



1894

C L I N T O N
C O L L E G E

2019-2021
Student Handbook

Division of Enrollment and Student Success



Greetings!

We are happy to welcome you to the Clinton College family, a college that has a rich and proud heritage. Since 1894, Clinton has been providing an academic environment that promotes intellectual and spiritual growth, moral values and leadership development. We are an accredited four-year liberal arts institution and one of the over hundred (100) historically black colleges and universities (HBCUs) that have produced many of the nation's most outstanding leaders and pioneers in society, government and industry.

We are in one of the fastest growing cities in South Carolina: Rock Hill. Just a few minutes from downtown and the emerging Knowledge Park area, we are developing a world-class campus community. Rock Hill boasts of being recently voted an All-American City (2019) and soon-to-be the headquarters of the National Football League's (NFL) Carolina Panthers. We are less than 30 minutes away from Charlotte, North Carolina, a national banking and finance capital and a fast-growing cultural and residential destination.

Built on the four (4) pillars of **1. Scholarship 2. Social Change 3. Spirituality 4. Servant Leadership**, Clinton has been producing scholars and leaders who are prepared to be agents of change in a global society for 125 years. As an institution established by the African Methodist Episcopal Zion (A.M.E. Zion) Church, we are committed to developing well-rounded graduates who are charged to make the world a better place. We challenge our students to be lifelong learners, engaged citizens, servant leaders and good stewards of the world's resources. This is a village that equips and empowers our students in the classroom, on the campus, and in the community. Here at Clinton College we strongly believe in **"Excellence without Excuse!"** Welcome to our Village and the great legacy that makes everyone proud to be a Golden Bear!

Sincerely,

Rev. Lester A. McCorn, D.Min.
13th President of Clinton College

Welcome to Clinton College
Where Excellence is the Standard



Clinton College
STUDENT HANDBOOK
2019-2021

Division of Enrollment and Student Success
1029 Crawford Rd
Rock Hill, SC 29730

The Clinton College Student Handbook is edited & published by the Division of Enrollment and Student Success. It is designed to serve as a general source of information, guidelines and policies for Clinton College students. However, all information contained in this document is subject to change without warning. Except as indicated herein, the information in this Student Handbook should not be regarded as a contract between the student and Clinton College.

ALMA MATER

Clinton, our dear school
For thee we reign and
rule.

For thee we take our stand
to honor thee.

We'll honor, cherish thee,
As down life's path we
flee, Clinton, our dear old
school

We love you so

When we enter her gate,
When we our classes
take; We pledge
allegiance true To honor
Thee.

We'll honor, cherish thee,
As down life's path we
flee; Clinton our dear old
school, We love you so!

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ACCREDITATION

Clinton College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, Virginia 24551, Telephone 434. 525-9539, email: info@tracs.org having been awarded accredited status as a Category I, institution by the TRACS Accreditation Commission on April 23, 2003; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). As a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering certificates, diplomas, and/or degrees through the doctorate. The geographic territory of TRACS currently consists of the United States and its territories.”

MEMBERSHIPS

NAFEO – National Association for Equal Opportunity in Higher Education
CHEA – Council on Higher Education Accreditation
ACE – American Council on Education
CACRAO – Carolina Association of Collegiate Registrars and Admissions Officers
SASFAA -Southern Association of Student Financial Aid Administrators
York County Chamber of Commerce
NACUBO – National Association of College and University Business Officers
SACUBO – Southern Association of College and University Business Officers
ABACC – Association of Business Administrators of Christian Colleges

AMENDMENT OF THE STUDENT HANDBOOK

Clinton College reserves the right to amend the regulations and information contained in this *Student Handbook* at any time, with or without prior notice to students. Any amendments to the *Student Handbook* will be distributed by the Vice President of Enrollment and Student Success. Every student is responsible for knowledge of the regulations and information contained in this *Student Handbook*, as well as all amendments issued by the Vice President of Enrollment and Student Success as addenda to it. This publication supersedes all previous editions of the *Student Handbook*. Clinton College 1029 Crawford Rd Rock Hill, SC 29730 www.clintoncollege.edu

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GENERAL INFORMATION

Facts:

Founded – 1894 by The African Methodist Episcopal Zion Church

Private: Institution

Location – Rock Hill, SC

Enrollment - 200

Colors – Maroon, Gold, Black

Degrees – Associates and Bachelors

Mascot – Bear and Lady Bear

STATEMENT OF BELIEFS

As a college founded and supported by the African Methodist Episcopal Zion Church, Clinton College affirms and upholds the beliefs and tenets of the Christian faith as practiced by the AME Zion Church. Specifically, as enumerated by the Articles of Religion, as found in the Book of Discipline of the African Methodist Episcopal Zion Church and the Apostles' Creed, we assent to the following:

The Bible: We believe that the Bible is the Word of God and contains “all things necessary to salvation (Article V).” We believe that it is authoritative in all matters of faith and morality.

Original Sin: We Believe that sin is the “corruption of the nature of every [person] that naturally is engendered of the offspring of Adam, whereby [humanity] is very far gone from original righteousness, and of [their] own nature(s) inclined to evil, and that continually.” (Article VII)

The Trinity: We believe that “there is but one living and true God, ever-lasting, without body or parts, with infinite power, wisdom and goodness; the [Creator] and preserver of all things, visible and invisible, And in the unity of this Godhead there are three persons of one substance, power and eternity – the Father, the Son and the Holy Ghost.” (Article I) Further, we believe that “the Son, who is the Word of the Father, the very and eternal God, of one substance with the Father, took [human] nature in the womb of the blessed Virgin; so that two whole and perfect natures, that is to say, the Godhead and [humanity], were joined together in one person, never to be divided, whereof is one Christ, very God and very [human], who truly suffered, was crucified, dead and buried, to reconcile His Father to us, and to be a sacrifice, not only for original guilt, but also for the actual sins of [humanity]. (Article II) We further affirm that “the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.” (Article IV)

Redemption: We believe that “Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfection of [human] nature, wherewith He ascended into heaven, and there sitteth until He shall return to judge all [humanity] at the

last day.” (Article III)

Salvation: We believe that “we are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ by faith, and not for our own works or deserving. Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort.” We further believe that the sacraments of the church are “certain signs of grace and God’s good will toward us, by that which He doth work invisibly in us, and [does] not only quicken, but also strengthen, and confirm our faith in Him.” (Article IX, Article XVI)

Eschatology: We believe that Jesus Christ died and was buried and “rose on the third day, from whence He shall come to judge the quick and the dead” at the last day. (Apostle’s Creed)

Ecclesiology and Ecumenism: We believe that the church is the visible expression of the body of Christ in this world and is a universal collection of believers serving and worshipping under the banners of different denominations.

MISSION STATEMENT

Clinton College was founded in 1894 by the African Methodist Episcopal (AME) Zion Church as a private liberal arts institution. The College is committed to facilitating students’ academic achievement, moral and spiritual growth, leadership development, and citizenship in a global society.

PHILOSOPHY OF EDUCATION

Since its founding in 1894, Clinton College has strived to offer an education to those who may not have the opportunity to pursue higher education. Founded by the Christian Education department of the African Methodist Episcopal Zion Church, the college has historically served a diverse population in terms of academic preparation and financial resources. Many students who come to Clinton College come because of limited financial resources and others come because of inadequate academic preparation. The College serves those who excel academically and those who have yet to blossom.

It is the major objective of the institution to provide a liberal arts education in an environment that supports the development of the whole person, intellectually, spiritually, psychologically, physically, and one that supports strong moral and ethical values. Students are taught the need to be good stewards of the environment and give back to those less fortunate and to society.

PURPOSE STATEMENTS

Intellectual

- I-1 To provide and appropriate general education core for all students
- I-2 To provide a milieu where students learn how to think critically and understand the importance of intellectual discourse
- I-3 To provide experiences that encourage research
- I-4 To offer experiences that encourage students to develop effective methods of oral, written and technological communication

Spiritual

- S-1 To foster learning in an environment that foster religious values, through courses, Lyceum and relevant programs
- S-2 To encourage students to learn to respect all humankind
- S-3 To encourage participation in religious activities
- S-4 To assist students in fostering unconditional

Social

- So-1 To assist students in becoming socially conscious and to function as responsible citizens in a diverse society
- So-2 To encourage students to understand and appreciate other cultures and others who are different than themselves
- So-3 To provide opportunities for students to develop good leadership skills

Moral/Ethical

- M-1 To encourage students to develop moral and ethical values
- M-2 To provide experiences where students learn to operate on principles of integrity

Physical

- P-1 To assist students in achieving physical fitness and health
- P-2 To maintain an environment free from drugs
- P-3 To provide students with opportunities for athletic competition and the opportunity to develop habits of good sportsmanship

HISTORY OF CLINTON COLLEGE

Clinton College was originally called Clinton Normal and Industrial Institute. It was founded in 1894 by Dr. Nero Crockett, Presiding Elder of the African American Methodist Episcopal Zion Church of the Yorkville District of South Carolina, and Reverend W. M. Robinson, pastor of the Clinton Chapel A.M.E. Zion Church. The college was named after Bishop Caleb Isom Clinton.

Clinton Institute was established because of mandated purposes. The primary goal was to have a higher education institute for A.M.E. Zion Churches that were bursting forth.

The institute provided hundreds of freed slaves an opportunity for education. In early years Clinton was authorized to grant state teachers certificates. Today, the African Methodist Episcopal Zion Church has three educational institutions: Clinton College, Rock Hill, SC, Livingstone College, and Hood Theological Seminary, Salisbury, NC, and the A.M.E. Zion University of Monrovia, Liberia. Clinton College is now geared to providing a quality liberal arts education.

Clinton College

Clinton College is a private coeducational, residential, church-related, and historically black college, located in Rock Hill, SC in York County. The campus is 30 miles from the major metropolitan area of Charlotte, NC. Clinton College offers an academic environment that not only promotes intellectual growth, but also fosters positive moral, ethical, and spiritual values. The school has a proud heritage as a Christian College, striving to prepare men and women to be lifelong learners, active participating citizens, and good stewards of society.

Clinton College offers Associates and Bachelor's degrees. Programs of study include: A Bachelor of Science in Business Administration and Biology; Bachelor of Arts include Religious Studies; Associates of Arts degrees include, Liberal Arts, Religious Studies and Early Childhood Development; and Associates of Science Degrees includes Business Administration and Natural Science.

Primarily supported by the African Methodist Episcopal Zion (A.M.E.Z.) Church, For 125 years Clinton College has been a beacon of light for students who are tomorrows' emerging leaders; providing educational opportunities to all students, regardless of race, religion, or national origin. Clinton College serves approximately 200 students from 20 states

COMPLIANCE STATEMENTS

Non-Discrimination Policy

Clinton College does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sexual orientation or genetic information, 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 use of facilities without 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. See Policy GA-3: Non-discrimination Policy.

EEO/Title IX/Section 504 Statement

Clinton College does not discriminate on the basis of race, gender, color, religion, national origin, age, disability, or veteran status in the provision of educational opportunities, services, programs, benefits, and employment. In addition, the College does not discriminate on the basis of sex or disability in the educational programs and activities offered, pursuant to the requirements of Title IX of the Education Amendments of 1972, Pub. L./92- 318; and Section 504 of the Rehabilitation Act of 1973, and Pub. L. /93112, respectively. This policy applies to both employment and admission to the College.

Privacy of Student Records

The Family Rights and Privacy Act of 1974 (FERPA), 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 from, or receipt of any other service or benefits from such agency or institution. Release of education records will only occur under the following circumstances:

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

See Policy GA-5: FERPA Policy or consult the full federal definition and description by clicking [here](#).

The confidentiality of student records is protected under federal law known as the Family Educational Rights and Privacy Act (FERPA). Under FERPA, you may access student information only in the legitimate educational interest of the student, and you are required to keep all such information strictly confidential. Under FERPA, "legitimate educational interest" means you are authorized to see student data which is necessary for the fulfillment of your professional responsibility at Clinton College. This authorization is based on the condition that you agree to prevent other persons from accessing the confidential information available to you. However, FERPA does provide that when necessary, you may share such information with other school officials having the same authorization, and who also have a legitimate educational interest in the student. Failure to maintain compliance with this federal regulation can result in academic dismissal and/or staff termination. All legal actions will be pursued that are available to Clinton College to protect the student information available here.

STUDENT RESPONSIBILITY FOR RULES AND REGULATIONS

All Clinton College Students are responsible for knowing and complying with all Clinton College rules and regulations, both those published in the Student Handbook and verbal or written policies set forth by the College administration. This handbook is published for the purpose of informing all Clinton College students and is intended to convey the College's expectations regarding their conduct. Rules and regulations governing student conduct are prescribed to ensure the safety and well-being of all students, and to promote the academic and social purposes of the College. Clinton College grants students the privilege of attending the College on the condition that they must comply with its rules, regulations, policies, and procedures, including those in place at the time of admission and any future amendments.

Once enrolled, students are accountable for their conduct both on and off campus. This accountability applies not only during the academic term but also during vacations and periods between academic terms. Accordingly, violations of any law, statute, or ordinance; the violation of College rules; and/or conduct that reflects discredit upon the institution,

may be subject to review and appropriate disciplinary action, regardless of whether it occurs off campus or between academic terms.

At the conclusion of each semester, the College administration will review the academic and disciplinary records of those students who, in the opinion of a designated College official, have failed to make appropriate adjustment to Clinton College and whose continuing enrollment is in question. Any student suspended may return after the specified period of the suspension. The College reserves the right to deny continuing enrollment or reenrollment to any student whose presence or conduct is deemed to be contrary to the best interests of the institution.

CLINTON COLLEGE ADMINISTRATION

The College's administration and academic operations are exercised through the Office of the Chief Executive Officer (the President); and six operational divisions:

1. Office of the President
2. Academic Affairs
3. Business and Finance
4. Institutional Advancement
5. Institutional Effectiveness
6. Enrollment and Student Success

The Office of the President

The Office of the president supervises the affairs of the administrative and academic operations of the College. The functions of this office include faculty and administrative appointments, retirements from active service, designation of emeritus status, and other functions generally and customarily assigned to the office of the chief executive, and those designated by the Board of Trustees.

Academic Affairs

This division includes educational planning; curricular administration; academic organization; faculty teaching performance and teaching effectiveness; faculty hiring, promotion and dismissal; faculty development; budget development and administration; registration and academic records; library; student academic appeals; certification and recommendation of candidates for degrees; and institutional research. The office of the *Registrar* and department of *Student Support Services* is also included in this division.

Business, Finance and Operations

The Business and Finance division functions include budget development, technology and administration; accounting for and reporting funds received and expended; payroll administration; and auxiliary enterprise purchasing. The departments of *Student Accounts*, *Physical Plant*, *Campus Food Services* and *Public Safety* are also included in this division.

Institutional Advancement

The division of Institutional Advancement, plays an integral role in identifying opportunities for fiscal support; and marketing the college through positive relationships with various constituencies of the College and within the community.

Institutional Effectiveness

The division of Institutional Effectiveness is responsible for ensuring the college maintains its membership within the college’s accrediting agency, and operates within the rules and guidelines of the accrediting agency and board of trustees.

Enrollment and Student Success

The mission of the division of Enrollment and Student Success is to implement effective strategies that increase enrollment; provide a safe on-campus environment, offer diverse experiences beyond the classroom, and offer support services that contribute to our students’ personal, academic and professional development, and their overall collegiate experience. The Division of Enrollment and Student Success is also responsible for enforcing student, and campus policies, rules, and regulations within the student handbook. The Division of Enrollment and Student Success includes the following departments: *Admissions, Financial Aid, Residence Life, Counseling, Campus Ministries, Student Activities, and Athletics*. The broad goal of each department is to work collaboratively to ensure all students have an optimal collegiate experience

BUILDINGS & LOCATION OF DEPARTMENTS

Slade Building
Dean of Academics
Registrar’s Office
Business Operations/ Human Resources Office
Student Accounts
Athletic Department
Institutional Effectiveness
Classrooms

Fisher Building
Division of Enrollment and Student Success
Student Support Services
Trio

Library Building
Admissions
Library Services
Choral Director
Presidents Receptionist

Multi-purpose Conference room

Snipes Building

Student Activities

Cafeteria Building

Campus Dinning Hall

Campus Safety Hub

Campus Safety Officer

PARKING POLICY

Responsibility

It is the responsibility of each student, faculty/staff member to be familiar with the locations on campus where parking is permitted and any/all rules pertaining to parking on campus. The campus map designates where students, faculty/staff and visitors may park. Clinton College assumes no responsibility or liability for fire, theft, damage to or loss of any vehicle or any article left therein. It is the responsibility of any operator/owner of a vehicle which receives a ticket to respond to that ticket; to properly identify themselves in communication regarding that ticket.

Enforcement

Parking enforcement is the responsibility of Clinton College Security and Facilities Department. Parking regulations and enforcement are in effect 24 hours a day, 365 days a year. Security officers may require identification of any person(s) on campus. Refusal to comply may result in the issuance of a citation, a towed vehicle and/or notification of the Rock Hill Police Department.

A ticket being issued to a vehicle constitutes a communication that there has been some problem issue observed pertaining to the parking of that vehicle. Vehicle owners, if known, may also be contacted regarding any situation of concern which might develop relating to a vehicle to warrant such engagement.

Parking signs

Parking signs are displayed on campus. The Parking signs **designates where you are allowed to park.**

Permits

All vehicles parked on campus that are owned or used by any student, faculty/staff **must have a valid parking permit.** Parking permits may be obtained through the Office of Business Affairs. ****The College does not guarantee parking will be available. A permit is merely permission to park legally in one of the college lots.****

Student permit: Any student desiring a permit to park a vehicle on campus must purchase a parking permit in the Office of Business Affairs. Parking Permits are \$25 per vehicle.

Medical permit: Medical permits are available for those students, faculty and staff having a vehicle on campus, and due to an illness, injury or other medical reason have a mobility issue which significantly limits their walking distance. Medical permits are temporary and are valid only for the duration of the medical issue.

Faculty/staff permit: All faculty/staff may obtain a no-cost parking permit from the Office of Business Affairs/Services. The permit allows parking in any designated faculty/staff lot or space.

Permit placement

The student parking permit decal must be applied to the most rear driver's side window. Faculty and Staff parking permit decals must be displayed from the rear view mirror. If you have questions about placement of a parking permit or evidence of an illegally attached permit, contact Facilities, Campus Security of the Office of Business Affairs/Services.

Lost, stolen or damaged permits

If a vehicle is sold or involved in an accident that renders it inoperable, the old permit must be removed and returned to the office of Business Affairs/Services. A replacement permit will then be issued without additional cost. Lost or stolen permits must be reported to security immediately. Failure to do so may result in the owner's vehicle being towed from campus, a fine and/or a referral to the Student Conduct Committee.

Altered permits

Altering a parking decal is a violation of the college's parking policy. This may result in the vehicle being towed and the owner being fined and/or referred to the Student Conduct Committee. Altered permits will be confiscated and the vehicle's owner will lose their parking privileges for the remainder of the academic year.

Vehicle registration/permitting process

If you bring a vehicle to park on Clinton College's campus, you are required to register it with the Office for Business Affairs/Services. Registering a vehicle for a parking permit is the process of this requirement. Vehicles must be able to show a valid registration and up-to-date insurance (upon request) in order to be on campus.

For students: All vehicles must be registered. The parking permit enables the student vehicle to park on campus in designated "STUDENT" parking spaces, according to availability of those spaces; it also facilitates the ability for Security to be able to make contact should any situation or emergency arise concerning the vehicle warrant a prompt notification. No student vehicle may park on campus after the registration deadline without

a permit; the exception being those engaged in process and waiting for the issuance of a permit may park in student designated areas.

For faculty/staff: All faculty and staff must register their vehicles if they intend to park on campus at any time. Faculty and staff vehicles must be registered with the Office of Business Affairs/Services by the end of the first week of employment. There is no fee for a faculty/staff permit.

Prohibited parking areas

Parking is always prohibited in driveways, walkways, building exits, fire lanes, on grass or any place that would inhibit access of emergency vehicles. In such cases, the vehicle will be towed with or without notice and stored at the owner's expense.

Vehicles that are not parked in appropriately designated spaces or in the properly designated location (i.e. faculty/staff parking, student parking, etc.) may receive a parking ticket and/or may be towed without warning or notice.

Parking in faculty/staff parking areas is open to students with permits between 5 p.m. and 7 a.m. during weekdays and between 5 p.m. Friday to 7 a.m. Monday over weekends.

Parking during vacations

Students who wish to leave their vehicle on campus over any break must contact Security to make appropriate arrangements. Students who are on campus during break may park the designated spaces on campus. Vehicles left in any other lots on campus after these times may be ticketed and/or towed without warning or notice.

Conducting repairs on vehicles

Minor maintenance (such as replacing a tire or battery, or other wear and tear components designed for easy swap out replacement) are allowed to occur. Vehicles shall not be raised suspended on jacks or stands for the purpose of working underneath the vehicle, and no vehicle shall be left jacked up unattended.

Facilities and maintenance needs

Any person using campus parking is expected to move their vehicle promptly during periods of required maintenance. Notices will be placed in all dorms, and sent out via e-mail. These notices will state the date and time the required maintenance. Any vehicle impeding these activities may be towed without warning or notice.

Parking related notices

General parking announcements will be sent via e-mail. Parking announcements will be titled either "**Parking Notice**" or "**Urgent Parking Notice.**" All persons with parking permits are responsible for being knowledgeable of all information sent out in these parking e-mails and for complying with any directives they contain.

Campus Security

Telephone – 803-909-8175

Cell phone – 704-618-0007

SOCIAL MEDIA POLICY

I. Overview II. Posting as an Individual (student, faculty and staff) III. Posting on Behalf of Clinton College

Overview

Clinton College's Social Media Policy originated from the department of Institutional Advancement and Office of Communications. It is intended to provide guidance for students, faculty, staff, and visitors concerning the use of social media channels used through the college's network and equipment.

The Department of Institutional Advancement's social media policy is designed to create a community where the college can share its accomplishments, academic programs, activities, and events with the college audience.

As social media becomes a primary source for higher-educational institutions to communicate with the public, be aware of the consequences when used improperly. Poor behavior on social media cost people careers and educational opportunities. Make proper decisions if you choose to use social media at Clinton College.

Below is Clinton College's social media policy. To avoid potential issues and consequences, the social media policy must be followed by all users at Clinton College.

Clinton College expects students, faculty and staff, and visitors to obey the Terms of Service when using social media sites.

Posting as an Individual

Be transparent about your identity - If you are promoting Clinton College, disclose your relationship with the college. • Protect your identity - Do not post personal information that hackers or scammers could use. • Be truthful

- Tell the truth, thanks to the internet, it is very easy for people to find out correct information. • Use appropriate language and tone - Consider your words and how you use them when addressing someone. - Language that is used to threaten, harass, insult, bully or intimidate will not be tolerated by Clinton College. • Respect the views of others, even if you don't agree • Do not use the Clinton College logo or use the College to make endorsements - Do not use the Clinton College shield, wordmark of any other images on your personal websites. - Do not use the Clinton College name to promote or endorse any product, cause, person or political party or candidate.

Posting on Behalf of Clinton College

IMPORTANT: All social media sites representing the college must be approved and created by the Marketing & Communications department.

- Make sure social media accounts follow college policy and design - When posting for a Clinton College social media site, refer to the College Branding Guide.
- Maintain College confidentiality - Do not share confidential information, non-public strategies, student records or personal information without authorization.
- Be accurate - Have all the facts before communicating about Clinton College's history, services and programs. When in doubt, refrain from responding until you receive the correct information.
- Know and respect your audience - Be responsible with your words – you are speaking on behalf of Clinton College.
- Do not post personal views - Clinton College social media pages are to be used to promote the college and its programs. Personal views should not be shared and do not represent the values of the college.

THE DIVISION OF ENROLLEMNT AND STUDENT SUCCESS

The mission of the division of Enrollment and Student Success is to implement effective strategies that increase enrollment; provide a safe on-campus environment, offer diverse experiences beyond the classroom, and offer support services that contribute to our students' personal, academic and professional development, and their overall collegiate experience. The Division of Enrollment and Student Success is also responsible for enforcing student, and campus policies, rules, and regulations within the student handbook. The Division of Enrollment and Student Success includes the following departments:

- Residential Life
- Student Activities
- Student Support Services
- Athletics
- Financial Aid
- Admissions
- Counseling
- Campus Ministries

The broad goal of each department is to work collaboratively to ensure all students have an optimal collegiate experience.

RESIDENCE LIFE

The Clinton College residence community houses students in varied accommodations ranging from single and double dormitory-style rooms. Services and programs intended to enhance the quality of student life and to assure the security and safety of the resident student body is a priority for the residence life administration. All residents are served by live-in Area Directors and student resident assistants. At least one professional staff member is always on duty, 24 hours a day, seven (7) days a week. Security and safety

policies and procedures, especially regarding locking individual rooms and building doors and related precautions, are discussed with residents in crime prevention seminars, in routine floor meetings conducted by the residence life staff, and in printed material that is posted and distributed by the staff.

Residence Life Mission

Residence Life promotes both academic and personal success through maintaining a safe, supportive, and diverse living learning community.

Residency Requirements

Clinton College is a residential community; therefore, freshman students are required to live in on-campus housing for two continuous semesters. The housing agreement is binding for an entire academic year. However, students who live within a 25-mile radius of Clinton College may apply to live at home and commute from their parents' or legal guardians' permanent address. Students must complete a Off-Campus Housing Release Form, attach a map-quest or google maps document verifying the distance is 25 miles or less to the College and complete the notarized authorization form that is attached to the On-Campus Housing Release Form. In addition, students participating in an academic program that requires them to be away from campus (internship, study abroad, etc.) may apply for a mid-year release. Students leaving the College at the end of the fall semester will be granted a mid-year release.

Residing in the residence halls is a privilege, not a right. At anytime, students may be required to secure off campus housing if their conducts warrants, and there is a disregard for campus and/or residential life rules. This determination can be made by the recommendation of the Director of Residence Life in consultation with the college's Judicial Board, or the V.P. of Enrollment and Student Success

Pregnancy Policy

Title IX prohibits discrimination on the basis of sex-including pregnancy, parenting all relation conditions, such as abortion-in educational programs and activities that get federal funding. This means that school must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other student have. College personnel will not tell students to drop out of classes or programs or change your educational plans due to your pregnancy.

Clinton College does not discriminate against a student because of pregnancy. A student should notify the Dean of Academic Affairs upon learning of her pregnancy. In stances where the student is a resident in the residence hall, the student should inform the Director of Residence Life as soon as she learns that she is pregnant. Confidentiality will be maintained and the information will be released only if there is a need to know by other individuals. It is important that pregnant students seek medical treatment as soon as it is determined that she is pregnant.

Clinton College is concerned about the mental and physical health of its students realizing

that a pregnancy can be very stressful. The college does not assume liability for the care of the student or any pregnancy related costs. The student must be solely responsible for any and all pregnancy related expenses. No medical resources are available through the college. Pregnant students may continue taking classes and engage in all other college activities if they choose to do so. Alternatively, the student may request a medical leave of absence until after the birth of the child. However, it is important that the student make arrangement for housing of the infant prior to delivery. Infants are not allowed to live on campus or visit the rooms of the residence halls. There may be instances during a student's pregnancy that campus housing is not adequate to meet the student's needs. If this should occur, The Vice President of Enrollment and Student Success may recommend that the pregnant student move to an appropriate residence off campus. Students who choose to remain on campus must understand that the College does not assume any responsibility should an incident occur.

Residence Life Diversity Statement

Residence Life values the diversity of students on our campus. We embrace everyone who make up our community while providing opportunities for education and support in an increasingly global society.

Residence Life Administration

The administration of the residence halls is carried out through the Residence Life student staff, support staff, and professional staff members who report to the Division of Enrollment and Student Success.

Organizational structure is as follows:

- Resident Assistants (RAs) report to the Area Directors
- Residence Directors report to the Assistant Director of Residence Life and the Director of Residence Life
- Director of Residence Life reports to Associate Vice President of Enrollment and Student Success/Dean of Students.
- Associate Vice President of Enrollment and Student Success/Dean of Students reports to the Vice President of Enrollment and Student Success.

The RAs are students selected and employed by the Division of Enrollment and Student Success as members of the residence hall staff. RAs are available to assist students with adjustment to campus life. In addition to providing information, the staff is responsible for monitoring student conduct, planning programs designed to meet student needs, and offering peer counseling. Any reasonable requests made by student staff members should be respected just as those of any other Clinton College Official.

Applications

Applications for campus housing must be submitted for each year in which housing is desired. The application process will vary according to a student's classification as a new or continuing student. Re-admission status is considered the same as new student status.

New Student

As part of the formal Clinton College admission process, new students are required to indicate their housing needs. This constitutes the housing application process for new students.

Continuing Student

Continuing students are required to complete a housing application each year. Usually, this application period will coincide with the class pre-registration period held each semester. An application for campus housing does not necessarily ensure an assignment to housing. To be eligible to apply for housing, students must:

- 1) Meet all academic requirements for entrance to or continuation in college.
- 2) Be pre-registered as a full-time student for the semester in which the reservation is made. The requirement for pre-registration does not apply to new students. Reservations will not be held past the first day of the start of classes on the first day of the semester. Applications accepted during pre-registration periods will be cancelled at the end of the semester in which the reservation is made if, at the end of that semester, the student is declared academically ineligible.

Room Reservation Fee

There is a \$150 non-refundable reservation fee room fee that must be paid at the beginning of each semester for residential students. The student may be charged additional fees for any damage found in the room at cost. Examples include replacing keys, doors, damaged to furniture mattresses and covers and replacement of blinds.

Residence Hall 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 assessment of damage and the responsible student will be billed.

Private Rooms

Students may request a private room on their housing application. If there is space, a private room request may be granted on a first come, first serve basis. Students who are granted a private room have five (5) days after move in day during the fall and spring semester to request to move back to a double occupancy room. No requests to move from a private occupancy to a double occupancy will be granted after the above deadline.

Room Personalization

Residential students are encouraged to decorate their rooms to suit personal preferences. However, rooms must be left in the same condition upon leaving as they were prior to checking in. The furniture may be rearranged with safety in mind.

Additional Room Personalization

- Nails or tacks are not allowed except on wood strips provided for that purpose.
- Electrical tape and duct tape are not allowed. Only 2-sided tape can be used in the residence hall room.
- Picture hangers, adhesive backed towel hooks, or appliqués, stickers, and moldable putty are not allowed.
- Unauthorized paints are not allowed.
- Glow in the dark stars, moon, and planets are not allowed to hang or to be placed on the ceiling.
- A student's room must remain clean without excessive clothing or items on the floor as to block an entrance.

Residence Hall Room Keys

Students are issued a room key at check-in. If the key is not returned or the student fails to properly check out, charges will be assessed and assigned. A lost or stolen key must be immediately reported to the RA and Professional Staff Member to ensure replacement and room security. The student is responsible for the cost of \$25.00 to replace the door lock core. At no time are residents permitted to duplicate keys or to transfer room keys to another individual. Residents, if locked out of their rooms, should contact the RA for access. Students will be assessed a \$5.00 lockout charge which will be added to their student account and paid to the business office.

Access Cards

Access to the residence halls is obtained through the student's I.D. card. Students must always carry their I.D. cards with them. If a student loses or has his/her I.D. card stolen, they should immediately report this to his/her Area Director. The student will be required to obtain a new I.D. card from the Office of Student Accounts for the cost of \$25.00. A student will not have access to his/her residence hall without the I.D. card. Students are not permitted to allow anyone else to use their Clinton ID Card.

Residence Hall Hours

Residence halls are locked 24 hours a day. This measure is taken for the protection of the students living in the hall. Student ID cards serve as access passes to a student's assigned hall. Only residents of the respective hall and their escorted authorized guest(s) may exit and enter the buildings.

Definitions:

Guest: A guest is a non-Clinton college student or a Clinton college student who is not a resident of the building in which they are visiting.

Visitor: A Clinton College student who is a resident of the building who is visiting in the room of another resident in the same building in which they are both assigned.

Standard Guest Policy:

Visitation hours in residence hall rooms begin at 7:00pm and end at 12 Midnight on Sunday -Saturday. Each residential student may have up to two guests or visitors of either sex during this time frame. Students are required to sign in all guests starting at 7:00 p.m.

Overnight Guest Policy:

Overnight guests are prohibited in all residence halls.

Abandoned Property

Students personal property that is left in a vacated room, hallway, lobby, or common space, will be disposed of within 24 hours. The student's account will be billed appropriately for the labor involved as well as for improper checkout and possible key/core replacement.

Access to Roof

The roofs of the residence halls are not authorized for student use under any circumstance.

Appliances

Students are permitted to have microwaves and refrigerators in their rooms. However, the following restrictions apply:

- 1) Refrigerator – Two refrigerators, which are 4.5 cubic feet or less will be permitted per room.
- 2) Students must bring their own refrigerators. The College will not permit companies, organizations, or individuals to rent refrigerators to students.
- 3) Microwave wattage – 1200 watts or less. Size – 1.6 cubic feet or less.
- 4) If problems occur as a result of the possession of a refrigerator or microwave, a student may be asked to remove it from the residence hall.
- 5) Two microwaves are allowed in each room.
- 6) Only computers, alarm clocks, TVs, stereos, hair dryers, fans, razors, or lamps may be attached to an electrical outlet without permission from the Office of Residence Life. Sunlamps and cooking utensils with open coils WILL NOT be approved. The College may ask the student to remove any appliance if problems arise from its use.
- 7) Extension cords are not permitted as means of providing electricity to in-room appliances. All students should use UL-listed power strips and/or stations when additional electrical outlets are required. Rock Hill Fire Department recommends power strip/stations with on/off switches and surge protectors.
- 8) Although the heat and air conditioning in the Residence Halls are serviced regularly, students may request supplemental heating sources. Outside space heaters purchased by the student are not permitted in the Residence Halls.

Open Flames / Burners / Halogen Lamps

Candles, incense, cigarettes, electronic cigarettes, hover boards, halogen lamps, space heaters, and any appliance with an open burner are fire hazards and are not permitted in the residence halls on the campus of Clinton College. If found, the item(s) will be confiscated, and a fee will be assessed and billed to the student's account.

Floor/Hall Meetings

Residence Life staff may call a Dorm or floor meeting to discuss various policies and information. All residents are held accountable for the information and are, therefore, expected to attend all floor and/or hall meetings.

Student Right to Privacy -Residence Life

Room Inspection

Clinton College respects a student's right to privacy in his or her residence hall room. Accordingly, College officials will enter rooms only to inspect for reasonable cleanliness and order, standard maintenance, preservation of existing structure, identification of damage, complete maintenance orders, or to enforce College rules, for protecting the safety and security of members of the College community and their property. Inspections do not involve searches for rule violations. However, under the "plain view" rule, when

inspections by College staff reveal evidence of rule violation, students will receive notification and any evidence removed from the room.

Room Searches

Room searches to enforce College rules follow the procedures to protect the privacy rights of students. Searches will be conducted by college officials, based on probable cause that a rule violation has been committed, and that the evidence for it may be found in a particular room. The search may proceed only after the probable cause, the place to be searched, and the things to be seized have been described to the Dean of Students and have granted permission to conduct the search. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The College reserves the right to remove illegal items or unauthorized College property that is found during authorized searches.

Harassment / Sexual Harassment

Harassment of any type is not tolerated in the residence halls. Physical, verbal, sexual and/or electronic harassment will be handled through a conduct hearing. Members of the Clinton community who are being harassed should contact their RA to report the information. (Reference the Clinton College Title IX, Sexual Violence, Sexual Harassment, Sexual Assault Policy)

Illegal Use of Drugs and Drug Paraphernalia

Illegal use of drugs, illegal drugs, and drug paraphernalia are not allowed in the residence halls or on the Clinton College campus. If, after a conduct hearing, a student is found responsible for the use or possession of illegal drugs, the resulting sanction will include written notification of policy violation; additional sanctions could include community service; temporary or indefinite suspension or dismissal from the residence halls; or the temporary or indefinite suspension or dismissal from the College.

Intoxicated / Incapacitated Students

Students who appear intoxicated through slurred speech, inability to focus, physically unbalanced, unusual behavior, and/or smell of alcohol may be confronted by a campus security officer, or Clinton College employee. If this should occur, the student should comply with Clinton College officials. If a student is obviously intoxicated/incapacitated and is vomiting or to the point of passing out, Clinton College officials will call for an ambulance, at the expense of the student, to ensure the student's safety.

Storage

All student property must be stored in the student's room. Clinton College will not store excess personal property. Additionally, Clinton College will not store students' personal belongings over the summer break.

Housing During Breaks/Holidays

Room and Board fees do not include student vacation periods. Students will not be allowed to stay on campus during summer. During the academic year, students will be notified of periods in which they can stay on campus if the residence hall is open and the

dining hall is available. Residence Halls will be closed within 24 hours of the last exam and by 6:00 p.m. of last day of classes. Opening and closing of the residential halls will be posted and listed on the Academic Calendar.

Work Order Repairs and Process

Residents should notify the RA, Area Director, or the Office of Residence Life if problems occur and/or repairs are needed in their rooms. Notify the RA if the problem is in a common area. In case of an emergency, and the RA cannot be located, call the Office of Residence Life (ext.8153) or Assistant Director of Residence Life (ext. 8183). During normal work hours (8:30 a.m. - 5:00 p.m., Monday through Friday), the Office of Residence Life must approve any work order prior to being submitted to the Director of Facilities. At night and on weekends, Physical Plant personnel may be contacted only through the Residence Life Professional on duty. Please contact your RA on duty first to access these individuals.

Quiet Hours

The residence halls are both living and learning environments. As such, enforcing courtesy and quiet hours is the responsibility of all community members. If cooperation is not received, please contact an RA. Courtesy Hours are practiced 24 hours a day. Students living in the residence halls must be considerate of their fellow community members. The Office of Residence Life encourages students to ask one another to turn down the volume or to speak more quietly, Quiet hours are formally in effect from 10:00pm – 7:00am every day.

Vending Machines and Laundry Services

There are vending machines and washers/dryers in each residence hall. These are maintained for students' convenience and will be removed if they are abused. Please report damaged machines to the Area Director, who will post signs and contact the appropriate official.

Posting Signs, Posters, and Other Advertisements

Signs, posters, and other advertisements must have the approval of the Director of Residence Life. To have poster board sized signs posted, please leave 10 with the Office of Residence Life. To have 8x11 advertisement/signs posted, please leave 10 with the Office of Residence Life. Allow three working days from the time you've dropped off the signs until the time the signs are posted by Residence Life staff.

Solicitation / Fundraising

Individuals soliciting or fundraising for business, volunteers, or religion within the residence halls is not allowed. Students should report individuals immediately to an RA, Area Director, Assistant Director of Residence Life, Director of Residence Life or the Division of Enrollment and Student Success. Permission for soliciting/fundraising must be approved by the Vice President for Enrollment and Student Success.

Common Areas

All lobbies, computer labs, bathroom and shower areas must always be kept clean. Keep noise level in these common areas at a minimum.

Smoking

Smoking is prohibited in the residence halls' common areas and/or student rooms and on college property.

Theft

Students are not allowed to take/use cell phones, clothes, credit cards, or other items that belong to their roommates or hall mates. Individuals who do so are subject to the College Conduct Process and may be subject to face criminal prosecution.

Weapons

Weapons are not allowed in the residence halls of Clinton College. Weapons include: knives, pocket-knives, guns, pellet-guns, projectile weapons, tasers and martial arts equipment (num-chucks, Chinese stars, etc.). Additionally, common utensils must not be used as weapons.

Renter's Insurance for Student's Items

The College is not responsible for items in the students' rooms. Although the college does not require it, it's encouraged for students to obtain renter's insurance if parents don't have homeowner insurance to cover their student's items while in college. Items left over 10 days will be disposed of by college staff. Students should record their items serial numbers on the form given by the Residence Life Staff in case an item is stolen for recovery purposes.

Student Health Insurance

Any full-time student must have health insurance and show evidence of insurance during their enrollment. The college doesn't have cover health insurance for any student during their enrollment at Clinton College.

Medical Emergencies/Other Emergencies

Clinton College is not equipped with an infirmary on campus. In the event of a medical emergency on campus, contact Campus Security or in the residence hall, contact the Area Director. In the event of break in, violent attack, car or other accident/emergency, call 911 to contact the Rock Hill Police Department, contact Campus Security, Residence Life Staff and/or administrative offices.

Severe Weather Procedures

In cases of severe weather, the Office of Residence Life will notify residents in person and/or through signs on the entrances of the residence halls. The information will give the specific procedures to follow. For the safety of all residents, please follow these procedures as stated and do so as quickly, calmly, and quietly as possible. As in a fire drill, all students in the residence halls are expected to cooperate fully. Should Rock Hill encounter severe weather, such as an ice storm/snow storm, call the College will give for the latest information concerning any delay or cancellation of classes via email, text and on the college website.

Fire Drill and Evacuation Procedures Regulation:

The rules must be strictly observed at the sound of the alarm.

- 1) Wear coat and shoes.
- 2) Turn on light(s).
- 3) Lower or close windows and open the shades/blinds.
- 4) Leave room; close all doors.
- 5) If on a floor other than your own, borrow the articles of clothing and leave the building with the group on that floor and join your own group at their appointed station.
- 6) Walk quickly and quietly to your designated station. Remain silent so roll call can be done.
- 7) Remain in a group until RAs give the "all clear."
- 8) Proceed quietly into the building and return to your room.

Recommended:

Upon check-in to the residence hall, you should:

- 1) Locate the exit closest to your floor and find an alternate exit.
- 2) Keep your room key within easy access at night.
- 3) Read the fire evacuation route located on each floor.

In case of fire, remember:

- 1) Crawl instead of walking upright.
- 2) Check to see if doors are cool before opening.
- 3) Do not use the elevators.

If trapped in your room:

- 1) Call the Fire Department at 911 and let them know the location.
- 2) Seal off door and window cracks to keep smoke out. If possible, wet walls and furnishings.
- 3) Tie a wet towel around your nose and mouth.

Fire Safety Guidelines and Regulations

DO —

- 1) All students should use UL-listed power strips and/or stations when additional electrical outlets are required. Rock Hill Fire Department recommends power strip/stations with on/off switches and surge protectors.
- 2) Use only metal wastebaskets.
- 3) Keep fire doors in corridors and stairwells closed at all times.
- 4) Keep furniture, tapestries, or wall hangings away from doorways.
- 5) Keep less than 20% of the total wall area covered with combustible materials.
- 6) Report any safety or fire hazards to the Office of Residence Life staff immediately.
- 7) Keep hallways, breezeways, and walkways clear of personal items

DON'T —

- 1) Bring gasoline or any other volatile liquids into the residence halls.
- 2) Overload outlets.
- 3) Suspend items from the ceilings, sprinkler system or cover air/heat vents with plastic trash bags or suspend air fresheners.
- 4) Use extension cords.
- 5) Leave permitted appliances unattended while on and/or plugged in.
- 6) Use an open coil appliance (such as toaster, toaster oven, etc.).

7) Keep personal belongings in hallways, breezeways, and walkways. Students found guilty of pulling fire alarms, tampering with smoke detectors, removing evacuation procedures, and misusing the fire extinguisher(s)/fire hose(s) will be held accountable through a conduct hearing, fined the appropriate fees, and may face federal charges.

DRESS CODE POLICY

Clinton College students are expected to wear clothing that is always in good taste. Clinton requires students to dress properly and present a positive image. Students are expected to comply with the following guidelines:

1. 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.
2. Hats or caps are not to be worn inside any_on-campus building at any time.
3. Students are expected to wear **Business** attire to specific campus functions when requested – **i.e. Lyceum, Convocation, Founder’ Day, Graduation**
 - a. **Women** – Business Suits, Pants Suits, Skirt &Top or Dresses, dress heels or dress flats. No provocative dress wears.
 - b. **Men** – Slacks, Shirts with collars, Tie or Suit – no blues jeans, no tennis shoes –Timberlands, no sagging of pants are allowed. Durags are not allowed on campus, only in the residence halls
4. House shoes not allowed on campus, only in the residence halls.
5. Pajamas top and/or bottom not allowed on campus, only in the residence halls.

UNACCEPTABLE STANDARDS OF CONDUCT

The following behaviors are unacceptable both on or off campus:

- Sexual Harassment
- Stalking
- Rape
- Aggravated assault/Fighting
- Arson
- Destruction of property
- Possession of an illegal weapon
- Alcohol or drug distribution/usage/sale or possession
- Resisting arrest
- Intimidation/Harassment
- Indecent behavior, such as exposure of sexual organs
- Physical violence towards another person
- Disrespect to a College Official

- Verbally abusive language
- Breaking and Entering

Failure to Comply

Clinton College students must comply with all rules and regulations, and reasonable instructions from all Clinton College officials including: Residence Life staff members, Campus Security Officers, Enrollment and Student Success staff members, or any other Clinton College faculty or staff member. Failure to comply may result in a conduct hearing.

STUDENT ACTIVITIES

The Student Activities program at Clinton College exists as an integral part of the educational program and academic support services of the College. Activities and programs are conducted to assist students in adjusting to and enjoying the *Clinton* community and making college life a meaningful growth experience. Students are strongly encouraged to take advantage of the opportunities to enhance their pursuit of a quality liberal arts education by attending events arranged by their fellow students. Student Affairs welcomes suggestions from individuals and student organizations for future programming. Student Activities will only be as successful as student participation allows.

Student Government Association (SGA)

The Student Government Association provides an early experience in self-government that serves as a useful background for later public service. The purpose of the Student Government Association at Clinton College is to:

- Express student concerns
- Safeguard student interests
- Facilitate effective communication between administration, faculty, staff and students
- Sponsor events for the general student population
- Enhance student life on campus
- Acknowledge and support student clubs and organizations by sponsoring events for the enrichment and enhancement of the student body
- Encourage participation in all aspects of student life

The Student Government Association consists of two divisions:

- ***Executive Council*** is composed of President, Vice President, Secretary, Treasurer, Parliamentarian, and Chaplin.
- ***Student Senate*** is composed of five to ten full-time students that are nonvoting members who attend SGA meetings and SGA sponsored programs.

STUDENT SUPPORT SERVICES

Mission of Student Support Services

The mission of Student Support Services is to ensure that every student that participates in the program graduates.

Student Support Services include academic support services and TriO programs. Student Support Services (SSS) is a Title IV, equal-opportunity program funded by the U.S. Department of Education. The SSS program is a selective program for first generation college students, low income, and/or students with certified disabilities. This program is designed to enhance the overall college experience of our participants and assists them in being successful through supplemental services at no additional cost. Student Support Services at Clinton College are designed to serve as a resource that ensures students are achieving at their best academic level. In addition, SSS serves as a support system as well as an advocate for students.

The Student Support Services (SSS) program will empower our participants academically, socially and culturally by providing a positive atmosphere for learning through tutoring, mentoring; workshops and counseling in all areas of student life. We encourage all qualified students to take advantage of the services offered by the Student Support Service program. The SSS staff is available to help program participants succeed throughout their time at Clinton College and beyond.

ATHLETICS

Mission

The mission of the Athletic Department is to provide valuable opportunities through competitive athletics for students to develop skills of teamwork, commitment discipline and work ethic.

Since intercollegiate athletic programs are recognized as valuable assets in developing campus spirit, Clinton College strives to build a balanced, competitive athletic program where teams compete in men's and women's basketball. Intercollegiate contests are encouraged by Clinton College, but not at the expense of academic work. Students are required to maintain a specified academic standing to be eligible to participate in men's and women's basketball. No student is allowed to represent Clinton College or take part in any collegiate contest without meeting eligibility requirements of the association with which Clinton College is affiliated. Currently the athletic department offers the following athletic and auxiliary programs:

- Men's Basketball
- Women's Basketball
- Drumline
- Cheerleading/ Dance

FINANCIAL AID

The purpose of the Office of Financial Aid at Clinton College is to provide financial assistance to students who without such aid would not be able to attend college. The mission of the Office of Financial Aid is to assist students in finding ways to pay for their college education such as scholarships, grants, student loans, and on campus employment. The Office of Financial Aid at Clinton College makes every effort to provide for the timely delivery of financial assistance to eligible students.

Clinton College provides assistance to students enrolled in eligible programs, who demonstrate financial need and have a desire to attend college. The types of aid available include federal grants, scholarships, and limited Federal student loans. All students are encouraged to apply at least six to eight weeks in advance of the term they plan to enter.

Financial need is determined by a standard needs analysis system using confidential data submitted by the parents and/or the student. The needs analysis establishes the financial need by deducting the computed family and/or the student contribution from the total cost of attending Clinton College. The Free Application for Federal Student Aid (FAFSA) is the needs analysis system used by Clinton College. It is used to determine eligibility for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Direct Student Loans and Federal Work Study.

In order for students to be eligible for Federal Student Aid, they must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or have been home schooled.

Students receiving Federal Financial Assistance are required to meet the College's standards of academic progress. Additional, Federal requirements restrict the time frame that students receiving aid have to complete their program and require completion of a minimum number of credit hours each term. Failure to do so may result in termination of financial aid eligibility. Detailed information on the financial aid standards will be issued to all students receiving financial aid.

All awards of need-based financial aid are made annually, and students must reapply each year by completing a new or renewal FAFSA in order to be considered for assistance.

How to Apply for Financial Aid

In order to be considered for financial aid at Clinton College, students must first apply and be accepted for admission. However, students should not wait for a notice of acceptance before submitting their financial aid application. Students are encouraged to apply for financial aid as soon as possible after January 1st. All applicants who wish to be considered for federal and state financial aid must fill out a Free Application for Federal Student Aid (FAFSA) via www.fafsa.ed.gov. In order for the Office of Financial Aid to receive a notification of a student's FAFSA, the school code for

Clinton College must be listed. The school code for Clinton College is 004923.

The FAFSA website is a free U.S. Department of Education website where students may complete and submit a FAFSA application online. A PIN number is necessary for all online applications. Students and parents may apply for a PIN number at www.pin.ed.gov. If the PIN number is misplaced, a duplicate can be requested through the PIN website. All male students are required to register with Selective Service.

Registration can be completed and submitted online via www.sss.gov. Continuing students completing the renewal FAFSA can submit an online application via www.fafsa.ed.gov. Renewal of financial aid is not automatic. All applicants must re-apply each year. For additional information financial aid, you may contact the Office of Financial Aid.

Students may receive part or all of the financial aid offered. In such cases, it becomes the financial responsibility of students to provide the balance of aid not accepted.

Clinton College participates in the following Federal Student Financial Aid Programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program
- Federal Direct Loan

All award packages including athletic, academic, and outside scholarships are coordinated through the Office of Financial Aid. The total financial assistance awarded will never exceed the costs related to attending Clinton College. If a student is eligible for funds, awards from these programs will appear as credits on his/her account once his/her financial aid award is finalized.

STUDENT LOAN DEFAULT POLICY

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.

Grading System

The grading system for Clinton College includes letter grades: A, B, C, D, F, I and W.

A grade of "I" or incomplete is given in exceptional cases where a student is unable to

complete a course by the end of the semester, but has maintained suitable progress and gives evidence of the ability to pass the course if granted the opportunity to complete an assignment. Grades of “I” must be removed within the subsequent semester in residence and, if not removed within the stated time frame, automatically become grades of “F”.

Repeated Courses

Students may repeat previously passed courses once and remain eligible as a full-time student and entitled to receive Title IV funding. If a student successfully passed a course and subsequently failed it, the attempted hours for the course will be subtracted from the total hours enrolled in to determine Title IV eligibility. Students may repeat failed courses until passed.

Withdrawals

Students withdrawing from Clinton College after receiving financial aid will be placed on probation immediately. Withdrawing from Clinton College twice within the same academic year will result in immediate suspension of eligibility for financial aid including all state and federal student loan programs. A suspended student may be reinstated in the financial aid program after the completion of at least one semester of part-time study at the student’s own expense or two semesters if the suspension is the result of two withdrawals during the same academic year.

Appeals

A student who is determined ineligible to receive financial aid and subsequently loses financial aid may file a written appeal to the Financial Aid Satisfactory Academic Progress Committee through the Office of Financial Aid. The appeal must include a formal letter stating the nature of the appeal, a completed appeal form, and all relevant documentation to be considered by the committee. All appeals must be submitted no later than June 30th fall semester enrollment and December 30th for spring enrollment. If extenuating circumstances are proven, the student’s aid will be reinstated on a probationary status and evaluated each semester based on the academic merit of the student. If extenuating circumstances are not demonstrated, then the student’s aid will be suspended for the next two semesters. Reinstatement for subsequent semesters will be allowed if the student meets the College standards for Satisfactory Academic Progress.

Amendments to Financial Aid Policy

Clinton College’s financial aid policy will be modified as applicable federal and/or state law and regulations are changed. Any other amendments to this policy, not required by changes in laws or regulations will be considered through the institutional process for revisions of policy.

GRANTS AND LOANS

Federal Pell Grants

Eligibility for the Federal Pell Grant is determined by a standard formula established by Congress. The formula is used to calculate the expected family contribution. The amount of student aid a student receives depends on the expected family contribution, the estimated cost of education, enrollment status and whether the student attends schools for a full academic year. Pell grant awards are dependent upon program funding.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is for students with exceptional financial need. Priority is given to students who received Federal Pell Grants. An FSEOG does not have to be repaid. Individual awards are based on need and availability of funds.

Federal Work-Study

The Federal Work Study Program provides part-time employment to enrolled students who need earnings for education expenses. The amount of work-study award will depend on the student's financial need and the amount of money allocated for the program. In arranging a job and assigning a work schedule, the Office of Financial Aid considers the need for financial assistance, class schedule, health and academic progress. The student works an assigned number of hours each week, usually in a job related to the student's major or other area of interest. The student is paid current federal minimum wages. The student must obtain a work-study contract from the Office of Financial Aid before reporting to work. The contract will explain in detail the hours the student works, how and when the student will be paid and other terms of the agreement. In order to continue to be eligible for work-study, his/her work performance must be satisfactory at all times.

The Federal Direct Stafford Loan Program

These are low interest loans that the federal government pays directly to students through their schools. They include Federal Stafford Student Loans—subsidized (need-based) or unsubsidized (with no need). For subsidized loans, the government pays the interest charges; for unsubsidized loans, students are responsible for interest. The interest rate for all loans is recomputed each year. The rate, which is variable, may not exceed 8.25 percent for student loans and nine (9) percent for loans to parents. To qualify for one of these loans, students must be enrolled at least half time.

Freshman may borrow up to a \$3,500 subsidized Stafford loan and \$2000 unsubsidized Stafford loan if they are enrolled in a program of study that is a full academic year. Sophomores may borrow up to a \$4,500 subsidized Stafford loan and \$2000 unsubsidized Stafford loan if the remainder of the student's program is a full academic year in length. Juniors and seniors may borrow up to a \$5000 subsidized Stafford loan and \$2000 unsubsidized Stafford loan if the remainder of their program is one academic year in length.

A one percent fee is deducted proportionately from each federal subsidized and

unsubsidized loan disbursement. This fee goes to the lending agency to help reduce the cost of the loan. If you do not make your loan payments when they are scheduled, you may be charged collection and late fees. The interest rates for federal Stafford subsidized and unsubsidized loans are set July 1st of each fiscal year by Congress.

After the student graduates, leaves school or falls below half-time enrollment, the student has six months before the student begins repayment. Students receive information about repayment in the mail. Nevertheless, students are responsible for beginning repayment on time, even if they do not receive the information. Under certain circumstances, students may be eligible to receive a deferment or forbearance on their loans.

REPORTS ON ACADEMIC PROGRESS

At the end of each semester an interim 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.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that educational institutions measure a student's progress toward a declared educational objective. Clinton College has established standards to measure a student's academic progress for the fall and spring semesters. The standards will be applied uniformly to all students with determining their eligibility for federal, state, and Clinton College funds regardless of whether the student previously received these funds. Clinton College's standards for measuring Satisfactory Academic Progress are measured by two standards:

- A qualitative standard—the student's cumulative grade point average (GPA).
- A quantitative standard consisting of two (2) components:
 - a. The maximum time frame a student is allowed to complete degree requirements. Clinton College students may remain eligible for financial aid for a maximum of 150% of the total semester credit hours required to receive a degree (e.g., 124 semester credit hours x 150% = 186 maximum allowable attempted semester credit hours for the Bachelor and 64 semester credit hours x 150% = 96 maximum attempted semester credit hours for the Associate for financial aid eligibility).
 - b. The credit completion ratio of attempted semester credit hours. Clinton College requires all students to complete at least 67% of the total attempted semester credit hours each academic year.

Students must register for a minimum of twelve (12) semester credit hours each semester to be enrolled at full-time status at Clinton College. In accordance with the requirements of a quantitative standard, a full-time student is expected to complete all degree requirements within six (6) years for the Bachelor Degree and three (3) years for the Associate Degree.

Any course in which a student receives a grade of “D” or “F” may be repeated for appropriate course credit. In such cases, the higher grade will be used in computing grade point average of the student. The chart below outlines the required grade point averages to remain in good standing with standards listed above for students:

Total Credit Earned	Minimum Required GPA
0-17	1.50
18-30	1.75
31-63	2.00
64-124 and above	2.00

More importantly, in order to continue to receive financial assistance, students must strictly comply with the above stated requirements. Student transcripts will be monitored at the end of each semester to determine eligibility for continued financial aid. If a student does not meet one of the Satisfactory Academic Progress standards at the end of each spring semester, the student will be placed on financial academic probation; however, a student may still remain eligible for financial aid on a probation status until the end of the next semester of attendance at Clinton College. If at the end of the probationary period, a student fails to meet the probationary conditions mentioned above, the student’s financial aid will be suspended. Students whose financial aid has been suspended may enroll in courses at their own expense.

CLASS ATTENDANCE

Students are expected to attend all scheduled classes. Absence from class may have an adverse effect upon a student’s grade. Each instructor is expected to outline the attendance requirements at the beginning of the course and to include these requirements in the syllabus given to students.

Absences will be excused for the following reasons:

- a. Doctor’s excuse
- b. Official representation of the College
- c. Death of an immediate family member
- d. Court appearance/ Jury duty

It is the responsibility of the student to contact the professor and make the arrangements to make up the work. The professor is NOT obligated to allow a student to make up missed work due to an unexcused absence. Students who are absent from a class three times will be reported to the registrar and a written warning will be given to

the student. The professor or the registrar will withdraw the student from the roster or administer a failing grade if he/she has excessive absences in a class. Excessive absences in two or more classes will place the student on Academic Probation.

In addition, excessive absences from any class will jeopardize the student's ability to stay on campus in the residence halls.

ACADEMIC AND ADMISSION REGULATIONS

ADMISSIONS

Clinton College has an Open Admissions Policy in that it has a curriculum designed to offer educational opportunities to a wide range of students who show academic promise. Clinton College welcomes students of all races, creeds, and national origins. In order to be accepted for admission in Clinton College, a prospective applicant **must** have a high school diploma or a General Education Development (GED) Certificate. Scholastic Aptitude Tests, such as the Scholastic Aptitude Test (SAT) or American College Test (ACT) are helpful for evaluation purposes, but not necessary for admission at Clinton College.

INTERNATIONAL STUDENTS

International applicants are required to submit the following materials before an admission decision is made and an I-20 form issued:

- a completed application for admission, including application fees; an official transcript
- evidence or proof of proficiency in English
- a statement indicating that the applicant's financial resources will enable the student to meet United States study costs
- One year of tuition and fees in advance
- a health certificate

Clinton College does not offer financial aid for international students. I-20 form (Certificate of Eligibility is not issued until the applicant has been accepted by the Office of Admissions and submitted a financial statement indicating how fees will be paid while attending Clinton College.

The U.S. Department of Homeland Security rules governing non-immigrant "F-1" foreign students require that all persons in this category pursue a full course of study. This means that students must register for a minimum of twelve (12) credit hours. Any modification of this requirement that results in a course load of less than this minimum must be authorized by the Registrar. Failure to observe these requirements will cause students to be ineligible to receive the I-20 form to support their nonimmigrant status.

Prior to admission, all students must furnish a copy of his/her background record even if a criminal history does not exist.

All students are welcomed without regard to race, religion, creed, handicap, nationality, or ethnic origin.

EDUCATIONAL OPPORTUNITIES FOR NON-TRADITIONAL APPLICANTS

Clinton College encourages individuals who are not of traditional college age 18-23, including military veterans or career military personnel, to pursue educational programs leading to the undergraduate degree. So that the college can outline specific academic programs and provide counseling in general, persons who are interested in these educational possibilities are urged to confer with the Vice President for Academic Affairs and to submit their credentials for evaluation.

APPLICATION PROCEDURE

Complete the on-line Application for Admission and the on-line Application for Financial Aid located on our website at www.clintonjuniorcollege.edu. Send a cashier's check or money order for \$25.00, the cost for processing the application. You may also contact the business office to pay this fee via credit card. This fee is non-refundable.

READMISSIONS

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. Consideration for readmission will include an interview with The Vice President of Enrollment and Student Success at Clinton College.

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 Vice President for Academic Affairs.

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

ADMISSION EXCEPTIONS AND APPEALS

Students denied admission on the basis of their documented criminal background may appeal to the Vice President of Enrollment and Student Success. 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 of Enrollment and Student Success 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.

RECRUITING POLICY

All employees or agents of Clinton College who engage in recruiting students to the college will introduce and explain the “Open Admission” policy and will encourage students to become productive, contributing, and successful adults through Clinton College’s avenues of education, socialization, and religion.

TRANSFER POLICY

For purposes of the transfer policy, a transfer student is anyone who has attended any postsecondary institution and has not received degree. This does not include high school students who are enrolled in college-level coursework. Students planning to transfer credit from Clinton College to other postsecondary institutions are responsible for confirming the transferability of courses to those institutions. Students planning to transfer courses from other postsecondary institutions to Clinton College must adhere to the following guidelines:

- Students must submit an official transcript from each postsecondary institution attended
- Students must be in good standing with the previous postsecondary institutions and must be eligible to return
- Students must submit an official high school transcript, SAT or ACT score, high school grade point average and rank in graduating class if the student has earned less than thirty (30) semester hours.
- Students must complete and submit an application package (Refer to Procedure for Transfer Applicants)

Clinton College awards exemption and/or transfer credit for appropriate educational experiences in the armed services. Transfer credits will be awarded for comparable work if the student has earned a grade of “C” or better. No transfer grades below “C” will be accepted.

ACADEMICS

Attendance Policy

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 college professor and a copy turned in to the Office of 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 number 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

GRADING SYSTEM

The standard college grading system applies:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

For non-credit courses, C or above equals Satisfactory and below C is Unsatisfactory.

The “I” grade indicates that for some legitimate reason not all the work required of the student has been completed and thus a final grade determination cannot be made. All incompletes for courses must be made up no later than mid-term of the following semester (including those of students not then enrolled) or the “I” will become an “F”, this will be the case except under extenuating circumstances as determined by the instructor and the Academic Vice President.

REPEATING COURSES

Even though courses may be repeated, the prior attempts and grades are not removed from permanent records and credit hours are awarded only once. Other grades for the same course will be on record but will not be counted in the GPA.

CLASSIFICATION OF STUDENTS

Students are classified at the beginning of each semester for which they are registered according to records in the Office of the Academic President

Freshman: Students who have earned less than 30 credit hours

Sophomore: Students who have earned 30 credit hours or more

Full-time: Students enrolled for a minimum of twelve (12) semester credit hours

Part-time: Students enrolled for fewer than twelve (12) semester credit hours

GRADUATING STATUS

Students who have met all of the college requirements for graduation by the end of spring exams will be granted graduating status. The Academic Vice President for Academic Affairs may grant those sophomores expected to complete requirements during summer school or the fall semester, permission to participate in graduation activities.

It is mandatory for these students to participate in the Commencement activities.

Academic Satisfactory Progress Statement for continuing Matriculation and/or for financial Aid Recipients

Academic progress to receive financial aid will be reviewed at the end of each spring semester. Students who do not meet the progress requirement will be notified in a timely manner to allow for alternative financial assistance. For additional information regarding financial aid programs, application procedures, or aid awards, please contact the Financial Aid Coordinator at (803) 327-7402, ext. 240. In order to continue to receive financial assistance, students must comply with the following:

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

Hours Earned	Minimum Cumulative GPA
0-17	1.50
18-35	1.75
32 or more	2.00

GRADUATION HONORS

Candidates for 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, 3.1 *cum laude*, 3.33 *magna cum laude*, 3.75 *summa cum laude*.

ACADEMIC HONORS

The Dean's List is compiled at the end of each semester to recognize high academic achievement. To qualify for the honor, a student must have a minimum twelve semester hours.

A student is not eligible for The Dean's List for a semester in which he or she obtained a grade of "I" (Incomplete) for any course.

BEACON FORUM

Beacon Forum is a weekly program designed to enhance our students academic experience. The mission of the Beacon Forum is to provide stimulating programming that assists students to:

- explore, discover and deepen their student development outside of the classroom
- develop an appreciation of scholarship, service, spirituality and social change with a view to mutual enrichment
- engage in ethical reflection and the discussion and development of values, and construct a vision of what they can contribute to the common good

Beacon Forum are held on Wednesday at 11:00am. Students are required to attend Beacon Forum and will be given a pass/fail for attendance. It is the responsibility of the faculty/staff members to participate in these opportunities.

All students must be properly dressed for Beacon Forum. Male students must wear a white shirt with black tie, Clinton College Blazer, slacks and dress shoes. Female students must wear white blouse, black shirt/slacks, Clinton College Blazer and black dress shoes.

(No athletic footwear or boots will be allowed.) No exceptions.

This attire is appropriate for Fall convocation and other services and for a professional environment.

Faculty/Staff are asked to wear their Black Clinton College Blazer with white shirt/blouse, black ties (men), black slacks/skirt and black dress shoes.

COUNSELING

The mission of the Counseling Department is to enhance students' intellectual, personal, social, academic, and overall mental well-being, through counseling and support services. Counseling services include but are not limited to:

- Referral process for faculty/staff
- Mental health counseling

- Grief Counseling
- Individual and group Counseling
- Conflict resolution
- Time management
- Referral to outside resources

The Vice President of Enrollment and Student Success Judicial Board, and Dean of Students will be allowed to refer students to the on-site 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 also be made in lieu of another sanction.

SPIRITUAL DEVELOPMENT OPPORTUNITIES

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 as Beacon Forum programs and church services held in the library by the campus minister.

The mission of Beacon Forum programs are 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.

All students must be properly dressed for Beacon forum. Male students must wear a shirt with tie, slacks, and dress shoes. (No athletic footwear or boots will be allowed. No exceptions. Female students must wear clothing that is appropriate for religious services and for a professional environment.

ENROLLMENT CONDITIONS

Persons who are admitted to the college have to abide by certain conditions to be enrolled. If students fail to meet those conditions it could lead to termination of the student's enrollment.

REGISTRATION

- Students must register each semester before they are recognized as an official

student.

FINANCIAL RESPONSIBILITY

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.

CLINTON COLLEGE REFUND POLICY

Tuition Refund Policy

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) (no show) and does not officially withdraw. If you are receiving Financial Aid and you do not attend (no show) or you do not meet the 10 day seat time attendance requirement, Financial Aid will be removed from your student account and you 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 (see schedule below).

Refunds will take approximately 3-4 weeks to process. The amount of the refund will be based on the official withdrawal date, according to the following schedule:

Withdrawal Date	Percent of Refund
Prior to first day of class	100%
Between 1st day and 5th day of class	75%
Between 6th day and 10th day of class	50%
Between 11th day and 15th day of class	25%

After the 15th day of class	0%
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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.

Room and Boarding Refund Policy

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

Withdrawal Date	Percent of Refund
Prior to first day of class	100%
Between 1st day and 5th day of class	75%
Between 6th day and 10th day of class	50%
Between 11th day and 15th day of class	25%
After the 15th day of class	0%

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, and 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 a student ceases to reserve or reside in College housing and the room has been inspected and cleared by the dorm manager and the room clearance form has been signed by student and dorm manager, the balance of the deposit becomes refundable. Refunds may be processed within sixty days 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.

STUDENT MEMBERSHIP

Once a student becomes a part of the Clinton College student body, that person has accepted membership into the Clinton College community. A student is defined as any person enrolled in credit courses. All students have the right to express ideas, form opinions and gain knowledge at Clinton. In order for this to happen, the college will bring forth people and resources that foster learning and growth.

Students must become familiar with the rules and regulations of the community and treat themselves and others with respect. There are federal, state, local laws, policies instituted by the Board of Trustees and College Administration that students must adhere. Any student wishing to change standards that govern behaviors are recommended to become active citizens and become a part of the Student Government Association and other college committees. Changes in rules shall be announced either in Lyceum Services or by other forms of media. As it stands, all rules and regulations that govern student behavior are explained in the Student Handbook but are not all inclusive. Clinton College encourages each student to become familiar with the handbook. Each student may feel free to contact the Student Affairs Office at anytime he/she have questions in regards to rules and regulations of the college.

STUDENT RIGHTS

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 RIGHTS

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 proved is more probable 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 relied 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.

VICTIMS 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 and the Vice President for Student Affairs are responsible for determining disciplinary decisions at Clinton College. The Vice President for Academic Affairs is responsible for discipline in the academic setting (classroom), and the Vice President for Student 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.

There are times the Vice President for Academic Affairs and the Vice President of Enrollment and Student Success 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 Vice President for Academic Affairs and the Vice President of Enrollment and Student Success. This board serves as an advisory board to the Vice President for Academic Affairs and the Vice President of Enrollment and Student Success. Once a disciplinary case has been forwarded to the Judicial Board, there is an appeal process. All of these appeals should be forwarded to the Judicial Appeals Officer in writing.

JUDICIAL BOARD

The Vice President of Enrollment and Student Success, in consultation with the Vice President for Academics 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 Enrollment and Student Success and the Vice President for Academic Affairs of the College. All penalties and sanctions must be approved by Vice President for

Enrollment and Student Success or the AVP Enrollment and Student Success/ Dean of Students 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.

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 Division of Enrollment and Student Success. This 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 of the Vice President for Academic Affairs 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 Vice President for Academic Affairs and the Vice President of Enrollment and Student Success Any violations of this will result in further sanctions.

The Vice President for Academic Affairs and Vice President of Enrollment and Student Success 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.

IMMUNIZATION RECORDS

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

INSURANCE

Any full-time student must have health insurance or show evidence of insurance during their enrollment.

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".

STUDENTS WITH DISABILITIES

The faculty and staff at Clinton College are committed to providing educational opportunities to all students. 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 impairment, or (3) is regarded as having such 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.

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.

ACQUIRED IMMUNE DEFICIENCY (AIDS) POLICY

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.

CODE OF CONDUCT

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 Enrollment and Student Success. 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.

BEHAVIORAL STANDARDS/ MORALS POLICY

Clinton College is a Christian Institution. The behavioral standards of Clinton College are based on Christian principles and are designed to benefit the Clinton College Community. It is assumed that each student, who joins 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 and discipline. At no time are any school facilities and/or property to be used for ‘sexual’ relations between two individuals. Overnight visitors in the residential halls are not allowed. This includes Clinton College students who are not assigned to that specific dorm room. Students failing to adhere to the behavioral standards are subject to sanctions

Anti-Bullying Policy:

Bullying: The term “bullying” means deliberate hurtful behavior to someone as a single incident or over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms. Often it includes one or more of the following: intimidation, exclusion, rumor-spreading, name-calling, anonymous messages, damage to or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, missing lessons, not eating, or not working.

- **Cyberbullying:** The term “Cyberbullying” means, when one person uses digital technology to hurt another person. Cyberbullying includes but is not limited to:
 - Texting or emailing unpleasant, scary or rude mobile phone messages
 - “Sexting”, where sexually inappropriate mobile phone pictures of a person or persons are used by another person to upset, harass or demean the person(s) in the pictures
 - Posting abusive or demeaning comments on social networking sites such as Facebook and Twitter, or in chat rooms
- **Disability Bullying:** The term “Disability Bullying” means making any offensive comment or physical interference towards another person who has a mental or physical disability or a learning difficulty, whereby that disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person
- **Homophobic Bullying:** The term “Homophobic Bullying” means making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality to upset, harass, humiliate or isolate that person
- **Racist and Religious Bullying:** The term “Racist and Religious Bullying” means making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices
- **Sexual and Sexist Bullying:** The term “Sexual and Sexist Bullying” means making any offensive, derogatory or demeaning comment or innuendo to a

person linked to their gender, sexuality or sexual activity. Displaying sexual or pornographic pictures on any electronic device with intent to insult, demean or harass another person. Any unwanted physical conduct or coercion into a sexual act.

Retaliation: The term “retaliation” means any form of recrimination or reprisal for initiating a grievance against any member of the college community; student, faculty, staff or administration. Retaliation may take the form of harassment or violence and may include taunting and name-calling. Retaliation against a member of the college community who make good faith reports regarding actual or potential college-related violations of law, regulation or college policies and procedures is prohibited. Members of the college community are encouraged to report all crime and possible college-related violations of law, regulations, or college policies and procedures. Members of the college community who believe that they have been retaliated against may submit a written or oral complaint to the Office of Human Resources (faculty, staff and administration) or to the Vice President of Enrollment Management and Student Success or the Associate Vice President for Enrollment Management and Student Success/Dean of Students (students).

TITLE IX & SEXUAL VIOLENCE POLICY

Title IX of the Education Amendments of 1972 (“Title IX”), is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. Sexual violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, such as rape, sexual assault, sexual battery and sexual coercion.

College Responsibilities:

- Once Clinton College knows or reasonably should know of possible sexual harassment or sexual violence, the College must take immediate and appropriate action to investigate or otherwise determine what occurred.
- Once Clinton College knows or reasonably should know of sexual harassment or sexual violence that creates a hostile environment, the College must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Clinton College will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- Clinton College provides a grievance procedure for a complainant to file complaints of sex discrimination, including complaints of sexual violence. These procedures include an equal opportunity for both the complainant and respondent to present witnesses and other evidence and the same appeal rights.
- Clinton College uses the Preponderance of Evidence standard to resolve complaints of sexual discrimination.
- Both the complainant and respondent receive written notification of the outcome of the complaint.

Procedures for Reporting and Responding to Reports of Sexual Discrimination:

All members of the college community are expected to contact the Title IX Officer if they observe or encounter conduct that may be subject to the College’s Policy of Non-

discrimination, unless their position explicitly grants them confidentiality rights (see “Confidentiality of Reports of Sexual Harassment and Sexual Violence” below). Reports of sexual discrimination, sexual harassment, and sexual violence may be brought to the Title IX Officer, the Director of Human Resources, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual discrimination, sexual harassment or sexual violence. If the person to whom discrimination, harassment or violence normally would be reported is the individual accused (the respondent) of discrimination, harassment or violence, reports may be made to another manager supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer when a report is received. Reports of sexual discrimination, sexual harassment and sexual violence shall be brought as soon as possible after the alleged conduct occurs, optimally within one year. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. Clinton College shall respond to reports of sexual discrimination, sexual harassment and sexual violence brought after one year to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.

- ✓ **Campus Counselor (Confidential Resource)**
Slade Hall, First Floor
Telephone – 803-909-8173

- ✓ **Chaplain (Confidential Resource)**
Telephone 803-909-8169

- ✓ **Campus Security**
Telephone – 803-909-8175
Cellphone – 704-618-0007

- ✓ **Office of Residence Life**
Cauthen Hall
Telephone 803-909-8153

- ✓ **Office of the Vice President for Academic Services/Academic Dean**
Slade Hall, First Floor
Telephone 803-909-8151

Clinton College’s Alcohol Statement

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. This s also inclusive of possessing empty alcohol cans and/or bottles.

Drug-Free School Policy

Clinton College has adopted this policy as part of the Drug-Free Schools and Communities Act Amendments of 1989, and because of the institution's commitment to preserving the health and well-being of its students and employees, and to providing a safe environment for both learning and employment. This policy established the College's position on the use or abuse of alcohol, drugs, or other controlled substances by students and employees.

Drug and Alcohol Policy

Clinton College complies with federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages, narcotics, illegal drugs or controlled substances. Clinton College prohibits the unlawful manufacture, distribution, dispensation, presence or use of alcohol, illegal drugs, or other controlled substance on its property or at any of its activities. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student is prohibited, and will result in written notification of violation, and or community service, loss of campus housing, suspension or termination of enrollment.

WEAPONS POLICY

I. General

The possession of firearms, ammunition, explosives, incendiary devices, and other weapons anywhere on the Clinton College 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 contributes 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; an instrumentality designed or likely to produce bodily harm or property damage; or an instrument by the use of which a fatal wound may probably or possibly be given or damage to property may be inflicted. A "weapon" may include, but is not limited to, the following: any firearm, BB gun, pellet gun, ammunition, bow and arrow, cross-bow, 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 in length or less, or belts and belt 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 instrumentality 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, facilities, 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 instructional 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 Division of Enrollment and Student Success. Any weapon brought for instructional 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.

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

FALSIFYING DOCUMENTS

Furnishing false information to the college or other form of dishonesty in college related

affairs.

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.

THEFT

Theft, regardless of where it occurred, stealing from another person, agency, institution, or the college; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and acting as an accomplice to theft.

PHYSICAL ABUSE

An encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or contact which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

VERBAL ABUSE OR HARASSMENT

The use of verbally abusive language by any person on College is prohibited owned or controlled property or at College sponsored or supervised events. This includes language which insult, or challenges another person to use a violent profanity, verbal assaults, sexist, or racist remarks or behavior.

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 company of 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.

Students involved in stated violations are subject to sanctions determined by the Judicial Board and/or the Vice President for Student Affairs and the Vice President for Academic Affairs. These sanctions can include but are not limited to fines, restitution, community service, behavioral contract, suspension, and indefinite suspension.

Tobacco-Free Policy

As an institution of higher education, Clinton College recognizes its responsibility to present education to our students on matters of good health. Consequently, effective August 1, 2010, the entire campus environment is designated as Tobacco-Free to thereby provide a healthier environment for the college community. Effective August 1, 2010 smoking and use of all tobacco products is prohibited in all buildings and all grounds of Clinton College. This policy applies to all faculty, staff, students and visitors at Clinton College. Students, faculty and staff not adhering to this policy are subject to disciplinary sanctions.

Tobacco Industry Marketing or Sponsorship Clinton College will not accept any contributions or gifts, money or materials from the tobacco industry. Clinton College will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc. that advertises tobacco use or tobacco products will not be allowed on campus grounds or in the possession of students, faculty or staff at school-sponsored events

CLINTON COLLEGE HEALTH & SAFETY POLICY

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 etc. 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 omissions 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 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. The safety plan will be placed in the Policies and Procedures Manual the Employee Manual and the Student Handbook.

Campus Emergency Response and Evacuation Procedure Reporting an Emergency

All members of the campus community and public may report an emergency to a campus official.

First Response: **Call Rock Hill Police – 911**

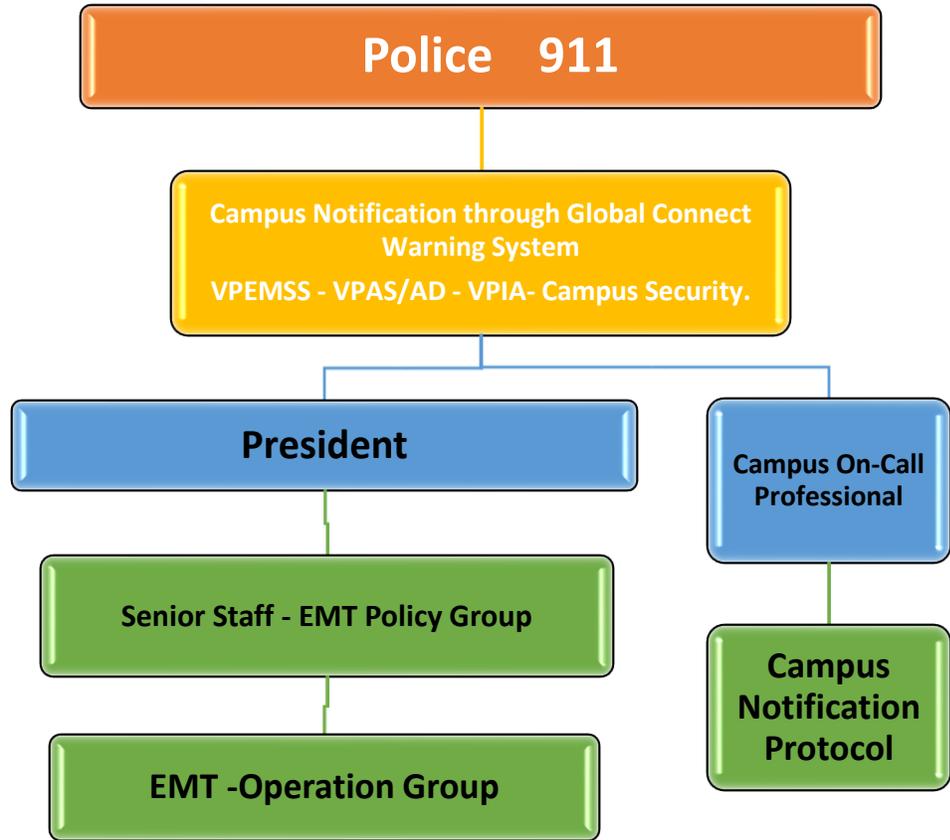
**DO NOT HANG UP UNTIL INSTRUCTED
TO DO SO BY POLICE/DISPATCHER/EMS**

Reporting an Emergency

Initiating the Campus Emergency Response and Evacuation Procedure

All members of the campus community and public may report an emergency to a campus official.

- Individuals are encouraged to report emergencies immediately to the **ROCK HILL POLICE**
Dial 911.
- Rock Hill Police will investigate, **assess and declare the level of emergency.**
- Initiate the Campus Notification System:
 - **College President**
 - **Vice President for Academic Services/Academic Dean**
 - **Vice President for Enrollment Management and Student Success**
 - **Vice President for Business Affairs**
 - **Vice President for Institutional Advancement**
- In consultation with the **appropriate Vice President, Rock Hill Police, in conjunction with the Campus Security, will declare an emergency.**
 - An Emergency Response will likely fall into two categories:
 - Campus Evacuation or Limited Campus Evacuation (buildings, grounds, etc.)
 - Shelter-in-Place
- The Rock Hill Emergency Response Team will initiate and implement the Campus Emergency Response and Evacuation protocol (**when required**).
- The type and severity of the emergency will determine what response is warranted by the appropriate Rock Hill Emergency Response Team.



Emergency/Crisis

The origin of causative factors in or leading to an emergency/crisis may be man-made or natural or a combination of both. Campus Emergency Response and Evacuation Procedures will be activated as a result of one or more, singularly or in combination, events or situations, which include but are not limited to the following:

- Fires
- Explosions
- Threats (shooter, bombs, etc.)
- Hazardous Materials (Chemical, Biological, Radiological, etc.)
- Utility Interruptions (Electrical, Gas, Water, etc.)
- Communications Failures
- Civil Disturbances or Disruptions
- Severe Weather (Ice Storms, Flooding, Hurricanes, Tornadoes, Earthquakes, etc.)

Campus Emergency Response

The primary goal of the Campus Emergency Response and Evacuation Procedures is to assure the safety and health of students, faculty, staff, and the public, and to protect and safeguard property, resources, and the integrity of the College and its programs. Clinton College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system, unless the notification will, in the professional judgment of responsible campus and/or civil authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Campus Notification System – Disseminating Emergency Information

Clinton College employs a number of notification options when man-made or natural causative factors require immediate campus communication. In consultation with the College President and/or the appropriate Vice President, the VP for Institutional Advancement will initiate the campus notification system. These options include, but are not limited to, the following:

- Clinton College External Web Site (www.clintoncollege.edu)
- The Campus Severe Weather Hotline
 - Students 803-
 - Faculty/Staff 803-
- Local and Regional Television and Radio broadcasts
- Clinton College email system
- *Global Connect Emergency Notification System* – this system sends immediate text, voice, and/or e-mail messages to members of the College community who have pre-registered cell phone numbers for this purpose.

Emergency Management Teams

The College is organized into Emergency Management Teams (EMT) responsible for implementing Campus Emergency Response and Evacuation Procedures, as follows:

EMT – Policy Group – This group functions to provide overall policy guidance and perspective in planning for and responding to emergencies.

College President
Vice President for Academic Services/Academic Dean
Vice President for Business Affairs

Vice President for Institutional Advancement
Vice President for Enrollment Management and Student Success
Senior Advisor to the President

EMT – Operation Group – These groups function to carry out the operational aspects of the Plan and/or as directed by the EMT-Policy Group. Individual EMT groups are subject to change in make-up and, depending upon the nature of the emergency; one or more groups may be combined or merged.

ADMINISTRATION/MANAGEMENT

Vice President for Business Affairs
Director of Facilities
Director of Food Service
Campus Security Captain

PUBLIC RELATIONS

Vice President for Institutional Advancement

INSTRUCTIONAL PROGRAMS

Vice President for Academic Services/Academic Dean
Registrar
School Deans

ENROLLMENT MANAGEMENT AND STUDENT SUCCESS

AVPEMSS/Dean of Students
Director of Residence Life
Athletic Director
Director of Student Activities

Annual Test of Campus Emergency Response and Evacuation Procedure

A test exercise of the Campus Emergency Response and Evacuation Procedure will be conducted annually. The annual test will include:

- At least one (1) campus test exercise per calendar year
- The publication of these emergency procedures
- A description of the exercise
- The date and time the exercise was conducted
- Whether the test exercise was announced or unannounced

Address/Building Identifiers/Nomenclatures

All Main Campus Addresses:

**1029 Crawford Road
Rock Hill, SC 29730**

Facility Name

Art Building

Slade Hall

Library

Cauthen Hall

Marshall Hall

Snipes Student Center

Fischer Student Affairs Building

New Millennium Café

Early Childhood Building

Thomas Wilkes Art Building

Off Campus Properties

219 Hampton Street

Appendices

FERPA Amendment Waiver

I _____ authorize Clinton College to release information regarding my academic record and / or my disciplinary record at Clinton College.

Student Signature

Date

AGREEMENT FORM

I (print name) _____ have _____ received a Student Handbook on (date) _____. I understand that I will be held accountable for knowing the contents within the handbook during my duration at Clinton College.

Student Signature

