direct PLUS is intended.

VII. The Policy

According to Federal requirements, the period of enrollment for a Federal Direct Loan (FDL) is the period for which a FDL is intended. Clinton College will populate the academic year with the exact beginning and ending dates of the academic year and updates the dates based on the student’s actual enrollment.
The following are some of the reasons that would require an update to the loan period:

- The borrower requests that a loan, or a disbursement of a loan, be cancelled

- The borrower does not begin attendance, or does not begin attendance on at least a half-time basis, in a payment period that was included in the originally reported loan period and the school did not make any disbursements of the loan for that payment period;

- The borrower may have lost eligibility for the loan because of any of the following reasons: the borrower's failure to meet the satisfactory academic progress (SAP) standards, the borrower has a grant overpayment, or there is a change in financial circumstances that makes the borrower ineligible for a Direct Subsidized Loan.

- The borrower withdraws during a payment period that was included in the originally reported loan period and, as a result, the entire amount of the loan that was intended for that payment period is returned under the Return to Title IV aid calculation.
FA-6. RETURN OF TITLE IV FUNDS (R2T4) POLICY

Policy category: Financial Aid Policies

Subject: Return of Title IV funds: R2T4

Office Responsible for Review: Office of Financial Aid

Related Policies:
- FA-12. Satisfactory academic progress policy for financial aid
- FA-4. Enrollment Reporting Policy

I. Scope: This policy includes the Director of Financial Aid who is responsible for monitoring students’ eligibility, the Vice President of Business Affairs who supervises staff in Student Accounts and Financial Aid, and the Vice President of Academic Affairs who supervises faculty and staff responsible for monitoring and communicating students’ withdrawal dates.

II. Policy statement. The purpose of this policy is to assure that there is clarity of time frames and conditions under which Title IV program funds would be calculated and disbursed to students after their withdrawal, and/or returned to the Department of Education.

III. Effective date. This policy was approved by staff members in the Office of Business Affairs and the Office of Financial Aid on February 19th, 2021, and by the Cabinet on February 23rd, 2021. It is a now a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. Applicability. This policy applies to all students receiving Title IV funds, faculty and Academic Affairs staff members who monitor student withdrawals, the Director of Financial Aid, and the Office of Student Accounts.

V. Policy Management: The following roles are responsible for managing the policy:

- Responsible Office: Office of Business Affairs
- Responsible Executive: Vice President of Business Affairs
- Responsible Officer: Director of Financial Aid

VI. Definitions

RT24 - Return to Title IV

Return to Title IV - If a student withdraws from a college and has received financial aid, any refundable amount of the institutional charges (tuition and fees and/or housing costs) may be returned to the appropriate financial aid sources.

Title IV- federally funded aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Subsidized and Unsubsidized Direct Loans.

Title IV Percentage Earned – The percentage of Title IV funds earned is equal to the percentage of the payment period completed as of the last day of attendance.
**Title IV Percentage Unearned** – The total Title IV funds disbursed minus the amount of Title IV funds earned determine the amount of Title IV unearned and must be returned to the Department of Education.

**VII. The Policy**

**Overview and General Requirements**

The Federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending on-ground classes and/or engaging in the learning activities of on-line classes. If the student was not enrolled long enough to earn all their aid, the ‘unearned’ portion must be returned to the appropriate Title IV program.

Title IV funds are awarded and disbursed based on the assumption that a student will attend courses for the entire term (summer, fall or spring) and is therefore eligible for the entire amount of the disbursement for that payment period or period of enrollment. A student who withdraws from all courses and received Title IV funds must have a R2T4 calculation performed to determine the percentage of aid that was actually earned based on the amount of time the student was enrolled. Students are entitled to aid that was earned. Clinton College will return any unearned aid to appropriate Title IV program. This adjustment and process is most often referred to as performing the return of Title IV funds or simply "R2T4".

**Financial aid programs subject to the R2T4 requirements:**

- Pell Grant
- Academic Competitiveness Grant (not applicable at Clinton College)
- RT Grant (not applicable at Clinton College)
- FSEOG
- TEACH Grant (not applicable at Clinton College)
- Direct Unsubsidized Stafford Loan
- Direct Subsidized Stafford Loan
- Perkins Loan (not applicable at Clinton College)
- Direct Parent PLUS Loan
- Direct Grad PLUS Loan (not applicable at Clinton College)

**An R2T4 calculation is not required in the following situations:**

- The student never actually began attendance for the payment period
- The student continues to attend at least one course
- The student began attendance but was not eligible to receive Title IV funds (SAP Denials, Verification Incomplete, Ineligible Program of Study, etc.)
Required R2T4 Calculation are based on the withdrawal date recorded by the institution. Students can either be officially or unofficially withdrawn.

Official Withdrawals

An official withdrawal is the federal term used when a student completes the official withdrawal process or provides official notification to the school of his/her intent to withdraw. The date the institution would use for R2T4 purposes would be the date the student completed the official withdrawal process or the date of the student’s official notification.

Unofficial Withdrawals

An unofficial withdrawal from Clinton College occurs when a student stops attending all classes and stops participating in any academic activities beyond the date, he/she last attended classes.

Federal policy requires students who have been awarded any type of Federal Student Aid fulfill their academic requirements. If a student fails to earn a passing grade in at least one course he or she enrolled in for a semester, the Clinton College Office of Financial Aid must assume for Financial aid purposes that the student has unofficially withdrawn, unless it can be documented that the student did complete the term.

Determining Withdrawal Date

Official withdrawals are based on the date students complete the withdrawal process. An unofficial withdrawal dates will be determined based on either the midpoint of the semester or the last day of student’s activity in the course.

Processing R2T4 for Official Withdrawals

Students receiving federal financial aid who completely withdraw within the first 60% in a payment period are subject to the federal return provisions.

Clinton College will use a formula to determine the amount of TITLE IV funds a student has earned as of his/her last day of attendance. During the first 60% of the payment period, the student "earns" Title IV aid in proportion to the length of time he/she remains enrolled. The percentage of TITLE IV funds earned will equal the percentage of the calendar days completed in the payment period prior to the withdrawal date or the last day of attendance. After the student has completed 60% of the payment period, he/she has earned 100% of the TITLE IV funds disbursed.
The institution completes the following steps for processing R2T4 for Official Withdrawals:

**Step 1:** Determine the student’s withdrawal date:
- Official date of withdrawal is recorded in the Campus Café system
- Official date of withdrawal is reported to Clearinghouse

**Step 2:** Calculate R2T4 and determine the following:
- Percentage of Title IV funds earned
- Amount of Title IV funds earned
- Amount of Title IV funds unearned
- The amount the school and student share of the unearned aid (need to return)

**Step 3:** Revise Title IV awards:
- The FA Director revises the Title IV awards to reflect the earned amounts in Campus Café

**Step 4:** Determine Unearned Aid and Disbursed Aid:
- Determine the amount of unearned aid by subtracting earned aid from disbursed amount
- If unearned funds must be returned, allocate unearned aid to programs from which was funded
- Determine the institution’s share and any funds repaid by the student or refer to the Dept of ED

**Returning of Title IV Funds**
- The student will be notified in writing following the official calculation of R2T4
- The FA Office along with the Business Office will coordinate the return of the unearned Title IV according to guideline
- The Business Office will return all required Title IV funds to the Department of Education within 45 days of officially determining the student withdrew
- The student must return any overpayment directly to Clinton College
- The FA Office may refer the overpayment to the Department of ED if the student fails to make satisfactory payment arrangement in a timely manner with the Business Office

**Post- Withdrawal Disbursements**

If a student ceased enrollment prior to Title IV funds being disbursed, and if Title IV funds could have been disbursed, the Financial Aid Director will determine the amount of aid that was earned and perform a Post-withdrawal disbursement. If a student began attendance but was not eligible for Title IV aid prior to withdrawing, these regulations do not apply.
FA-7: FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) POLICY

Policy category: Financial Aid
Subject: Awarding the FSEOG grant
Office Responsible for Review: Office of Financial Aid

Related Policies:
- All Financial Aid (FA) policies

I. Scope: This policy includes responsibilities of the Director of Financial Aid and the students.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Financial Aid office who manage the FSEOG award process so that it is implemented consistently with all students.

III. Effective date: This policy was approved by staff members in the Division of Business Affairs on February 19th, 2021 and by the Cabinet on February 23rd, 2021. It is now a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students seeking financial aid and the Office of Financial Aid.

V. Policy Management.
The following roles are responsible for managing this policy:
- Responsible Office: Office of Business Affairs
- Responsible Executive: Vice President of Business Affairs
- Responsible Officer: Director of Financial Aid

VI. Definitions

EFC: Expected Family Contribution as determined. EFC (Expected Family Contribution) an index number that the college financial aid staff use to determine how much financial aid a student would receive if you were to attend school. The information reported on the FAFSA, including specific tax information and family income, is used to calculate EFC.

Federal Supplemental Educational Opportunity Grant (FSEOG): An additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and whose Expected Family Contribution (EFC) is a zero. The FSEOG does not need to be repaid.

FSEOG program: A campus-based program administered directly by the Financial Aid Office
VII. The Policy

Awarding the FSEOG:
The Office of Financial Aid will award a student up to $150 per semester, depending on the student’s financial need. A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to students with the lowest expected Faculty Contribution (EFC). Students with the lowest EFC are given priority to the limited grant funds. FSEOG funds are awarded by semester.

Clinton College receives a certain amount of FSEOG funds each year from the U.S. Department of Education’s office of Federal Student Aid. Once the full amount of the school’s FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. There is no guarantee that every eligible student will be awarded FSEOG. This system works differently from the Federal Pell Grant Program, which provides funds to every eligible student.

Amount of aid:
The amount of aid awarded depends upon the student’s financial need, the amount of other aid awarded, and the availability of funds.

Disbursement of aid:
A portion of the award will be provided to the student in each payment period during the academic year in equal amounts. Upon receipt of Federal Student Aid funds by the Business and Finance Office, (i.e., Pell, loans, FSEOG) the student's account will be credited prior to any refunds. Once the student's account is credited and there is a balance due the student, a credit balance is calculated, and a refund (credit balance) is issued to the student. No funds are disbursed from the Financial Aid Office. All disbursements are made by the Office of Student Accounts.

FSEOG Eligibility determination
To determine if a student is eligible, the U.S. Department of Education uses a standard formula to evaluate the information reported on the Free Application of Federal Student Aid (FAFSA). The formula produces an Expected Family Contribution (EFC) number. Following Federal Regulations, Clinton College awards students with the lowest EFC (zero EFC), who have demonstrated Pell Grant eligibility for the same award year.

To be considered for FSEOG, a student must:
- Fill out a Free Application for Federal Student Aid
- Meet all Department of Education eligibility requirements including but not limited to:
  - Demonstrate financial need
  - Having a high school diploma or a General Education Development (GED) Certificate
  - Registering with the Selective Services, if required
  - Being a U.S. citizen or eligible non-citizen
  - Having a valid Social Security Number
  - Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
• Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (SAP)
• Have a zero EFC
• Be registered and attending at least 6 credit hours in a semester.

Additional FSEOG Award:
If a student incurs uneven costs or uneven financial assistance during an award year and needs additional assistance in a particular payment period, the institution may pay FSEOG funds to the student for the uneven costs.
FA-8: FINANCIAL AID VERIFICATION POLICY

Policy category: Financial Aid
Subject: Requirements for Verification
Office Responsible for Review: Office of Financial Aid

Related Policies:
- FA-11: Pell Grant Award Accuracy Policy

I. **Scope:** This policy includes responsibilities of the Director of Financial Aid and the students.

II. **Policy statement:** The purpose of this policy is to provide guidance to personnel in the Financial Aid office who manage the verification process so that it is implemented consistently with all students.

III. **Effective date:** This policy was approved by staff members in the Division of Business Affairs on February 19th, 2021 and by the Cabinet on February 23rd, 2021. It is now a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. **Applicability:** This policy applies to all students seeking financial aid and the Office of Financial Aid.

V. **Policy Management.**
The following roles are responsible for managing this policy:
- **Responsible Office:** Office of Business Affairs
- **Responsible Executive:** Vice President of Business Affairs
- **Responsible Officer:** Director of Financial Aid

VI. **Definitions**

**Central Processing System (CPS)** - the automated system that processes all Free Application for Federal Student Aid (FAFSA) submissions for Federal Student Aid (FSA) for the U.S. Department of Education (Department).

**Title IV** - Title IV financial aid is federally funded aid such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal Subsidized and Unsubsidized Direct Loans.

**Higher Education Act (HEA)** - The Higher Education Act (HEA) is a federal law that governs the administration of federal higher education programs. Its purpose is to strengthen the educational resources of colleges and universities and to provide financial assistance for students in postsecondary and higher education.

**Verification** - the process a school uses to confirm that the data reported on the FAFSA is accurate. If selected for verification, the school will request additional documentation that supports
the information reported.

**EFC** - Expected Family Contribution (EFC) is the index number that the college financial aid office use to determine how much financial aid a student can receive for attending college. The information reported on the FAFSA is used to calculate the EFC.

**ISIR** - Institutional Student Information Record (ISIR) is the electronic record of all the information reported on the FAFSA. Each college or university that is listed in Section two on the FAFSA will receive this electronic record.

**VII. The Policy**

Each year, about 30% of students who submit a FAFSA are selected by the federal government for verification. Students who are selected for verification must submit to Clinton College copies of the information they used to file the Free Application for Federal Student Aid (FAFSA). This includes documentation of filing an income tax return and certain other financial documents.

Each student that is selected for verification will receive a written statement explaining the following:
- The documents required for verification
- Students responsibilities, including correction procedures
- The dates/deadlines for submitting requested information
- The consequences of missing the deadline
- Notification methods, including how the student will be notified if an award changes as a result of the verification and the time frame for notification

**Documents required for verification:**
The documentation needed for verification varies according to the item verified. Some of the documents that may be requested but are not limited to:
- IRS tax transcripts
- W-2 Form
- Statement of non-filer letter
- Verification form
- Registration for Selective Service (as applicable for men ages 18-25)
- Documentation of disability
- Verification of identity through government issued identification card
- Statement of educational purpose

**Making Corrections to FAFSA:**
Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and most secure method of meeting verification requirements. Corrections to the Free Application for Federal Student Aid (FAFSA) form can be made by logging in at fafsa.gov using your FSA ID and select Make FAFSA Corrections. Once the correction is submitted, the student will receive a confirmation number, the correction will be processed in three to five days.
Deadline for verification document submission and consequences of not completing verification:
Financial Aid verification must be completed by the end of the drop/add period. If the student fails to complete the verification process prior to the deadline, the student’s financial aid will not be processed, and the student becomes a self-pay student. To maintain enrollment, the student must pay the student account balance via self-pay. If the student is not capable of making a payment, the account will be considered unsettled and the student will be dropped from their scheduled classes for non-payment.

Method of student notification:
If a student award changes because of the verification process, the student will be notified via the Global Financial Aid portal, via email and/or phone. In addition, the student will receive an updated award letter that must be signed and accepted.

Reporting Overpayments:
Overpayments occur when a student is over awarded if the school cannot correct them before funds are disbursed to a student.

An overaward exists whenever:
- A school awards aid either to a student who is ineligible for a specific program or to a student who is ineligible for any FSA program assistance;
- Student’s award in an individual program exceeds the regulatory maximum, e.g., lifetime limit for Pell, annual or aggregate loan limits, annual limit on Federal Supplementary Educational Opportunity Grant (FSEOG) awards, or a Pell award based on the wrong payment schedule/enrollment status;
- Student’s aid package exceeds his or her need (including when the student’s Expected Family Contribution [EFC] is revised upward after initial packaging);
- Student’s award exceeds his or her cost of attendance (COA); and
- Student is receiving a Pell or Iraq and Afghanistan Service Grant at multiple schools for the same period

If a student’s aid package exceeds his or her need, the financial aid administrator must attempt to eliminate the overaward by reducing other aid the school controls. A Pell Grant awarded to an ineligible student is an overaward, as is a grant based on an enrollment status greater than that for which the student is enrolled.

Limitations on disbursements
- No interim disbursements of Title IV aid will be made prior to the completion of verification.

Suspected cases of fraud
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.
FA-9: PROFESSIONAL JUDGEMENT/DEPENDENCY OVERRIDE POLICY

Policy category: Financial Aid
Subject: Ensuring compliance for Professional Judgement and Dependency Override
Office Responsible for Review: Office of Financial Aid

Related Policies:
- All Financial Aid (FA) policies

I. Scope: This policy includes responsibilities of the Director of Financial Aid.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Office of Financial Aid about professional judgement guidelines for justifying a dependency override.

III. Effective date: This policy was approved by staff members in the Office of Business Affairs and the Office of Financial Aid on February 19th, 2021 and by the Cabinet on February 23rd, 2021. It was not part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students seeking financial aid and the Office of Financial Aid.

V. Policy Management.
The following roles are responsible for managing this policy:
  - Responsible Office: Office of Business Affairs
  - Responsible Executive: Vice President for Business Affairs
  - Responsible Officer: Director of Financial Aid

VI. Definitions

  Dependency Override - Financial aid administrators have the authority, through Section 480(d)(7) of the Higher Education Act, to change a student’s status from dependent to independent in cases involving unusual circumstances.

  Professional Judgement - When there are unusual situations or circumstances that impact a student’s federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgment on a case-by-case basis and with adequate documentation to adjust the data elements on the Free Application for Federal Student Aid (FAFSA) form.
VII. The Policy

Overview

Section 479A of the Higher Education Amendments of 1992 authorized the financial aid administrator at a college or university to exercise Professional Judgment (PJ) on a case-by-case basis for special or unusual circumstances.

Due to varying circumstances, students and parents often find the information they provided on the FAFSA does not realistically reflect their ability to provide educational support. When this happens, students may choose to submit a Financial Aid Professional Judgment Appeal to the Financial Aid office requesting that their situation be reviewed.

Clinton College Financial Aid office will provide individual consideration of each student’s circumstances based on the qualifying categories.

Please note that a successful appeal does not guarantee additional aid, and sometimes additional aid is not immediately available. Students that were selected for verification must complete the verification process prior to any professional judgment decisions.

Dependency Override

A student may have unusual circumstances that justify a dependency override that will allow the financial aid administrator to change the students’ status from dependent to independent. The Higher Education Act of 1965 (HEA) defines an independent student as someone who fits into one or more specified categories. Under these categories a student is independent if he or she:

- Is 24 years of age or older by December 31 of the award year
- Is married as of the application date
- Is a graduate or professional student
- Is a veteran of the US Armed Forces or currently serving on active duty for purposes other than training
- Has legal dependents other than spouse
- Is an orphan or ward of the court, or has been at any time since the age of 13
- Is an emancipated minor or in legal guardianship or was when the student reached the age of majority in their state
- Is determined to be an unaccompanied youth (at any time after July 1st, 2018) who is/was homeless or self-supporting and at risk of being homeless

The Director for Financial Aid has the authority to perform dependency overrides on a case-by-case basis for students with unusual circumstance. The student must consult with the Director of Financial Aid to discuss circumstances and to submit the necessary documentation. Usually, third party written documentation supporting a student’s unusual circumstance is generally required. Once the documentation has been submitted, the Director of Financial Aid will review the paperwork and will submit qualifying dependency overrides to Global Financial for final review and approval.
Extenuating circumstances

Please note that extenuating circumstances do not include financial hardship, a parent’s unwillingness to provide financial support, parents not claiming the student as a dependent for income tax purposes, or a student demonstrating total self-sufficiency. Note that all of these circumstances are largely discretionary in nature. A student cannot become independent just because the parents are unwilling to help pay for the student’s college education. Although these circumstances are not sufficient for a dependency override, they do not preclude it. Sometimes there are additional circumstances that occur in conjunction with these circumstances that do merit a dependency override. These can include the following:

- an abusive family environment (e.g., sexual, physical, or mental abuse or other forms of domestic violence)
- abandonment by parents
- incarceration or institutionalization of both parents
- parents lacking the physical or mental capacity to raise the child
- parents whereabouts unknown or parents cannot be located
- parents hospitalized for an extended period
- an unsuitable household (e.g., child removed from the household and placed in foster care)
- married student’s spouse dies, or student gets divorced

Communication of review

After final review, Global Financial will provide their approved Professional Judgments in writing to Clinton College to notify the student. If the Professional Judgment is denied, Global Financial will provide that information in writing to Clinton College. The Director for Financial Aid will notify the student and determine next steps.
FA-10: PELL GRANT AWARD ACCURACY

Policy category: Financial Aid
Subject: Ensuring accuracy of the Pell Grant Award
Office Responsible for Review: Office of Financial Aid

Related Policies:
- FA-6: Return to Title IV (R2T4) Policy
- FA-4: Enrollment Reporting Policy

I. Scope: This policy includes responsibilities of the Director of Financial Aid, the Registrar, and the Director of Student Accounts.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Offices of Financial Aid and Student Accounts when adjustments to the Pell Grant award are needed.

III. Effective date: This policy was approved by staff members in the Division of Business Affairs on February 19th, 2021 and by the Cabinet on February 23rd, 2021. This policy is now a stand-alone policy rather than a part of the previous version of FA-1: Financial Aid Policy published in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students seeking financial aid, the Office of Financial Aid, the Office of Student Accounts, and the Office of the Registrar.

V. Policy Management.
The following roles are responsible for managing this policy:
Responsible Office: Office of Business Affairs
Responsible Executive: Vice President of Business Affairs
Responsible Officer: Director of Financial Aid

VI. Definitions

Financial aid overpayment/underpayment - An overpayment/underpayment occurs when a student receives more or less financial aid than he/she was eligible to receive.

VII. The Policy

Regulations by the Federal government states that the amount of a student’s Pell Grant for an academic year is based upon the payment and disbursement schedules published by the Secretary of Education for each award year. In addition, Federal Pell Grant awards are based on the EFC on the student’s SAR or ISIR, along with the academic year structure and Cost of Attendance. Clinton College will award Pell Grant based on the award year including the exact beginning and ending dates of the academic year.
Change in student credit hours
Changes to student credit hours affect the Pell Grant Award. The Registrar’s office will provide ongoing updates to changes in student credit hours. If a student’s schedule decreases to below 12 hours, the Financial Aid office and Student Accounts manager will be notified within 24 hours by the Registrar’s Office.

Overpayments/Underpayments
An overpayment/underpayment occurs when a student receives more or less financial aid than he/she was eligible to receive based on actual enrollment. Generally, overpayments/underpayments are the result of changes in enrollment, (e.g., full-time to half-time status or a complete withdrawal from all classes). Overpayments/underpayments can also occur when a student’s financial information is updated and causes a change in eligibility.

Change of Enrollment Status
The college must review payments of funds to students each enrollment period to determine if students have received an overpayment/underpayment. If a student receives a disbursement and then drop credits, he or she may be subject to repayment of some or all of the funds received.

Unearned Aid
Financial aid eligible credit(s) is/are calculated based on the individual class start date(s). Any excessive funds received because of having dropped financial aid eligible credit(s), when compared to the unit load of the actual disbursement(s) made, is considered unearned aid.

Return of Financial Aid
A student may be required to return all or a portion of their financial aid disbursement if:
• They completed the semester with ALL non-passing grades (any combination of F's, W's and I's) as a result of non-attendance or non-participation
• They voluntarily dropped their classes after the drop/add period
• They were administratively dropped from their classes after the drop/add period for non-participation.

Counseling before withdrawal
If it becomes necessary for a student to officially withdraw from all of their classes, student’s must contact the Office of Financial Aid to complete exit counseling before the withdrawal process is complete.

Repayment of funds
After counseling, if a student chooses to change their enrollment status and/or withdraw from their courses and the change results in a balance owed to Clinton College or Department of Education, the student is responsible for the repayment of the funds to Clinton College and/or the Department of Education.
If it is determined that a student owes a repayment to Clinton College, the student will be notified by email, phone and/or certified mail. Until the balance is satisfied, a hold will be placed on the student’s academic and financial aid records. The hold will prevent the student from receiving their transcripts, prevent future enrollment at Clinton College and will jeopardize future financial aid eligibility at Clinton College.
FA-11: VALIDITY OF HIGH SCHOOL COMPLETION

Policy category: Financial Aid/Admissions
Subject: Ensuring validity of the high school completion
Office Responsible for Review: Office of Admissions and Office of Financial Aid

Related Policies:

- AA-1: Admissions Policies
- All Financial Aid (FA) policies

I. Scope: This policy includes responsibilities of the Director of Admissions and the Director of Financial Aid.

II. Policy statement: The purpose of this policy is to provide guidance to personnel in the Offices of Admissions and Financial Aid about validation of high school completion before admission and before any disbursement of Financial Aid.

III. Effective date: This policy was approved by staff members in the Offices of Business Affairs, Financial Aid, and Admissions on February 26, 2021, and by the Office of Enrollment Management and Cabinet on March 2, 2021.

IV. Applicability: This policy applies to all students seeking financial aid, the Office of Admissions, and the Office of Financial Aid.

V. Policy Management.
The following roles are responsible for managing this policy:
Responsible Office: Office of Admissions
Responsible Executive: Associate Vice President of Enrollment Management
Responsible Officer: Director of Admissions

VI. Definitions
N/A

VII. The Policy

Receipt of official high school transcript
All high school transcripts are received in the Office of Admissions. The Office of Admission’s will upload the transcripts to the Student Information System (SIS) within 3 days of receipt.

Once the transcript is loaded into the SIS system, the Director will then provide the Registrar a paper copy for back-up filing in the secure student files in the Registrar’s Office.

After graduation, the Registrar will arrange for the paper copies to be digitized for permanent and secure storage through the company Filebound.
Receipt of Official or Unofficial Transcripts

Students may be conditionally admitted with an incomplete or unofficial high school transcript to encourage later enrollment after graduation. However, no student may be fully admitted, nor provided any form of scholarship or financial aid, nor enrolled in classes until the official transcript has been received and uploaded in Campus Café and notice of full admission has been provided to the Office of Financial Aid.

Clinton College recognizes several equivalents to a high school diploma

- General Education Diploma (GED)
- An associate degree
- Successful completion of at least 60 semester or trimester credits or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit towards a bachelor’s degree at any institution; or
- Enrollment in a bachelor’s degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into a bachelor’s degree program.

International High School Diplomas

High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma.

Validity of High School Diplomas

Clinton College will evaluate the validity of a student’s high school diploma if the institution or Department of Education has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education.

Communication from the Office of Admissions to the Office of Financial Aid

Once students are accepted, the Director of Admissions will provide only the names of fully admitted students to the Office of Financial Aid. Only fully accepted students will be packaged for Financial Aid.
FA-12. SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

Policy category: Financial Aid Policies
Subject: Eligibility requirements for Financial Aid
Office Responsible for Review: Office of Financial Aid

Related Policies:
- FA-2: Scholarship Policy
- FA-3: Student Loan Default Policy
- BF-2: Tuition Refund Policy
- AA-3: Transfer Policy
- AA-10: Grading Policy
- AA-16: Academic Forgiveness Policy
- AA-17: Grade of Incomplete Policy

I. Scope: This policy includes the Director of Financial Aid who is responsible for monitoring students’ eligibility, the Vice President of Business Affairs who supervises staff in Student Accounts and Financial Aid, and the Vice President of Academic Affairs who supervises faculty and staff responsible for recording and updating grades in the student information system, Campus Café.

II. Policy statement: The purpose of this policy is to assure that all students, faculty, and staff have a clear and consistent framework for understanding the ongoing eligibility requirements for federal financial aid.

III. Effective date: This policy was revised, reviewed, and approved in February 2021. It is now a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy in the 2013 Policy Manual.

IV. Applicability: This policy applies to all students, faculty, the Director of Financial Aid, and the Office of Student Accounts.

V. Policy Management: The following roles are responsible for managing this policy:
- Responsible Office: Office of Business Affairs
- Responsible Executive: Vice President of Business Affairs
- Responsible Officer: Director of Financial Aid

VI. Definitions

Satisfactory Academic Progress (SAP) – Maintaining the required cumulative GPA and completion of courses at a rate that meets the standards enumerated in this policy.

Attempted Credit Hours – The credit hours of a course or courses for which a student has registered and did not drop during the drop/add period.
**Drop/Add Period** – The first five class days of a semester when a student may drop, add, or change a course without a record on the transcript.

**VII. The Policy**

Federal regulations require that educational institutions create, implement, and monitor compliance with a policy about the satisfactory academic progress (SAP) a student must make in order to be eligible for FSA funds. Students must meet BOTH the qualitative and quantitative standards each semester in order to receive financial aid for the next semester. There are a number of variables to be considered in determining a student’s eligibility for FSA funds. This policy addresses each of these variables below:

1. **Qualitative standard.** The student’s cumulative grade point average (GPA) must meet escalating standards according to credit hours completed, as shown below:

<table>
<thead>
<tr>
<th>Total credit hours attempted</th>
<th>Minimum required cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>1.50</td>
</tr>
<tr>
<td>18-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

2. **Quantitative standard.** The student’s rate of successfully completing the credit hours of courses attempted must be at least 67% per academic year. For example, if a student takes 15 credit hours each semester for a total of 30 credit hours in the academic year, he/she must complete at least 20 of the 30 credit hours to achieve the minimum pass rate of 67% for the academic year. This standard is often referenced as “pacing.”

3. **Effect of grades on qualitative and quantitative standards.** The table below shows the impact of grades on meeting the qualitative (GPA) and quantitative (pacing) standards:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Definition</th>
<th>Impact on GPA</th>
<th>Impact on pacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - C</td>
<td>Successful completion</td>
<td>Maintains GPA at 2.0 or above</td>
<td>Maintains pacing at 100%</td>
</tr>
<tr>
<td>P</td>
<td>Passing, successful completion</td>
<td>No impact on GPA</td>
<td>Maintains pacing at 100%</td>
</tr>
<tr>
<td>D</td>
<td>Poor completion</td>
<td>Will bring GPA below 2.0 if not offset with A’s and B’s</td>
<td>Maintains pacing at 100%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Will bring GPA below 2.0 if not offset with A’s and B’s</td>
<td>Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully completed courses.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No impact on GPA</td>
<td>Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully completed courses.</td>
</tr>
</tbody>
</table>
4. **Repeating a course.** A student may repeat a course when the grade was a D or F to attempt to earn a higher grade. The higher grade will be the one calculated in the GPA and therefore will improve the GPA to meet or exceed the qualitative standard for receiving federal financial aid. However, the repetition of the course will not count toward the required rate of successful course completion (pacing).

5. **Transfer courses.** Courses accepted in transfer must have been completed with a grade of C or higher. Transfer courses do not count toward the GPA at Clinton College. However, the number of credit hours transferred is a factor in meeting the escalating GPA requirement for the qualitative standard. For example,

   - If a student transfers in 3 credit hours and takes 12 credit hours in his first semester at Clinton College, he must earn a GPA of 1.5 or higher to meet the minimum standard for 0-17 hours.
   - If a student transfers in 18 credit hours and takes 12 credit hours in her first semester at Clinton College, she must earn a GPA of 1.75 or higher to meet the minimum standard for 18-30 hours.
   - If a student transfers in any amount of credit hours and takes enough credit hours in his first semester at Clinton College to exceed 31 attempted hours, she must earn a GPA of 2.0 or higher to meet the minimum standard for 31 or more credit hours.

   Calculation of pacing for the quantitative standard will be based on credit hours successfully completed at Clinton College.

6. **Readmitted students.** Students who return to Clinton College after a period of absence must establish and maintain a cumulative GPA and pacing rate that meets the requirements in this Financial Aid standard in relationship to credit hours attempted.

7. **Enrollment status.** A student must be enrolled at least half-time (6 semester credit hours) in courses that count toward his degree to receive financial aid from the Direct Subsidized/Unsubsidized and Direct PLUS Loan programs. The Pell grant does not require half-time enrollment.

8. **Monitoring compliance.** Clinton College monitors compliance with these standards at the end of each semester to determine eligibility for continued financial aid.
9. **Financial aid warning.** If a student does not meet the GPA and/or pacing requirements at the end of a semester, he will be placed on financial aid warning for one semester. If he does not meet the GPA and/or pacing requirements at the end of the warning semester, his financial aid will be suspended.

10. **Appealing suspension of financial aid.** A student may appeal the loss of financial aid eligibility on the basis of a qualifying reason: her injury or illness, the death of a relative, or other special circumstances. Her appeal must explain why she failed to make satisfactory progress (GPA and/or pacing), what has changed in her situation that will allow her to make satisfactory progress by the end of the next semester, and what she plans to do differently in order to make satisfactory progress. The appeal will be considered by the Director of Financial Aid, the Vice President of Business Affairs, and the Vice President of Academic Affairs.

11. **Financial aid probation.** If the appeal regarding suspension of financial aid is approved, the student will be placed on Financial Aid Probation for one semester. The student must take action to be in compliance with the GPA and pacing standards to re-establish financial aid eligibility after the semester of financial aid probation or financial aid will be suspended until such time that a student meets eligibility requirements regarding GPA and pacing standards.

12. **Maximum time frame.** Students may remain eligible for financial aid for 150% of the published length of the program.
   - For the Associate Degree programs, 150% of 61 credit hours = 91 credit hours
   - For the Bachelor’s Degree programs, 150% of 121 credit hours = 181 credit hours
IX. Health and Safety Policies

HS-1. HEALTH & SAFETY POLICY

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

It is the policy of the College to ensure the health, safety and welfare of its employees, students, contractors, visitors, customers, and others who may be affected by its operations. The College believes that effective management of health and safety is an essential part of its business strategy and is fully committed to providing the highest standards of health and safety at work.

Legal obligations under the Health and Safety at Work Act 1974 and associated regulations will be met the College as far as is reasonably practicable.

Attention will be paid to assure:

- Safe and healthy places of work with safe access and egress
- Safe plant, equipment, and systems of work
- Safe handling, storage, and transport of articles and substances
- Information, instruction training, and supervision
- Adequate welfare facilities at work

It is the objective of the College to promote a positive health and safety culture in all of its activities and through instruction in courses taught. All employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or missions and to co-operate with the College in meeting its statutory requirements. In addition all persons have a duty not to interfere intentionally with anything provided in the interests of health and safety.

In order to ensure the health, safety and welfare of employees, students and others the College will make suitable and sufficient assessment of the risks associated with its activities and take appropriate preventative and/or protective measures.

The College considers the active involvement of its employees and students to be vital in achieving these objectives. Therefore the College will consult with its employees through appropriate employee safety representatives and committees on all matters affecting their health, safety and welfare.

The College will monitor and periodically review its safety policies, procedures, to ensure they are appropriate and relevant. In order to help achieve objectives related to providing a safe environment the College will ensure it has provision for competent advice and guidance on health and safety matters.
Policies and Procedures will be revised annually at the end of the spring semester by June 1st of each year. Current information will be added as deemed appropriate. Assistance will be sought from community agencies to determine if all safety concerns are addressed. In June of each year the safety plan will be placed in the Policies and Procedures Manual.
HS-2. AIDS POLICY

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

The purpose of the AIDS/HIV policy is to reassure students that AIDS is not spread through casual contact during normal student activities and to reduce unrealistic fears about contracting an AIDS virus related condition. This policy also protects the legal right to an education by students who are diagnosed with an AIDS virus related condition and provides guidelines for situations where infection with the AIDS Virus is suspected. Our policy is to encourage sensitivity to and understanding for students affected with a condition of the AIDS virus.

We are committed to maintaining a hearty educational environment by protecting the physical and emotional health and well-being of all students on campus. We also have a commitment to provide an education to students who are physically able to operate in a college classroom setting. The AIDS policy is a direct outgrowth of this commitment. It provides guidelines for situations when a question as to an AIDS virus related condition arises. Listed below are major considerations:

- Students, residential and non-residential, who are diagnosed with an AIDS virus, related condition may continue to pursue their educational goals if they are otherwise qualified.
- We provide AIDS education for all students to help them understand how AIDS is spread and to reduce unrealistic fears and anxiety or contracting an AIDS virus related condition.

POLICY ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

AIDS is a tragic reality of our times. Clinton College recognizes that the Human Immunodeficiency Virus (HIV) infection, the disease which results in the Acquired Immune Deficiency Syndrome (AIDS), presents a number of economic, health employment, and legal issues for employees in the workplace.

As Christians, We encourage behaviors and practices that would subsequently protect persons from many of the risks of HIV/AIDS, such as abstinence from sex before marriage, monogamy in marriage and not engaging in illegal intravenous drug use. We realize that AIDS is also transmitted from mothers to innocent children and sometimes through blood transfusions.

In this guidance, the term HIV is used when the discussion is referring to the range of medical conditions which HIV-infected persons might have (i.e., immunological and or neurological impairment in early HIV infection to clinically diagnosed AIDS). The term AIDS is used to refer to either the general AIDS phenomenon or to clinically diagnosed AIDS as a medical condition.
It is our intention to inform and educate our students, staff, faculty, trustees and administration about the dangers and risks of HIV/AIDS and to face this tragedy with compassion and care. This guide supersedes our previous policy on HIV/AIDS.

Purpose

The purpose of the AIDS/HIV policy is to reassure employees and students that AIDS is not spread through casual contact during normal work practices and student activities and to reduce unrealistic fears about contracting an AIDS virus-related condition. The policy also protects the legal right to work of employees and the legal right to an education by students who are.

General Policy

We are committed to maintaining a healthy work and educational environment by protecting the physical and emotional health and well-being of all employees in the workplace and all students on campus. We also have a commitment to provide employment for people with physical disabilities who are able to work and to students who are physically able to operate in a college/classroom setting. The AIDS policy is a direct outgrowth of those commitments. It provides guidelines for situations when a question as to an AIDS virus-related condition arises. Listed below are major considerations:

Employees who are diagnosed with an AIDS virus-related condition may continue to work if they are deemed medically able to work and can meet acceptable performance standards. We will provide reasonable performance standards and reasonable accommodation, if necessary, to enable these employees to continue working.

Students, residential and non-residential, who are diagnosed with an AIDS virus-related condition, may continue to pursue their educational goal if they are deemed medically capable of meeting the college’s academic standards.

We provide AIDS education for all employees and students to help them understand how the aids virus is spread and to reduce unrealistic fears and anxiety of contracting an “AIDS virus-related condition.”

The term “Aids virus-related condition” refers to the following four medically diagnosed conditions:

I. Presence of the AIDS antibody without symptoms of AIDS
II. Presence of an “AIDS-Related Complex (ARC)”
III. Full blown AIDS
IV. Central nervous system infection
Medical Overview

Medical experts on “AIDS virus-related conditions” have informed us that there is no known risk of AIDS transmission between an affected employee and other employees through either casual or close contact that occurs during normal work activities.

An AIDS virus-related condition is not transmitted by breathing the same air, using the same restroom facilities, touching a common piece of paper, or using the same telephone. Transmission of the virus through oral secretions or tears is not a recognized risk according to medical authorities. Additionally, the virus is very fragile and has been found to be transmitted only through intimate exchange of bodily fluids (for example, blood or blood-contaminated tissue fluids such as semen or vaginal fluid).

The AIDS virus attacks the immune system, causing a breakdown in a person’s normal protection against infection. This leaves the body vulnerable to life-threatening illnesses. In addition, the virus itself can affect the nervous system.

Individuals of all sexual orientation are at risk of contracting an AIDS virus-related condition. According to medical experts, the AIDS virus is transmitted in the following ways: sexual contact through transmission of semen or vaginal fluids; intravenous drug administration with contaminated needles; administration of contaminated blood or blood products; and passage of the virus from infected mothers to their fetus or newborn. However, there is no evidence to suggest that pregnant women are particularly susceptible to any AIDS virus-related illness or condition.

Recent medical evidence suggests that an AIDS virus-related condition can have an incubation period of several weeks, months or years before symptoms appear. Medical findings indicate that a person who has a positive antibody test will not necessarily develop an AIDS virus-related condition.

As is true for any person with a life-threatening illness, a person diagnosed with an AIDS virus-related condition deserves and requires compassion and understanding. While that person is attempting to cope with his or her own vulnerability and fears, the support and understanding of friends and colleagues can be particularly valuable.

Some people have fears about contracting AIDS based on misinformation or lack of knowledge about AIDS is spread. Education providing accurate medical information can best alleviate fears of contracting an AIDS condition.

To address the impact of the HIV virus and AIDS in the workplace, we have developed the following guidelines for handling employee issues that may arise:

I. Clinton College is committed to maintain a safe and health environment for all employees and students, while continuing to maintain our longstanding commitment of providing education to our constituency.
II. Clinton College does not discriminate against employees or students on the basis of disability, including HIV infection. Furthermore, it is the College’s policy that employees with the HIV infection are allowed to continue working as long as they are able to maintain an acceptable level of performance, and do not pose a safety or health threat to themselves or others which cannot be eliminated with a reasonable accommodation. It is the college’s policy that students with the HIV infection be allowed to continue their education at this institution as long as they are medically able to maintain the College’s academic standards and do not pose a safety or health threat to themselves or others which cannot be eliminated with a reasonable accommodation.

III. Based on guidelines issued by the Center for Disease Control (CDC), the HIV infection is an infectious disease that is transmitted by (1) intimate sexual contact, (2) intravenous use of contaminated needles, and (3) receipt of transfusions of contaminated blood. Medical evidence shows that the HIV infection is not transmitted through casual contact such as that which occurs in ordinary social or occupational setting and conditions. Therefore, HIV infection is not spread through any of the following:

1. Working in the same office, show, sleeping in the same room, etc.
2. Donating blood.
3. Sneezing, coughing, or spitting.
4. Handshakes, hugging or non-sexual physical contact.
5. Sharing toilet seats.
6. Sharing various utensils, dishes, cups, or other object used by persons with the HIV infection.
7. Handling objects used by persons with the HIV infection (e.g. telephones)
8. Being around someone with the HIV infection on a daily basis over a long period of time.
9. Riding in the same vehicle.
10. Eating in the same place with a person with the HIV infection

Since casual contact with other individuals in a workplace setting is safe, an employee or student with the HIV infection cannot pose a direct threat to others. Thus, employees do not have a basis on which to refuse to work, nor do students have a basis upon which to refuse to occupy the same residence or to attend classes, out of fear of contracting the infection by working or being in the same vicinity with someone with this disease.

Employees and students who refuse to work or attend classes, or who harass or intimidate or in any manner discriminate against persons with the HIV infection may be subject to disciplinary action.

In some circumstances, accurate and complete medical documentation may be required to make competent decisions about an individual’s ability to work. It is the employee’s responsibility to produce medical documentation as to the extent to which a medical condition is affecting job performance. Likewise, it is the student’s responsibility to produce medical documentation regarding the extent to which a medical condition is affecting his/her academic achievement. In these cases where an employee fails or refuses to submit proper documentation, the college may offer, and some cases order, the employee or student to
undergo a medical examination. Any
medical documentation submitted for the purpose of making an employability decision or a student attendance decision will become a part of the file pertaining to that decision, and will this become a “record” covered by the Privacy Act. Generally, the Privacy Act forbids the disclosure of records which it covers, access to medical documentation may be granted to officials of the college, on a need to know basis only, i.e., to make a managerial decision. Officials who have access to such information are required to maintain the confidentiality of that information. Any official who improperly discloses protected information is subject to appropriate disciplinary action.

As part of Clinton College’s on-going education about HIV/AIDS, it shall provide the Board of Trustees, all students, faculty, staff, and administration with training a minimum of once per year. These educational sessions include health resources information, medical information, pamphlets, etc., by persons who have expertise in the area.

Grievance Process:

For students and faculty, if you feel that you have been discriminated against because of your disability, you have the right to file a grievance within 15 days of the alleged discriminatory act with the College’s Compliance Review Officer located in the Office of Administration. If the matter is not amicably resolved, students may file directly with the U.S. Department of Education, Office of Civil Rights, 600 Independence Avenue, Washington D.D. 20001, within 180 days.

However if you elect to file a grievance with the College and the matter cannot be resolved through the grievance process, you must file with the U.S. Department of Education within 15 days of the last action of the grievance committee. For employees of the College, if the matter is not resolved to your satisfaction during the grievance process, you have the right to file with the Equal Employment Opportunity Commission, 129 S. Tryon St, Charlotte, N.C., within 180 days of the alleged discriminatory act. It is not mandatory to file a grievance with the college prior to filing with a Federal agency.

**HS-3. SMOKING/TOBACCO USE POLICY**

**Smoke Free Policy**

*Responsible Executive: Vice President for Student Affairs*
*Responsible Office: Office of Student Affairs*

As an institution of higher education, Clinton College recognizes its responsibility to provide education tour students on matters of good health. Consequently, effective August 1, 2012, the entire campus environment is designated as *Smoke-Free* to thereby provide a healthier environment for the college community. Effective August 1, 2012 smoking is prohibited in all buildings and all grounds of Clinton College.
This policy applies to all faculty, staff, students, and visitors at Clinton College. Violation of this policy may result in disciplinary action.

A. PURPOSE:

The use of tobacco products is a privilege, not a right which, when abused or excessively practiced in the presence of both tobacco users and non-tobacco users, can be offensive and harmful to health. The purpose of this policy is to minimize the ill effects of tobacco use for all concerned on the campus of Clinton College.

B. POLICY:

This policy applies to all persons, (students, visitors, and faculty) utilizing Clinton College facilities regarding smoking and other use of tobacco and shall be governed by the following regulations:

1. Smoking or other use of tobacco is not allowed inside any Clinton College facility.

2. Smoking or the use of any tobacco products is not permitted on the campus of Clinton College.

3. The entire staff will share responsibility for enforcing this policy.

C. ASSISTANCE:

Individuals desiring assistance in how to “quit smoking,” (literature, brochures, and available seminars) may contact the Campus Minister or the Director of Student Services.

Effective date: August 1, 2012

HS-4. FIREARMS

Responsible Executive: Vice President for Student Affairs
Responsible Office: Office of Student Affairs

I. General

The possession of firearms, ammunition, explosives, incendiary devices, and other weapons anywhere on the Clinton campus is inconsistent with and seriously undermines the academic mission of Clinton College. Such possession creates a threat to the safety and welfare of students, employees and visitors on the Clinton College campus, threatens the tranquility of the educational environment on the campus in an intimidating way, and contributed in an offensive manner to an unacceptable climate of violence.
Therefore, the possession of firearms, ammunition, explosives, incendiary devices, or other weapons on the Clinton College Campus is prohibited. A “weapon” shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property damage; or an instrument by the use of which a fatal wound may include, but is not limited to, the following: any firearms, BB gun, pellet gun, ammunition, bow and arrow, crossbow, slingshot, cross knuckles, knuckles of lead, brass or other metal, any bowie knife, dirk, dagger, or similar knife, or any knife having the appearance of a pocket knife, the blade of which can be opened by a flick of a button, pressure on the handle or other mechanical contrivance. This policy is not intended to include standard cosmetic, wardrobe, or convenience items such as tweezers, nail clippers, scissors, pocket knives with blades three and half inches I length or less, or belts and belts buckles.

The following is also expressly included within the meaning of a “weapon” under this policy: (1) An unloaded firearm or gun of any sort, or (2) a harmless instrumentally designed to look like a firearm, explosive, or other weapon which is used by or is in the possession of a person with the intent to cause fear in or assault to another person. When in doubt about whether an item is a “weapon,” persons are expected to contact the Clinton College Security or the Office of Student Affairs for assistance.

This policy applies to all Clinton College students, employees (faculty and staff) and contractors or visitors on the Clinton College campus and to all property, faculties, buildings, residence halls, and motor vehicles on the Clinton College campus. In addition, this policy applies to all college vehicles – whether on or off campus.

II. EXCEPTIONS

The only exceptions to this policy are as follows:

1. Clinton College Security Officers
2. Employees or consultants who are using the above items for institutional purposes and/or secured collections of weapons. To obtain approval to bring such items or collections to campus, the person requesting this permission must contact the Office of Student Affairs. Any weapon brought for institutional purposes must be unloaded and locked or secured so as to render it unusable while on the Clinton College Campus. If there are any questions, the Office of Student Affairs should be contacted.
3. Level I Peace Officers currently employed by other agencies must have valid credentials on their person. These credentials need not be displayed, but must be presented upon request of a Clinton College Security Officer.
4.Persons doing security work must obtain prior approval from the Office of Student Affairs.

III. FAILURE TO COMPLY WITH WEAPONS POLICY

This policy is intended to clearly state expected standards of personal conduct for employees, students, and visitors on the Clinton College campus. The consequences of any violation of this policy may include but are not limited to, the following actions: Termination and/or
disciplinary
action (faculty and staff), suspension or expulsion (students), removal from the campus, designation of the violator as *persona non grata*, and/or criminal or civil proceedings.

**HS-5. IMMUNIZATION RECORDS**

*Responsible Executive: Vice President for Student Affairs*
*Responsible Office: Office of Student Affairs*

South Carolina State Law requires that all our students provide a complete and accurate immunization record in order to be enrolled in college.

**HS-6. INSURANCE**

*Responsible Executive: Vice President for Student Affairs*
*Responsible Office: Office of Student Affairs*

Any full-time student must have health insurance or show evidence of insurance during their enrollment.
Insert prez letter + new HS7 here
X. HUMAN RESOURCES

HR-1. RECRUITMENT, SELECTION, AND APPOINTMENT OF FACULTY AND ACADEMIC SUPPORT STAFF

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Human Resources

It is the policy of Clinton College to conduct thorough searches for qualified faculty and academic staff to fill vacant positions without regards to race, creed, color, age, sex, religion, national origin, or physical handicap. Notices of academic area vacancies are posted via internet to newspapers, higher education publications and select graduate schools. In the recruitment and selection of personnel, the college adheres to equal employment opportunity and affirmative action provisions of state and federal laws. Faculty and academic support staff appointments and reappointments are made by the Academic Dean.

Recruitment Procedures for Faculty and Academic Staff

The head of the academic unit submits a request in writing to the Academic Dean which assesses the need for faculty and academic staff. The request explains how student enrollment, curriculum consideration, budget and other factors affect the need for faculty and staff. A position description containing the qualifications for the position should be attached to the request. The request may also come from the Academic Dean to the President.

The Academic Dean assesses the need based on the justification provided. If the Academic Dean approves the request, he/she forwards it to the president, along with supporting documentation to justify the position, if necessary.

Upon the president’s approval, the Academic Dean prepares the position announcements to include the following:

- Descriptive statement of Clinton College
- Title of position to be filled
- Position responsibilities
- Qualifications for the position
- Application Procedure and materials needed (letter of application, resume, official transcripts).
- Three letter of recommendation to be sent by applicants to the Vice President/Academic Dean.
- Application Deadline
- Other pertinent information
The Academic Dean forwards to the Human Resources Personnel the position announcements to be posted at the college and at other selected institutions, and to be placed in specified publications.

The Academic Dean or his/her designate receives application, catalog them, and sends acknowledgement letters and applications forms to the applicants.

**Selection Procedures for Faculty**

The selection of faculty and academic staff is a purposeful participatory process. The procedures are as follows:

1. The Academic Dean will review and select candidates for consideration to fill the vacant faculty position.
2. The Academic Dean will recommend the prepared eligible list of candidates to the Department Chair. The Department Chair will review the list of candidates and will submit two or three names of the candidates to the Academic Dean.
3. The Academic Dean will recommend the candidate to the president and discuss position salary, contract period, assignment, and other particulars before offering the candidate a position.
4. The candidate will be invited to the campus for a formal interview with the president. The President reserves the right to request other candidates to be interviewed if he or she is dissatisfied with the selection. The president will make the ultimate decision for the appointment.

**Appointment Procedures**

The Academic Dean will issue the contract to the successful applicant. The appointee signs the contract and returns it to the Academic Dean within the specified time period of the contract.

Academic Dean forwards a copy of the contract to the Human Resources Office and the Business and Finance Office for Processing Payroll.

**Hiring of Academic Support Staff**

The hiring of academic support staff will follow the above procedures with the exception of the head of the unit will be used in the capacity of the Department Chair.
HR-2. PERFORMANCE REVIEWS

Responsible Executive: Vice President for Business and Financial Affairs
Responsible Office: Office of Business and Financial Affairs

From time to time, we review your job performance, discuss work related concerns and career goals. We also want to identify and discuss your strong points as well as areas that need improvement. Moreover, we take into consideration the results of your job performance evaluation when making our decisions on merit pay increases.

In your first year of employment, you will receive performance appraisals by the College after approximately six (6) months of employment and at about the years end. Thereafter, you will receive a review on an annual basis. Performance reviews may be conducted more or less frequently, at any time, however, depending on the College’s judgment as to its business needs.

Your performance will be rated by the College, in its discretion, as either “outstanding,” “satisfactory,” “needs improvement,” or “unsatisfactory.” Our performance appraisal form provides a space for you to make your own comments about your evaluation, although the College’s appraisal and evaluation is binding on you, as a condition of your employment.
XI. INSTITUTIONAL ADVANCEMENT POLICIES

IA-1. SOLICITATION OF GIFTS

Responsible Executive: Vice President for Institutional Advancement
Responsible Office: Office of Institutional Advancement

Private support plays a vital role in enhancing the College’s program and service efforts. In that regard, fundraising programs focus on integrating the interests of donors with priorities, which align with the College. The President and Vice President for Institutional Advancement are responsible for the cultivation of relationships and solicitation of gifts for the College. They will assess the financial desirability for soliciting, receiving and accepting charitable gifts and bequests for the general purpose or in support of its mission. Once relationships are established, the Vice President for Institutional Advancement will oversee the various functions of leadership and coordination of donor and prospect efforts; including corporate/foundation relations, annual giving, planned giving, major gifts, constituency fundraisers, prospect research, gift and records processing, acknowledgments and stewardship.

Internal Revenue Service & Basic Guidelines

1. Internal defines a charitable contribution for income tax purposes as a contribution or gift to or for the use of certain types of organizations.
2. The gift tax law defines a gift for tax purposes as property transferred for less than an adequate and full consideration in money or money’s worth.
3. If a donor receives/is eligible to receive any benefit from the charitable contribution, the charitable contribution is reduced by the value of the benefit.
4. The organization provides a description and good faith estimate of the value of goods or services provided in return for the contribution.
5. If an error is detected in the processing or recording of a donor’s gift, a correction is made immediately and the donor is informed as appropriate.
IA-2. POLICY ON GIFT ACCEPTANCE

Responsible Executive: Vice President for Institutional Advancement
Responsible Office: Office of Institutional Advancement

Clinton College will assess the financial desirability of receiving assets as gifts from potential donors and determine whether to accept a gift as offered. The College reserves the right not to accept gifts from which it will realize little or no financial gain. The College may refuse gifts that are offered for the purposes that are inconsistent with its educational, research, and service missions. The College or associated entities shall not accept gifts with restrictions that violate the school’s ethical standards, or those that require expenditures beyond their resources; that compromise the academic freedom of the College community or that involve unlawful discrimination based on race, religion, sex, age, national origin, color, handicap or any other basis prohibited by federal, state and local laws and regulations.

General: All gifts/pledges should be made payable to Clinton College. This procedure applies to all gifts processed and forwarded by Institutional Advancement. All gifts made payable to the College must be sent to Institutional Advancement first for proper recording and acknowledgment. Institutional Advancement, will in turn, submit all monies to the Office of Business and Finance for deposit.

The President of the College and Vice President for Institutional Advancement shall make the final decision when determining the acceptance or non-acceptance of the following gifts:

1. All gifts of real property
2. All securities’ gifts such as stock
3. Any gift that requires the College to act as a trustee of a trust

Definitions

A charitable gift is defined as a voluntary transfer of assets from a person or organization to the College where no goods or services are expected, implied or forthcoming for the donor. Gifts generally take the form of cash, checks, securities, real property or personal property.

Gifts of Cash, Check or Credit

Clinton College will accept monetary gifts provided such gifts are in the interest and support the mission of the College.
Procedure:

1. All gifts of cash, checks, money and orders, credit cards to the College will be accepted by the Division of Institutional Advancement. Payroll deductions will be coordinated with the Office of Business and Finance and Institutional Advancement.
2. Gifts should be made payable to Clinton College, and processed by Advancement. Any gifts received by any other department (academic or non-academic), division should be forwarded to Advancement within one business day for processing and receipting purposes.
3. When gifts are received in Advancement, each gift is recorded within the appropriate donor system (Campus Café) filed and the actual checks are submitted to the Office of Business and Finance with a gift/cash receipt report within 48 hours.
4. It is the goal of Institutional Advancement to receipt and issue acknowledgment letters within 72 hours of receipt of gifts.
5. In the event of batch errors; the Business and Finance Office in conjunction with Advancement will update the donor record and send a corrected acknowledgement to donor.
6. In the case of online transactions via the website, PayPal – those procedures are under design with the new website and the Office of Business and Finance.

A grant, unlike a gift, is normally a written agreement to carry out a specified project and may entail a tangible product, usually a technical report. A grant that requires performance on the part of the College must go through the College. A grant proposal that requires no performance on the part of the College, no technical report, and has no provisions for intellectual property and/or publication rights, may be in the name of the College or an associated entity.

College Associated Entities: any of the 501 (C) (3) organizations that support either a specific area (i.e., the Alumni Association) or an academic unit (i.e., Natural Sciences) at Clinton College. These entities are required to follow the College’s Regulations.

Legal Credit: The donor’s giving record is credited with the actual amount that is deposited into the account for gifts, or cash, net of any benefit, according to the gift transmitted filed on the gift. For gifts of securities, the given record is credited for the legal amount of the gift, as calculated per IRS requirements, regardless of the actual amount received.

For irrevocable planned gifts such as charitable remainder trusts, charitable gift annuities, and retained life estates, the donor’s giving record is credited with the charitable deduction allowed by the Internal Revenue Service and reflected on the gift transmittal. For gifts of real estate, life insurance and other gifts of property, the donor’s giving record is given proper credit with the allowable charitable deduction.

Soft Credit: The donor’s giving record is soft credited when their direct actions result in a gift, buy they are not entitled to a charitable deduction for the gift. Examples would include a gift from a charitable gift fund or a community foundation, or a gift that is made by their spouse or their company if they are the principal owner, and any matching funds that the College receives because
of the donor’s gift.
Types of Outright Gifts

Outright gifts of cash and cash equivalent such as checks, credit cards, wire transfers or payroll deductions are credited to the legal donor’s giving record at actual cash value, less the value of substantial benefits given to the donor, and a receipt is issued for the value of the net gift.

Cash may be delivered in person, by mail, by Electronic Funds Transfer, or by wire transfer. The date of gift for cash will depend on the type of delivery made.

Cash gifts are completed on the date the cash is physically handed to a representative of the College or associated entity and will be receipted on the date the cash is received by Alumni & Gift Records in the Office for Institutional Advancement.

When cash is received by mail, the date of gift is the date the envelope is postmarked. Gift Records will receipt the gift on the date the gift transmittal is received from the appropriate development office.

When gifts are transferred by EFT or wire, the date of gift is the day that the funds are deposited into the College’s bank account.

Checks will be deposited to the entity named as the Payee on the check. Checks made payable directly to the College will be deposited directly to that entity.

Credit card gifts are reported on the date that the credit card charges are processed by the Business Finance Office. The name on the credit card must match the name of the person making the gift.

The Advancement Office receiving the gift is responsible for preparing the gift transmittal form with copy of check or if cash, a receipt reflecting total of funds logged to system. Checks must be made payable to the entity in which the gift is to be deposited.

Publicly traded securities, mutual funds, and dividend reinvestment accounts

Matching Gifts:

A matching gift may be received from a company, a company funded foundation, or a third-party vendor matching a gift given to the College by an employee, retired employee, spouse of an employee, or a director of the company foundation, or other organization.

Matching gifts must be credited to the same account(s) as the original gift unless restricted by the matching company. The donor’s giving record may be (soft credited) for the value of the matching gift. When the gift being matched is a stock gift, the value that will be matched is the allowable charitable deduction and not the net proceeds from the sale.

Potential matching gifts cannot be entered as a part of a pledge the donor makes for future support since those are not funds the donor has control of or is irrevocably entitled to receive. Donor Records can, however, upon request note a potential matching expectancy on the pledge record. This amount is not added to the pledge amount. (NOTE) Upon research, Campus Café will be explored to determine if such a procedure is allowable through the current system.
Institutional Advancement; via the Business Office will send the matching gift form along with the original gift transmittal for processing. The matching gift information is provided on the original gift transmittal. Some companies allow their employees to apply for matching gifts online. The Matching Gift Manager is solely responsible for processing all matching gifts claims.

**Gifts of Tangible Personal Property:**

Gifts of tangible personal property include, but are not limited to: books, works of art, manuscripts or archival materials, automobiles, films, video tapes, boats or sporting equipment, computer equipment, furniture, animals, equipment, computer software, office equipment, machinery, lab equipment, and patents. The deduction allowable for these types of gifts depends on how long the donor has owned the property and if it is related to the charitable purpose of the College. The law does require or allow for depreciation.

The College under advisement of legal counsel can accept a gift of personal property and issue a receipt whether it is related or unrelated to the charitable purpose of the College or one of the Associated Entities. Whether the gift is related or unrelated to the charitable purpose of the College, can affect the allowable charitable deduction a donor may be permitted to claim under IRS regulations. It is the responsibility of the donor to consult with their tax advisor regarding charitable income tax deduction regulations. It is the College’s responsibility to advise the donor as to whether or not the gift can be accepted and whether the gift is for related purposes. An example: gifts of artwork to the gallery or arts and design are for a related use as would be lab equipment given to Chemical Engineering/STEM Program. Items donated for an auction are not related to the College’s educational purpose.

The receipt issued to the donor for a gift of tangible personal property will not show a value for the property. The receipt issued to the donor for a gift of tangible personal property will not show a value for the property. The receipt will describe the property received and the donor’s giving record will be credited with the charitable deduction value of the item. It is the responsibility of the donor to determine the value of a gift of personal property.

If the property is a work of art that was created by the donor or something the donor has held for less than 366 days, he or she should be strongly advised to check with his or her own tax advisor on the potential deductibility of the gift before the gift is accepted.

Usually, a gift of tangible personal property is made to the College, and not an associated entity of the College. The College will maintain insurance on the personal property, as required by law.

The value of tangible personal property must take into consideration the value of such property. If the property or costs of maintaining the property exceed $1,000 per year, the Institutional Advancement Office must secure written approval from the President and Office of Business and Finance before accepting the gift.

The date of gift for gifts of tangible property will be either the date the property’s ownership is completely assigned to the College via a deed of gift even if physical possession will take place at a later date, or an employee of the College or a representative of the College takes possession of the property.
The Value of the gift must be provided by the donor and should be documented with an appraisal, sales receipt, or other documentation for all gifts where the value is $5,000 or less. For all gifts of tangible personal property in excess of $5,000 an appraisal of the property will be required under IRS rules if the donor intends to take a tax deduction for the gift. If this is not the donor’s intent, a third-party verification of value must be attached for proof for the IRS.

The appraisal can be done no sooner than 60 days prior to the gift or can be done any time after the gift is completed up until the time the tax return for the donor is submitted. An Appraisal must be done by a qualified appraiser according to the IRS guidelines and the cost of the appraisal is the responsibility of the donor. The gift receipt issued will contain a description of the property without any reference to value. Donors, when required, must complete all their required information for the IRS including obtaining the signature or a qualified appraiser, prior to submission of the form for processing.

**Capital Asset Account:**

Institutional Advancement in coordination with Business and Finance will determine the appropriate account to which capital gifts/assets will be recorded and booked. Such a gift will be covered by the College’s insurance.

**Gifts-in-kind of services:**

In-kind gifts are not limited to, such activities as printing of materials, appraisals, and design work, for example. These services provide valuable support to the College. The contribution of services, no matter how valuable to the College, is not tax deductible according to the IRS. They are not therefore, processed and receipted as gifts by Gift Records.

**Miscellaneous Gifts:**

Whenever the donor is provided something in exchange for the gift such as tickets for a dinner, concert, or other event, the development officer is responsible for providing donor with per capita cost of the event. It is the responsibility of the officer sponsoring the event to retain the records providing the value of the tickets, dinner, or item for IRS purposes. (NOTE) failure to keep the information could result in fines and potential loss of tax-exempt status. A special receipt will be prepared by the development officer, reflecting the cost of the benefit the donor received in relation to the amount the donor gave.

**Auctions and Raffles:**

Purchase of a raffle ticket is not a gift under IRS regulations and no gift credit or gift receipt will be issued. Items donated for sale at an auction are not considered for a related use to the College’s educational purpose according to the IRS. Therefore, the receipt that will be issued will list the item, but no value and indicate that the gift was for unrelated purpose. The description of the donated items should be submitted and included in transaction. The donor’s giving record will be credited for the fair market value or the appraised value of the item.

A gift receipt should only be issued to a purchaser of an auction item purchased, if the price paid by the successful bidder exceeds the listed or known fair market value of the item. The value of the tax deduction will be the difference paid above the fair market value of the item.
Pledges:

Pledges should be recorded in accordance with the General Accepted Accounting Principles or Financial Standards Board (FASB) rules and regulations and in keeping with the guidelines and Procedures outlined in the Donor Records Guidelines and Procedures.

Pledge commitments must be written, signed by the donor, and included the amount of the pledge, the period, the date of the first payment, and the frequency of payments. In addition, the written pledge must contain a statement of the gift’s designation, purpose, and any restrictions. Pledge commitments made via e-mail are acceptable, when received directly from the donors, and should include all the same elements described above, except for a signature. It is suggested to keep the pledge period to five years or less.

Deferred Gifts:

Deferred gifts will benefit the College or associated entity at some point in the future. Generally, these gifts are either revocable (can be changed by the donor at any time) or irrevocable (cannot be changed by the donor once the gift is made) and the benefits to the donor depend on both the type of gift and if the donor retains the right to modify the gift. Types of deferred gifts include: simple bequests, charitable gifts annuities, charitable reminder trusts, charitable lead trusts, life insurance, retained life estates, or naming a College entity as the beneficiary of a retirement plan.

Life Insurance:

Gifts of life insurance may name the College or an associated entity of the policy or as both the beneficiary and owner of the policy. No receipt will be issued to the donor unless the College or associated entity is named as both the owner and the beneficiary of the policy. A receipt for a life insurance policy that is fully paid; that names the College or associated entity as both the owner and the beneficiary will reflect the value provided by the insurance company or IRS forms(s).

Gifts of Real Property (Real Estate)

Gifts of real property include improved and unimproved land, residence, condominiums, apartment buildings, rental property, commercial property, woodlands, and farms. Gifts of real property can be valuable assets for furthering the mission of the College by enhancing the delivery of high quality teaching, research, and extension and engagement activities and programs. Gifts of real property can create a financial, legal and logistical obligation for the College, particularly if the gift is provided with the expectation or condition that the College retains the gift for extended periods, for specific purposes, or in a specific condition. For these reasons, it is important that there be criteria in place for the acceptance of gifts of real property and a process for administrative approval before gifts are accepted either by the College or associated entity.

Gifts from College Faculty and Staff:

We do encourage the Senior Administration, faculty and staff at Clinton College to make contributions to the College. Gifts from faculty and staff must meet the following three criteria in order to be deductible for tax purposes.
• Charitable intent should be the primary reason for making the contribution
• The contribution must be credited to a fund NOT under the direct control of or does not personally benefit the donating faculty or staff member.
• The faculty or staff donor should not receive or expect to receive further remuneration from the fund to which their gift was credited.

Examples of deductible gifts would include signing an honorarium check over to the department and that faculty member not having control over the receiving funds (this is taxable income to the faculty member as well), making a stock donation to fund a life income gift to ultimately benefit the College-Wide scholarship endowment, or donating equipment or materials for use by the department.

Other types of Income that should not be accepted as gifts to the College:

1. Advertising Income
2. Alumni membership fees/dues
3. Appraisal costs
4. Contract revenues
5. Contract Services
6. Discounts on purchases
7. Earned Income
8. Expenses associated with transferring a gift to the College
9. Gifts to social organizations such as (fraternities, sororities or affiliates).
10. Government funds to local, state or federal entities
11. Funds received as a result of exclusive vendor relationships
12. Non-gift portions of quid pro transactions
13. Proceeds from sale of merchandise
14. Royalties for affinity agreements
XII. Library Policies

LI-1. ACCESS TO LIBRARY

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs
Responsible Officer: Director of Informational Services

The library is open on Monday-Thursday from 8:00 AM- 8:00 PM and on Friday from 8:00 AM – 12 PM. Instructors and student study groups can schedule additional times on the weekends. Hours may vary during College observances and examination schedules. The changes will be posted on campus bulletin boards and on the web page at https://clintoncollege.edu/academics/library_services.aspx.

LI-2. ACCESS TO LIBRARY MATERIALS AND EQUIPMENT

Responsible Executive: Vice President for Academic Affairs
Responsible Office: Office of Academic Affairs
Responsible Officer: Director of Informational Services

Allocation of Funds

Using a library materials allocation formula developed in consultation with the academic dean, the library director allocates available funds, monitors allocations and expenditures, and prepares reports on the status of allocations and expenditures for the use of Collection Development Committee. Monies budgeted for library materials are allocated in the following manner:

50% General fund allocation

This includes current periodical subscriptions, microforms, electronic databases, general standing orders and materials for the computer labs.

30% Program allocation

These funds are divided among all the programs of the college according to priorities developed by the Collection Development Committee.
20% Discretionary allocation

Discretionary funds are used for programs that have special needs, that are newly accredited, or those which are clearly under funded by the program allocation formula.

Locating materials

All the library computers have access to Library Databases, Library Web Page, College Web page, Online Catalog, and other library catalogs. Library holdings are listed by author, title, and subject. The library patron may connect to the online catalog from a remote computer by connecting to the library web page. The library offers access through DISCUS to a wide variety of encyclopedic and subject specific databases. See library staff for access information.

Checking out materials

A current, validated faculty/staff Clinton College ID is required to check out library materials. To borrow library materials or use the library databases from off campus, students must have a current, validated Clinton College ID card. Materials that can be borrowed are located in the general circulating collection. When circulating materials are borrowed the due date is printed on a card and inserted in the book pocket. The last date printed on this card is the return date. This card should not be removed from the book pocket. Each student is allowed to borrow a maximum of 5 books and 3 circulating videocassettes. Books and audiocassettes from the general circulating collection may be borrowed for two weeks and videocassettes for two days. The following materials are for use in the library only:

- CD-ROMS
- Newspapers
- Periodicals
- Reference
- Reserves
- Non-Circulating Videocassettes

Library materials may be renewed up to three times at the circulation desk or by telephone. Repeated renewals for frequently requested items by other library patrons could be limited to one renewal.

The Clinton College library provides interlibrary loan services for items unavailable and other local libraries. The Clinton College Library has resource sharing with Winthrop University and York Technical College. The borrower is personally responsible for the return of all materials and fees for lost and damaged materials. The York County Public Library will issue to the faculty and staff library cards with proof of residency.

Using Reserved Materials

Instructors may request class materials be put on reserve. These materials will be for library use only. Copies of periodical articles may be placed on reserve for one semester only. If an instructor would like to keep copies of articles on reserve for more than one semester, he or
she must obtain written permission from the copyright holder. Permission forms are available in the
library. The signed, returned forms are kept on file in the library. Copyright laws require the library to monitor carefully materials placed on reserve.

**Using Computers in the Library**

The computers in the public area are available for research and information retrieval and limited e-mail use. Anyone using the library computers is required to have a valid library ID. Library database instruction is available upon request. The Computer Labs are used for instruction.

Faculty members who incorporate interactive computer technology into instruction should schedule times with lab coordinator.