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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).

The Transnational Association of Christian Colleges and Schools (TRACS) is recognized by both the United States Department of Education (USDE) http://www.ed.gov/NLE/USNEI/us/accred-recog_associations.html and the Council for Higher Education Accreditation (CHEA) http://www.chea.org/Directories/national.cfm, 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 of Higher Education Accreditation
ACE – American Council on Education
NACUBO – National Association of College and University Business Officers
SACUBO – Southern Association of College and University Business Officers
CACRAO – Carolina Association of Collegiate Registrars and Admissions Officers
National Alliance Black Student Government Associations
South Carolina Financial Aid Association
York County Chamber of Commerce

NON-DISCRIMINATION POLICY

Clinton College does not discriminate on the basis of race, color, creed, gender, age, sex, religion, physical or mental disability, national origin, veteran status, marital status, sexual orientation, political affiliation, or genetic information in its programs and activities and provides equal access to the services and other programs at the College.
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 worshiping under the banners of different denominations.

INTRODUCTION

The purpose of the Student Handbook is to help the student understand his/her rights and responsibilities. It serves as a contractual document between the college and students. All students will be held accountable for the contents of the Student Handbook. The Clinton College student is responsible for abiding by the rules of the college. Clinton College is committed to enhancing and protecting the rights of each student.

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.
DIVISION OF STUDENT AFFAIRS

The goal of the Division of Student Affairs is to meet the needs of Clinton College students. Taking into consideration the college's mission and history, the division will work to bring cohesiveness between the college and the student body to establish a positive working relationship. The number one priority of this division is to develop programs that foster students' academic growth.

The Division of Student Affairs will work along with the Division of Academic Affairs to create a community that provides a sense of respect, academic success, personal development, and safety to all students. Students in this community will develop a foundation for learning and attaining career goals.

STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs offers a variety of opportunities to aid students in their personal growth and development. Faculty and staff collaborate to provide a holistic collegiate experience that combines traditional learning with social, spiritual, and educational opportunities outside of classroom instruction. These programs and activities are designed to help students thrive while they are enrolled in the institution, and to be productive professional citizens upon their matriculation.

STUDENT AFFAIRS UNITS

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

It is the responsibility of the Vice President for Student Affairs to ensure that the Division of Student Affairs' department is working toward the mission and goals of the college. It is also the duty of the Vice President to communicate the goals to each division within the Student Affairs Office. Students who need services outside of the academic setting are to seek the guidance of the Vice President for Student Affairs. The Vice President for Student Affairs responsibility is to see that all students' emotional, social, intellectual and physical needs are met in accordance with the policies and procedures outlined in the Student Handbook.

The mission of the Unit of Residential Life is to provide quality housing that will contribute to the physical, emotional, intellectual, cultural and social development of its residents.
Objectives

- To promote concepts such as diversity and cultural awareness through educational and social programming
- To maintain a community atmosphere where students take responsibility for their actions
- To provide an atmosphere where students can interact with one another in an effort to fully develop their social and interpersonal skills
- To support the Academic Mission of Clinton College as well as that of the Division of Student Affairs
- To provide students an opportunity to evaluate departmental operations, with student opinion used whenever possible to make changes and improvements

RESIDENTIAL LIFE

Both Marshall (male residential hall) and Cauthen Hall (female residential hall) are places where students can grow and have challenges which allow them to be responsible for themselves. The goal is to provide a clean, safe, environment and a place for the students so that they can build everlasting relationships. Living on campus is a privilege, not a right. It opens up opportunities to learn about other students with different backgrounds, cultures, and experiences. This will hopefully enable each student the opportunity to become more diverse. Clinton College reserves the right not to offer housing or terminate housing of any student for any reason deemed necessary. This decision can be made by the Vice President for Student Affairs, the Director of Residential Life, or the College’s Judicial Board.

GENERAL STANDARDS

Students Residential Rights

- The liberty to study, relax and sleep without interference
- The liberty to feel safe in residence halls
- The liberty to have respect shown and the responsibility to respect the privacy of others
- The liberty to have guests in assigned areas of the hall
- The liberty to feel free of intimidation

STAFFING

The Vice President for Student Affairs and the Director of Residential Life are responsible for the administration of student housing. They are responsible for:

- Assignment process
- Training hall staff and supervision
- Making departmental decisions
Residential Life Coordinators and Student Residential Life Assistants (RA) are responsible for the day to day operations for the residence. The majority of their time is spent interacting with students, responding to emergencies and assisting or planning social and cultural activities. All Residential Life Coordinators Managers and Residential Life Residential Assistants report directly to the Director of Residential Life.

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.

ROOM INSPECTIONS

The following are guidelines for proper room inspections:

- Daily room inspection can either be announced or unannounced. All announced room inspections should be mentioned in hall meetings or posted in residential halls
- The Director Residential Life, Residential Life Coordinators, and the Vice President for Student Affairs can (and will) conduct room inspections. The Campus Security will get involved only when there is cause.
- Room inspection will be conducted every day.

FIRE REGULATIONS

Procedure

- Activate the fire alarm.
- Contact Security.
- The number one priority is to evacuate the building and assist students out of the residential Halls
- Security notifies the Director of Residential Life or Director of Student Affairs.
- The Vice President for Student Affairs contacts other College officials including the President.
- If counseling is needed the Psychological Counselor will be contacted.
- If fire occurs in the residential halls, it will be up to College officials to find temporary housing for the students.
MEDICAL EMERGENCIES

Clinton College is not equipped with an infirmary on campus. In the event of a medical emergency in the Residential Halls contact the Residential Life Coordinator.

OTHER EMERGENCIES

In the event of break-in, violent attack, car or other accident, or other emergency call 911 to contact the Rock Hill Police Department, contact Campus Security, Residential Life Coordinators and/or the administrative offices.

HOUSING DURING VACATIONS

Room and Board fees do not include student vacation periods. Students will not be allowed to stay on campus during vacation periods.

The College is not responsible for items in the students' rooms. Although the college does not require it, it is strongly recommended that students obtain renter's insurance. Items left over 10 days will be disposed of by college staff.

Residence Halls will be closed within 24 hours of the last exam and by 9:00 p.m. of last day of classes. Opening and closing of the residential halls will be posted.

STOLEN OR LOST ITEMS AND VEHICLES PARKED ON CAMPUS

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

ROOM RESERVATION FEE

There is a $250 non-refundable reservation fee room fee that must be paid at the beginning of each semester. 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.

STANDARDS OF CONDUCT

- Students may not have visitors in their rooms. (Family members may have periodic visits, but must notify Residential Life Staff)
- No pets.
- Loud music and other disturbances are prohibited at any time.
- During visiting hours, guest must be entertained in the lounge.
- All visitors must vacate the premises by the end of specified visitation hours.
- Rooms must be kept clean.
- Students are not allowed to duplicate room keys. Any student that has lost his/her key must inform the Residential Life Coordinator and pay a fee for a replacement.
- Student may not have overnight guest
- Students may pick up their mail in the Residential Life Coordinator’s office
- Students are to carry their ID’s at all times

RESIDENTIAL LIFE POLICY

All freshmen students who live beyond twenty-five miles from Clinton College are required to obtain on campus housing. Those freshmen who live within twenty-five miles of the Clinton College may opt to live in campus residence halls. Freshmen students are assigned to a room based upon their acceptance to the college. Freshmen students who have areas of concern obtained through information provided via their submitted background check, may be required to secure off campus housing per a decision made by the Vice President for Student Affairs.

All eligible students are required to sign a lease agreement for the nine month period that encompasses the academic year.

Residing in the residence halls is a privilege, not a right. At anytime, students may be required to secure off campus housing if their behavior warrants and there is a disregard for campus and/or residential life rules. This determination can be made by Residential Life Staff in consultation with the Director of Residential Life, the college’s Judicial Board, or the Vice President for Student Affairs.

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. It is estimated that at least 5% of women attending this institution may find themselves with an unexpected 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 Residential Life Manager 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 Student Affairs 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.
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 and 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

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 that students are achieving at their best academic level. In addition, SSS serves as a support system as well as an advocate for students. The mission of Student Support Services is to ensure that every student that participates in the program graduates and transfers to a four year institution.

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 the time at Clinton College and beyond.

Mission of Student Support Services

The Student Support Services (SSS) program at Clinton Junior College contributes to the institution’s mission as well as its commitment to our participants in the following areas:

- Increasing college retention and graduation rates for eligible students
- Increasing the transfer rates of eligible students from a two year institution to a four year institution
- Fostering an institutional climate that is supportive of the success of low-income and first generation college students and individuals with disabilities.

Vision of Student Support Services

The Student Support Services (SSS) program will empower our participants academically, socially and culturally by providing a positive atmosphere for learning through tutoring and mentoring; through the provision of workshops; through assisting in the transition from a two-year institution to a four-year institution; through counseling in all areas of student life; and through the provision of services for students with disabilities.

ATHLETICS

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. Clinton College is a member of the National Junior College Athletic Association (NJCAA) Division I Region X Basketball Conference.
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 take advantage of opportunities for spiritual growth through the scripture readings, prayers, and content of the Fall convocation, baccalaureate, and graduation ceremony as well Lyceum programs and church services held in the library by the campus minister.

The mission of the Lyceum programs is to provide stimulating programming that assists students to:

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

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

All students must be properly dressed for Lyceum Services. 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.

STUDENT COMPLAINT POLICY

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

Filing a Complaint

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

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

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

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

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

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

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

Confidentiality

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

Record-Keeping

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

Revisions approved by the Administrative Cabinet: January 20, 2016
Approved by Dr. Elaine Copeland, President
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 for Student Affairs 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 for Student Affairs. The appeal should contain letters of support from individuals knowledgeable of the applicant’s character, behavioral improvement since the criminal conviction, and plans for the future. The Vice President for Student Affairs, and upon advice of an attorney as needed, will consider all factors in the appeal and make a case-by-case decision within the context of providing a safe and ethical environment for all Clinton College students.
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

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”.

21
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 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 for 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.

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 Vice President for Academic Affairs may
grant those sophomores expected to complete requirements during summer school, 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:

<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>1.50</td>
</tr>
<tr>
<td>18-35</td>
<td>1.75</td>
</tr>
<tr>
<td>32 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**FINANCIAL AID POLICY**

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 1\textsuperscript{st}.

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 at (803) 327-7402 ext. 240.

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program
- Federal Stafford 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.

**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:

<table>
<thead>
<tr>
<th>Total Credit Earned</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>1.50</td>
</tr>
<tr>
<td>18-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-63</td>
<td>2.00</td>
</tr>
<tr>
<td>64-124 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>
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.

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.

**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 any time he/she have questions in regards to rules and regulations of the college.

**Respecting Self** - The College is concerned with the holistic development of each student. Students need to take advantage of any resources that may be available to them either on campus or in the community. This will help each of life and take responsibility for their personal growth.

**Respecting Others** - The College believes that each individual student has good qualities and high character. Members of Clinton College student body must demonstrate a high level of respect and concern for others. Students must keep in mind that individuals may be different from them. Each student should learn to recognize that these differences may exist and learn to coexist with those who may not be like them.

**Respecting Authority** - The College has developed policies and procedures that provide a safe environment for all members of the community. All administrators and staff are responsible for maintaining an orderly environment.

**Respecting Property** - The College expects each student to take care of property both inside and outside the Clinton College community.

**Honesty** - Students must conduct themselves in a manner that promotes the development of honesty and integrity in all walks of life. They are expected to abide by the College policies and federal, state, and local government laws.

**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.

VICTIM’S RIGHTS

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

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

ADMINISTRATIVE PROCESS

The Vice President for Academic Affairs and the Vice President for Student Affairs are responsible for all 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. Although Dr. Elaine Copeland, the President of Clinton College, supervises the Vice President for Academic Affairs and the Vice President for Student Affairs on a daily basis in other aspects of their jobs, she is not involved with the disciplinary matters of students. This is simply not the role of any college President. If the President receives calls from parents or students in regard to disciplinary matters, she will not respond to those calls but will simply forward them to the Vice President for Academic Affairs or the Vice President for Student Affairs depending on the circumstances. There are times the Vice President for Academic Affairs and the Vice President for Student Affairs will forward disciplinary cases to the college’s Judicial Board. Cases that are referred to the Judicial Board are referred at the discretion of the Vice President for Academic Affairs and the Vice President for Student Affairs. This board serves as an advisory board to the Vice President for Academic Affairs and the Vice President for Student Affairs. Once a disciplinary case has been forwarded to the Judicial Board, there is an appeal process. All of these appeals should be forwarded to the Judicial Appeals Officer in writing.

JUDICIAL BOARD
The Vice President for Student Affairs, in consultation with the Vice President for Academic Affairs of the college, makes appointments to the college Judicial Board. The board shall consist of no less than three members, no fewer than two faculty or staff members and one non-voting student member, for the purpose of hearing cases.

The Judicial Board shall serve as the hearing body for access referred by the Vice President for Student Affairs and the Vice President for Academic Affairs of the College. All penalties and sanctions must be approved by Vice President for Student Affairs and is his/her responsibility to notify the student.

HEARING PROCEDURES

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

1. This will be a closed hearing for only those involved in the incident.

2. Representation by legal counsel will not be allowed (the hearing is to find out facts and select actions to be taken).

3. If the student fails to appear at the hearing, the hearing may proceed in the absence of the student. This is solely up to the Judicial Board.

4. If the student is found to be guilty, the Board will determine a sanction/penalty.

5. A notice of the outcome will be issued to the student within 24 hours.

HOW DO I APPEAL?

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

Students can only appeal for the following reasons:

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

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

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 Office of Student Affairs. 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 for Student Affairs. Any violations of this will result in further sanctions.

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

**COMMUNITY SERVICE**

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

The Vice President for Academic Affairs, Judicial Board, and Vice President for Student Affairs 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 be made in lieu of another sanction.

UNACCEPTABLE STANDARDS OF CONDUCT

The following behaviors will not be tolerated 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 faculty member or staff person
- Guest in the room
- Verbally abusive language
- Breaking and Entering
- Theft
- Unauthorized use/possession of keys.
- Smoking in room

*The above items are not all inclusive. There may be additional items determined by the Vice President for Student Affairs and the Vice President for Academic Affairs.

SEXUAL HARASSMENT POLICY

A. Statement of Policy

Clinton College is committed to ensuring an environment for all employees and students that is fair, humane, and respectful. Behaviors that inappropriately assert sexuality as relevant to employee or student performance will not be tolerated, as they are violations of both law and College policy.
As described fully in the definition section of this policy, sexual harassment can take many forms. It can be committed by both men and women and can occur between members of the opposite sex or between members of the same sex. Sexual harassment is defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

**B. Applicability of the Policy**

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

**C. Definitions of Sexual Harassment**

Sexual harassment is one of the oldest forms of sexual discrimination prohibited by Titles VII and IX. It is unwelcome conduct of a sexual nature. Sexual harassment is defined by the U.S. Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

Additional types of sexual harassment include the following:

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

**D. Definition and Considerations of Consent**

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

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

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

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

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

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

E. Reporting Sexual Harassment

Clinton College is committed to taking immediate, equitable, and effective action in responding to all claims of sexual harassment. In the event that any perceived inappropriate conduct based on sex interferes with any employee’s work performance, employees are encouraged to immediately report the matter. College faculty, staff and administrators who know, or in the exercise of reasonable care should have known, of harassment and fail to appropriately handle the report may be subject to disciplinary
In order for the College to be able to remedy alleged harassment, it is imperative that claims are immediately brought to the attention of administration. Reports should be made as soon as possible to enable the College to more effectively investigate the allegations. Failure to report claims of such conduct hamper the College’s ability to take appropriate steps to remedy such situations.

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

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

**F. Responsibility to notify the Office of Human Resources**

In some circumstances, a conflict between the reporting individual’s desire for confidentiality and the College’s duty to investigate may arise if an individual discloses the alleged harassment, but asks that the matter be kept confidential and that no action be taken. Inaction by the supervisor or College official could lead to College liability.

While it may seem reasonable to let the individual determine whether to pursue a complaint, Clinton College has an affirmative obligation to prevent and correct the harassment to protect the entire College community. Therefore, it is important that all allegations of harassment involving a Clinton College employee be reported to the Office of Human Resources. Failure of a College official to report a complaint of sexual harassment involving a Clinton College employee may lead to disciplinary action, up to and including termination.

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

Limited confidential reporting consists of those communications that will not be disseminated to others except on a need-to-know basis. A limited confidential reporting source has the obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed. Examples of limited confidential reporting resources include:
• Residence Hall Assistants
• Director of Residence Life
• Director of Campus Activities
• Vice President of Student Affairs and staff
• Vice President of Academic Affairs
• Faculty
• Supervisors
• Coaches and athletics staff
• Faculty Advisors to student organizations;
• Campus Security

G. Complaint Procedure

The Office of Human Resources is responsible for investigating allegations of sexual harassment involving Clinton College employees. Every effort will be made to resolve the complaint within 60 days, unless extraordinary circumstances hinder the ability to resolve the complaint in an efficient manner. The amount of time that it will take to complete the investigation will depend on the particular circumstances. The individual in the Office of Human Resources tasked with resolving the complaint ("investigator") will provide periodic status updates to the complainant as the investigation and resolution of the complaint proceeds.

The Title IX Coordinator will be involved in the investigatory process once Human Resources receives a complaint, and will also be involved in any decision regarding determining if a violation occurred. The methods of complaint and follow-up include the following:
1. Should the employee decide to report the alleged discriminatory conduct, the employee will first be given the option to proceed informally or formally.
   • In situations in which the complaining party elects to proceed informally, the investigator will determine the appropriate steps to resolve the issue without filing a formal complaint.
   • Should the complaining party elect to proceed informally, he/she may elect to stop the informal process at any time and proceed through the formal process.
2. Upon receipt of the formal complaint, the investigator will determine whether any appropriate remedial actions are necessary.
3. Thereafter, the assigned investigator will determine the policies allegedly violated, notify the accused party of the complaint and begin conducting a thorough investigation. The investigation may include interviews of any and all of the following: the complaining party, the accused, any witnesses, and anyone else who might have information that may be helpful. The investigation will also include a review of the relevant data and documents.

4. Upon conclusion of the investigation, the investigator will present a written report to the Vice President for Academic Affairs or Student Affairs. The Vice President for Academic Affairs or Student Affairs may request to re-interview any of those previously interviewed or may request additional information. The Vice President will prepare a recommendation for remedy or action based on the facts presented using a preponderance of the evidence standard.

5. The Vice President for Academic Affairs or Student Affairs may re-interview any of those previously interviewed or may request additional information. The Vice President for Academic Affairs or Student Affairs will make the final determination based on a preponderance of the evidence presented. In the event it is determined that sexual harassment did occur, the Vice President for Academic Affairs or Student Affairs may either take the recommendation for disciplinary action presented by the Vice President for Human Resources or may recommend another course of disciplinary action.

6. The complaining party and the accused individual will be notified of the outcome of the investigation.

7. Clinton College reserves the right to amend this procedure depending on the nature of the complaint and the information learned after beginning the investigation into the allegations in the complaint.

H. Disciplinary Actions

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

I. Appeal Process

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

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

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

J. Retaliation

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

K. Confidentiality

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

L. Filing a Criminal Complaint

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

M. Filing with External Agencies

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

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

N. Applicable Laws

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

O. Signature, Title and Date of Approval

Revisions were reviewed and approved by the President and the Cabinet. July 5, 2016

URGENCY CASES

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

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

- Immediate withdrawal from the college

In the urgent cases, the Vice President for Student Affairs may request the student to seek psychological assistance through either the college or other facility at the student's own cost.

PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records, including:

- The right to inspect and receive the student’s education records within 45 days of the day Clinton College receives a request for access
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education
concerning alleged failures by Clinton College to comply with the requirements of FERPA

The name and address of the Office that administers FERPA to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

In addition, the FERPA restricts Clinton College to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with the student’s prior written consent to release the records to another specified person. Without this consent, Clinton College cannot release a student’s records even to parents, except in one instance.

FERPA does allow Clinton College to release the following kinds of information (not considered private records) unless the student requests that it be withheld: student’s name, address, telephone number, e-mail address, date, and place of birth, enrollment status (full or part-time), dates of attendance, date of graduation, major, degrees and awards received, date of admission, whether or not currently enrolled, classification (freshman, etc.), most recent previous educational institution attended, eligibility for honor societies, participation in officially recognized activities and sports, weight, and height of members of athletic teams, and other similar information. **Any student not wanting this information released must make a written request to the Registrar.**

**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.

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

**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.

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:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of class</td>
<td>100%</td>
</tr>
</tbody>
</table>
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%  

Note: Courses will be deleted from the system for students who process the Drop/Add/Withdrawal Form during the 100% refund period, and no grade will appear on the student’s transcript.

**Dropping below Full Time Enrollment Status**

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

**Refunds for cancelled classes**

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

**Other Refunds**

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

**Room and Boarding Refund Policy**

The Room and Boarding Refund Policy is identical to the Tuition Refund policy.
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.
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 will lead to termination of the student’s enrollment.

Registration

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

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.

Health Insurance

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

ADDITIONAL REGULATIONS

1. Building Hours - Students must abide by the procedures for college housing and hours posted for the use of other buildings and events.

   Although the College currently does not have a curfew, the Residence Halls are locked promptly for security purposes at 1:30 am Monday-Friday and 3:30 am Saturday and Sunday. Students not in the Residence Halls by these designated times will not be admitted to the Residence Halls until 6:30am the following morning. No exceptions.

2. Guest - Students that invite guests to the campus will be responsible for their behavior while on campus. Staff members have the right to ask guests to leave the building or grounds of the college, and stay away if disruptions occur. Overnight guests must be approved by the Vice President for Student Affairs in advance.

3. ID Cards - Students must have ID Cards on them at all times.

4. Keys - Possession of keys that are not authorized are prohibited.

   Duplication of keys must be reported to the Building and Grounds Department.

5. Computer Usage - Unauthorized use of the computer lab is prohibited.

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 Student Affairs. As members of Clinton College, students are also subject to city, county, state, and federal laws. Legal action in addition to College disciplinary action may take place. The College decision in disciplinary matters is independent of off-campus legal action.

The College has developed minimum and maximum sanctions in the disciplinary decision making process in order to ensure fairness.

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 strictly prohibited. This includes Clinton College students who are not assigned to that specific dorm room. Any student who does not comply with the behavioral standards set forth by the college will be subject to indefinite suspension.

PUBLIC DISPLAY OF AFFECTION STANDARDS

- Chairs shall be occupied by one person.

- Couples are not to lie on the floor together, sit, stand, or strike any other pose that may be considered sexually suggestive or offensive

- Kissing and hand holding are not permitted in public at any time.
At no time are any school facilities and/or property to be used for “making out”.

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

VIOLATIONS

Alcoholic Beverages

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

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

Providing alcohol to minors.

Drugs

Students who are involved in any drug related violations are subject to criminal action, and it is the duty of the College to report these individuals to the legal authorities.

Possession, use or the reasonable suspicion of possession or use of narcotics or drugs in any form. This means the illegal possession or use of narcotics or drugs at the events sponsored by the College, and in areas outside the campus; also involves such related incidents that are subjected to prosecution under local, state, and federal laws. Reasonable suspicion includes the presence of odor of marijuana and other drugs in any form.

Possession of drug paraphernalia.

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

[Page 51]
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 Office of Student Affairs. 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 CLINTON COLLEGE STANDARDS AND POLICIES

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.

Disruption of College Functions

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

**Moral Offense**

Indecent or obscene conduct or expression. This includes but is not limited to indecent exposure, peeping Tom, indecent language on a telephone, and crimes against nature.

**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.

**Misappropriation**, the taking of other property by mistake and without the owner's permission but with no intent to convert the property to one's personal use (wearing an article of clothing belonging to one's roommate without consent etc.) This also includes unauthorized moving or relocation of College furniture to one's room or to some other area.

**Failure to Comply**

This policy refers to students that fail to comply with the directions of college officials (including RA) that act in the performance of their duties: fail to promptly identify oneself to college officials when requested or fail to comply with disciplinary sanctions.

*The failure to allow College Officials to enter residence hall room for room checks, inspection and reasonable suspicion of wrong doings.*

**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 said 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.

Purpose

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency Report of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings. Support by the finding, Clinton College will become 100% tobacco-free, smoke-free campus effective June 1, 2013.

Goals

The goal of this policy is to provide a 100% tobacco-free, smoke-free environment for all students, faculty, staff, and visitors, within all college & university facilities (including dorms), vehicles, grounds and at all sponsored events. This goal will be achieved by:

- Exhibiting healthy behavior for all students, faculty, staff, visitors, and the entire community.
- Utilizing tobacco use prevention awareness and education programming and materials; and
- Providing access to cessation counseling and/or referral services for all students, faculty, and staff.
Procedures
In keeping with the College’s mission and vision, we will:

- Prohibit the use of all tobacco products or paraphernalia, including but not limited to, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco and snuff by all students, faculty, staff and visitors.
- Provide and/or refer to cessation services separately for students and College employees.
- Assure that the free S.C. Tobacco Quitline information and materials are available to all students, faculty, staff and visitors.

Enforcement
Clinton College will enforce this policy by determining appropriate educational and/or disciplinary actions for violators (students, faculty, staff, and visitors):

- Student: Verbal warning or conference with the Dean of Students, mandatory enrollments in a tobacco prevention education program, monetary fines, community service, or suspension from extracurricular activities.
- Faculty and Staff: Verbal warning, written reprimand placed in personnel file, mandatory enrollment in a tobacco prevention education program.
- Visitors and Vendors: Verbal request to cease the use of tobacco or in cases where visitors or vendors fail to comply, request to leave College property, or in extreme cases, notification that police will be called.

Education and Assistance
As a worksite, leadership/management will be responsible for educating students, staff, faculty and visitors about the new policy and provide assistance for compliance.

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 by June 1st of each year. Current information will be added as deemed appropriate.

Assistance will be sought from community agencies to determine if all safety concerns are addressed. In June of each year the safety plan will be placed in the Policies and Procedures Manual the Employee Manual and the Student Handbook.
FERPA (Federal Education Right to Privacy) 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

PLACE IN STUDENT’S RESIDENTIAL HALL RECORD.
Organization Chart For Planning and Assessment

Board of Trustees

President

Title III Sponsored Programs

Director of Facilities

VP Business Finance/ Human Resources

Accountant/ Bookkeeper

Technology Systems & Support

Food Service

Human Resources

VP Academic Affairs

Academic Programs

Dept of STEM Studies

Dept of Early Childhood

Dept of Liberal Studies

Dept Business Administration

Dept of Religion

VP Institutional Advancement

Public Relations

Alumni Relations

Fundraising Annual Giving

VP Student Affairs/ Admissions

Enrollment Management

Admissions

Community Outreach (Recruiting Services)

Financial Aid

Student Support Services

Student Affairs Services

Campus Ministry

Athletics

Residence Halls

VP Institutional Effectiveness

Library & Information Services

Registration Academic Advising

Bookstore