

Clinton College Policy Manual

2021-2026



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

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GOVERNANCE AND ADMINISTRATION



GA-1. POLICY ON POLICIES

Policy category: Institutional-Wide Policies

Subject: Writing, Issuing, and Maintaining College Policies

Office Responsible for Review: Office of the President and Institutional Effectiveness

Related Policies: All Institutional Policies

- I. **Scope:** This policy addresses the process of developing, issuing, and maintaining all Clinton College policies and applies to all college departments, faculty, staff, and students.
- II. **Purpose of Policy:** Clinton College’s “*Policy on Policies*” mandates the process that ultimately approves, issues, and maintains, in a consistent format, official College Policies in a central policy repository. Individuals engaged in developing and maintaining College Policies must follow the requirements, outlined hereafter, for drafting, revising, approving, withdrawing, and disseminating College Policies. College Policies constitute living documents and are subject to change at any time by the Board of Trustees and/or executive officers of Clinton College.

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

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

- III. **Applicability:** This College Policy applies to all administrators, staff, faculty, students, and Board of Trustees
- IV. **Policy Management:** The following roles manage the current “*Policy on Policies*”:
Responsible Office: Office of the President and Institutional Effectiveness
Responsible Executive: College President and Vice President of Institutional Effectiveness

V. Definitions: See terms below

- **Scope:** Identification of parties governed by the policy.
- **Policy:** A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the college community in the conduct of college affairs. A college policy:
 - Is a governing principle that mandates or constrains action,
 - Has institution-wide application,
 - Changes infrequently and sets a horizon for the future,
 - Helps ensure compliance with applicable laws and regulations,
 - Reduces institutional risk, and
 - Is approved at the executive levels of the college (the President, Cabinet, Vice-Presidents), and the Board of Trustees
- **Policy Purpose:** a statement that encapsulates the College Policy's purpose, namely its core provisions.
- **Policy Procedures:** are established methods and requirements for the orderly implementation of a College Policy.
- **Responsible Executive:** the Administrator, Dean, Director, or Department Head in charge of the Responsible Office that is adopting, revising, or withdrawing a College Policy.
- **Responsible Office:** the College unit responsible for initiating, drafting, and implementing the College Policy under the purview of the appropriate responsible Executive and execution of the Responsible Officer.
- **Responsible Officer:** An individual appointed by the Responsible Executive to manage the policy.
- **Policy Category:** one of the institutional categories by which College Policies are organized, such as *Institutional-Wide, Board of Trustees, Academic Services, Faculty, Institutional Effectiveness, Financial Aid, Distance Education, Facilities and Equipment, Human Resources, Publications, Information Technology, Library, Student Success, Institutional Advancement and Communications, Business Services, and Campus Health & Safety.*
- **Original Adoption Date:** official declaration that a College Policy has been approved via the *Policy on Policies* and is *in effect* – this date should be noted on the last page of each policy document.
- **Consolidation Date:** Official declaration that two or more previous college

policies have been consolidated and the consolidated policy is now in effect. This date should include previous policy numbers, titles, and date of adoption and/or previous revision.

- **Revision Date:** official declaration that a College Policy has been changed, resubmitted, and reapproved via the *Policy on Policies* and *remains in effect* – this date should be noted on the last page of each policy document.
- **Reaffirmation Date:** official declaration that a College Policy has been reviewed by the Responsible Executive, with no changes made, and *remains in effect* – this date should be noted on the last page of each policy document.
- **Revising a College Policy:** Departments follow the process delineated above when revising existing College Policies and Procedures.
- **Withdrawing a College Policy:** In special circumstances, a **Responsible Executive** may deem it appropriate to withdraw an existing College Policy or consolidate it with another College Policy. In this situation, the **Responsible Executive** will inform the **Vice President of Institutional Effectiveness** of his/her intent to withdraw or consolidate policies. The **Vice President of Institutional Effectiveness** will issue an announcement of a withdrawn or consolidated College Policy to the Cabinet for approval and then to the Board of Trustees at the time of the periodic review and approval of the policy manual.
- **Retention of Policy Manual:** The **Vice President of Institutional Effectiveness** is accountable for retaining each policy manual for at least six (6) years.

VI. Policy and Procedures

Introduction

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

College policies will be

- Presented in a common format
- Approved by an authorized body

- Maintained in a central location and accessible to interested parties online
- Outlined as procedures for implementing the policy
- Maintained as current within an organized system of change management

The following principles are intended:

- Any policy in any format (print or online) developed or revised that is inconsistent with the standard format and official procedural requirements set forth in this document outlined below, is not an official College Policy.
- Policies and procedures are comprehensive in scope and consistent with the institutional mission and accreditation standards.
- The President and the executive Cabinet reviews and approves all policies.
- The Board of Trustees reviews and approves the policy manual periodically.
- Appropriate policies are adopted for each area of the College and aligned with the expectations of accepted practice and institutional accreditation.
- No departments or units may adopt a policy, procedure, or practice that is inconsistent with or expands the obligations of the College under official College Policies without the express written approval of the President.
- All College policies will be reviewed periodically; however, the following two situations will trigger an immediate review of a policy.
 - A change in a publication that is related to a policy will trigger a review of that policy.
 - The development of a new policy or revision of an existing policy will trigger a review of any related policies to resolve any potential issues.

Policy Development: Analysis, Drafting, and Approval to Proceed

1. The **Responsible Executive** is responsible for analyzing the issues and drafts the initial policy document, revision, or recommendations for withdrawal.

2. The **Responsible Executive formats the proposed policy using the attached policy template and routes** the proposed College Policy to the **Responsible Office(s)** encouraging feedback from policy stakeholders, decision-makers, and constituencies involved in the College Policy issue. After considering opinions from the constituencies, the **Responsible Executive** routes the proposed College Policy to the **Vice President of Institutional Effectiveness**.
3. **To facilitate the effectiveness and efficiency of the operations the President and the responsible Vice Presidents shall have the authority to adopt, amend, or suspend existing policies.**

Submission for Final Approval

1. The **Responsible Executive and the Vice President of Institutional Effectiveness** determines whether College Policy will proceed to the Cabinet for review.
2. The Cabinet will discuss the policy, then either vote to approve or to send the policy back to the **Responsible Executive** for requested revisions.
3. After review and approval of the Cabinet and if applicable, the **College Attorney, the Vice President of Institutional Effectiveness** will obtain signatures from the **Responsible Executive and College President**.

Implementation and Dissemination

1. The **Vice President of Institutional Effectiveness** will forward the Policy Manual to Board of Trustees for annual review and approval.
2. After the College Policy Manual is approved by Board of Trustees, the **Vice President of Institutional Effectiveness** catalogues and publishes the Policy Manual online and in print.
3. The Vice President of Institutional Effectiveness will seek assistance from the Communications Director to create a searchable database of policies on the College's website.
4. The Responsible Executive will manage the implementation of the policy and delegate this responsibility to the Responsible Officer.

VII. Approval and Revision History

Original Adoption Date: March 6, 2013

Revision Date: September 28, 2021, November 16, 2021



GA-2: POLICY ON MANAGEMENT OF THE FAITH STATEMENT

Policy category: Governance and Administration

Subject: Faith Statement

Offices Responsible for Review: Office of Institutional Effectiveness, Office of the President

Related Policies:

- I. Scope:** This policy addresses the processes of managing the Faith Statement.
- II. Policy purpose:** The purpose of this policy is to identify the processes of reviewing, assessing, and publishing the Faith Statement.
- III. Applicability:** This policy applies to all college departments, faculty, staff, students, and members of the Board of Trustees.
- IV. Policy management**
The following roles are responsible for managing this policy:
Responsible Office: Office of the President
Responsible Executive: Vice President for Institutional Effectiveness
Responsible Officer: President

V. Definitions

Faith Statement: According to TRACS, the Faith Statement of an institution defines its Christian nature by affirming those doctrinal matters to be true that are found in the TRACS Biblical Foundations Statement and that identify it as part of the evangelical protestant tradition in education. It is to be written so as to conform to the historic creeds and statements of Christianity, and thus reflect a careful and precise theological statement, but also accurately state the current position of the institution as set down by the institution's Board and administration.

VI. Policy and Procedures

Source: The Faith Statement is enumerated by the Articles of Religion found in the Book of Discipline of the African Methodist Episcopal Zion Church.

Board Review: If the AME Zion Church revises the Book of Discipline, then the

subsequent changes to Clinton College's Faith Statement are to be presented to the Board for review and approval as part of their role in ensuring that the college maintains its basic mission, purpose, objectives, and philosophy. The Board minutes will reflect their review and approval. Clinton College does not make independent changes to the Faith Statement.

Periodic review: All students, faculty, administrators, staff members, and trustees are asked to review the Faith Statement and sign that they understand and respect the statement.

Inclusion in Institutional Publications: The Faith Statement will be included in each of the following:

- Student Handbook
- Faculty Handbook
- Employee Handbook
- College Website
- Board of Trustees Manual
- Academic Catalog

Notification to TRACS: If any change is made to the Faith Statement, Clinton College will notify TRACS in writing with evidence of changes to the AME Zion Book of Discipline and approval by the Board of Trustees.

VII. Adoption and revision dates:

Adoption: March 2013

Revision: March 2021

Revision: October 2021



GA-3. NON-DISCRIMINATION POLICY

Policy category: Governance and Administration

Subject: Non-discrimination

Office Responsible for Review: Human Resources

Related Policies:

- GA-6: Sexual Harassment
- SS-2: Student Complaints

I. Scope: This policy includes responsibilities of all administrators, staff, faculty, and Board of Trustees.

II. Policy purpose: The purpose of this policy is to provide guidance to all members of the Clinton College campus about non-discrimination in programs and use of facilities.

III. Applicability: This policy applies to all faculty, staff, students, campus visitors, and the Board of Trustees.

IV. Policy Management

The following roles are responsible for managing this policy:

Responsible Office: Human Resources

Responsible Executive: VP for Business Services and Vice President of Student Services

V. Definitions

There are no special terms in this policy

VI. Policy and Procedures

Overview

Clinton College does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in college programs and in the use of facilities without such discrimination. The College also complies with all applicable Federal and South Carolina statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty and

staff are expected to assist in making this policy valid in fact.

This policy aligns with TRACS Standards Section 6: Operational Authority in satisfying the criteria that “The institution complies with all federal and state requirements of the state in which the institution is located.”

Discriminatory Harassment

Discriminatory harassment includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, veteran’s status, or any factor that is a prohibited consideration under applicable law, and that is so severe and/or pervasive it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
- Has the purpose or effect of unreasonably interfering with an individual’s work performance or a student’s academic performance.

Depending upon its severity and/or pervasiveness, the prohibited behavior may include conduct or material (physical, oral, written, graphic, electronic messages or social media posted or circulated in the community) involving labels, slurs, negative stereotyping, threatening, intimidating, or hostile acts, that serve no scholarly purpose appropriate to the academic or employment context and denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, ethnic or national origin, genetic information, age, disability, veteran’s status, or any factor protected by applicable law.

Actions, words, jokes, emails, materials or comments based on an individual’s race, color, religion, creed, gender, ethnic or national origin, age, disability, marital status, genetic tests, genetic information or any other legally protected characteristic is unlawful and prohibited.

Such harassment may create an intimidating, threatening or abusive environment, cause personal anguish, and, as an assault upon an individual’s dignity, it is clearly inconsistent with the nature of an academic community.

Reporting Unlawful Discrimination to the College

The College encourages anyone who wants to report an incident of unlawful harassment or any form of discrimination, to promptly report the matter. Individuals can raise concerns and make reports without fear of reprisal and will not be retaliated against for reporting incidents of harassment or discrimination.

- A. Complaints of sex-based discrimination, including sexual harassment and violence, dating violence, domestic violence and stalking should be reported to the College’s

Title IX Officer (the Vice President for Student Success), or Director of Human Resources, or Vice President for Business Services.

- B. Some forms of discrimination, such as sexual assault, dating violence, domestic violence and stalking are also considered crimes, as such the members of the College community are encouraged to report crimes to Director for Human Resources or Security.
- C. With the exception of sex-based discrimination, employees should report all types of unlawful harassment to his or her supervisor. The supervisor should contact the Director for Human Resources. If the supervisor is unavailable or if the individual does not feel comfortable approaching their supervisor with the report, the individual should immediately contact the Director of Human Resources or the Vice President for Business Services.
- D. Any student who wants to report an incident of unlawful discrimination is encouraged to promptly report the matter to the Vice President for Student Success.

Responsibilities of Management

Any supervisor or manager who becomes aware of possible sexual or other unlawful discrimination must promptly advise the Director of Human Resources or the Vice President for Business Services. All complaints will be taken seriously and thoroughly and fairly investigated. To the extent practical, the privacy of all parties involved will be protected.

Disciplinary Action

Anyone found responsible for engaging in unlawful discrimination will be subject to disciplinary action, up to and including expulsion or termination of employment, and/or actions outlined in the Student Handbook, Employee Handbook, and Faculty Handbook.

Request for Further Review for Other Types of Discrimination

If the first review is not satisfactory to the complainant, they may request a final review by the President's Office by submitting a request for review that contains an explanation of the basis for further appeal of the resolution. The President's Office may designate a representative to review the complaint in order to accept or modify the previous resolution.

VII. Dates of Adoption and Revision

Adoption date: March 2013

Revision date: November 30, 2021

GA-4. COOPERATION WITH TRACS

Policy Category: Governance and Administration

Subject: Cooperation and communication with TRACS

Office Responsible for Review: Office of Institutional Effectiveness

Related Policies:

- GA-7. Fraud and Abuse

I. Scope: This policy includes responsibilities of the Cabinet, President, and the Board of Trustees.

II. Policy purpose: The purpose of this policy is to identify the responsibilities of Clinton College to cooperate and communicate with TRACS in all required matters.

III. Applicability: This policy applies to all faculty, staff, administration, and the Board of Trustees of Clinton College.

IV. Policy Management: The following roles are responsible for managing this policy:
Responsible Office: Office of Institutional Effectiveness
Responsible Executive: Vice President for Institutional Effectiveness

V. Definitions

There are no special terms in this policy.

VI. Policy and Procedures

Overview

It is the policy of Clinton College to cooperate with TRACS in all matters of required reporting, program approval processes, preparation for peer review visits, timely payment of dues or other fees, management of complaints, and requests for any other kind of information. Such cooperation will be on time, on schedule, and according to accreditation expectations.

This policy aligns with TRACS standard 4.1: The institution operates with integrity and is represented accurately and honestly to students, the public, and to TRACS. (IER)

Communication

The President, the Vice President for Institutional Effectiveness, and other Vice Presidents when appropriate will provide information to TRACS in a timely manner by telephone,

email, online portal for reporting, and if applicable postal services.

For any contact by TRACS concerning a complaint, the President and appropriate Vice President will investigate the alleged problem and provide a prompt, honest, and evidence-based response to TRACS. If the problem is found to be well-grounded, the College will take immediate steps to resolve the problem and prevent its recurrence, then communicate those outcomes with TRACS.

VII. Approval and Revision History

Adoption Date: March 2013

Revision Date: November 30, 2021



GA-5. FAMILY RIGHT TO PRIVACY ACT (FERPA) POLICY

Policy category: Governance and Administrative Policies

Subject: Federal guidelines for sharing student information

Office Responsible for Review: Office of Academic Services and Student Services

Related Policies:

- AS-6: Distance Education Students' Right to Privacy

I. Scope: This policy includes responsibilities of the Clinton College Division of Student Services.

II. Policy purpose: The purpose of this policy is to ensure that the Family Rights and Privacy Act is notated and supported on the college campus.

III. Applicability: This policy applies to the entire College Community.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Student Services

Responsible Executive: Vice President of Student Services and Vice President of Academic Services

Responsible Officer: Director of Registration and Records

V. Definitions

VI. Policy and Procedures

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: January 27, 2022



GA-6: TITLE IX SEXUAL HARASSMENT GRIEVANCE

Policy category: Governance

Office Responsible for Review: Business Services and Student Success

Related Policies:

- GA-3: Non-Discrimination Policy
- HR-4: Disciplinary Actions
- SS-3: Student Code of Conduct

I. Scope: This Policy includes responsibilities of the Clinton College Division of Student Success

II. Policy Purpose: The purpose of this policy is to ensure that the Title IX policy is noted, followed and supported on campus

III. Applicability: This policy applies to the entire college community

IV. Policy Management: The following roles are responsible for managing this policy: All Clinton College faculty and staff

Responsible Office: Student Success/ Dean of Students

Responsible Executive: V.P. Student Success/ Dean of Students

Responsible Officer: V.P. Student Success/ Dean of Students

V. Definitions

Actual Knowledge of Sexual Harassment, Sexual Misconduct and Interpersonal Violence: The College receives actual knowledge of a sexual harassment, sexual misconduct or interpersonal violence (including sexual assault, dating/domestic violence, and stalking) incidents, as defined by the Title IX regulations or university policies, when the incident is reported to the Title IX Coordinator or to any College official with authority to institute corrective actions.

Complainant: An individual who is alleged to have experienced conduct that could constitute sexual harassment, sexual misconduct or interpersonal violence, as defined by the Title IX regulations or other College policies.

Formal Complaint: A formal complaint is a document filed by a complainant with the university requesting that the College investigate the allegation of sexual harassment, as defined in this interim policy. In some cases, the Title IX Coordinator may file a signed formal complaint to request that the College investigate an allegation of sexual harassment.

Respondent: A respondent is an individual who has been reported to have committed conduct that could constitute sexual misconduct and interpersonal violence, including sexual assault, dating/domestic violence, and stalking, as defined in this policy, or in other university policies.

Sexual Harassment: This policy adopts the following definition of sexual harassment to apply to all reported incidents:

1. An employee of the College conditioning the provision of an aide, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
3. Sexual assault, as defined in 20 USC 1092 (f)(6)(A)(v); dating violence as defined in 34 USC 12291(a)(10); domestic violence as defined in 34 USC 12291(a)(8); or stalking as defined in 34 USC section 12291 (a) (30).

a. Sexual Assault:

- i. An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system.
- ii. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- iii. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- iv. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- v. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- vi. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

b. Dating Violence

The term "dating violence" means violence committed by a person:

- i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.
 - b. The type of relationship.
 - c. The frequency of interaction between the persons involved in the relationship.

c. Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

d. Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- i. fear for his or her safety or the safety of others; or
- ii. suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

VI. Policy and Procedures

Reporting

1. Students, College employees, or other individuals who believe that someone has been sexually harassed during participation in the College’s programs or activities may make a report to the College’s Title IX Coordinator.
2. If the individual making the report is the alleged victim (“Complainant” as defined in the Title IX Sexual Harassment regulation), or if the Complainant is identified by the individual making the report, the Title IX Coordinator will meet with the Complainant to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.
3. The College cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.

Formal Complaint

1. A Complainant may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (*i.e.*, date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation).

Complainants who need assistance in preparing a formal written complaint may consult with the Title IX Coordinator.

2. In accordance with the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if:
 - a) the conduct alleged in the formal complaint does not constitute sexual harassment as defined under the Title IX regulations and the Title IX Sexual Harassment policy; or
 - b) the conduct alleged did not occur within the scope of the College's education programs and activities, or
 - c) did not occur in the United States.
3. In accordance with the Title IX regulations, the Title IX Coordinator may dismiss a formal complaint if:
 - a) a Complainant withdraws the formal complaint, or withdraws particular allegations within the complaint;
 - b) the Respondent is no longer employed by or enrolled in the College; or
 - c) there are specific circumstances that prevent the College from gathering evidence sufficient to reach a determination regarding the formal complaint. However, if the conduct potentially violates other policies or laws, it may be addressed through other applicable Board policy/procedure.
4. If a formal complaint is dismissed under this Title IX procedure, the Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. The parties have the opportunity to appeal dismissals as outlined below.
5. In certain circumstances, the Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples could include instances where the Respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment; a safety threat within the College, or other alleged serious violations where pursuit of a complaint is warranted.
6. If the conduct alleged in a formal complaint potentially violates other laws or College policies, the College may address the conduct under another applicable policy/procedure.

Emergency Student Removal/Suspension

The College may direct the removal of a student from education programs and activities on an emergency basis during the complaint procedure:

1. If there is a determination, following an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment. Examples of such circumstances might include, but are not limited to, a continued threat of violence or a threat of self-harm.

2. The Respondent will be provided notice of the emergency removal, and will be provided an opportunity to challenge the decision either before or following the removal (this is an opportunity to be heard, not a hearing).

Employee Suspension with Pay

An employee may be suspended with pay during the complaint procedure as provided in College policies.

Notice to Parties Following a Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting Title IX Sexual Harassment. The notice shall include:
 - Notice regarding the complaint procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident[s], if known), allowing sufficient time to prepare before any initial interview (not less than ten [10] calendar days);
 - A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - Notice that the parties may inspect and review evidence directly related to the allegations;
 - Notice that the parties may each have an advisor of their choice (who may be an attorney);
 - Notice that knowingly making false statements or submitting false information in bad faith during the complaint process is prohibited and may result in disciplinary action; and
 - Notice of the name of the investigator, with sufficient time (no less than three [3] calendar days) to raise concerns of conflict of interest or bias.
2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.
3. The Title IX Coordinator will discuss supportive measures with each party and oversee implementation of such measures as appropriate.

Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an

informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a Respondent; apologies; disciplinary actions against a Respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Title IX Coordinator must approve the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the Title IX Coordinator. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination. The parties will be advised that engagement in the informal resolution process is grounds for extension of the investigation timeline.

Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Title IX Coordinator, who will consult with the College's legal counsel concerning the handling and investigation of the complaint.
2. The Investigator may consult with the Title IX Coordinator during the investigation process.
3. If the complaint is against a College employee, rights conferred under any applicable College employment policies shall be applied to the extent they do not conflict with the Title IX regulatory requirements.
4. The Investigator will:
 - a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
 - b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.
 - c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.
 - d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).
 - e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
 - f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint.
 - g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten (10) calendar days to submit a written response. Access to such evidence may be provided via file sharing software that does not permit copying or downloading.

The Investigator shall advise the parties that evidence is not to be publicly disseminated.

- h. Consider the parties' written responses to the evidence prior to completing the investigation report.
- i. Create an investigative report that fairly summarizes relevant evidence obtained during the Investigation. The Investigator shall send the report to the parties and advisors (if any) for their review and written responses which must be filed with the Investigator within ten (10) calendar days of their receipt of the report.
- j. After receipt of the parties' written responses (if any), complete a Final Investigative Report and provide it to the Title IX Coordinator. The Title IX Coordinator will then provide the Final Investigative Report to the parties along with pertinent information relating to the hearing process.

Title IX Hearings

Timelines: All deadlines below are counted in calendar days. In the event a deadline falls on a weekend or College recognized holiday, the deadline will be the next business day.

- A. The live hearing must not occur earlier than ten (10) calendar days after the parties are provided copies of the Final Investigative Report and access to all inculpatory and exculpatory evidence.
- B. For allegations involving individuals, hearing notices will be sent to Respondent's and Complainant's official College email addresses no less than five (5) calendar days prior to the hearing date. Failure to read and comply with the notice is not suitable grounds for an appeal.
- C. For registered student organizations, a hearing notice will be emailed to the organization's representative, typically the organization's president, on file with the College no less than five (5) calendar days prior to the hearing date. Failure to read and comply with the notice is not suitable grounds for an appeal.
- D. The Title IX Coordinator will designate a Decision Maker and schedule the hearing. The Decision Maker may be a College employee or a contracted individual or entity who has the required training to conduct Title IX hearings. In accordance with Title IX regulations, the Decision Maker will not be the Informal Resolution Facilitator, Investigator, or Title IX Coordinator. When scheduling the hearing, the Title IX Coordinator will consider the availability of Respondent, Complainant, their respective Advisors, and the Decision Maker.

Pre-Hearing Conference

At least three (3) days prior to the hearing date, Complainant, Complainant's advisor, Respondent, and Respondent's advisor must attend a prehearing conference with the Decision Maker. The prehearing conference will be held virtually by videoconference at the time agreed upon by the Decision Maker and participants. The purpose of the prehearing conference is to discuss the

purpose of the hearing, hearing procedures, and to address any procedural or evidentiary issues.

The topics for the prehearing conference include, but are not limited to, the following:

- A. Purpose of the hearing;
- B. Notice of charge(s) of misconduct;
- C. Hearing procedures;
- D. Time estimates for the hearing;
- E. Special requests for the hearing (e.g., breaks, separate rooms, virtual hearing, etc.);
- F. Hearing expectations related to professionalism and decorum;
- G. Witnesses expected to be called for the hearing;
- H. Documents to be submitted at the hearing. Advisors must state whether the document(s) was provided to the Investigator. If the document(s) was not provided, the advisor must explain the circumstances why the document(s) was not previously provided;
- I. Conflict of Interest of the Decision Maker. Objections to the Decision Maker must be raised during the prehearing conference or at the beginning of the hearing. The Decision Maker will indicate on the record whether either party raised objections to the Decision Maker conducting the hearing;
- J. Submission of sexual predisposition, history, or reputation questions to the Decision Maker. The parties or their advisors must submit any questions related to the sexual predisposition, history, or reputation of the Complainant or Respondent to the Decision Maker at least one (1) day prior to the hearing for the purpose of determining relevancy and whether they are permitted under the Title IX regulations. The Decision Maker will make a determination as to the relevancy of the questions based on Title IX regulations and notify the advisors at the beginning of the hearing.

Live Hearing Procedures

Location of Hearing: The College may conduct the live hearing with all parties physically present in the same geographic location or any parties, witnesses, or other participants may appear virtually as long as all participants can simultaneously see and hear each other.

Record of Hearing: The College will create an audio or audiovisual recording or transcript of any live hearing. Copies of the recording or transcript will be made available upon request to the Complainant and Respondent.

The Decision Maker will conduct the hearing according to the following procedures:

- (1) The Decision Maker is responsible for maintaining order and determining the sequence of events during a hearing. The Decision Maker may direct any person who fails to comply with procedures during the hearing or who disrupts or obstructs the hearing to leave the hearing. All questions of law, whether substantive, evidentiary, or procedural, will be addressed to, and ruled upon by, the Decision Maker.
- (2) Complainant and Respondent have the right to be assisted by an advisor. If a party does not have an advisor present at the hearing, the College will provide, without fee or charge to that party, an advisor of the College's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.

- (3) The hearing will be closed to the public. Complainant, Respondent, and their respective advisors are allowed to attend the entire hearing.
- (4) Witnesses other than the Complainant and Respondent will be excluded from the hearings, except for the period of their own testimony.
- (5) Given the nature of these incidents and the impact on the overall College community, it is presumed that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. It is the responsibility of the Decision Maker to determine whether by preponderance of the evidence that the Respondent committed Sexual Harassment or Sexual Misconduct as defined under the Title IX regulations.
- (6) The Title IX Coordinator, or their designee, will arrange the attendance of witnesses who are members of the College community, if reasonably possible. The parties are responsible for arranging the attendance of witnesses who are not members of the College community if they wish for such witnesses to testify.
- (7) Advisors may ask both parties and witnesses relevant questions. Only advisors may conduct cross-examination of the parties and witnesses and only relevant cross-examination and other questions may be asked. The Decision Maker is responsible for making the determination of relevance and will explain to the advisor asking cross-examination questions any decision to exclude a question as not relevant.
- (8) If a Complainant, Respondent, or any witness testifies on direct examination but does not submit to cross-examination, the Decision Maker must not rely on any statement of that individual in reaching a determination regarding responsibility.
- (9) Unless a party explicitly waives the privilege in writing, the Decision Maker will not allow questions or evidence constituting or seeking the disclosure of information protected under a legally recognized privilege.
- (10) Questions and evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant unless (1) such questions and evidence about Complainant's prior sexual behavior are offered to prove that someone other than Respondent committed the conduct alleged by Complainant, or (2) if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with Respondent and are offered to prove consent. This standard is mandated by federal regulations and preempts any contrary South Carolina law. Any line of questioning referring to a party's sexual history or prior sexual behavior must be submitted to the Decision Maker at least one day before the hearing.
- (11) The Decision Maker will issue a written determination that includes:
 - a. Identification of the allegations potentially constituting Sexual Harassment or Sexual Misconduct;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications of the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings

- held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of Title IX;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
 - f. A statement of any disciplinary sanctions;
 - g. A statement as to whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided; and
 - h. The College's provisions for appeal.
- (12) If disciplinary sanctions are included in the written determination, the past disciplinary record of the Respondent may only be supplied to assist in determining a sanction and not to determine if the current incident constitutes a violation of the policy.
- (13) The Decision Maker's written determination will be provided simultaneously to both Complainant and Respondent.
- (14) The Title IX Coordinator is responsible for the effective implementation of any sanctions and remedies.
- (15) The Title IX Coordinator does not have the authority to overturn or modify the Decision Maker's findings of responsibility. Only the Appellate Decision Maker may overturn the Decision Maker's findings of responsibility.

Remedies, Discipline and Other Actions

Range of Remedies to Allow Equal Access to Complainant

1. Remedies are measures used to ensure that the Complainant has equal access to the District's education programs and activities following the Decision Maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the Complainant. The Title IX Coordinator is responsible for implementing remedies and providing needed assistance to the Complainant.
2. Range of Disciplinary Sanctions (Students)

The following is a non-exhaustive range of disciplinary sanctions that may be imposed when there is a determination that students are responsible for one or more violations involving sexual harassment: Suspension; expulsion; change in class or housing assignments; requirement to engage in education or counseling program; disqualification or modification of privileges to participate in sports or extracurricular programs; no-contact orders; prohibitions or limitations on presence on College property or at College-related events; disciplinary probation; and other disciplinary sanctions and interventions set forth in the College policy.
3. Range of Disciplinary Sanctions (Employees)

The following is a non-exhaustive range of disciplinary sanctions that may be imposed

when there is a determination that employees are responsible for one or more violations involving sexual harassment: Requirement to engage in education or counseling program; no-contact orders; assignment alteration; prohibitions or limitations on presence on College property or at College-related events; private reprimand; public reprimand; suspension without pay; termination.

Appeals

The College President may serve as the Appellate Decision Maker and shall assign or arrange for the services of a trained Appellate Decision Maker if s/he chooses not to serve in that role. The Appellate Decision Maker cannot be the Decision Maker, Informal Resolution Facilitator, Investigator, or Title IX Coordinator.

The Appellate Decision Maker shall have authority to preside over the appeal process in a manner that allows Complainant and Respondent an equal opportunity to participate, including setting reasonable page limits, enforcing timelines, and limiting review on the record to allowable grounds.

The parties (Complainant and Respondent) have the opportunity to appeal a responsibility determination and dismissals of formal complaints. Appeals will be considered only on the following grounds:

1. A procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available as of the date of the determination regarding responsibility or dismissal of the formal complaint, that could affect the outcome;
3. The Title IX Coordinator Investigator, or Decision Maker had a conflict of interest or bias that affected the outcome of the process; or
4. [For dismissals only] The Title IX Coordinator misapplied the dismissal procedures or Title IX regulations when dismissing the matter.

Appeal Steps

1. An appeal must be filed in writing within five (5) calendar days of the receipt of the determination decision or dismissal. Appeals after that deadline will not be considered. The written appeal must state the grounds and arguments for reversal or modification of the determination or dismissal.
2. Appeals must be filed with the Title IX Coordinator, who will submit the appeal to the Appellate Decision Maker. Parties initiating an appeal or seeking reversal or modification of a responsibility determination must explain the impact of any asserted error on the outcome and, in the case of new evidence, explain why such evidence was not available, summarize the evidence and explain how the party contends such evidence would have affected the outcome.
3. The Appellate Decision Maker shall notify the other party in writing of the appeal and include copies of the of the document setting forth the grounds and arguments in support the appeal. The other party shall have the option to file with the Appellate Decision Maker

written arguments in response to the opposing party's appeal within five (5) calendar days of receipt of the appeal document. An untimely response will not be considered.

4. The Appellate Decision Maker shall conduct an impartial review of the appeal including consideration of arguments of the parties and the written record and may consult with the College's legal counsel in the decision-making process.
5. The Appellate Decision Maker shall issue a written decision describing the result of the appeal and rationale for the result and provide notice of the written decision simultaneously to the parties. The Decision may: affirm the determination or dismissal, reverse the determination or dismissal, or modify the determination in whole or in part.
6. The Title IX determination or dismissal is final when there is no timely appeal or on the date when the Appellate Decision Maker sends his or her decision to the parties. A determination that conduct is not Title IX Sexual Harassment does not prevent the imposition of sanctions consistent with other law or policy where the conduct is determined to be in violation of such other law or policy.

Record Retention

Records in connection with sexual harassment reports and the grievance process shall be maintained for a minimum of seven (7) years.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: January 26, 2022

Clinton College
Notice to Students and Employees Regarding Title IX Sexual
Harassment/Discrimination

Clinton College's Title IX Coordinator is _____
and can be contacted using the following information:

_____ Address	_____ City, State, Zip
_____ Email Address	_____ Telephone Number

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

REFERENCE:

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106

Clinton College

Title IX Sexual Harassment Formal Complaint Form

COMPLAINANT _____

Last Name

First Name

Middle Initial

CHECK ONE: STUDENT _____ EMPLOYEE _____ OTHER _____

INFORMATION CONCERNING SEXUAL HARASSMENT

DATE(S) OF INCIDENT(S):

LOCATION(S) OF INCIDENT(S):

INDIVIDUAL(S) WHO ALLEGEDLY ENGAGED IN TITLE IX SEXUAL HARASSMENT OR DISCRIMINATION:

NAME OF PERSON FILLING OUT THIS FORM (PLEASE PRINT): _____

SIGNATURE: _____ **DATE:** _____

ATTACH TO THIS FORM A WRITTEN DESCRIPTION OF THE INCIDENT(S) THAT PROVIDES SUFFICIENT DETAIL WITH RESPECT TO THE ALLEGED INCIDENT(S) SO THAT THE COLLEGE CAN APPROPRIATELY INVESTIGATE THE COMPLAINT.



GA-7: POLICY ON FRAUD AND ABUSE

Policy category: Governance and Administration

Subject: Fraud and Abuse

Office Responsible for Review: Office of the President

Related Policies:

- FY-1: Faculty Rights and Responsibilities
- GA-4: Cooperation with TRACS
- HR-4: Disciplinary Actions
- SS-3: Student Code of Conduct

I. Scope: This policy addresses all aspects of Clinton College operations by faculty, staff, administration, and representatives or stakeholders.

II. Policy statement: The purpose of this policy is to provide guidance to the entire campus and any representatives of Clinton College about avoiding all forms of fraud and abuse.

II. Applicability: This policy applies to all students, faculty, staff, administration, College representatives and Board of Trustees regarding all Clinton College operations, communications, publications, property, resources, assets, and services.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of the President in coordination, as needed, with all Vice Presidents, College Counsel, and Campus Security

Responsible Executive: President

Responsible Officer: Vice President for Institutional Effectiveness

V. Definitions

There are no unusual terms in this policy.

VI. Policy and Procedures

Overview

The Clinton College faculty, staff, administration, and students are committed to ethical values and standards, including the avoidance of any form of fraud or abuse.

Employees, students, and representatives of the College shall not engage in any form of fraud or abuse as outlined in state and federal laws and regulations; nor shall they engage in any practices or procedures that are designed or have the tendency to deceive students, the Clinton College community, stakeholders, and alumni. In addition, Clinton College will not permit any form of abuse or fraud regarding college property (real and personal, tangible and intangible), resources, or assets.

Specific injunctions

All employees should avoid mistakes in conduct that relate to fraud and abuse:

1. Avoid false, fraudulent, misleading or harmful statements, actions, or omissions involving another employee or student at the College
2. Avoid false, fraudulent, misleading, or harmful statements, actions, or omissions related to an employment application or any other information provided to or requested by the College
3. Avoid false, fraudulent, misleading, or harmful statements, actions, or omissions in responses and documentation for any and all reporting to TRACS.

Faculty should model and promote honest academic conduct in their teaching, publications, grant applications, and presentations.

Students should maintain academic integrity in all aspects of their coursework and interactions with each other. They should avoid Any form of violation of academic integrity in any college-related affairs, including plagiarism, cheating, and fabrication or falsification of documents.

Senior leadership should model the appropriate tone of intolerance for all practices or procedures that are fraudulent or deceptive; they should model a proper attitude toward compliance with state or federal laws, rules, regulations, and with accreditation standards and policies. Senior leadership members should also maintain awareness of the risks inherent in their roles and responsibilities, including the types of improprieties that might occur. They should be alert for any indication of irregularity in any area of the College.

Actions

College employees, students, alumni, and other stakeholders should report suspected irregularities or fraudulent activities/transactions to the Office of the President. The

Office of the President shall notify proper authorities as required by state and federal law or regulations or by accreditation regulations.

There will be an immediate investigation into the claim of fraudulent activities/transactions. Anyone reporting suspected fraud must be truthful, cooperative with the investigation, and share all the relevant information they have.

If the case of fraud is confirmed, the investigative report will contain recommendations for preventing such fraud in the future. Within 30 days of receiving that report, the appropriate Vice President must submit a corrective action plan to the Office of the President.

Employees or students who violate this policy will be disciplined up to and inclusive of termination or expulsion.

VII. Approval and Revision History

Original Adoption Date: July 20, 2021



GA-8. PRESIDENTIAL AUTHORITY DURING EMERGENCIES AND ADVERSE CONDITIONS

Policy category: Business Services

Subject: Presidential Authority During Emergencies

Office Responsible for Review: Office of the President

Related Policies:

- HS-8: Communicable Disease Policy

I. Scope: This policy provides guidance on the President’s Authority during emergency or adverse conditions

II. Policy purpose: This policy sets forth the President’s authority in the event of emergency or adverse situations.

III. Applicability: This policy applies to all faculty and staff of Clinton College.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Human Resources

Responsible Executive: Vice President for Business Services

Responsible Officer: Director for Human Resources

V. Definitions:

- **Business Days** - For the purposes of this policy, “business days” are days, Monday through Friday, when the College is operating, except for holidays that the College typically observes.

VI. Policy and Procedures

To facilitate the effectiveness and efficiency of operations during emergencies and adverse conditions (e.g., pandemics, inclement weather, etc.), the President shall have the authority to adopt temporary policies or to amend or suspend existing policies for the duration of the emergent event. If the President is unable to exercise this authority, the Vice President for Academic Services shall have the authority to perform these duties in the interim. The President or Vice President for Academic Services shall report the exercise of such authority to the Board of Trustees within five (5) business days of the action.

TRACS Accreditation Standards. This policy aligns with the following TRACS standards:

- Standard 6.2 regarding presidential appointment and authority
- Standard 14.1 regarding health and security measures

VII. Approval and Revision History

Original Adoption Date: November 16, 2021

BOARD OF TRUSTEES



BD-1: FINANCIAL EXIGENCY POLICY

A. Purpose

The purpose of the College's financial Exigency Policy is to provide institutional policy and procedures for managing major financial crisis or financial exigency.

B. Definition

1. For the purposes of this policy, a major financial crisis is considered to be less severe than a financial exigency, Financial exigency is defined as a significant decline in the financial resources of the college brought about by the decline in student enrollment or by other actions or events that compel a reduction in the College's current operations budget.
2. This policy does not preclude the Board of Trustees from discontinuing or reducing academic programs at other times for other reasons.

C. Procedures for a Major Financial Crisis

1. A major financial crisis shall relate to lack of financial ability, where ability means providing from current income the funds necessary to meet current expenses, including debt payment, without invading or depleting capital. A major financial crisis may be declared by the Board of Trustees, if the educated opinion of the Board meeting anticipated current expenses would place the College's Unrestricted General Fund in a deficit position at fiscal year's end.
2. A major financial crisis exists only after being declared by Board of Trustees. As early as feasible, when a condition of major financial crisis appears to be a possibility, the President shall inform the Administrative Council, faculty and staff concerning;
 - A. the causes and possible consequences of the crises;
 - B. the measures investigated by the College short of declaring a major financial crisis.
 - C. The reasons why circumstances may require a declaration of a major financial crisis.
3. The administrative council shall receive/see and consider comments, information and advice from appropriate administrative officers, individual faculty, and staff concerning a possible declaration of a major financial crisis, the administrative council is to present its view in the form of a memorandum of advice and recommendation as to whether a condition of a major financial crisis should be declared or whether, in the opinion of the Council, other reasonable alternatives exist.
4. The President based on substantive consultations with the Administrative Council and individual faculty and staff shall provide the Board of Trustee with an analysis of the

circumstances that may support or oppose the declaration of a major financial crisis, including a review of reasonable alternatives to such a declaration by the Board of Trustees. The President shall attach to the analysis available information and recommendations from the Administrative Council and individual faculty and staff regarding the declaration of a major financial crisis. In declaring a major financial crisis, the Board of Trustees must detail its actions in the official minutes of the meeting in which a major financial crisis was declared.

5. After a major financial crisis has been declared by the Board of Trustees and the President shall inform the Administrative Council, faculty and staff concerning Board approved strategies for dealing with the crisis which may include, but are not limited to the following:

- a. Voluntary personnel actions including reassignment, retirement, partial retirement, early retirement, resignation, extended unpaid leave, or a severance pay agreement.
- b. Not filling existing faculty and staff vacancies or vacancies resulting from resignation or retirement.
- c. Discontinuance or reduction in nonacademic units and support services to the extent necessary and feasible without significantly impairing the College's ability to pursue its basic institutional mission.
- d. Salary reductions not tantamount to dismissals.

This list is not intended to be complete in the listing of alternatives or ranking of priority since it is recognized that the College when faced with a difficult financial situation would be engaged in an interactive process to identify possible cost reduction measures, and those programs, departments, and operating units within the College have particular operating needs which vary over time.

D. Procedures for a Financial Exigency

1. For the purposes of this policy, a financial exigency is considered to be more severe than a major financial crisis.
2. In the event the College is faced with a financial exigency, which is more severe than a major financial crisis, Section C of this policy enumerates various alternative approaches which will be considered by the administration and Board of Trustees to deal with the situation.
3. A bona fide financial exigency is an existing or imminent financial crisis which, if uncorrected, would threaten the survival of the College as a whole and which could be alleviated reasonably by less drastic means? Means" survival of the College as a whole" is defined for purposes of this policy as the availability of adequate financial resources to enable the College to carry out the purposes and responsibilities central to *its* mission, it may be necessary for the Board of Trustees to declare a financial exigency and discontinue to or reduce nonacademic operating units and/or academic programs/departments. A declaration of finance exigency supposes that efforts to reach the needed level of reduction shall be consistent with the goal of preserving the

institution's ability to substantially fulfill its academic mission.

4. A financial exigency exists only after being declared by the Board of Trustees. As early as is feasible, when a condition of financial exigency appears to be a possibility, the President shall inform the Administrative Council, faculty and staff concerning;
 - a. The causes and consequences of the crisis.
 - b. The measures investigated by the College short of declaring a financial exigency.
 - c. The reasons why circumstances may require a declaration of financial exigency.
5. The President shall receive/seek and consider comments, information and advice appropriate administrative officers, individual faculty, and staff concern of possible declaration of financial exigency. The President shall present in the form of a memorandum of advice and recommendation as to whether a condition of a financial exigency should be declared, or whether, in the opinion of the Administrative Council, other reasonable alternatives exist.
6. The President based on the substantive consultations with the Administrative Council, individual faculty, and staff, shall provide the Board of Trustees with an analysis of the circumstances that support or oppose the declaration of financial exigency including alternatives to such a declaration by the Board of Trustees. The President shall present the analysis available information and recommendations from the Administrative Council, individual faculty, and staff regarding a financial exigency. When declaration financial exigency, the Board of Trustees must detail its actions in the official minutes of the meeting in which financial exigency was declared.
7. After a financial exigency has been declared by the Board of Trustees, the President shares with the Administrative Council, faculty, and staff concerning approved strategies for declaring the crisis.
8. After declaration of a financial exigency, the President shall recommend a plan for personnel reductions to the Board of Trustees. The plan will include:
 - a. Discussion of the necessity and procedures for personnel reductions.
 - b. The appropriate nonacademic operating units and academic programs/departments with College identified for personnel reductions.
 - c. The criteria for determining which programs will be reduced and/or eliminated.
 - d. The criteria for identifying the staff and faculty members who are to be eliminated because of program reduction and/or program discontinuance.

In the development of the plan, there shall be consultation with the College's attorney and substantive involvement with the Administrative Cabinet. As a first step, the President will instruct each nonacademic operating unit and academic program/department in the College to assess its program's operations with regard to importance to the mission of the College as a basis upon which to determine the plan personnel reduction. Acting on the information gathered in the process, the President will need criteria and determine recommended plan for personnel reduction. In

considering the development of the personnel reduction plan, first retention priority shall be given to the maintenance of the educational and academic programs central to the mission of the College.

E. Personnel Reductions

1. Personnel Reductions will be done equitably, in good faith, and in a systematic manner related to the major financial crisis or financial exigency.
2. Criteria for faculty or staff reduction might include but are not limited to quality and essentialness of service work field of specialization, maintenance of necessary programs of length of service, accreditation standards, enrollment and graduation numbers in each program other factors deemed relevant. Those faculty and staff who are deemed to be of key importance of the specific program or function will be retained in preference to other faculty and staff, status, a faculty or staff member is of “key importance if their elimination would result in “serious distortion” of the specific program or function.
3. When faculty reductions occur due to a major financial crisis of a financial agency, the College will not eliminate faculty members from a program/department and at the same time employ faculty members in that program/department, except where a serious distortion in the academic program would otherwise result.
4. The finding of “serious distortion” when faculty or staff reductions occur is based on criteria established by the Administrative Council in consultation with the faculty and staff and approval of the President and Board of Trustees in conjunction with a plan for personnel reduction. These criteria should include, but not limited to essentialness of service and work, field of specialization, and maintenance of necessary programs or service.
5. The President must give notice in writing to faculty and staff who are affected by a personnel reduction resulting from nonacademic unit or academic program/department discontinuance reduction. The notice must include the following:
 - a. The effective date of the layoff.
 - b. A statement of the reasons for the Board of Trustees action to declare, respectively, a major financial crisis or a financial exigency.
 - c. The basis, procedures and criteria used to select personnel to be affected by the layoff.
 - d. Any opportunity for reconsideration or appeal including access to appropriate documents and the issues that may or may not be considered.
6. The College shall make effort to give as much notice as practical in light of the matter financial crisis or financial exigency to each affected faculty and staff member in advance of the effective date of the layoff. The time required for the Board of Trustees to analyze the financial condition of the College, may allow time for official notice of layoff. In any case, the Board of Trustees recommends the following minimum written notice of:

- a. To Faculty members not less than sixty (60) calendar days before the effective day of layoff.
- b. To all staff members not less than thirty (30) days before the effective day of layoff.

7. At the time it is preparing and implementing a plan for personnel-reduction, the College shall to the extent practical, make a good faith effort to reassign any faculty or staff member to be laid off to another known existing, vacant, or suitable position within the College for which he/she is qualified. This good faith effort to reassign faculty and staff does not extend beyond the effective date of the layoff.

- a. The reassignment of faculty, including decisions regarding salary and other benefits in the assignment, shall be negotiated with the decision of the President.
- b. A faculty or staff member to be laid off has no right to displace another faculty or staff member from their position or to expect that a new position will be created in order to maintain.
- c. In cases of layoff of faculty and staff members, the position concerned may be filled by replacement within a period of one year from the effective date of the layoff unless the person laid off has been offered a return to employment in that position and the person laid off has not accepted the offer within thirty (30) calendar days after the offer was extended. If an offer of reinstatement is not accepted, the College and the Board of Trustees have no further obligations to the person laid off. After the expiration of the applicable reinstatement period, the College and the Board of Trustees have no further obligation to the person laid off.
- d. Should, as a result of major financial crisis or financial exigency, a faculty or staff member be laid off by the decision to discontinue or reduce a nonacademic operation unit or academic program/department, the faculty or staff member involved may appeal the decision through the procedures outlined in the College's Grievance Policy.

F. Periodic Reports to the Board of Trustees

1. After the Board of Trustees has declared a condition of major financial crisis or financial exigency at the College, the President shall present the Board with progress reports, as requested by the Board, concerning the College's procedures, decisions and recommendations relating to the major crisis or financial exigency.

G. Termination of Major Financial Crisis or Financial Exigency

1. The Board of Trustees will terminate a declaration of major financial crisis or financial exigency when in its judgment the conditions which led to the major financial crisis or financial exigency have been corrected and no longer exist.

(Exactly as written in 2019-2024 Board Manual)



BD-2. INVESTMENT POLICY

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

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

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

Delegation

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

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

1. Investment Management Consultant: the consultant may assist the committee in establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time; measuring and evaluating investment performance, and other task deemed appropriate.
2. Investment Manager-the Investment Manager has discretion, with the approval of the Finance Committee to purchase, sell or hold the specific securities what will be used to meet the College's objectives. Investment Manager can refer to a separate account managed by "Investment Manager" a Pooled Account or Mutual Fund.
3. Custodian-The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular

accounting of all assets owned, purchased, or sold as well as movement of assets into and out of the Plan accounts.

4. Trustee-The Committee may appoint an outside individual or entity, such as bank trust department to be trustee. The trustee will assume fiduciary responsibility for the administration of Plan assets.
5. Additional specialist such as attorneys, suitors, actuaries, consultants, and others may be employed by the Committee to assist in meeting its responsibilities and obligations to administer Assets prudently.

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

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

ASSIGNMENT OF RESPONSIBILITY

Responsibility of the Investment Committee of Clinton College

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

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

Responsibility of the Investment Management Consultant/Financial Advisor

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

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

Responsibility of the Investment/Money Manager(s)

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

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

General Investment Principles

- The Plan shall be invested with the care, skill, prudence, and diligence under the circumstance then prevailing that a prudent man acting in like capacity and

familiar with such matters would use in the investment of a fund of like character with like aims.

- Investment shall be made solely in the interest of college and for the exclusive purposes of providing benefits accrued there under and defraying the reasonable expenses of administration.
- Investment of the Plan shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
- Cash is to be employed productively at all times, by investment in short-term cash equivalents to provide safety, liquidity, and return.

Investment Management Policy

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

Investment Objectives Asset Mix

Allowable Assets

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

1. Cash Equivalents
 - a. Treasury Bills
 - b. Money Market Funds
 - c. Commercial Paper
 - d. Banker acceptances
 - e. Repurchase Agreements
 - f. Certificates of deposits
2. Fixed Income Securities
 - a. US Government and Agency Securities
 - b. Corporate Notes and Bonds
 - c. Mortgage-backed Bonds
 - d. Preferred Stock

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

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

Asset Quality

- Common Stocks-the investment Manager may invest in any unrestricted, publicly traded common stock that is listed on a major exchange or a national, over-the-counter market and that is appropriate for the portfolio objectives, asset class, and/or investment style of the fund that is to hold such shares.
- Convertible preferred stock and convertible bonds-The Investment Manager may use convertible preferred stocks and bonds as equity investments. The quality rating of convertible preferred stock and convertible bonds must be BBB or better, as rated by S&P, or BAA or better, as rated by Moody's. The common stock into which both may be converted must satisfy the standard of Section 1, above.
- Fixed Income Securities-the quality rating of bonds and notes must be A or better, as rated by S&P or Moody's. The portfolio may consist of only traditional principal and interest obligations (no derivatives) with maturities of ten years or less.
- Short-term reserves-the quality rating of commercial paper must be A-1, as rated by S &P, P-1 as rated by Moody's or better. The assets of any money market mutual funds must comply with the quality provisions for fixed-income securities or short-term reserve.

Asset Diversification

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

Prohibited Assets

Investments shall not be made in the following categories:

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

Investment Management Liabilities

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

Custody and Securities Brokerage

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

Investment Criteria Based on Mission or Social Responsibility

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

Voting Proxies

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

Selection of Investment Managers

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

Investment Manager Performance Review and Evaluation

Performance reports generated by the Investment/Consultant/Advisor shall be compiled at least quarterly and communicated to the Committee review. The investment

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

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

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

Reporting Requirements

1. Quarterly-The Custodian will provide the Committee with a quarterly written statement containing all pertinent transaction details for each separately managed portfolio for the preceding period, including:
 - a. The name and quantity of each security purchased or sold, with the price and transaction date.
 - b. A description of each security including its percentage of the total portfolio, purchase date, quantity, average cost basis, current market value, unrealized gain or loss, and indicated annual income and yield (%) at market.
 - c. An analysis for the entire portfolio of the current asset allocation by investment category (equities, fixed-income securities and cash reserves)
2. Periodically-The Manager, Consultant, Advisor or Custodian shall meet with the Committee, at least, annually to provide detailed information about (1) asset allocation, (2) investment performance, (3) future investment strategies and (4) any other matters of interest to the Committee. The Manager, Consultant, Advisor or Custodian will promptly advise the committee of any significant changes in its ownership, financial condition, or investment personnel.
3. Annually-The Custodian shall provide an annual summary of all transactions in each fiscal year together with a report of investment performance for the year by portfolio.

Cash Flow Requirements

The committee will be responsible for advising the Manager, Consultant, Advisor or Custodian in a timely manner of Title III cash distributions. The Manager, Consultant,

Advisor or Custodian is responsible for providing adequate liquidity to meet such distribution requirements.

Investment Policy Review

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

Asset Allocation Guidelines

1. The asset allocation guidelines for the investment management of Title II assets shall be established based on the Board's risk tolerance, time horizon, spending policy and investment goals.
2. The committee may employ investment managers whose investment disciplines require investment outside the established guidelines. However, taken as a component of the aggregate Plan, such disciplines must fit within the overall asset allocation guidelines established in this statement. Such investment managers will receive written direction from the Committee regarding specific objectives and guideline.
3. In the event that the above aggregate asset allocation guidelines are violated, for reasons including but not limited to market price fluctuations, the Committee will instruct the Investment Manager(s) to bring the portfolio into compliance with these guidelines as promptly and prudently as possible. In the event, that any individual Investment Manager's portfolio is in violation with its specific guidelines, for reasons including but not limited to the market price fluctuations, the Committee expects that the Investment Manager will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Committee.

Rebalancing

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

(Exactly as written in 2019-2024 Board Manual)



BD-3: BOARD ASSESSMENT OF THE PRESIDENT

Policy category: Board of Trustees

Subject: Evaluation of the President

Office Responsible for Review: Board of Trustees with assistance from the Office of Institutional Effectiveness

Related Policies

- BD-8: Board approvals

- I. Scope:** This policy pertains to the responsibilities, processes, and timeline for Board of Trustees to follow in evaluating the President of the college.
- II. Policy Purpose:** The purpose of this policy is to provide guidance to the Chairman of the Board and all Board members for evaluating the President of the college.
- III. Applicability:** This policy applied to all Board members and the President of the college.
- IV. Policy management:** The following roles manage this policy:
Responsible Office: Board of Trustees
Responsible Executive: Chairman of the Board of Trustees
- V. Definitions**

There are no unusual terms in this policy.

VI. Policy and Procedures

Overview

This revised policy is based on the information excerpted from the 2019-2024 Board Manual and Bylaws, as noted in parentheses after each subsection. The policy responds to the first part of the requirements of TRACS standard 6.2: The Institution's Board appoints and periodically evaluates a full-time Chief Executive Officer (CEO)...(2021).

Following the first year of employment, the College President will be appraised every three years by the Board of Trustees in accordance with the appraisal procedures as included in the appendices. The appraisal will be administered during the spring semester. An ad hoc committee will be appointed to administer the appraisal and the results will be evaluated and reported to the Executive Committee of the Board of Trustees in the April/May meeting of the appraisal. In the case of the current President,

the appraisal will be conducted in August 2019 and every three years thereafter. (Board Manual, p. 15)

Purpose

The purpose of the appraisal will be to complement and reinforce strengths and to reveal and amend weaknesses. (Board Manual, p. 15)

The process is designed to provide the President feedback on how they are performing in the areas of their responsibilities. The ultimate purpose of presidential evaluation is to contribute to the development of leadership effectiveness, which in itself includes various dimensions and facet of a complex process. The evaluation process should encourage the president to think deeply about their own satisfaction with the position, and what they have learned about the strengths and weaknesses they bring to their responsibilities. Since leadership development is the primary goal of assessment, it is important for the Board to draw out the strengths and best possibilities of the president in achieving both short- and long-term goals.

Appraisal Instrument

The Performance Appraisal Instrument of the Clinton College President will be used for each appraisal period. (Board Manual, p. 15) That instrument is attached to this policy.

Appraisal Time Frame

The appraisal will be administered during the spring semester. Completed forms will be returned to the Chair of the Board of Trustees who will forward them to the chairperson of the ad hoc committee appointed to administer the appraisal. The results will be evaluated and reported to the Executive Committee of the Board of Trustees in the April/May meeting of appraisal year. (Board Manual, pp. 15-16)

Appraisal Procedures

The Chair of the Board of Trustees will appoint an ad hoc committee consisting of three trustees to administer the appraisal. This will be done in July of the year preceding the year of appraisal. The committee will distribute forms by January 15 to the following groups as specified below. (Board Manual, p. 15)

- All current Clinton College Trustees will receive an appraisal form to complete or an ad hoc committee from the Board may be selected by the Chair.
- All Clinton College Administrative personnel will receive an appraisal form to complete.
- Each Clinton College Chairperson of Faculty will receive an appraisal form to complete.
- Each Clinton College Director of Staff will receive an appraisal form to complete.
- Each Clinton College Student Council member and Class Officer will receive an appraisal form to complete.
- A random selection of individuals from the alumni donor list will receive appraisal forms to complete. From a computer printout of the alumni

donor list, a random number table will be used to randomly select these individuals.

- Of the general public, the following will receive appraisal forms to complete; the College's attorney, the College accountant, the College's bankers, and selected vendors to the College.

These forms will be returned by February 15, after which the ad hoc committee will evaluate them and compile a survey of averages based upon each of the divisions show above. The ad hoc committee, along with the Chairman of the Board of Trustees will share the results with the College President prior to the April/May Trustee's Board meeting.

These will be presented to the Clinton College Executive Committee of the Board of Trustees in the April/May meeting of the appraisal year. The committee may be called upon, at the Board of Trustee Chair's discretion, to report to the entire Board of Trustees at their April/May meeting.

After completion of this task, the ad hoc committee will disband, and the summary of the compiled survey will become a part of the minutes of the April/May Board of Trustees' Annual Meeting. The actual completed surveys will be shredded.

VII. Approval and Revision History

Original adoption date: 2012 Board Manual, 2013 Policy Manual

Revision date: January 6, 2022 for 2019-2024 Board Manual, 2021-2026 Policy Manual

Reaffirmation date:

Consolidation date:

Presidential Evaluation Form		
Date:		
Name:		
Review Period:		
<p>The review serves to provide the President feedback on performance in the areas of responsibilities.</p> <p>Use the following rating scale:</p>		
1	<u>Does not meet expectations</u>	
2	<u>Meets some expectations</u>	
3	<u>Meets expectations</u>	
4	<u>Exceeds expectations</u>	
5	<u>Significantly exceeds expectations</u>	
Displays or exhibits the following attributes, as it relates to role as President:		
ADMINISTRATION AND PLANNING		Rating
1	Fosters long-range planning consistent with the College's needs	
2	Demonstrates an awareness of educational ideas, trends and innovations as it affects: <u>Accrediting associations</u> ;	
3	Demonstrates an awareness of educational ideas, trends and innovations as it affects: <u>Higher Education generally</u> .	
4	Takes initiative to develop and implement effective College policies and plans.	
5	Establishes standards of control, review and follow-up to ensure effective completion of work.	
6	Provides and maintains sound fiscal management for the College.	
7	Searches for and attracts funds to support the College.	
8	Provides sound fiscal management, including the ability to address budgetary matters in a way that achieves more efficient and effective use of resources	
9	Develops and support appropriate strategies of attracting funds to the institution	
10	Assures that budgeting shall not deviate materially from the Ends statements, strategic initiatives, and Board priorities, or risk the College's financial stability	
	Total	
EXECUTIVE DEMEANOR & PERSONAL EFFECTIVENESS		Rating
11	Is persuasive (<i>in supporting, promoting and advancing the College</i>)	
12	Is sensitive (<i>in relating to those of different races, gender, religious orientation, etc.</i>)	
13	Is open and inviting (<i>when soliciting the thinking of others</i>)	

14	Functions with integrity (<i>in personal and professional areas</i>)	
15	Embodies core values (<i>of the College in personal and professional areas</i>)	
16	Maintains confidence and trust (<i>of colleagues, clients, constituencies and community</i>)	
	Total	
COMMUNICATION		Rating
17	Communicates through office memo, email, or social media.	
18	Speaks at College and Alumni Annual meetings.	
19	Speaks in College Chapel/Gym.	
20	Addresses Board of Trustees and other groups in the interest of the College.	
21	Supports and articulates the principles of the College.	
22	Seeks input from those most directly affected by a decision.	
23	Provides competent conflict resolution.	
24	Makes sound judgments, even under stress.	
25	Re-evaluates and, if necessary, retracts decisions	
26	Articulates and demonstrates a strong commitment to excellence in student, faculty, and staff programs and activities.	
	Total	
EXTERNAL RELATIONS		Rating
27	Relates well with governmental and other higher education officials on behalf of the College.	
28	Represents the College via various public appearance.	
29	Functions as an advocate for Christian College education.	
30	Presents a professional demeanor to the business community.	
31	Demonstrates integrity in College business transactions and functions.	
	Total	
PERSONNEL		Rating
32	Supports employees in their efforts to accomplish their tasks.	
33	Initiates employee evaluation process (<i>and aligns it with staff development activities</i>).	
34	Initiates employee development activities (<i>and aligns them with staff evaluation process</i>).	
35	Seeks and selects those best qualified to fill positions.	
	Total	

BOARD RELATIONS		Rating
36	Offers professional advice to the board based on thorough study, analysis and sound educational principles on items requiring board action	
37	Carries out board governance policies in a conscientious manner	
38	Communicates with board members to inform and resolve issues of interest	
39	Prepares for Board of Trustees meetings in an effective manner	
40	Keeps the Board informed of all actual and anticipated litigation, specific community concerns, adverse media coverage, trends, and internal or external changes	
41	Provides information to the entire Board when filling requests for information	
42	Provides effective support to the operations of the Board	
	Total	
LEADERSHIP		Rating
43	Possesses and articulates clear vision for the College.	
44	Provides leadership in advancing College's goals and objectives.	
45	Strives to enhance both qualitative and quantitative attributes of the College.	
46	Promotes changes in the College in response to needs and interests of the campus family and supporting community.	
47	Promotes changes in the College in response to regulatory requirements.	
48	Promotes esprit de corps and group identity within the College	
49	Has developed a clear plan for improve key performance metrics including, enrollment, profitability, program offering, capital improvement, retention of students and graduation outcomes	
	Total	
	Total of all	

50

Please identify an area below in which you have observed the most significant growth in your development during the last year.



BD-4. BOARD SELF-EVALUATION

Policy Category: Board of Trustees

Subject: Annual Self-Assessment of the Board

Office Responsible for Review: Board of Trustees with assistance from the Office of Institutional Effectiveness

Related Policies

- BD-5: Board Conflict of Interest
- BD-6: Board Membership
- BD-8: Board Approvals

I. Scope: This policy addresses the expectation and procedures for Board members' annual self-assessment.

II. Policy purpose: The purpose of this policy is to clarify the expectation for the Board's self-assessment in alignment with TRACS standard 7.4.

III. Applicability: This policy applies to all members of the Board of Trustees.

IV. Policy Management: The following roles manage this policy:

Responsible Office: Board of Trustees

Responsible Executive: Chairman of the Board

V. Definitions

There are no unusual terms in this policy.

VI. Policy and Procedures

Overview

The Board of Trustees conducts its self-evaluation on a regular schedule in regard to its processes, actions, functions, and effectiveness. The components of this policy are extracted from body of the 2019-2024 Board Manual, pp. 47-49.

This policy is related to the 2021 TRACS Standard 7.4, which states the following:

Policies are adopted for the evaluation of Board members and all employees with clear due process procedures. Documentation of proceedings are made available to TRACS upon request.

There are two components to the Board Self-Evaluation Process:

- Faith statement agreement form
- Board self-evaluation survey

Faith statement agreement form

The faith statement agreement form is to be reviewed and signed by new Board members during Board Orientation. All Board members will be asked to review and sign the Faith Statement agreement form again at any time the Faith Statement is changed. The Faith Statement form is attached at the end of this policy. (Board Manual, p. 46)

Self-Evaluation Survey

Each member will complete the “Board of Trustees’ Self-Evaluation Form” following the April/May business meeting in even-numbered years and return it to the designated official for analysis and summary reporting. The written results will be shared with the Board, placed into Board records, and filed in the Office of the President.

The analysis and summary of the completed survey will allow the Board’s Institutional Effectiveness (IE) Committee and the Board Chair to identify strengths and weaknesses of the Board’s operation. Review of the self-evaluation results will provide direction for Board improvements.

Board self-evaluation reports and minutes of discussion will be made available to TRACS upon request.

Due Process for Removal of a Trustee

A trustee may be removed with or without cause by a vote of two-thirds of the trustees then in office. (Bylaws, p. 5) A specific expectation of Trustees is attendance at Board Meetings. The Board has the right to declare a trustee’s office vacant if they do not attend three consecutive Board meetings (Board Manual, p. 11).

VII. Approval and Revision History

Original Adoption date: 2012 Board Manual, 2013 Policy Manual

Revision date of self-evaluation form: June 2020

Revision date: February Board Meeting 2022 for inclusion in the 2019-2024 Board Manual, 2021-2026 Policy Manual

INSERT FAITH STATEMENT SIGNATURE FORM HERE

I have read and I affirm Clinton College's Faith Statement and I support the beliefs and tenets found within it. I will promptly inform the Board Chair of any change or departure on my behalf from these beliefs and tenets.

Print name _____

Signature _____

Date _____

CLINTON COLLEGE

Board of Trustees Self- Evaluation

Part One (Please underline or circle either “Yes or No” for each item.)

1. Did you participate in all the scheduled Board meetings this year? (Yes or No)
2. Did you personally contribute financially to Clinton College? (Yes or No)
3. Did your church contribute financially to Clinton College? (Yes or No)
4. Did you promote Clinton College to others as opportunity allowed? (Yes or No)
5. Were you able to regularly receive and read material which helped you prepare to participate in Board meetings? (Yes or No)
6. Did you actively serve on a Board Committee? (Yes or No)
7. Did you attend any functions or activities of the College other than Board meetings?
(Yes or No)
8. Were you able to ask questions concerning Board business and operations in areas where you lacked knowledge and/or understanding? (Yes or No)
9. Have you been able to encourage any prospective students to attend Clinton College?
(Yes or No)
10. Did you sign the Conflict of Interest form to show that you avoid conflict of interest?
(Yes or No)
11. I understand the issue of the Board’s and Board members’ liability as outlined in the new Board of Trustees Manual. (Yes or No)

Part Two: Please rate yourself in the following areas by choosing a number from the scale, and then record your responses on the blank at the end of each item.

1: Poor 2: Below Average 3: Average 4: Above Average 5: Excellent

12. Your participation in a Board committee. _____
13. Your promotion of the Mission of Clinton College to others. _____
14. Your ability and success at raising financial support for Clinton College. _____
15. Your ability to examine data and make informed decisions. _____
16. Your knowledge and understanding of institutional policies at Clinton College. _____
17. Your knowledge and understanding of Board policies. _____

18. Your knowledge and understanding of the Board's authority. _____
19. Your prayer support for Clinton College. _____
20. Your understanding of the challenges and opportunities of Clinton as a small, inclusive, historically Black, and Christian-based College. _____

Part Three: Please evaluate the Board of Trustees as an organization in the following areas by choosing a number from the scale, and then record your responses on the blank at the end of each item.

1: Poor 2: Below Average 3: Average 4: Above Average 5: Excellent

21. The Board's working relationship with the administration of Clinton College. _____
22. The Board's processes for appointing, supporting, and evaluating the President, including setting goals, providing guidance, and monitoring compliance. _____
23. The Board's processes for supporting the president in developing educational programs. _____
24. The Board's process for selecting Board members. _____
25. The Board's processes for approving and monitoring the annual budget. _____
26. The Board's processes for overseeing the physical plant and other property, including acquisition, construction, maintenance, or sales of such property. _____
27. The Board's maintenance of proper relationships with faculty, staff, and students. _____
28. The Board's thoroughness of examination and debate prior to decision-making. _____
29. The effectiveness of the Board in planning for institutional needs through long range plans and review of the mission. _____
30. The effectiveness of Board Committees in providing information to the Board in a timely manner. _____
31. The effectiveness of Board members in working collaboratively with each other. _____
32. The policies, procedures, and guidelines under which the Board operates. _____
33. The opportunities for a Board member to suggest changes in operations. _____
34. The overall effectiveness of the Board in fulfilling its functions. _____

35. Open-ended item: How could the Board improve its effectiveness next year?

Part Four: Profile Item. Please check the space following your choice of response.

36. Years on Board of Trustees:

1-5_____ 6-10_____ 11-15_____ 16-20 _____ 21+_____

Thank you for your cooperation in completing the Board of Trustees' Self-Evaluation.

Form Revised June 2020



BD-5. CONFLICT OF INTEREST FOR BOARD MEMBERS

Policy Category: Board of Trustees

Subject: Conflict of Interest

Office Responsible for Review: Board of Trustees with assistance from the Office of Institutional Effectiveness

Related Policies

- BD-4: Board Self-Evaluation
- BD-6: Board Membership

I. Scope: This policy defines and prohibits conflict of interest for Board members.

II. Policy purpose: The purpose of this policy is to set the standard for membership on the Board of Trustees that avoids conflict of interest.

III. Applicability: This policy applies to all members of the Board of Trustees.

IV. Policy Management:

The following roles will manage this policy about conflict of interest:

Responsible Office: Board of Trustees

Responsible Executive: Chairman of the Board of Trustees

Responsible Officer: Secretary of the Board of Trustees

V. Definitions

Conflict of interest: A conflict of interest exists when a Trustee of the College benefits personally from his/her position as a Trustee in a manner which exceeds the benefit which would be realized by a third party in the same transaction.

VI. Policy and Procedures

Overview

The Board of Trustees is the governing body of Clinton College. Trusteeship is defined as "... holding the charter of a public trust for an institution. In the past, trustees have been respected as the guardians, conservers, and protectors, even watchdogs for special interests. It has been the Trustee's role to hold the line, to observe tradition, to react wisely and cautiously, to be a court of last resort. This traditional role of Trustees is still very much needed, but a new dimension has been added. Trustees cannot just react. They must

initiate. Trustees see that colleges serve the well-being of society. They do not just hold public trust, but rather they build trust and strengthen the administration in building trust.” (Board Manual, p. 6)

In order to develop and maintain trust, the Trustees must avoid all conflicts of interest with Clinton College. The Board Manual (p. 9) defines conflict of interest in the following manner: “A conflict of interest exists when a Trustee of the college benefits personally from his/her position as a Trustee in a manner which exceeds the benefit which would be realized by a third party in the same transaction. A Trustee may receive personal benefit from the College when the transaction benefits the College, and the benefit is less than what would be by an outside party.”

Relationship to TRACS standard

The Transnational Association of Christian Colleges and Schools (TRACS) sets a standard for Boards of Trustees regarding conflict of interest. In the TRACS 2021 Accreditation Manual, on p. 12, it lists Standard 6.7: *The institution’s Board has a policy regarding conflicts of interest for Board members.*

Procedures

In order to indicate understanding and to commit to compliance with the Board of Trustees conflict of interest policy, each Trustee is required to read the Conflict of Interest Policy and Standards, then complete the Conflict of Interest Disclosure Statement during orientation and annually thereafter. The Disclosure Statement is attached.

VII. Adoption and revision dates

Original Adoption Date: 2012 Board Manual; 2013 Policy Manual

Revision Date: January 2022 for 2019-2014 Board Manual; 2021-2026 Policy Manual

**Clinton College Board of Trustees
Conflict of Interest Disclosure Statement**

Directions: Please initial each statement and fill in any information requested.

- _____ 1. I am unaware of any family member having any contractual, employment, personal, or financial interest in Clinton College.
- _____ 2. I am not employed by Clinton College.
- _____ 3. I have no financial interest in the College.
- _____ 4. I receive no personal benefits from Clinton College.
- _____ 5. I *do / do not* (circle one) have any contractual or business relationship with the College.

The 6th question is only for Trustees who *do* have a contractual or business relationship with the College. If you circled *do not* in #5, please skip #6 and proceed to the commitment section.

- _____ 6. If I do have a contractual or business relationship with the college, the transaction benefits the College, and my personal benefit is less than what a third party would receive. The nature of my contractual or business relationship is

_____.

Commitment to avoiding conflict of interest

I have read and understand the Clinton College Board of Trustees conflict of interest policy, and I agree to be bound by it. I will promptly inform the Board Chair of any material change in my status.

Print name _____

Signature _____

Date _____



BD-6. BOARD MEMBERSHIP

Policy Category: Board of Trustees

Subject: Criteria for Board Membership

Office Responsible for Review: Board of Trustees with the Assistance of the VP for Institutional Effectiveness

Related Policies

- BD-5: Board Conflict of Interest
- BD-8: Board Approvals

- I. Scope:** This policy addresses the criteria for membership on the Board of Trustees and the process for selection and orientation of members.
- II. Policy Purpose:** The purpose of this policy is to provide guidance to Board members and especially the Board chairman about expectations for Board members and processes for selecting new members.
- III. Applicability:** This policy applies to all members of the Board of Trustees.
- IV. Policy Management:** The following roles manage this policy
Responsible Office: Board of Trustees
Responsible Executive: Chairman of the Board of Trustees
- V. Definitions**
There are no unusual terms in this policy.
- VI. Policy and Procedures**

The Number of Board Members

The number of trustees for the Corporation shall be at least 15 and no more than 25. This number shall include the Presiding Bishop of the South Atlantic Episcopal District of the African Methodist Episcopal Zion Church in which the College is located. He/she shall also be Chair of the Board of Trustees. In addition, the Board of Trustees may select associate Trustees who may serve an unlimited term without voting privilege. (2019-2024 Board Manual, p. 12)

Relationship to TRACS standards

This policy satisfies the 2021 TRACS Standard #6.1 that says, in part: *The institution's Board, of not less than 5 voting members ...*

The Selection of Board Members

The Trustee(s) shall be elected by the majority vote of Trustees present, eligible, and voting upon the recommendation of the Committee on Trustees at the regularly scheduled meeting of the Board in April/May. Their term of office shall begin the following March and orientation shall be arranged by the Vice Chair of the Board of Trustees. Prior to this orientation meeting for new Trustees, they shall receive and indicate by signature that they read the Board of Trustee's Manual and the Constitution and the By-Laws of Clinton College. Their signed statements are to be kept on file in the Administration office. (Board Manual, p. 12)

Qualifications of Board Members

- Trustees shall give annual support to the College.
- Trustees shall have diversified proficiency.
- Trustees that do not show active interest in Clinton College through their presence at Board Meetings and who do not attend for three consecutive meetings, without a valid excuse, the Board shall have the right to declare the office vacant and have the power to fill the vacancy.
- No full-time employee of the College shall be eligible to be a member of the Board of Trustees. (p. 12 of the Board Manual)
- No voting member of the Board has a familial relationship with the Chair of the Board.

Orientation of New Board Members

The Committee on Trustees is responsible for developing and managing the orientation program for new trustees. That program will include a briefing package, the assignment of mentors, a formal orientation program, and getting the new trustee started. (Board Manual, p. 8, Bylaws, p. 12).

The briefing package contains an overview of Clinton College history, accreditation, organizational structure, academic programs, and the Board Manual and Bylaws. The formal orientation program addresses Board authority, duties and responsibilities, standing committees, explanation of and signing of the conflict of interest form, and explanation of and signing of the agreement with the Faith Statement form.

New Board Member's Orientation Information

- Provide each new member with an electronic copy of the following manual:
 1. Board Manual
 2. Most Recent Student Handbook
 3. Most Recent Academic Catalog
- Provide a briefing paper with brief descriptions of current and projected academic programs and areas of study
- Provide each new member with a schedule of upcoming Board meetings
- Make known the dates for Convocation, Founder's Day, and Graduation and the expected support of the Board of Trustee participation at these events

- Present each new member with a copy of the Conflict-of-Interest Disclosure Statement to be signed
 - Provide a time at their initial Board meeting for the introduction of each new member, allow them time to tell something about themselves. Each current member should introduce his or herself and welcome the new member(s)
 - Present the new member with a listing and contact information for each current member of the Board
 - Provide each new member with a copy of the current committee assignments
 - Provide each new member with a copy of the college's mission statement and the college's vision statement
 - Provide each new member with an organizational chart for the board and an organizational chart for the college
 - Make known the guiding values and principles of the Board of Trustees
 - Make known the resources that are available to new members for support, guidance, and information
 - Make known the financial responsibility expected from each board member and the time the financial offering is due.
 - Make known the term, the role, and responsibilities of a Board member
 - Provide each new member with a copy of the current financial statement
 - Provide a brief overview of the college's current master plan and an assessment of the position where the college is in the performance of this plan
 - Provide a contact person and their information for the new member to contact if he or she will be late or absent from a meeting
 - Solicit from each new member if there is a particular area/committee of interest he or she may have where they would like to serve.
 - Arrange an appointed time for a tour of the college
 - Provide a time for the introduction of the college's president and the college's administrative cabinet
 - Provide a brief history of the college
 - Provide online access to information about the purpose and unique mission(s) of HBCUs across the country
 - Provide list AME Zion Schools and Colleges in the SAED
 - Provide a schedule of upcoming events for the college for the entire school year
- TRACS 6.8

The Tenure and Vacancies of Board Members

Elected members shall serve three (3) year terms and until their successors are elected and qualified and may succeed themselves in office. However, if an elected member has served for three consecutive terms, including any partial term, that member shall not be eligible for reelection until one year has elapsed at the end of the term. (2019-2024 Board Manual, p. 12)

Size of Board and Qualifications

The Bylaws of the Board Manual provide additional clarification for the membership policy:

The Board shall be composed of at least 15 and no more than 25 members as determined from time to time by the Board. Directors need not be an alumnus/alumna of the College or a resident of the State of South Carolina. In addition, the Board shall also include the Presiding Bishop of the Episcopal District (currently the South Atlantic Episcopal District) of the African Methodist Episcopal Zion (“A.M.E. Zion”) Church in which the College is located and who shall serve as the Chair of the Board (the “Chair”), the President of the College, a representative elected by the faculty of the College and the president of the student body, each serving *ex officio*. The President of the College, the faculty representative and the president of the student body shall be non-voting members. (Bylaws, p. 4)

Composition and Organization of Committees

The Chair shall appoint the members of standing committees at the regular Spring meeting of the Board. The Board must confirm the appointments to each committee before they become effective. Unless otherwise set forth herein, each committee shall have no less than three nor more than seven members. Except as otherwise provided in these Bylaws, the Chair shall be an *ex officio* member of all committees with the power to vote and the President of the College shall be an *ex officio* member of all committees without the power to vote. The membership of any standing or special committee may include persons who are not trustees, with the exception of the Executive Committee, whose entire membership must be comprised of trustees. The Chair may make appointments to fill vacancies on the Executive Committee which must be confirmed by the Board before they become effective, and to fill vacancies on any other standing committee, which must be confirmed by the Board or, if not in session, the Executive Committee, before they become effective. The Chair most senior Vice Chair (if more than one Vice Chair has been elected) and Secretary shall *ex officio* serve respectively as the Chair, Vice Chair, and Secretary of the Executive Committee. (Bylaws, pp. 7-8)

VII. Adoption and Revision Dates

Adoption Date: 2012 Board Manual and 2013 Policy Manual

Revision Date: December 13, 2021 for the 2019-2024 Board Manual and 2021-2026 Policy Manual

Clinton College Board of Trustees
Board Membership Candidate Application



1029 Crawford Road, Rock Hill, SC 29730 Phone: 803-327-7402

Date _____

Name

First

MI

Last

Residence

Address _____

Home Phone _____ Cell Phone _____

E-mail _____

Employer/Business Name _____

Position _____

Address _____

Phone _____ Email _____

Type of Business or Organization _____

Primary service(s) and area/population served _____

Preferred method of contact () Home () Work () Cell Phone

Please list boards and committees that you serve on or have served on (business, civic, community, political, professional, recreational, recreational, religious, or social).

Organization	Role/Title	Dates of Service
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Education/Training/Certificates

Have you received any awards or honors that you would like to mention?

How do you feel Clinton College would benefit from your involvement as a board member?

Are you willing to give time, energy, and resources to the support of the mission of Clinton College?

Skills, experiences, and interests (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Education |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Building/Construction | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Administration/Management | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Policy Development | <input type="checkbox"/> Outreach/Advocacy |
| <input type="checkbox"/> Program Evaluation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Public Relations/Communication | <input type="checkbox"/> Other _____ |

Please list any groups, organizations, or enterprises that you could serve as a liaison to on behalf of Clinton College

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our college in various ways that match your skills and interests?

() Yes () No () Perhaps

FYI: As a part of our application process we will conduct a background check.

Signature _____

Date _____



BD-7. BOARD MINUTES

Policy category: Board of Trustees

Subject: Maintenance of Minutes

Office Responsible for Review: Board of Trustees with assistance of the Office of Institutional Effectiveness

Related Policies

- BD-8: Board Approvals

- I. Scope:** This policy pertains to taking minutes at Board meetings, Executive Committee meetings, and all other Board committee meetings. It also pertains to the distribution and maintenance of those minutes.
- II. Policy purpose:** The purpose of this policy is to provide guidance about taking, distributing, and maintaining minutes at all types of Board meetings, including committees of the Board.
- III. Applicability:** This policy applies to all members of the Board of Trustees, especially the Chairman of the Board, the Secretary to the Board, the Chairmen of Board Committees, as well as the President and the Executive Assistant to the President of Clinton College.
- IV. Policy Management:** The following roles manage this policy about Board minutes:
Responsible Office: Board of Trustees
Responsible Executive: Chairman of the Board of Trustees
Responsible Officer: Secretary of the Board of Trustees

V. Definitions

There are no unusual terms in this policy

VI. Policy and Procedures

Overview

This policy encompasses the numerous specific policy statements in the 2019-2024 Board Manual and indicates responsibilities for taking, distributing, and maintaining minutes of the Board and its committees. This policy meets the criteria for compliance with TRACS' Board-related standards in Section 6: Organizational Structure: The Board meets at least two times annually and maintains accurate minutes of all meetings.

The Full Board

Responsibility for taking minutes of the full Board (p. 13):

- The Secretary of the Board is responsible for taking accurate minutes. In the absence of the Secretary, the Board Chair may appoint another Trustee to be responsible for taking minutes.
- The Secretary of the Board shall distribute minutes to all Board members for review prior to the next Board meeting so that the minutes may then be amended if necessary and approved at that next meeting.

What must be contained in minutes:

- Financial Stability. In accordance with these records, the Board is to be responsible for the financial stability of the institution as indicated in the Board minutes (*Board Manual*, p. 12)
- Operations. The Board is also responsible for the quality and integrity of operations as indicated in the Board minutes. (*Board Manual*, p. 12)
- Board Self-Assessment ... the summary of the compiled survey will become a part of the minutes of the April/May Board of Trustees' Annual Meeting. The actual completed surveys will be shredded. (*Board Manual*, p. 14)
- Financial Crisis. In declaring a major financial crisis, the Board of Trustees must detail its actions in the official minutes of the meeting in which a major financial crisis was declared (*Board Manual*, p. 17)
- Voting. A trustee who is present at a meeting of the Board or a committee of the Board when corporate action is taken is deemed to have assented to the action taken unless (a) such trustee objects at the beginning of the meeting, or promptly upon arrival, to holding it or to transacting business at the meeting, or (b) such trustee votes against the action and the vote is entered in the minutes of the meeting, or (c) such trustees' dissent or abstention from the action taken is entered in the minutes of the meeting, or (d) such trustee files written notice of dissent or abstention with the presiding officer of the meeting before its adjournment or with the College immediately after the adjournment of the meeting. Such right of dissent or abstention is not available to a trustee who votes in favor of the action taken. (*Bylaws*, p. 7)
- Board Action without Meeting. Action taken by the Board without a meeting is nevertheless Board action if written consent to the action in question is approved in writing by all of the trustees, whether done before or after the action so taken. Such approval may be evidenced by signature or electronic indicia of assent and shall be filed with the minutes of the proceedings of the Board. (*Bylaws*, p.7)

Distribution of approved minutes:

- President. The Secretary of the Board shall provide a copy of Board minutes to be kept in the Office of the President (*Board Manual*, pp. 13-14)
- Board Members. Accurate minutes of each Board meetings are recorded, kept on file, and copies sent to each Board member (*Board Manual*, pp. 13-14)

- Trustees Emeriti ... shall be entitled to receive notices of all meetings of the Board, to attend and speak at all such meetings, to receive minutes of all meetings of the Board and Executive Committee, and to be members of all committees except the Executive Committee. (*Bylaws*, p. 6)

Maintenance of minutes and records:

- Full Board. All operation manuals, policies of the College, are kept under the direction of the President of the College. The Secretary of the Board shall provide a copy of Board minutes to be kept in the Office of the President. (*Board Manual*, p. 12)
- Full Board and Committees. The College shall keep correct and complete books and records and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board. The books, records and papers of the College shall at all times, during reasonable business hours, be subject to inspection by any trustee. (*Bylaws*, p. 17)

Committees of the Board

Responsibility for taking minutes of committee meetings:

Each committee shall, once a meeting is convened, elect a secretary for the meeting who will keep minutes of the actions taken, such actions being effective if approved by a majority of the committee members present. Records of the action of each committee shall be reported in writing to the Secretary and shall be presented to the Board at its next meeting for approval or other action. (*Bylaws*, p. 8)

Distribution of minutes:

The minutes of the meetings of the Executive Committee shall be distributed to the full Board within ten days after each meeting of the Executive Committee. (*Bylaws*, p. 11)

Maintenance of records and minutes:

The College shall keep correct and complete books and records and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board. The books, records and papers of the College shall at all times, during reasonable business hours, be subject to inspection by any trustee. (*Bylaws*, p. 17)

VII. Adoption and Revision Dates

Original Adoption Date: 2012 Board Manual and 2013 Policy Manual

Revision Date: January 6, 2022 for the 2019-2024 Board Manual and 2021-2026 Policy Manual



BD-8. BOARD APPROVALS

Policy Category: Board of Trustees

Subject: Authority of Board for Approvals

Office Responsible for Review: Board of Trustees with assistance of VP for Institutional Effectiveness

Related Policies:

- BD-1: Financial Exigency Policies
- BD-2: Investment Policy
- BD-3: Board Assessment of the President
- BD-6: Board Membership
- BD-7: Board Minutes
- IA-2: Gift Acceptance

- I. Scope:** This policy addresses the authority of the Board of Trustees to approve or withhold approval in appropriate domains of decision-making.
- II. Policy Purpose:** The purpose of this policy is to identify all domains wherein the Board of Trustees hold the authority for approval.
- III. Applicability:** This policy applies to all members of the Board of Trustees, the President, and the administration of Clinton College
- IV. Policy Management:** The following roles manage this policy:

Responsible Office: Board of Trustees

Responsible Executive: Chairman of the Board

V. Definitions

There are no unusual terms in this policy.

VI. Policy and Procedures

Overview

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

The final authority on all points of authority and roles of trustees are contained in the By-laws and Articles of Incorporation of the College.

Trusteeship Defined

Trusteeship has been defined as the holding of a charter of public trust for an institution. In the past, trustees have been respected as the guardians, conservers, and protectors, even watchdogs for special interests. It has been the Trustee's role to hold the line, to observe tradition, to react wisely and cautiously, to be a court of last resort. This traditional role of Trustees is still very much needed, but a new dimension has been added. Trustees cannot just react. They must initiate. Trustees see that colleges serve the well-being of society. They do not just hold public trust, but rather they build trust and strengthen the administration in building trust. (*Board Manual, p. 7*)

Relationship to TRACS standards

This policy addresses multiple standards and parts of TRACS standards as noted parenthetically throughout the policy.

Breadth of Responsibilities of the Board of Trustees

With appropriate expansion and detail, the following areas are responsibilities of the Board of Trustees (*Board Manual, pp. 5-8*)

1. Maintain clarity of the institution's mission. (TRACS 2.1)
2. Support long range planning. (TRACS 3.1, 13.1)
3. Provide oversight for development and maintenance of the physical plant. (TRACS 15.1)
4. Ensure financial solvency. (TRACS 6.9, 11.7)
5. Establish and maintain an effective Board organization. (TRACS 6.1)
6. Appoint, support, and evaluate the president. (TRACS 6.2)

Areas requiring Board oversight, approval, and/or authorization

The Board of Trustees (the "Board") shall be the governing body of the College. The Board shall be responsible for oversight, approvals, and/or authorizations as follows:

- Periodically review and approve the Policy Manual (TRACS 7.1), which will include, at minimum
 - Institution-wide policies
 - Academic policies
 - Faculty policies
 - Student Services policies
 - Financial policies
 - Board policies
- Periodically review and approve the Board Manual, the Academic Catalog, the Student Handbook, and the Faculty Handbook (TRACS 7.1). The Board Manual must have policies about the following:
 - Conflicts of interest for Board members (TRACS 6.7)

- Evaluation of Board members with clear due process procedures (TRACS 7.4)
- Provide oversight of affiliated corporate entities and auxiliary services (TRACS 6.10)
- More specifically and inclusive of the areas above, the Bylaws (p. 4) identify the following *Powers and Duties* of the Board, with the aligned TRACS standards added in parentheses:
 - Securing and managing financial resources to adequately support institutional goals (TRACS 6.9)
 - Oversight of the implementation of policies by faculty and administrators (TRACS 6.11)
 - Approving policies and procedures regarding appointment, promotion, and dismissal of faculty members and policies related to the terms and conditions of employment, salary, and fringe benefit policies and schedules for all staff members, faculty, and other employees (TRACS 7.1)
 - Approving policies and procedures governing its students (TRACS 7.1)
 - Oversight of the College's degree programs and requirements; of the conferring of the College's academic degrees, honorary degrees, diplomas, distinctions, and awards (TRACS 7.1)
 - Oversight of the College's business affairs including the use, management, control, acquisition and disposition of its real and personal properties, both tangible and intangible (TRACS 11.1, 11.2, 15.1)
 - Review and approval of the annual budget; require the proper accounting of income and expenditures, and hold an annual meeting with the auditor (TRACS 6.1, 6.2)
 - The selection of the President of the College; and all other matters relating to the College's administration, operation, and management and to the furtherance of the purposes for which it was chartered. (TRACS 6.1, 6.2)
 - The powers and duties of the Board shall conform to the requirements and authority of the corporate charter of the College, these Bylaws, and the laws of the state of South Carolina pertaining to nonprofit corporations. (TRACS 6.1)
 - Review and approve the annual budget; require the proper accounting of income and expenditures and hold an annual meeting with the auditor. (TRACS 6.9, 11.2)

- The Board shall select new Trustees through a majority vote of the Trustees present, eligible, and voting upon the recommendation of the Committee on Trustees at the regularly scheduled meeting of the Board in April/May.
- According to the Bylaws of the 2019-2024 Board Manual, Board committees make recommendations to the Board regarding approvals in the following areas:
 - *Academic Affairs Committee.* Provide oversight relative to improving student academic quality, faculty development, and programmatic excellence.
 - *Audit Committee.* Appraise the financial control and accounting systems of the College. Recommend the designation of an independent auditor each year. Review annual operating and capital budgets.
 - *Business and Finance Committee.* Review all major financial transactions not provided for in the budget. Review and analyze proposals regarding maintenance and operation of the physical facilities. Provide oversight and guidance in relationship to the Investment Policy, including the power to affect the purchase, sale, or exchange of securities and other investment assets of the College.
 - *Institutional Advancement Committee.* Review and recommend policies and programs related to fund-raising, public relations, long-range planning, and candidates for honorary degrees. When requested by the Board or by the President, review the appropriateness of accepting a gift to the College. (See also Policy IA-2: Gift Acceptance.) Oversight of long-range plans and campus master plan.
 - *Executive Committee.* Exercise decision-making powers of the full Board when the Board is not in session except for matters requiring the affirmative vote of a majority of the entire membership of the Board and appointments of committee members requiring Board confirmation. Nominate persons to serve as Trustees Emeriti. Conduct an annual review of the President's contract and recommend any changes thereto.
 - *Institutional Effectiveness Committee.* Participate in the development and approval of the long-range plan (Institutional Strategic Plan); provide oversight to its implementation.
 - *Committee on Trustees:* Develop the Board's composition to meet the governance demands of the institution. Provide oversight of criteria for membership, building a pool of candidates, managing orientation of new members, assessing trustee performance, and deciding on re-nomination of sitting trustees.

- *Building and Grounds Committee:* Provide oversight in master planning, facilities management, technology applications, and overall administration. Review policies and make recommendations to the Board on all aspects of the campus such as facilities, equipment, and campus security. Coordinate with the President and the Business and Finance Committee regarding expansions and acquiring property.
- *Student Affairs Committee:* Review policies, activities, services, and programs that are to improve all aspects of student life.
- *Personnel Committee:* Organize, direct, and manage the processes for identifying, hiring, evaluating, and changing the status of the President of the College. Manage or assist other committees as needed in processes related to hiring, evaluating, and other personnel activities of Senior Management of the College. Monitor the personnel processes of the College to ensure compliance with appropriate laws and ethical guidelines.
- *Joint Conference Committee:* The purpose of the Joint Conference Committee shall be to provide a channel of communication through which the Board of Trustees may secure from the faculty advice and counsel on matters of common interest, and through which the faculty may communicate its interests to the Board.

Approvals based in other policies

Based on the policies noted below, the Board also approves the following:

- Plans and actions re: Financial Exigency (Policy BD-1)
- Decisions re: Investments (Policy BD-2)
- Recommendations for improvement based on the Board's assessment of the President (Policy BD-3)
- Plans for improvement of its functions that result from the summary reports of the Board's self-evaluation (Policy BD-4)
- Definition of conflict of interest (Policy BD-5)
- Addition and termination of Board members (Policy BD-6)
- Minutes of the full Board and its committees (Policy BD-7)

Limitations

In relation to the support of long-range planning (Board Manual, p. 7-8), Board members may not infringe upon the Administrator's responsibility to carry out policy by trying themselves to administer policy. Individual members who presume to act with Board authority, without the approval of the Board, diminish the whole Board's credibility, and may be held accountable to correct any misrepresentation.

VII. Approval and Revision History

Original Adoption Date: 2012 Board Manual and 2013 Policy Manual

Revision Date: January 6, 2022 for 2019-2024 Board Manual and 2021-2026 Policy Manual

ACADEMIC SERVICES



AS-1 DEFINITION OF CREDIT HOUR

Policy category: Academic Services

Subject: Federal guidelines for credit hours awarded by the college

Office Responsible for Review: Office of Academic Services

Related Policies:

- AS-4: Distance Education

I. Scope: This policy includes responsibilities of the Clinton College Academic Services Offices and the managing of credit hours.

II. Policy purpose: The purpose of this policy is to ensure college personnel understands the requirements for defining and awarding credit hours.

III. Applicability: This policy applies to the Office of Academic Services.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President of Academic Services

Responsible Officer: Director of Registration and Records

V. Definitions

Credit Hour- The federal definition states that *“a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is institutionally established.”*

VI. Policy and Procedures

Clinton College’s academic credit is recorded in semester credit hours. One fifty (50)-minute lecture period per week for one semester constitutes a semester credit hour in combination with a minimum of two hours of out-of-class work each week. A one hundred and fifty (150) minutes lecture period in combination with six hours of out-of-class student work each week for one semester constitutes three semester credit hours. Laboratory periods are scheduled 3 hours per week for the equivalent of one credit hour in the four-hour science courses. A student’s classification is determined at the beginning of the academic year by the number of semester hours earned.

VII. Approval and Revision History

Original Adoption Date: November 16, 2021



AS-2: ACADEMIC PROGRAM LENGTH AND COST

Policy category: Academic Services

Subject: Academic program overview and cost

Office Responsible for Review: Office of Academic Services

Related Policies:

- FA-12: Satisfactory Academic Progress

I. Scope: This policy includes responsibilities of the Clinton College Academic Services Offices and Business Services.

II. Policy purpose: The purpose of this policy is to ensure prospective and current Clinton College students have detailed information on graduation completion time frame and the cost of the academic program.

III. Applicability: This policy applies to the Office of Academic Services and Business Services.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President of Academic Services

Responsible Officer: Vice President of Academic Services and Senior Vice President of Business Services.

V. Definitions

Academic Programs: Certificates, associate, and bachelor's degree offerings at the college.

VI. Policy and Procedures

Clinton College offers academic programs ranging from certificate to bachelor's degree. The curriculum design for these programs are 2 to 4 years depending upon if the students choose to enroll in a certificate program, associate degree, or bachelor's degree. The curriculum for each program is outlined in the academic catalog. The cost of tuition for each student is \$400 per credit hour.

The cost of tuition and fees at Clinton College are published and appropriate for program length and program costs:

- The cost of tuition and fees must be published in the Academic Catalog, Student Handbook and College website.
- Tuition for students enrolled at Clinton College shall be charged at the full tuition rate for students enrolled for 12 credit hours or more, and at a per credit hour rate for students enrolled for less than 12 credit hours.
- Cost of tuition for full time enrollment and per credit enrollment and will be the same for the associates and bachelor's degree programs.
- Cost of tuition for full time enrollment and per credit enrollment in credit-bearing Certificate programs will be less than the cost of tuition in the degree programs.
- The cost of tuition may be increased annually with Board of Trustees approval.
- The cost of additional fees will include technology fees and academic resources.
- Tuition and fees may be assessed to students for laboratory classes and other student fees in addition to regular tuition and fees. Fees assessed to students must be approved in advance and published in the schedule of classes. No fee may be imposed without the President's approval and as applicable without the Board of Trustees approval.

VII. Approval and Revision History

Original Adoption Date: November 16, 2021



Policy Number and Title: AS-3: TRANSFER CREDIT POLICY

Policy Category: Academic Services

Subject: Requirements for accepting transfer courses

Office Responsible for Review: Vice President of Academic Services

Related Policies:

- I. Scope:** This policy includes responsibilities of the Director of Registration and Records and, when necessary, a review committee of a faculty member, Division Chair, and the Academic Dean.
- II. Policy purpose:** The purpose of this policy is to set forth accreditation guidelines and commonly accepted practices for recognizing equivalent and field-related courses from accredited institutions of higher education. It also describes a process for appeal if a course is not initially accepted in transfer.
- III. Applicability:** This policy applies to all transfer students and academic personnel.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Academic Dean/Vice President for Academic Services

Responsible Officer: Director of Registration and Records

V. Definitions:

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

VI. Policy and Procedures

Overview- The policy on transfer courses follows TRACS guidelines and commonly accepted practices for recognizing equivalent and field-related courses from accredited

institutions of higher education. The following description outlines the essential aspects of the policy to be followed by the Director of Registration and Records in transcript analysis. Students and faculty may appeal to the Director of Registration and Records for additional transfer courses as outlined in the last item. The descriptive elements will also guide faculty advisors in the applicability of transfer courses to General education requirements, major requirements, and electives.

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

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

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

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

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

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

- **General Education and electives.** Other courses may transfer in as electives in academic fields within General Education, such as English, mathematics, technology, the sciences, social/behavioral sciences, and arts/humanities.
 - Such courses may simply be used as electives for the degree, or they may be substituted within the General Education requirements by category.

- Transfer students are exempt from taking CSE 101 (Freshman Seminar) if the student transfers in 30 credit hours or more, and or transfers in the Freshman Seminar course (3 credit hours). A grade of T will be given for the course and the students transcript will display exempt course. Students enrolled in Clinton Global Degree programs can substitute CSE 105 (College Study Skills) for Freshman Seminar.
- Courses within broader academic fields without an equivalent course prefix at Clinton College, would be shown with broader titles, and may be applied to General Education or major requirements when appropriate:
 - A conceptual, non-performance, course in the arts and humanities, such as Theatre Appreciation or, would be shown as **HUM** and may be applied to the General Education requirement for art or music appreciation or literature or it may be applied to The Arts category in the Liberal Arts major.
 - Any performance or skills course in any arts discipline, would be shown as **ART** and may be applied to The Arts category in the Liberal Arts major.
 - Second/foreign language courses other than Spanish, and including American Sign Language (ASL), would be shown as **LAN** and may be counted in the Language and Literature category of the Liberal Arts major, or counted as an elective in any program.
 - Social/Behavioral Science courses have a variety of prefixes at other schools. If a transferable social or behavioral science course has a non-standard prefix that does not match course prefixes in the social/behavioral sciences (such as HIS, PSY, SOC), it will be labeled as a **SBS**.
- ***Programs of study (majors)***. Other courses may also transfer in as electives within the available majors and any of their related requirements (such as a second language).
 - Transferred courses in the major would be shown as BUS, REL, or EDU, for example. If the major allows for field-based electives, these courses may be applied. They may not be substituted for a required course except in highly unusual circumstances approved by the faculty member who teaches the Clinton College course, the department chair of the major field, and the Academic Dean.
 - For the Liberal Arts major, acceptable transfer courses may also be shown with the prefixes adopted for General Education (HUM, ARS, LAN, SBS)

- If there are two sequential courses in a second language, including American Sign Language (ASL), those two courses may be substituted for Spanish I and II in the bachelor's programs.

Number of transferrable credits. Clinton College generally will accept a maximum of 64 semester credit hours at the 100 or 200 level from a recognized and accredited junior, community, or technical college or from an associate degree program within a four-year college. The College will generally accept up to 90 semester credit hours from a bachelor's program at an accredited four-year institution. Credit hours, not grade points, are transferred. For the shorter and focused Certificate programs, Clinton College will consider the transfer of 3-6 hours of the 21 hours, for a maximum of 28.6% of the program.

Transferrable credits. Credits earned in STEM (Math and Science courses) must be 10 years or less to receive transfer credit from Clinton College.

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

Nursing. Clinton College will only accept general education courses as transfer credits. Nursing courses from other programs are not transferable into the Nursing curriculum. Credits earned in STEM (Math and Science courses) must be 5 years or less to receive transfer credit from Clinton College.

Appeal Process. If a student or advisor believes a transferrable course has been overlooked or there is a request to review credits transferring out of date, they must submit an appeal to the Director of Registration and Records with the following information by the end of their first semester of enrollment at Clinton College:

- Course prefix, number, title, semester and year of completion at the previous institution
- Rationale for requesting the course to be accepted in transfer
- Suggested equivalent course match or field-based elective
- Catalog course description and/or course syllabus from the previous institution
- Any other material from the previous institution to help the Director of Registration and Records have more information about the course

All appeals will be considered by the Director of Registration and Records and at least one academic official within 30 days of receipt of appeal.

- For most appeals, the Director of Registration and Records will confer with a department chair and/or the Academic Dean for a decision. The outcome of the review will be communicated to the student by the Registrar.
- However, for courses with oddities and anomalies, questionable content, or other unusual complexities, the Director of Registration and Records will consult with a

3-person team: a faculty member with expertise in that academic field, the department chair associated with that field, and the Academic Dean. The review by this team will be communicated to the student by the Academic Dean.

VII. Approval and Revision History

Original Adoption Date: 2013

Revision Date: September 28, 2021, October 5, 2022



AS-4: DISTANCE EDUCATION POLICY

Policy Category: Academic Services

Subject: Required characteristics of Distance Education Courses

Office Responsible for Review: Academic Services

Related Policies:

- AS-1: Definition of a Credit Hour
- AS-2: Academic Program Length and Cost
- AS-3: AS
- FY-1: Faculty Rights and Responsibilities
- SS-2: Student Complaints

- I. Scope:** This policy includes all online programs and individual courses, plus the faculty, division chairs, and Vice President for Academic Services responsible for designing, approving, and teaching the online courses.
- II. Policy purpose:** The purpose of this policy is to assure that all distance education programs and courses embody the required characteristics and components expected by Clinton College, TRACS, and the federal government.
- III. Applicability:** This policy applies to all faculty, department chairs, and Vice President for Academic Services responsible for designing, approving, and teaching online courses.
- IV. Policy Management.**

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President for Academic Services

Responsible Officer: Vice President for Academic Service and Associate Vice President for Online and Continuing Education

V. Definitions:

Distance Education: Distance Education is a course or academic program that is delivered over 50% online. The learning experience involves the teacher and student being separate by physical distance and the student-teacher interaction occurs through different modalities.

Modes of Delivery

Asynchronous:

1. LMS learning and assessment activities that may be completed independently within whatever time frame the instructor establishes online.
2. Blended or Hybrid combines on ground instruction with distance education activities.

Synchronous activities:

1. Occurs in real time and allows for the instructor to communicate remotely with all students. This method blends face-to-face instruction and online pedagogies.

Learning management system (LMS): An electronic system that holds content, activities, and resources for courses and organizes all components into a usable format for teaching and learning.

Credit Hour: The federal definition states that *“a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is institutionally established.”*

Clinton Colleges academic credit is recorded in semester credit hours. One fifty (50)-minutes lecture period per week for one semester constitutes a semester credit hour. A one hundred and fifty (150) minutes lecture period per week for one semester constitutes three semester credit hours. Laboratory periods are scheduled 3 hours per week for the equivalent of one credit hour in the four-hour science courses. A student’s classification is determined at the beginning of the academic year by the number of semester hours earned.

VI. Policy and Procedures

Overview: Philosophy Guiding Distance Education. The quality of Clinton Colleges distance education program is a rigorous as the traditional program offered on ground. The college is mindful of the fact that face-to-face instruction and learning online is not the same, therefore in effort to reach the same level of standard this policy along with faculty training and guidance will assist in providing quality location in an online format.

The distance education program at Clinton College supports the colleges mission *“to create a holistic environment that cultivates an inclusive community of students, faculty, staff, and administrators who are prepared to excel in academic achievement; experience moral and spiritual growth; demonstrate positive and effective leadership skills as lifetime citizens in a global society.”*

Clinton College was approved through Transnational Association of Christian Colleges and Schools (TRACS) and South Carolina State Authorization Reciprocity Agreement. **Requirements for Distance Education.** All distance education courses are considered comparable to traditional course standards, prerequisites, curriculums, and student-teacher

interaction.

Faculty and Faculty Support. Faculty teaching online courses must meet the same credentialing requirements as faculty teaching face-to-face courses on campus. At least 25% of the courses for an online major must be taught by faculty holding the terminal degree. Faculty who teaches distance education courses will meet the same requirements as faculty who teach courses on ground.

Distance Education faculty are trained, supported, and evaluated in the use of instructional technologies and methodologies utilized in teaching online courses and programs. Clinton College provides orientation, training, and support to all faculty inclusive of those teaching online.

Student-Teacher Engagement: Student engagement includes, but is not limited to, interaction with the LMS and/or the instructor, such as submitting an assignment, taking an exam, working through an interactive tutorial, engaging in computer-assisted instructional activities, participating in an assigned study group or forum discussion with other students, interacting with the instructor and other students in an instructor-led synchronous discussion using audio or video technology, or engaging in one-on-one contacts with the faculty member to ask questions about the course content or assignments or to discuss progress and challenges on a major assignment.

Availability and Communication with Student Office Hours is required by each instructor weekly to accommodate and support students. Instructors' hours are reflected on the course syllabus, the learning management system, and on campus offices where applicable. Instructors teaching distance education courses are encouraged to respond to student inquiries within 48 hours.

Off-line independent student work: In an online course, students are expected to work independently in the same manner as in a regular course on campus. That is, they will have assigned activities such as reading and taking notes about the textbook and/or other resources, self-selecting additional appropriate resources, drafting and revising written assignments, doing homework that is separate from LMS activities, such as answering chapter questions, summarizing journal articles, writing reflections about videos, readings, or pertinent experiences, conducting interviews and observations. etc. This work may be uploaded to the LMS, but it is not completed within the LMS itself.

Distance Education Curriculum. Clinton College distance education curriculum is coherent and comparable to traditional academic programs. All online courses must meet the following criteria:

- The course must have regular and substantive interaction between students and faculty, whether synchronously or asynchronously.
- The course must utilize a variety of teaching activities and teaching aids.
- A three-credit-hour semester-long course must require student engagement with the learning management system and/or instructor for approximately 150 minutes per week.

- A three-credit-hour semester-long course must require approximately six hours per week of off-line independent student work.
- Any online courses offered in shorter, more intense time periods must adjust student engagement and off-line independent work accordingly.
- The course must utilize a variety of assessment methods for determining student learning outcomes.
- If there is a course-embedded assessment that is used for program assessment, the data must be collected using a rubric and entered the assessment section of the LMS.

If an entire degree program is offered online, the program design and implementation must meet the following criteria:

- The program and its student learning outcomes are clearly related to and supportive of the institution's mission and institutional level objectives.
- The institution's administration and faculty must be actively involved in developing the curriculum for the program.
- The curriculum has a logical and appropriate scope and sequence, leading to progressive student learning and competencies.
- The institution assumes responsibility for the actions of any third-party providers in the offering of Distance Education courses and/or programs.
- The program is fully integrated into the institution's governance and academic structures and operations, including long-term planning, budgeting, and assessment processes.
- The curricula is coherent and comparable to on-campus curricula.

Program Length and Cost: Clinton Global is the colleges distance education platform for those prospective students seeking a full program. The curriculum design for these programs are 2 to 4 years depending upon if the students choose to enroll in a certificate program, associate degree, or bachelor's degree. The cost of tuition for each student is \$400 per credit hour.

Student Complaints: Clinton College strives to provide the best instructional quality and level of service to online 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. If a student has a complaint, he or she may go online to Clintoncollege.edu to Academic Success Center and click on the link Student Complaints.

Transfer of Credits: The policy on transfer courses follows TRACS guidelines and commonly accepted practices for recognizing equivalent and field-related courses from accredited institutions of higher education. All distance education programs must meet the same guidelines for transferring credits as traditional students.

Clinton College welcomes transfer students and recognizes the equivalent quality of

courses from other accredited colleges and universities. It is our intention to fully accept transfer courses possible. The college does not accept credits that are not college level (developmental or remedial).

Student Support Services: Student support services is available to all students traditional and or distance education. The goal of the college is to ensure the success of all students and therefore, the services offered includes library and technical support, academic advising, registration, withdrawal, graduation audits, tutoring, academic success seminars and workshops, supplemental instruction, and career counseling. Traditional and distance education students adhere to the guidelines for admissions, enrollment, and financial aid. In addition, student activities, counseling, orientation, assistance with online tuition payment system, communicating a complaint, protection of student privacy, and verification of student identity are all services offered to all students.

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

Distance Education Assessment and Planning: Clinton College is committed to ensuring the success of all academic programs. In 2020, Clinton College strategic plan encompassed goals to increase visibility for the college. The college included in its annual operating budget the addition of distance education. Establishing an online platform for learning was assessed and the college began seeking approvals for distance education. The college reviews the progression of objectives monthly to ensure success. In efforts to ensure the effectiveness of the College's distance education courses and programs, assessment of student achievement is evaluated, and the results are used to enhance attainment of institutional goals. Distance education courses and programs are expected to yield the same results as traditional courses and programs. The learning outcomes are specified in the course syllabi and catalog.

VII. Approval and Revision History

Original Adoption Date: July 2020 (as DE-1: Characteristics of Distance Education)

Revision Date: November 16, 2021



AS-5: DISTANCE EDUCATION VERIFICATION OF STUDENT IDENTITY

Policy category: Distance Education

Subject: Distance Education Verification of Student Identity

Offices Responsible for Review: Office of Academic Services

Related Policies:

- SS-3: Student Code of Conduct
- FY-1: Faculty Rights and Responsibilities

I. Scope: This policy includes students enrolled in all online programs and individual online courses, plus the Director of Information Technology and the Vice President for Academic Services

II. Policy purpose: The purpose of this policy is to assure that students enrolled in distance education programs and courses are the same as the ones who participate in, complete, and receive credit for each course. (This policy responds to TRACS standard 17.6)

III. Applicability: This policy applies to all distance education students enrolled in an online course or program.

IV. Policy management

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President for Academic Services

Responsible Officer: Instructional Learning Coordinator, Director of Information Technology

V. Definitions

Verification of student identity – A process to verify that the student who registers for a Distance Education program or course is the same student who participates in, completes, and receives credit. Methods to verify the student may include but are not limited to a secure login or passcode, proctored examinations, or new or other technologies and practices that are effective in verifying the identity of the student.

VI. Policy and Procedures

Verification of student identity must include a secure login and password linked to the student's institutional account. Students must have cameras on while taking exams. At the time of registration, Clinton College must notify students of any additional charges associated with verification of student identity.

VII. Approval and Revision History

Original Adoption Date: July 28, 2020 (as DE-5: Distance Education Verification of Student Identity)

Revision Date: Revised and approved by Faculty on November 9, 2021, and Cabinet on November 16, 2021



AS-6: DISTANCE EDUCATION STUDENTS' RIGHT TO PRIVACY

Policy category: Academic Services

Subject: Distance Education Protection of Students' Privacy

Offices Responsible for Review: Office of Academic Services, Office of Enrollment and Student Success, Office of Admissions, Office of Financial Aid

Related Policies:

- GA-5: Family Right to Privacy (FERPA)

I. Scope: This policy includes students enrolled in all online programs and individual online courses, plus the Vice President for Academic Services, Vice President for Enrollment and Student Success, Director of Admissions, and Director of Financial Aid.

II. Policy statement: The purpose of this policy is to describe the systems of protecting the privacy of students enrolled in distance education courses or programs. The policy and procedures will adhere to the Buckley Amendment (FERPA). (This policy responds to TRACS standard 17.7)

III. Applicability: This policy applies to all distance education students enrolled in an online course or program.

IV. Policy management

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executives: Vice President for Academic Services and Vice President for Enrollment and Student Success

Responsible Officer: Vice President for Academic Services

V. Definitions

FERPA. FERPA is the Family Educational Rights and Privacy Act, the federal law that governs the privacy of student educational records.

Privacy of students: The educational records of students are private, including personally identifiable information such as social security number, personal address, as well as grades, health records, and financial aid records.

VI. Policy and Procedures

Background

This policy was adapted from Clinton College Policy GA-5: Family Right to Privacy. FERPA, the Family Rights and Privacy Act of 1974, is a federal law that says that no one outside the institution shall have access to student's education records, nor will the institution disclose any information from those records even in an emergency. This provides a source of protection for the students or other persons, A student or a person applying for admission may waive his right of access to confidential statements. Such waivers may not be required as a condition for admission to, receipt of financial aid form, or receipt of any other service or benefits from such agency or institution. Release of education records will only occur under the following circumstances:

- Student's written consent for parental access to educational records
- Exceptions such as compliance with judicial orders and subpoenas; audit and evaluation of federally-supported education programs; recordkeeping.

Privacy in the application process

Applications from potential online students for admission and for financial aid use the same secure student services portal that traditional on-ground students use. To check on the status of the application, the portal requires a userid and password that is provided to students after they have completed the initial application.

Privacy in the online classroom

For instruction, Clinton College uses the Learning Management System, Brightspace, which allows for management of grades and other student information in a FERPA-compliant environment. In a physical classroom, FERPA provides guidelines for maintaining student privacy. Brightspace provides a virtual extension of the physical classroom and allows for secure, private, online communication of FERPA-sensitive information. Restrictions that apply to classroom teaching also apply in the Brightspace environment, such as not allowing students to see others' grades or graded work and not using external email to communicate FERPA-sensitive information.

Instructors and staff members working from home must take all necessary precautions not to have other household members read or overhear anything about students' educational records or current performance in class.

Students enrolled in a course taught through BrightSpace may see the class list of names, but not student ID's. They may email each other through BrightSpace, which has integrated the institutional email addresses, not personal email addresses. Students can see their own data on the Class Progress section, but no one else's.

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”.

VII. Approval and Revision History

Original Adoption Date: July 28, 2020 (as DE-11: Distance Education Students’ Right to Privacy)

Revision Date: This policy was reviewed and approved by the faculty on November 9th, 2021, and the Cabinet on November 16th, 2021.

AS-7: STUDENT ACHIEVEMENT

Policy category: Academic Services

Office Responsible for Review: Office of Academic Services and Office of Institutional Effectiveness.

Related Policies:

- FY-1: Faculty Rights and Responsibilities

I. Scope: This policy includes responsibilities of the Academic Services and Institutional Effectiveness.

II. Policy purpose: The purpose of this policy is to ensure procedures are designed to promote assessment of student success at Clinton College.

III. Applicability: This policy applies to the Office of Academic Services and Institutional Effectiveness.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services and Institutional Effectiveness

Responsible Executive: Vice President of Academic Services and Vice President of Institutional Effectiveness

Responsible Officer: Vice President of Academic Services and Vice President of Institutional Effectiveness

V. Definitions

Student Achievement- measures the amount of academic achievement in a determined amount of time in the areas of retention, degree completion, and job placement.

VI. Policy and Procedures

The College is committed to providing academic standards that support student achievement. Clinton College is committed to student achievement. Retention, course and program completion, and graduation rates are all monitored and assessed by the Office of Institutional Effectiveness. The Office of Institutional Effectiveness reports data internally and externally to accreditation and external reporting agencies. Student achievement data is published on the college's website.

VII. Approval and Revision History

Original Adoption Date: November 9, 2021

AS-8: HEALTH AND CLINICAL REQUIREMENTS

Policy Category: Academic Services

Subject: Health and Clinical guidelines for participation in the Nursing program

Office Responsible for Review: Office of Academic Services

Related Policies:

- HS-1: Health and Safety
- HR-3: Covid-19 Vaccination Requirement
- SS-3: Student Code of Conduct

VII. Scope: This policy addresses all aspects of health and clinical requirements for students seeking a Bachelor of Science in Nursing.

VIII. Policy purpose: The purpose of this policy is to ensure that the health and clinical requirements to participate in the Nursing program at Clinton College is adhered to and followed for purposes outlined by the South Carolina Board of Nursing requirements for nursing programs.

IX. Applicability: This policy applies to all nursing students and nursing faculty.

X. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Division Chair for Science and Technology

Responsible Officer: Director of Nursing

XI. Definitions: No specific terms

XII. Policy and Procedures

Overview

Nursing Program Health and Clinical Requirements

As a part of contractual agreements with clinical agencies all nursing students must fulfill the following requirements for admission to the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable and may not accept students who fail to provide documented evidence of required immunization and health clearance.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience or performing other campus/program related activities during enrollment in the nursing program.

Cleared Criminal Background Check

The applicant must submit to and pass a criminal background check prior to starting clinicals Junior year. Results must be in applicant's admission file before starting clinicals. Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Director of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

Negative Drug Screen

The applicant must submit to and pass a drug-screening test and results must be in the applicant's admission file before starting clinical Junior year. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a Clinton College designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be able to continue into the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the policy SS-3: STUDENT CODE OF CONDUCT listed in the *Clinton College Policy Manual pg. 315*.

Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. Clinton College must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence. Clinton College will provide BLS certification during the 4th semester Sophomore year.

Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms during their sophomore year. It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status

changes, to the Director of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the Director of the nursing program to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Director of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. *Clinton College* does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

Immunizations

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC. Clinton College has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. Clinton College has identified a standard immunization policy but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

Student Health Requirements

It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. Clinton College or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and nursing program Director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and Director of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to the Clinical Coordinator and/or Director of Nursing prior by the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Director of Nursing in consultation with the Division Chair of Science and Technology.

VII. Approval and Revision History: October 4, 2022

Original Adoption Date: October 4, 2022

Revision Date:

ADMISSIONS



AD-1: ADMISSIONS POLICY

Policy Category: Admissions/Enrollment Management

Subject: Admissions

Related Policies:

- FY-1: Faculty Rights and Responsibilities

- I. **Scope:** This policy addresses the admissions process for prospective students applying to Clinton College.
- II. **Policy purpose:** To ensure the fair and equitable evaluation of all applicants for admission to Clinton College
- III. **Applicability:** To all interested and prospective students that apply for admissions to Clinton College.
- IV. **Policy Management**
The following roles are responsible for managing this policy:
Responsible Executive: Associate Vice President for Enrollment Management
Responsible Office: Enrollment Management/Admissions
- VI. **Policy and Procedures**

Overview

Clinton College has a curriculum designed to offer educational opportunities to a wide range of students who show academic promise. Therefore, Clinton College has a rolling admissions policy. To be accepted, the student must have a high school diploma or G.E.D. certificate or meet the requirements of the U.S. Dept. of Education's *Ability to Benefit* provision. Although not required, the Scholastic Aptitude Test and the American College Test are helpful for evaluation purposes, but not necessary for admission. Once a student has been accepted the Official transcript must be signed and dated (graduation date/year) will need to be on file in the Office of Admissions by August 1.

International Students

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

- Meet admission requirements (a completed application, non-refundable \$25.00 application fee, official transcript)
- Present evidence of their ability to read, write, and speak the English language
- TOEFL Scores: 600 (paper-based) and TOEFL 80 (Internet Based). For further information about the TOEFL, write directly to Educational Testing Services Box 899 Princeton, NJ 08540 or visit their website at www.toefl.org
- Submit an I-20 Certificate of Eligibility
- Submit official transcripts to World Education Services (www.wes.org)
- Submit a Declaration and Certificate of Finances signed by the student's sponsor(s) and at least one year of tuition fees
- Submit a Health Certificate

Applicants with Documented Criminal Backgrounds

Applicants with documented criminal histories are required to participate in a personal interview with the Associate Vice-President of Enrollment Management, Vice President for Student Success, Vice President for Academic Services /Academic Dean, and Director of Admissions before being accepted for admission to determine suitability for enrollment.

Faculty Involvement

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (as AA-1: Admissions)

Revision Date: October 25, 2021



AD-2: RECRUITING STUDENTS

Policy Category: Admissions/Enrollment Management

Subject: Recruitment

Related Policies:

- AD-1: Admissions

I. Scope: This policy addresses the recruitment process for prospective students applying to Clinton College, this policy applies to the Enrollment Management/Admissions Division and all faculty/staff of Clinton College.

II. Policy purpose: Clinton College strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at the college promote such an environment.

III. Applicability: This policy applies to Enrollment Management/Admissions, faculty, and staff.

IV. Policy Management

The following roles are responsible for managing this policy:

Responsible Executive: Associate Vice President for Enrollment Management

Responsible Office: Enrollment Management/Admissions

V. Definitions

- **Rolling admission** is a policy used by many colleges to admit prospective students to college. By having rolling admission, prospective candidates are encouraged to submit their application and supporting documents to the college by the drop add period of the semester the student is seeking admissions. The Office of Admissions will then review the application and notify the applicant of their decision within a few weeks from submission.

VI. Policy and Procedures

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

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

We desire to offer prospective Clinton College students every opportunity to exceed beyond their wildest dream. We are proud to say that every effort will be made to recruit nationwide.

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (AA-2: Recruiting Students)

Revision Date: October 25, 2021

Reaffirmation Date:

Consolidation Date:



AD-3: READMISSION POLICY

Policy category: Admissions/Enrollment Management

Subject: Readmission

Related Policies:

- AS-3: Transfer of Credits
- FA-12: Satisfactory Academic Progress

- I. Scope:** The policy addresses the process for students who are seeking readmission to Clinton College, Enrollment Management/Office of Admissions is the division/office responsible for this policy.
- II. Policy purpose:** The purpose of this policy is to ensure that former students follow the appropriate procedures for readmission to Clinton College
- III. Applicability:** This policy applies to persons who are seeking readmission to Clinton College.
- IV. Policy Management**
The following roles are responsible for managing this policy:

Responsible Executive: Associate Vice President for Enrollment Management, Vice President for Academic Services, Vice President for Student Services, Director of Admissions, and Director of Financial Aid.

Responsible Office: Enrollment Management/Admissions

VI. Policy and Procedures

Students who have not attended Clinton College for one or more semesters and left in good academic standing (at least a 2.0 cumulative GPA) must submit an application for readmission to the Office of Enrollment Management(Admissions) before re-entry. This application will be emailed to the student.

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

If a student has attended another college/university during the absence from Clinton College, an official transcript from the college/university must be received and will be

evaluated for readmission. The student must also receive clearance to re-enroll from the following areas of the college before an admissions decision

- Academic Services (Good Academic Standing)
- Student Success (Student Conduct)
- Financial Aid and Business Services (Fiscal Matters)

Students that have received an Associate Degree from Clinton College must apply to the Office of Enrollment Management in order to re-enroll.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as AA-4 : Readmission Policy)

Revision Date: October 25, 2021



AD-4: ADMISSION EXCEPTIONS AND APPEALS

Policy Category: Admissions/Enrollment Management

Subject: Exceptions and Appeals

Related Policies:

- AD-1: Admissions

I. Scope: This policy applies to all applicants for admission to the College.

II. Policy purpose

All applicants seeking admission to Clinton College are required to answer "Yes" or "No" to the following question that is included in the application for admission: "Do you have any previous criminal convictions?"

If the applicant answers "Yes" to this question, the applicant will be contacted, in most cases within one week, by the Associate Vice-President of Enrollment Management and informed of the initiation of the review process for affirmative answers to this question. An affirmative answer to this question is not an automatic disqualifier to admission but will initiate a review process and will be evaluated as part of the College's admissions process. During the review process, the applicant will provide additional information and details regarding his or her felony and/or misdemeanor history. The applicant will typically be required to provide an explanation of each felony and/or misdemeanor, with the option to include official documentation of the same, letters of recommendation, a release to obtain related documentation and information, and additional information the applicant would like considered by the College.

III. Applicability: This policy applies to all applicants that have completed an application for Admissions and indicated that they have criminal convictions.

IV. Policy Management

The following roles are responsible for managing this policy:

Responsible Executive: Associate Vice President for Enrollment Management

Responsible Office: Enrollment Management/Admissions

VI. Policy and Procedures

Appeals

Students denied admission based on their documented criminal background may appeal to the Associate Vice President of Enrollment Management. 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 Associate Vice President of Enrollment Management, and upon the 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.

Non-Traditional Applicants

Clinton College encourages individuals who are not the traditional college-age of 18-23, including military veterans or career military personnel, to pursue educational programs leading to undergraduate degrees. Such individuals are urged to contact the Associate Vice-President of Enrollment Management and submit their credentials for evaluation.

Students with Special Needs

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (as AA-6 : Admission Exceptions and Appeals)

Revision Date: October 25, 2021

BUSINESS SERVICES



BS-2. TUITION REFUND POLICY

Policy Category: Business Services

Subject: Tuition Refund Policy

Office Responsible for Review: Office of Business Services

Related Policies: N/A

- I. **Scope:** This policy defines the refund process for any tuition charges or credit balances.
- II. **Policy Purpose:** This policy sets forth how students will be refunded tuition and other charges should a student stop attending the College during a school term. This policy also sets forth how students will receive credit balances.
- III. **Applicability:** This policy applies to all enrolled students at Clinton College.
- IV. **Policy Management:**

The following roles are responsible for managing this policy:
Responsible Office: Office of Business Services; Academic Services; Financial Aid
Responsible Executive: Vice President for Business Services
Responsible Officer: Director, Accounting
- V. **Definitions:** There are no unusual terms in this policy.

VI. **Policy and Procedures:**

If for any reason a student finds it necessary to reduce the net credit load through termination or dropping credits, tuition and related fee charges will be refunded to the appropriate party (i.e., agency, lending institution, and/or student) as dictated by federal and state regulations. The amount of refund is determined according to the following:

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

Eligibility for Refund

In order to be treated in accordance with the above refund policy, the student must have completed the formal withdrawal process. The effective date for withdrawal is the date recorded in academics as the official withdrawal date.

If a student doesn't attend or discontinues attendance without completing and submitting drop or withdrawal paperwork, the student will not receive a refund.

After refunds have been recorded, any credit balance in the student's account will be distributed according to the following schedule:

1. Financial aid awards, including Federal Direct loans will be adjusted to comply with state and federal regulations.
2. Monies paid through third-party contractual agreements will be refunded to the granting agency.
3. Remaining balances, if any, will be refunded to the student via check.

Late Registration Process Refunds

Refunds for students who enter a class late and subsequently drop will be calculated based upon the start date of the class, not the date the student registered for the class. See the refund schedule above for details.

Credit Balance Refunds

All credit balance refunds will be issued to the student unless the student requests, in writing, that the credit balance be refunded to someone else.

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

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

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

Any residence hall damages for which the student is held responsible are applied

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

- 1.) The room has been inspected and cleared by the dorm manager
- 2.) The room clearance form has been signed by student and dorm manager.

Refunds may be processed within sixty days of dorm room clearance.

Boarding Refund Policy for Commuter Students:

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

Method of Refund:

If you paid your bill by money order, cashier's check or credit card, you will receive a check from the college for any refund due to withdrawal.

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

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (as BF-2: Tuition Refund Policy)

Revision Date: January 11, 2022



BS-7: POLICY ON PARTICIPANT SUPPORT COSTS

Policy Category: Business and Finance

Subject: Participant Support Costs

Office Responsible for Review: Office of Business Services and Office of Institutional Advancement

Related Policies: n/a

I. Scope: This policy addresses management of participant support costs for sponsored projects provided by the federal government.

II. Policy Purpose

This policy sets forth the requirements that apply to participant support costs in projects funded by the federal government. It provides guidance to grant writers and the grant manager about allowable expenses to be categorized as participant support costs.

III. Applicability: This policy applies to all non-employees who support and/or participate in a sponsored program. This policy is created in order to comply with OMB Uniform Guidance 2 CFR Parts 200.68, 200.75, 200.308 (c)(5), and 200.456.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Sponsored Program; Grants Manager

Responsible Executive: Vice President for Institutional Advancement; Vice President for Business Services

Responsible Officer: Grants Manager

V. Definitions:

- Participant support costs as defined in the Uniform Guidance (2 CFR200.75) are “direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.”
- Participant Support Costs are those costs paid to, or on behalf of, participants or trainees (but not employees) in meetings, conferences, symposia, and workshops, when there is a category for Participant Support Costs in the award budget.

- Participant Support Costs may include registration fees, travel allowances, manuals and supplies, tuition, stipends, and other costs associated with supporting the cost of attendance at these events.
- Participant Support Costs pertain only to those projects that are funded specifically for the purpose of supporting the meetings themselves; costs associated with general travel and similar costs incurred on other grants, even when related to attendance at conferences or meetings that bring people together for professional exchange, are classified as travel costs on those individual awards, and are not Participant Support Costs.

VI. Policy and Procedures:

Overview

Federal agencies provide support for a variety of sponsored projects, including research, training, and public service. When an agency funds a project whose aim is to sponsor outreach programs to bring experts together to discuss research or education findings or to expose other researchers or students to new research and education techniques, to cover the associated costs, the sponsor may include a category of expenses generally referred to as participant support costs.

Requirements

In order to include Participant Support Costs on sponsored projects, applicants and awardees must receive prior approval from the sponsor. Participant Support Costs are generally granted for specific projects, and agencies may restrict their use to specific programs. Indirect costs (F&A) are not provided on participant support costs, and must be excluded when calculating the Modified Total Direct Cost (MTDC) based on a federal sponsored project.

If a federal sponsor awards such Participant Support Costs, the following apply:

- The sponsor will not allow re-budgeting from the participant support cost category into other expense categories without prior approval.
- Any additional categories of Participant Support Costs other than those described in the Uniform Guidance 2 CFR Part 200.75 must be justified in the budget justification, and such costs will be closely examined for adherence to sponsor requirements.
- The College must return any unexpended participant support costs to the sponsor.

When a sponsored project includes Participant Support Costs, the principal investigator and administrative support personnel are required to be familiar with the specific requirements as set forth by the sponsor, and to ensure compliance with those requirements. Evidence of attendance of participants in the form of daily logs or similar documentation must be maintained within the project's records.

Facilities and Administrative Costs (F & A) on participant support costs

The Uniform Guidance states that participant support costs are exempt from F&A on federally sponsored projects. For Non-Federal awards, sponsor-specific and/or award-specific guidelines should be reviewed at the time of proposal to determine if F&A is allowable.

Unallowable Costs

The intent of participant support is solely to provide financial assistance for participants to attend conferences and training. Unallowable costs include honoraria for guest speakers; expenses for the PI, project staff or collaborators to attend; and payments made to research subjects as an incentive for recruitment or participation in a research project. Costs for hosting the conference or training should be budgeted and charged to the parent budget.

Participant support costs:

- are identified specifically on National Science Foundation (NSF) awards
- are awarded by other sponsors (but not necessarily referred to as "participant support costs") and tend to be by program
- are accounted for in separate sub budgets
- may permit per diems for meals as participant support
- are often subject to special sponsor regulations
 - do not allow re-budgeting from the participant support cost category into other categories without prior sponsor approval.
 - may be exempt from facilities and administrative (F&A) costs.
 - require the college to return any unexpended participant support costs to the sponsor.
 - are associated with special programs that provide research experience for participants.

Additional sponsor regulations:

- do not allow participant support costs to be spent on non-participant activities.
- budget allocations cannot offset a deficit in the parent account.

VII. Approval and Revision History

Original Adoption Date: July 2021



BS-8: GRANT ALLOWABLE AND UNALLOWABLE COSTS POLICY

Policy category: Business and Finance

Subject: Grant Allowable Costs and Unallowable Costs

Office Responsible for Review: Office of Business Services

Related Policy:

- BS-7: Participant Support Costs

- I. Scope:** This policy outlines the allowability and importance of the proper treatment of costs on federally funded projects.
- II. Policy Purpose:** This policy sets forth the requirements that apply to allowable and unallowable costs in projects funded by the federal government. It provides guidance to grant writers and the grant manager about allowable and unallowable expenses consistent with OMB Uniform Guidance.
- III. Applicability:** The policy applies to institutional federal grants recipients and provides guidance for determining allowable costs on federally sponsored awards and ensure compliance with the Uniform Guidance.
- IV. Policy Management**
- The following roles are responsible for managing this policy:
Responsible Office: Sponsored Programs
Responsible Executive: Vice President for Business Services
Responsible Officer: Vice President for Business Services

V. Definitions

Allocable - a cost incurred specifically for the program, or several activities but can be distributed between them in Reasonable proportion to benefits received, and is clearly necessary to the program.

Allowable - costs directly related to the performance of a sponsored award and permitted under its terms and OMB guidance that must be Reasonable, necessary, Allocable, and treated consistently with generally accepted accounting principles.

Computing Devices - means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or

“peripherals”) for printing, transmitting and receiving, or storing electronic information and acquisition cost of less than \$5,000.

Direct Cost - cost where a specific grant or contract gains explicit benefit from that cost for a specific programmatic purpose. (e.g., salaries, wages, fringe benefits, consultants, materials and supplies, equipment, travel, participant costs, tuition, and subcontracts).

Indirect Costs/Facilities and Administrative (F&A) - costs incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored award (e.g., depreciation of buildings and equipment, computing infrastructure, administrative services, utilities, and custodial services). Generally, these kinds of costs are identified, pooled, and charged against individual programs or funding sources using a rate designed to recover the costs.

Integral - the nature and purpose of the sponsored program lends itself to these types of personnel being essential in the completion and fulfillment of the stated aims and objectives.

Principal Investigator (PI) - is the holder of an independent grant administered by the University and the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research

Reasonable Costs - a cost is Reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Unallowable - those charges to an award that the sponsor determines to be Unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the grant or contract.

VI. Policy and Procedures

Accountabilities

Sponsored Programs Office

- Monitor sponsored awards for Unallowable costs
- Review requests for grant expenditures

Principal Investigator (PI):

Ensure that all disbursements from the award are:

- Reasonable and necessary to accomplish the project goals
- Allowable per the terms of the award and applicable regulations
- Properly authorized and documented

- Within the period of availability
- Reviewed timely and documented

Business Office:

- Monitor for Unallowable costs
- Timely transfer of Unallowable costs

Grant Allowable Cost Policy

This policy provides guidance to ensure the consistent treatment of grant-related costs and to facilitate an understanding of allowable costs for federal grant awards. The Principal Investigator (PI), or authorized designee, is responsible for determining whether expenditures are allowable, reasonable, and allocable to the award. The PI is responsible for approving expenditures and providing justification for each transaction.

Types of Costs

There are two types of costs related to grants: direct costs and indirect costs.

Direct Costs: Direct costs are expenses that are specifically associated with a particular sponsored project and can be directly assigned to such activities easily with a high degree of accuracy.

Indirect Costs: Indirect costs are expenses that cannot be identified specifically with a particular project of activity. They are expenses that benefit more than one activity.

Allowable Costs

A direct cost must meet the allowable cost criteria in order to be charged to grants. OMB Circular A-21: “Cost Principles for Educational Institutions” provides the regulations for determining the costs on federally sponsored projects. However, each awarding agency can establish its own terms and conditions which take precedence over the provisions of A-21. An allowable cost is a cost that can be charged or assigned to a sponsored program. All expenditures charged to sponsored programs must meet the criteria of reasonable, allocable, consistent and allowable.

Reasonable: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Allocable: A cost is allocable to a particular federal award or other cost objective if the goods or services involved are chargeable or assignable to that federal award or cost objective in accordance with relative benefits received. For a cost to be allocable it

must be incurred specifically for the award; benefit the award and other work distributed in a reasonable proportion; and it is necessary to the overall operation of the College and is assignable in part to the award.

Consistent: A cost is consistent if similar expenses are treated the same in similar circumstances.

Allowable: A cost is allowable if it is fully in line with the respective sponsored agreement. Costs also must be determined in accordance with GAAP, conform to any limitations or exclusions set forth in the award, not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period, and be adequately documented. If cost is greater than the Simplified Acquisition Threshold (currently \$150,000) rate quotations must be obtained from an adequate number of qualified sources. The “adequate number” of qualified sources will be a matter of judgment.

Unallowable Costs: Costs that fail to pass one or more of the allowable tests above, are considered unallowable costs. If a PI proposes to charge a direct cost to a grant that does not pass the allowable tests, the PI must obtain written approval from the cognizant agency. General office items with multifunctional use (computers, fax machines, file cabinets, chairs, desks, etc.) that do not have a direct relationship to a specific sponsored project’s scope of work are examples of unallowable costs. These are indirect costs.

- VII. Approval and Revision History**
Original Adoption Date: July 2021
Revision Date:
Reaffirmation Date:
Consolidation Date:



BS-9: INFORMATION TECHNOLOGY AND ACCEPTABLE USE

Policy category: Business Services

Subject: Acceptable Use of Information and Communication Technology

Office Responsible for Review: Office of Business Services

Related Policies:

- FY-1: Faculty Rights and Responsibilities
- HR-4: Disciplinary Actions
- SS-3: Student Code of Conduct

I. Scope: Clinton College recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Clinton College encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the College.

Because the Internet is an unregulated, worldwide vehicle for communication, and information available to staff and students is impossible to control. Therefore, Clinton College adopts this policy governing the voluntary use of electronic resources and the internet to provide guidance to individuals and groups obtaining access to these resources on Clinton College-owned or leased equipment/technology.

II. Policy purpose: The College's technology resources are provided, operated, and maintained for the use of members of staff, faculty, registered students, and other authorized persons in furtherance of the aims and objectives of Clinton College in teaching, learning, research, and outreach.

This policy provides guidance to individuals and groups obtaining access to all technology resources owned or leased by Clinton College. This policy defines what constitutes acceptable use of the Information and Communication Technology resources of Clinton College.

Each faculty, staff, and student, who is authorized to use the College's technology, shall sign a Use of Technology Agreement as an indication that he/she has read and understands this policy.

III. Applicability: This policy applies to all users of Clinton College's Information and Communication Technology

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Information Technology

V. Definitions: No specific terms

VI. Policy and Procedures

Rights and Responsibilities

It is the policy of Clinton College to maintain an environment that promotes ethical and responsible conduct in all network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network.

Within this general policy, Clinton College recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Clinton College retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to the College-owned equipment and, specifically, to exclude those who do not abide by Clinton College's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Clinton College reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

General User Responsibilities

1. Use of the electronic media provided by Clinton College is a privilege that offers a wealth of information and resources for research. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Staff and Faculty Responsibilities

1. Staff and Faculty members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Clinton College.
2. Staff and Faculty members should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

Student Responsibilities

1. Students are expected to use the College's technology safely, responsibly, and primarily for work-related purposes.
2. Any incidental personal use of the college's technology shall not interfere with College business and operations, the work and productivity of any College employee or student, or the safety and security of college technology. The College is not responsible for any loss or damage incurred by a student because of his/her personal use of the college's technology.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Clinton College.
2. Proper codes of conduct in electronic communication must be used. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, Clinton College will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Clinton College's computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

Disclaimer

1. Clinton College cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Clinton College will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

4. Clinton College makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Clinton College reserves the right to change its policies and rules at any time.

VII. Approval and Revision History

Original Adoption Date: November 16, 2021

Revision Date: January 11, 2022



BS-10: PURCHASING POLICY

Policy Category: Business Services

Subject: Purchasing Policy

Office Responsible for Review: Office of Business Services

Related Policies:

- BS-3: Travel Policy
- BS-5: Code of Business Ethics and Conduct

I. Scope: This policy addresses management of participant support costs for sponsored projects provided by the federal government.

II. Policy Purpose: This Policy supports the need to procure goods and services for the College in a timely and cost-effective manner, while ensuring compliance with applicable regulations, requirements which the College must satisfy, and appropriate business processes.

III. Applicability: All academic or administrative departments of the College who make purchases on behalf of the College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President, Business Services

Responsible Officer: Director, Accounting

V. Definitions:

Buyers: Faculty, staff, contractors or vendors who have been granted purchasing authority. Party which acquires, or agrees to acquire, ownership (in case of goods), or benefit or usage (in case of services), in exchange for money or other consideration under a contract of sale.

Contract: A written agreement reviewed by the Office for Business Services for goods or services that constitutes a binding offer between the College and a supplier. It typically covers as much detail as possible about the agreement which may include, but is not limited to, items such as the total purchase price, terms, conditions, period and the recourse for either party in the event of a default. A fully executed contract supersedes otherwise applicable

College terms and conditions for a purchase and must be signed by an authorized College signatory and an authorized representative from the supplier.

Department Authorizers: Faculty, staff or students who have purchasing or approval authority.

Good: An item procured that is tangible; something you can see or touch.

Kickback: Moneys, fees, commissions, credits, gifts, gratuities, things of value or compensation of any kind which is provided, directly or indirectly, to or by any prime contractor (university and/or principal investigator), prime contractor employee, subcontractor, or subcontractor employee to improperly obtain or reward favorable treatment in connection with a purchase, prime contract or subcontract.

Personal Expense: Purchase made by an employee that is not a bona fide university business expense.

Purchase Orders (POs): Legally binding (with terms and conditions) commercial documents used to control purchasing and to facilitate payments (after a three-way match). Purchase orders are completed by the buyer and approved via a designated workflow, in the university financial system, indicating the supplier, types, quantities and agreed prices for products or services the supplier will provide to the university.

Preferred Supplier: Supplier designation indicating that the university has negotiated commercial and legal terms and conditions in place with the supplier. Use of a preferred supplier for procurements within the Simplified Acquisition Threshold does not require any further competition and documentation.

Sealed Bids: Purchase method under which bids are formally solicited and where the fixed price (lump sum or unit price) is awarded to the responsible bidder with the lowest price.

Service: The performance of labor for the benefit of the university. Procurement of a service requires a contract approved by the University Contracts Office.

Small Purchase/Simplified Acquisition Threshold: Threshold under which a formal request for quote (RFQ) or request for proposal (RFP) is not required and competitive quotes are informal.

VI. Policy and Procedures

Overview

This Policy applies to all purchases made from external suppliers. Adherence to this Policy will mitigate risk, ensure compliance to requirements, drive effective procurement processes, and deliver benefits to CC. Failure to comply with the directives in this Policy are a direct violation of the College's Code of Business Ethics and Conduct and may result in

disciplinary action up to and including termination of employment.

This Policy has been implemented to meet the procurement requirement contained in Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart D (2 CFR 200 Subpart D).

college and is the single point of contact for all centralized College procurement policies and procedures. Any exception requests and/or clarifications to this Policy should be directed to the Office for Business Services.

Roles and Responsibilities

Considerable authority is delegated to academic and administrative units to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding university policies and procedures regarding purchasing, payment and vendor relations. Purchasing decisions are business decisions made on behalf of Carnegie Mellon University and therefore should be made with the utmost consideration for what is in the best interest of the university.

1. Buyer Responsibilities

- Abide by this Policy and any related government, sponsor, or college policies, procedures, guidelines and/or business requirements as applicable.
- Use the appropriate college purchasing method for procuring goods and/or services.
- Maintain security of purchasing methods.
- Ensure departmental buyers are aware of budgeted funds prior to making a purchase, and purchases fall in line with allotted funds.
- Obtain appropriate approvals and documentation prior to purchase.
- Ensure goods or services are necessary and avoid acquisitions of unnecessary or duplicative items.
- Ensure personal purchases are prohibited and reported promptly to Office of Business Services if found.

2. Department Authorizer Responsibilities

- Identify departmental buyers to procure goods and service on behalf of the college.
- Ensure departmental buyers meet responsibilities identified in this Policy, and receive required training.
- Retain documentation to support transactions in accordance with college policies, business requirements and/or government regulations.
- Approve purchases as required and ensure availability of funds from departmental budgets/grants.
- Ensure personal purchases are prohibited and reported promptly to Office of Business Services if found.
- Ensure departmental buyers are aware of budgeted funds prior to making a purchase, and purchases fall in line with allotted funds.

- Ensure goods or services are necessary and avoid acquisitions of unnecessary or duplicative items.

3. Office for Business Services Procurement Responsibilities

- Set and maintain the College's Purchasing Policy, including any clarifications and approval of exceptions to the Policy.
- Provide purchasing training, documentation, tools and forms.
- Oversee buyer adherence to the College's standard of conduct surrounding conflict of interest in procurement.
- Establish and maintain preferred supplier list.
- Regularly reevaluate preferred suppliers for performance, price adherence and customer satisfaction.
- Make efforts to locate, solicit and contract small/disadvantaged businesses for the preferred supplier program.
- Provide guidance on the use of the proper method of purchase based on the purchase amount.
- Mediate supplier-customer disputes.
- Approve purchase orders as required.

Procurement Thresholds

Procurement must be conducted in a manner that provides all suppliers the same opportunity to compete openly and fully and Clinton College must not take any arbitrary actions that would provide suppliers an unfair competitive advantage.

All proposals and quotations received will be evaluated based on quality, service, compliance to specifications and price and all awards will be made in the best interest of the college. Any or all proposals may be rejected at the discretion of Clinton College and will be documented for future reference by the Office for Business Services.

Any procurement must be accompanied by the proper documentation, and the procurement threshold will dictate the procurement method. Failure to attach the required documentation will result in a rejection of the procurement request, and may be deemed non-compliant with this Policy.

The following thresholds apply to competitive sourcing of goods and services at Clinton College:

A. Micro-Purchases: \$5,000 or less

Competition and/or cost/price analysis are not required if the price is considered reasonable by approving Vice President.

B. Small Purchase/Simplified Acquisition: \$5,001 - \$149,999.99

Price and rate quotes must be obtained via informal methods from a minimum of two qualified sources to establish competition, if not utilizing a preferred supplier.

C. Preferred Supplier Purchases: \$149,999.99 or less

No bidding or documentation is required if a preferred supplier is utilized. All support documentation for preferred suppliers is maintained by the Office of Business Services.

D. Sealed Bids: \$150,000 and above (recommended method for construction)

Bids must be formally solicited and documented from two or more responsible bidders. A firm fixed price contract is awarded principally based on price to a responsible bidder.

E. Competitive Proposals/Requests for Proposals (RFP): \$150,000 and above

Used when a sealed bid is not appropriate or the sealed bid conditions cannot be met, such as the condition to award only based on price to a responsible bidder. RFP are used with competitive proposals, must identify all evaluation factors and their relative importance and be solicited from two or more qualified sources. Contracts must be awarded to the responsible firm whose proposal is most advantageous to Clinton College.

F. Noncompetitive Proposals (i.e., sole-source or single source procurements)

Procurement that meets the requirements for competition (above micro-purchase threshold), but a bid or proposal is solicited from only one non-preferred source. Non-competitive proposals are used only if the good or service is available from one source, the need for the requirement will not permit a delay resulting from competitive solicitation, the government or sponsoring awarding agency or pass-through entity expressly authorizes noncompetitive proposals and/or after solicitation of several sources, competition is determined inadequate.

Purchasing Methods

The following are the primary purchasing methods employed by the College. Any method beyond those listed below requires approval from Vice President, Business Services. All purchases must comply with this Purchasing Policy, the Travel Policy and all other college policies.

This Policy outlines the expectation that individuals who have a procurement need will utilize the recommended procurement methods to ensure compliance with state, federal, sponsor and institutional purchasing policies and to minimize institutional risk. Any questions regarding the types of items and the method through which they should be purchased should be directed to the Office of Business Services. All procurement exceptions must be approved by Vice President for Business Services in advance of transacting a purchase or conducting the applicable college business.

Use of any purchasing method for personal purchases may be considered misappropriation of university funds and disciplinary action will be taken in accordance with college policy up to and including the termination of employment.

A. Purchase Order (PO)

A purchase order (PO) is completed and approved through the Office of Business Services and then issued to a supplier indicating types, quantities, and agreed prices for the products or services the supplier will provide to Clinton College. POs may be used for any procurement but must be accompanied by a contract if for a service.

POs should be issued prior to the receipt of goods or services from a vendor. It is imperative to complete a PO prior to the receipt of the invoice to create a legal contract between the supplier and the college and to ensure goods/services are delivered in accordance with college terms and conditions or an applicable contract. The PO released to the vendor will reference the terms and conditions.

B. Credit Card Purchases

Credit card purchases are authorized for employees to make allowable micro-purchases of goods and certain services. Requests for Credit Card usage must be submitted to Filebound for review and approval. Credit Card holders are personally responsible for their assigned credit cards and should diligently secure the Credit Card at all times (i.e., guard against fraud and unauthorized use of the Credit Card). Improper use of the college issued credit card could result in disciplinary action, up to termination.

C. Expense Reimbursements

Use of personal funds is allowed for the purchase of goods when logistical or extenuating circumstances occur that preclude use of a check, PO or credit card. The purchase of individual goods in excess of the micro-purchase threshold of \$3,000 with personal funds is discouraged. Services may not be procured with personal funds.

All purchases made with personal funds must be approved by the managing Vice President and shall be submitted in accordance with applicable requirements in accordance with all procurement and travel policies.

Purchasing Ethical Standards

Ethical business standards shall govern all procurement transactions. Infractions of college policy must be reported to the Office of Business Services. Disciplinary action for those violating ethical business standards will be taken in accordance with college policy up to and including the termination of employment.

A. Conflict of Interest

Buyers, department authorizers and members of the college community with procurement responsibilities or the ability to influence purchasing decisions, the negotiation or formation of contracts and/or the management of ongoing supplier relationships must avoid unethical conduct and conflicts of interest when purchasing goods and services. When members of the college community, associates or their immediate family members have financial interests in a business or are involved in a business as an owner, operator, employee or officer, all parties must be alert to the possibility that a real or perceived conflict of interest may arise. Under no

circumstance will individuals review, approve, control or influence purchases for contracts or business relationships where they may personally gain or benefit.

Real, perceived or potential purchasing conflicts of interest must be reported to the Office of Business Services. This Purchasing Policy works in tandem with the Conflict of Interest Statement.

Questions regarding actual or perceived conflicts of interest should be referred to the Office for Business Services for evaluation and guidance. Clinton College's Conflict of Interest Disclosure Form is distributed annually to all faculty, staff and Board of Trustee members.

B. Anti-Kickback Clause

The Anti-Kickback Act of 1986 (41 U.S.C. 51-58) prohibits any person from: providing or attempting to provide or offering to provide any kickback; soliciting, accepting or attempting to accept any kickback; or including, directly or indirectly, the amount of any kickback in the contract price. The Act imposes criminal and civil penalties on any person who knowingly and willfully engages in the prohibited conduct addressed in the Act [FAR 3.502-2 (b) and (c)].

C. Supplier Gratuities and Gifts

Gifts and entertainment can be used to build goodwill between the college and our business partners; however, some gifts and entertainment may conflict with the college's values of integrity and social responsibility. For example, gifts of money or cash equivalents cannot be accepted at any time from a supplier or potential supplier. Likewise, if an unsolicited gift of any value is accompanied with a request by the supplier for preferential treatment, the gift must be immediately returned, and the Office of Business Services must be notified. This is inclusive of any subcontractors or sub-tier suppliers.

However, individuals may accept unsolicited nominal personal gifts, meals, entertainment and other normal social amenities no greater in value than \$100 per occurrence from a single source (individual or business), provided the source is not participating in a competitive bid for college business or is not in negotiations with the college for a contract award. If the supplier is participating in a competitive bid for college business, or is in negotiations with the college for a contract award, then Procurement Services should be contacted.

General questions about the value or appropriateness of a gift or invitation, or approval of any exceptions of the requirements noted in this Policy should be directed to, and reviewed with, an immediate supervisor. If, following consultation with the Office of Business Services (as set forth above), or after discussions with an immediate supervisor, there remain any questions or concerns about a matter relating to this policy, the college's legal counsel should be contacted for additional review of such issue and approval prior to taking any action.

All gifts given in support of an institutional mission must be directed through the Office of Institutional Advancement offices.

Procurement Activities Related to Students

Staff and faculty are responsible to ensure any student assigned purchasing responsibilities adhere to this policy. Any violation of these requirements may be subject to disciplinary action.

Use of University Assets

Members of the college are required to act in accordance with applicable college procedures regarding the procurement of goods and service and the use and control of tangible and intangible college assets, including confidential and privileged information. Unauthorized use of college assets in connection with any external activity is prohibited.

VII. Approval and Revision History

Original Adoption Date: January 11, 2022

Revision Date:

Reaffirmation Date:

Consolidation Date:



BS-11: COLLEGE TRAVEL POLICY

Policy Category: Business Services

Subject: Employee Travel

Office Responsible for Review: Office of Business Services

Related Policies: N/A

- I. Scope:** This policy sets forth the expectations, guidelines and procedures for costs associated with travel undertaken for the College.
- II. Policy Statement:** College personnel in the performance of their job duties may be required to travel for work from time-to-time depending on the nature and requirements of their job.
- III. Applicability:** This policy applies to all employees of the College, including, but not limited to, faculty, administrators, staff, and athletics.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President, Business Services

Responsible Officer: Director, Accounting

V. Definitions: None

VI. Policy and Procedures:

Overview

Employees should conduct travel with an awareness that College funds are being utilized, and therefore keep the best interests of the College in mind when arranging and booking travel. Therefore, it is each employee's responsibility to be attentive to the reasonable and effective use of College resources and money. As a general matter the quality of travel, accommodations and related expenses should be governed by what is reasonable, appropriate and customary to the business and travel purpose involved. The College will pay for normal, reasonable, and prudent business-related travel expenses that are incurred by employees traveling on official College business. Employees are expected to be conservative in their spending and managers are expected to be diligent and timely in their review and approval of such expenditures.

General Guidelines

Submitting Travel Request Form

Employees are required to submit a Travel Request form in Filebound in order to obtain an approval to proceed with business related travel that will contain either a hotel, airfare or both. All expenditures are expected to be supported by proper receipts and/or documentation.

Personal Travel

If any part of a trip is considered personal, the personal portion of the trip and any related expenses are not reimbursable by the College. Any personal expenses incurred while on a College related trip (i.e. personal care products, medications, personal entertainment, family care, etc.) are to be paid by the employee. If an expense could be considered personal, but was required to facilitate the business purpose of the trip, the expense may be reimbursable upon supervisory approval.

Companion or Guest Travel

If a College employee is traveling on College business, and a companion or guest, not traveling on College business, accompanies them, all expenses incurred for the non-employee are not reimbursable.

Personal Travel Rewards

Personal travel rewards and frequent flier miles, earned while traveling on College business, remain the property of the employee.

Passports and immunizations required for travel are not generally reimbursable.

Issuance of Refunds for Travel

If the College pays for travel in any manner, and a refund is later issued, the refund is the property of the College. If the refund is issued directly to the employee, the employee must remit the refund to the College, to the extent it was paid for by the College.

Fees incurred while traveling on school related business

Fees charged by airlines, hotels, and other travel providers for changes made to travel arrangements (date changes, time changes, name changes, etc.) are reimbursable if the changes made were because of work related reasons. Changes made to travel arrangements for personal reasons are not reimbursable.

Expenses incurred due to special needs of the traveler are reimbursable upon review and approval of College administration.

Air Travel Guidelines

Employees should book travel as soon as reasonable once travel dates are determined. All airfare must be submitted to Filebound for payment approval and booked directly by the airline. Employees should depart from the closest or most reasonable airport from their campus or home location, or where the anticipated transportation, parking, and airline costs are most reasonable. The College currently does not utilize preferred air carriers.

Employees should book coach, non-refundable tickets. Upgrades and first class will not be reimbursed, but may be booked if done at the expense of the employee so long as there is no additional charge to the College. When a baggage charge is incurred, Clinton College will reimburse for two standard bags, or the equivalent, for the employee's luggage only. A receipt is required for out-of-pocket payment of baggage charges.

Unused or refunded airline tickets are the sole property of the College and if not re-issued to the original traveler, may be re-issued to another College employee.

Vehicle Rental Guidelines

All drivers of rental vehicles must be current College employees with approved driver status through the Human Resources Department. The College utilizes Enterprise Car Rental as the preferred car rental agency. Employees should book with either Enterprise unless there is no option available for the desired location.

Rentals are limited to the "standard" vehicle class unless circumstances dictate a larger vehicle is needed for the business purpose. If an employee needs to rent a passenger van they should contact the Office of Business Services.

Renting a vehicle in lieu of using College Van (see Fleet Vehicle section below) or personal vehicle may be approved by the employee's supervisor on a case-by-case basis.

Safety guidelines include, but are not limited to the following: no cell phone usage (unless hands-free); no texting while driving; driver must be properly insured; driver and passengers must obey all federal/state/local laws; driver must operate the vehicle in a responsible manner; no alcohol or illegal substances will be used prior to, or while operating the vehicle.

Fueling of rental vehicles will be done by employee at a local gas station, unless in rare circumstances, the pre-paid option with the car rental agency is warranted. Charges related to lost keys for vehicle rentals will not be reimbursed.

When a fly vs. drive option is considered, the mileage to and from a location for an approved business purpose (along with any additional costs related to driving), will be evaluated against the cost of charges that would be associated with flying (i.e. airport fees, drivers, shuttles, parking, etc.). Employees will be reimbursed for the lesser of the two.

Car rental vehicle insurance should be waived at the time of rental with the vendor unless circumstances dictate otherwise. The College provides proof of insurance.

Personal Mileage Guidelines

There may be situations in which College employees travel for work related purposes in their personal vehicles. All drivers claiming mileage must be current College employees with approved driver status with the Human Resources Department.

Using a personal vehicle in lieu of a fleet vehicle or rental vehicle may be approved by the employee's supervisor on a case-to-case basis. Employees will not be reimbursed for mileage that is considered general travel to and from their personal home and their home office location. This includes evening and weekend travel to College related events. All reimbursed mileage must be reasonable for the business purpose. Mileage will be reimbursed according to guidelines and supervisor discretion. Mileage is reimbursed at the current IRS calculated rate. Insurance of a personal vehicle is the responsibility of the vehicle owner.

Request for mileage reimbursement must be done via Filebound. Street addresses for homes and campuses should be used in order to reflect the most correct mileage possible. When traveling to/from an airport location the employee will be reimbursed from their campus or home.

Safety guidelines include but are not limited to the following: no cell phone usage (unless hands-free); no texting while driving; driver must be properly insured; driver and passengers must obey all federal/state/local laws; driver must operate the vehicle in a responsible manner; no alcohol or illegal substances will be used prior to, or while operating the vehicle.

Additional Ground Transportation Guidelines

The most cost effective and appropriate mode of ground transportation (i.e. shuttle, taxi, mass transit) should be used according to the situation. Use of limousines, or other unique or special transportation, must be approved prior to departure by your supervisor. Reasonable effort should be made to obtain receipts for public transportation (i.e. shuttle, taxi, etc.) if the charge is over \$5 and is an out of pocket expense.

Transportation - Parking/Tolls

Employees using airport parking should choose parking services that have a daily charge of \$15.00 per day or less. If the airport is located in a city where this is not possible, the employee is to make comments to this effect in their expense report and the overage is reimbursable upon supervisor approval.

Costs incurred due to tolls will be reimbursed without a receipt for charges \$5.00 and under for each toll expense.

Hotel & Lodging Guidelines

Hotels and lodging payment must be requested in Filebound and paid directly to hotel. Conference hotels should be booked when circumstances dictate, otherwise a comparably priced hotel (taking transportation into consideration) should be booked. Hotel reservations should be for reasonable, safe, convenient, and comfortable lodging.

Mid-range hotels (i.e. Comfort Suites, Hampton Inn, and Holiday Inn Express) should be booked unless circumstances dictate otherwise. A standard room (i.e., 1 king or queen) should be booked when available. Reimbursement will only be made for a single-rate room plus applicable tax. The employee will be responsible for any room upgrades unless the upgrade is for a legitimate business purpose.

The College will only reimburse for lodging that meets hotel and lodging licensing requirements for the state in which they are operating. If extra nights are booked for personal time before or after the business trip, those charges are the responsibility of the employee.

If a traveler's flight departs extremely early, or arrives extremely late, and the employee does not feel comfortable driving at these times, the employee may book a hotel the night before or after the flight. The cost of the extra hotel night is reimbursable. Hotel offers to lower room rates for pre-payment are acceptable. Any unused funds or reimbursements are to be made directly to the College.

Cancellation fees will be reimbursed by the College if the cancellation was made for a legitimate reason and the employee made every effort to cancel as soon as possible according to the situation. Hotel fees charged for items of a personal nature, or discretionary items, including, but not limited to movies and health clubs, are the responsibility of the employee.

The College will pay for use of a hotel safe or hotel internet if the charges are reasonable under the circumstances. Fees charged for damage to the hotel room or property, or loss of hotel property, are the responsibility of the employee.

Travel Expense Guidelines – Per Diems for Meals/Food

A maximum food per diem of \$59.00 per day is allowed per employee traveling on College business. The employee per diem is paid based on time of travel:

Breakfast - \$9.00 (Travel Time: 8:30am – 11:59am)

Lunch - \$20.00 (Travel Time: 12:00pm – 4:59pm)

Dinner - \$ 30.00 (Travel Time: 5:00pm – Until)

If an employee has food expenses exceeding the limits, the employee is responsible for the remaining amount.

Meals purchased for a non-College employee, whose role directly benefits the College in areas such as recruitment, fundraising, etc., are reimbursable, as long as the charge is reasonable and approved by the employee's supervisor.

If an employee is attending a conference where meals are provided, it is the general rule that the employee will take advantage of the meals provided. If this is not possible, the employee will be reimbursed for the meal(s) charged upon supervisor approval.

Travel Expense Guidelines – Tipping and Gratuity

Customary and normal tips may be paid for transportation, food service, and baggage services, and are reimbursable to the employee up to 20% of the meal or service.

Travel Expense Submission for Reimbursement or Verification of Payment

All College travel related expenses are to be submitted for reimbursement via Filebound. If travel expenses are pre-paid, employees must submit receipts of payments within 5 days of returning from travel.

Failure to submit receipts will result in automatic payroll deduction for pre-paid travel expenses.

VII. Approval and Revision History

Original Adoption Date: January 11, 2022



BS-12: BUSINESS ETHICS AND CONDUCT POLICY

Policy Category: Business Services

Subject: Business Ethics and Conduct Policy

Office Responsible for Review: Office of Business Services

Related Policies: All Policies

- I. Scope:** This policy sets forth the expectations, guidelines and procedures for all policies and procedures the College has established for managing its activities and programs.
- II. Policy Purpose:** Clinton College has implemented various policies and procedures to establish a foundation for acceptable standards of employee behavior in conducting business on behalf of the College.
- III. Applicability:** This policy applies to all employees of the College, including, but not limited to, faculty, administrators, staff and students.
- IV. Policy Management:**
The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services
Responsible Executive: Senior Vice President, Business Services
Responsible Officer: Director, Accounting
- V. Definitions:** None

VI. Policy and Procedures:

Individual Responsibility and Accountability

Employees are expected to know and comply with the policies and procedures the College has established for managing its activities and programs. Employees should assume and exercise responsibility appropriate to their positions and roles and exercise sound judgement that will further the interests of the College in the performance of their duties. As stewards of the College's finances, assets and resources, all employees are responsible for conducting their work in the highest ethical fashion and are accountable for their actions and their decisions.

Respect for Others

All members of the College community are expected to treat others with respect, honest and civility which reflects the College's commitment to an inclusive community. This expectation applies to interactions with students, coworkers and anyone else in our community.

Conflicts of Interest

Employees should not allow outside activities or outside financial interests to interfere with their fundamental obligation to act in the best interests of the College. Employees are expected to apply their time and effort appropriately and to only use College resources for business purposes. To avoid a conflict of interest, an employee must not participate in a decision on behalf of the College if his or her personal interest, professional interest or economic gain may be directly or indirectly influenced or affected by the outcome. College policies obligate certain employees to disclose any potential conflicts of interest and commitment.

Compliance with Laws and Regulations

The College conducts its business in a heavily regulated environment and compliance with laws and regulations is important as a matter of legal responsibility as well as ethics. Employees must comply with federal, state and local laws and regulations relevant to the performance of their College responsibilities. Noncompliance can have severe adverse financial and other consequences, including damage to the College's reputation and interruption of operations. Each individual employee has a duty to maintain an awareness of current regulations impacting his or her area of responsibility. Legal counsel should be consulted when the interpretation of an applicable law is in doubt.

Compliance with Contracts, Grants and Other College Obligations

Contracts and other formal obligations are an ordinary part of doing business with third parties. Entering into an agreement, including sponsored research funding, creates a legal obligation on behalf of the College to comply with the terms of the agreement, including applicable laws and regulations. Therefore, only individuals with delegated authority are authorized to enter into agreements on behalf of the College. Employees are expected to adhere to and act in good faith regarding the execution and satisfaction of all obligations assumed by the College.

Stewardship of College Resources

Employees are expected to use College resources prudently and only for their intended purposes, consistent with the tax-exempt status of the College. College resources should not be used for personal benefit or by non-approved outside entities.

Recordkeeping

Employees must allocate, assign, record and approve costs and effort timely and accurately. The accuracy and reliability of such reporting is an important compliance obligation of the College. Supporting documentation must be retained on file as required by the relevant College policies and procedures.

Internal Controls

Employees are expected to maintain and support the internal control measures on which sound business practices are based. Internal controls are critical to ensuring efficient operations,

responsible financial management, accurate financial reporting, protection of assets and compliance with applicable laws and regulations. These controls include adequate segregation of duties; application of preventive and detective control systems; and compliance with authorization, reporting and other established management processes.

Confidential Information

Certain information concerning the College – such as budget, financial and research information, as well as personal information relating to faculty, staff, students or donors – is confidential and should only be disseminated within the College and then only to authorized personnel with a business purpose for such information. Employees must not divulge any information regarding the College to an outside party except for a legitimate business, research or academic purposes or in accordance with relevant law.

Obligation to Report

Employees at all levels are expected to support compliance with applicable College policies and procedures as well as applicable laws and regulations and to set a tone of intolerance for noncompliant, fraudulent or illegal activities. Any employee who has reason to believe noncompliance has occurred is obligated to report the incident(s) and all relevant information to an appropriate College authority.

Consequences of Violations

Violations of these standards or any other applicable law or regulation may carry disciplinary or other consequences, including dismissal.

VII. Approval and Revision History

Original Adoption Date: January 11, 2022

Revision Date:

Reaffirmation Date:

Consolidation Date:



: STUDENT PAYMENT POLICY

Policy Category: Business Services

Subject: Student Payment Policy

Office Responsible for Review: Office of Business Services

Related Policies: N/A

I. Scope: This policy addresses management of student payments.

II. Policy Purpose: The purpose of this policy is to clarify and communicate the requirements for satisfying all accounts payable at the time of registration. Clinton College requires all students to pay their account balance in full at the time of registration. If your account balance is not paid in full at the time of registration, you may be dropped from your classes for the amount owed.

III. Applicability: All student's enrolled at Clinton College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President, Business Services

Responsible Officer: Director, Accounting

V. Definitions: None

VI. Policy and Procedures:

Methods for Paying Student Account

1. Pay in Full

- Online: Student account balances must be paid by credit card, or debit via the student payment portal on Campus Cafe. Balances must be paid in full prior to the first day of class. Late registration will result in a late registration fee.

2. Financial Aid or Military Benefits

- Student's must complete Financial Aid documents early. Students are strongly encouraged to complete all financial aid documents *at least one month* before registering for classes to allow for the necessary processing time. If Financial Aid is not complete,

students are responsible for paying balance due. Once Financial Aid is processed, a credit balance (refund check) will be issued for any account credit balanced.

- If a student anticipates military benefits, the student must submit verification of military benefits or pay the balance in full to hold registered classes since funding does not disburse to your student account until after the start of the term and amounts may vary depending on your enrolled credit hours.
- Students are responsible for any charges not covered by financial aid or military benefits. Failure to pay remaining balances could result in classes being dropped.

3. Company Sponsored Billing Agreement

- Sponsored Billing is available for students whose employers will pay for their tuition and fees within 30 days of the start of the term, regardless of grades or class attendance.
- A letter from the sponsor on company letterhead must be to the Office of Business Services verifying the payment for tuition and fees. The letter must include the anticipated payment amount for tuition and fees.
- Students are responsible for any charges not covered by your company.
- Contact the Office of Business Services/Student Accounts for any questions about Sponsored Billing.

4. 529 Plans

- If a student participates in a 529 plan, please contact the Business Services Office immediately after registering for classes and inform the Student Account Manager you are using a 529 plan. The Student Account Manager will place a protective hold on the student account to allow time for the check from the 529 plan to be sent to the College.
- Students are responsible for contacting the provider and requesting a check be sent to the College to pay for your tuition.
- The check should be made payable to "Clinton College." The student's name and student ID number should be referenced on the check.
- The check should be made for no more than the cost of tuition and fees on your account for the current term.
- Students are responsible for any charges not covered by their 529 plan. Failure to pay remaining balances could result in classes being dropped.

Drop for Non-Payment

Clinton College monitors and drops students from classes due to non-payment of tuition and fees. The drop for non-payment process is intended to ensure students are successful in fulfilling their financial obligation to the College, which in turn frees students to succeed in their educational journey.

VII. Approval and Revision History

Original Adoption Date: January 11, 2022



BS-14: SOUND FISCAL MANAGEMENT POLICY

Policy Category: Business Services

Subject: Fiscal Management

Office Responsible for Review: Office of Business Services

Related Policies:

- BD-1: Financial Exigency
- BD-8: Board Approvals

I. Scope: This policy outlines the sound fiscal management processes and procedures of Clinton College.

II. Policy Statement: Clinton College follows sound fiscal and management practices.

III. Applicability: This policy applies to the fiscal management of the institution.

IV. Policy purpose: To maintain sound fiscal and management practices.

V. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Accounting/Student Accounts Manager

VI. Definitions:

Fiscal Year – The twelve (12) accounting month period that an organization uses for budgeting, forecasting, and reporting. Clinton College’s fiscal year begins on July 1 and ends on June 30.

VII. Policy and Procedures

Clinton College assures sound fiscal and management practices. These practices include the following:

- Expending funds prudently and consistently with the approved budget;
- Demonstrating stewardship of the College’s financial resources by effectively executing the College’s budget;

- Providing financial reports and/or budget variance reports to the Clinton College Board of Trustees on a periodic basis;
- Maintaining a system of internal controls
- Ensuring the College does not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies and a plan for resolution are identified within sixty (60) business days from the end of the prior month.
- Ensuring that fiscal year audits are conducted annually;
- Addressing any findings identified in audits, compliance reviews, TRACS reviews, or other monitoring reviews;
- Ensuring that the College is actively seeking to fill leadership in the area of Fiscal Management in a timely manner with individuals of high competence.

VII. Approval and Revision History

Original Adoption Date: November 16, 2021

Revision Date:



BS-15. CONTINGENCY FUND RESERVE POLICY

Policy Category: Business and Finance

Subject: Contingency Reserve

Office Responsible for Review: Office of Business Services

Related Policies: N/A

VIII. Scope: This policy defines process for managing the Contingency Fund Reserve.

IX. Policy Purpose: Adequate reserve levels are necessary components of the college's overall financial management strategy and key factors in ensuring financial stability. Reserves ensure the availability of funding in the event of unforeseen expenditures and protect against unexpected changes in funding. Reserves may also provide a funding source for multi-year initiatives and unfunded mandates from external constituencies. This policy guides the creation, maintenance, and use of the college's contingency fund reserves.

X. Applicability: This policy applies to the President and Staff.

XI. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Board of Trustees; Office of the President; Office of Business Services

Responsible Executive: Vice President for Business Services

Responsible Officer: Director of Accounting

XII. Definitions:

Contingency Reserve Fund (CFR) - is a reserve fund set aside to handle unexpected debts that are outside the range of the usual operating budget.

XIII. The Policy:

- A. The Office Business Services will monitor all CFRs and make appropriate entries to maintain reserves in accordance with this policy. All expenditures drawn from the CFR shall require prior approval from the President.

- B. The college will maintain an annual contingency fund reserve balance equal to ten (10) percent of the annual operating budget expenditures to cover revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget.
 - a. The CFR will be funded from the unrestricted operations fund balance available at the end of each fiscal year.
 - b. When the CFR is used, it will be restored by using unspent revenues at the close of the next fiscal year. If there are insufficient unspent revenues at the close of the fiscal year to replenish the CFR to the ten (10) percent level, the college will set aside 50% of any unspent revenues at the close of each fiscal year until the CFR is replenished to the ten (10) percent level.
- C. The Office of Business Services will prepare a report (at least annually) for the Board of Trustees listing the reserve amounts in the reserve funds.

XIV. Approval and Revision History

Original Adoption Date: March 2013

Revision Date:

XV. Signatures, Title and Date of Approval

The policy needs to be signed by the appropriate officers and executives below before it is considered approved:

Responsible Executive

Date

President, Clinton College

Date

FACULTY



FY-1. FACULTY RIGHTS AND RESPONSIBILITIES

Policy category: Academic Services

Subject: Responsibility and expectation of full-time faculty

Office Responsible for Review: Vice President for Academic Services/Academic Dean

Related Policies:

- AS-1: Definition of a Credit Hour
- AS-4: Distance Education
- AS-7: Student Achievement
- BS-9: Information Technology and Acceptable Use
- BS-12: Business Ethics
- GA-6: Sexual Harassment
- GA-7: Fraud and Abuse
- HR-3: COVID-19 Vaccination Requirement

I. Scope: This policy includes responsibilities and rights of the division chairs, part-time and full-time faculty.

II. Policy purpose: The purpose of this policy is to ensure that faculty is aware of the responsibilities and commitment to the role as a member of the academic services division.

III. Applicability: This policy applies to the Faculty and Department Chairs of Clinton College.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President for Academic Services/Academic Dean

Responsible Officer: Academic Dean

V. Definitions: There are no special terms in this policy

VI. Policy and Procedures

Overview

Each Full-time faculty member is responsible for teaching 12 semester credit hours per semester as their regular teaching load. Faculty members are also expected to serve on the departmental and college committees. The amount of committee work should be kept to a

reasonable amount. Generally, no more than three committee assignments should be given to any faculty member except under special circumstances. Faculty members will be assigned less than twenty students to be advised through the Mentor/Advisor Program.

Membership, Rights, Responsibilities, and Ethics

Each faculty member at Clinton College plays a major role in implementing the Vision and Mission of the college. In view of Clinton's goal to be the best College in America, Clinton needs an excellent, qualified, and committed faculty. The faculty is the principal implementers of the educational program and is committed to carrying out with excellence its responsibilities for teaching and scholarship.

Membership in the Faculty

A Clinton College faculty member is an employee of the college who has the primary responsibility for Full or part-time teaching (instruction, advising, or counseling, academic service) or scholarly activities. All members of the faculty must hold a faculty appointment within a two-year teaching position.

Faculty Rights - Academic Freedom

Clinton College, Board of Trustees and Administration generally subscribe to the following principles of academic freedom that are "best practiced" by most colleges and universities. The classrooms will not be used to pursue political views.

Expectations of faculty

- Quality instruction is expected in the classroom. Each faculty member will be well prepared for each class meeting and must maintain an atmosphere that is conducive to and fosters a stimulating and productive learning environment in which the intellectual freedom of students and the pros and cons of debatable issues are fairly acknowledged.
- Respect and empathy for all students are expected. Each faculty member will always conduct himself/herself professionally and display attitudes of respect, civility, and empathy when interacting with students.
- Fair and impartial evaluation for all students is expected – Each faculty member will use fair and impartial methods to evaluate students based solely on course content and requirements clearly stated on the syllabus/syllabi.
- Maintenance of accurate records is expected - Each faculty member will maintain accurate records of grades, attendance, assignments, tests, quizzes, and other relevant records required by the College.
- Prompt reports- Each faculty member is expected to turn in all grades, attendance records and other required reports on time.
- Student learning outcomes assessment – All full-time and part-time faculty members are expected to participate in the course and program learning outcomes assessment system

through collaboration with their program colleagues, department head, academic dean, and the Vice President for Institutional Effectiveness. Full-time faculty are expected to collaborate on developing assessment plans and reports through the selection of assessment measures and benchmarks aligned with student learning outcomes, discussing of results in program meetings, and identifying potentially needed changes in curriculum, pedagogy, or assessments based on those results. Both full-time and part-time faculty are expected to administer the embedded assessments identified for their courses and to provide a summary and analysis of results to their department head.

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

- An annual written evaluation will be provided to the instructor in an evaluation conference with the Department Head or Academic Dean
- Full access to the library during scheduled hours, and its materials, services and equipment
- Access to Campus Café for instructional functions
- Full access to all college events
- Full access to on-campus professional and spiritual development opportunities
- Provision of a campus email account
- Academic Freedom

Expectations of Division Chairs

- The Chair has the responsibility for providing leadership toward the achievement of the highest possible level of excellence in the teaching, research, and service activities of the department.
- The Chair is expected to support the strategic goals of the college through all the department's programming decisions.
- The Chair is expected to articulate the goals of the department, both within and without the department, articulate the department's requests in pursuit of these aims, and maintain a climate that is hospitable and encourages faculty engagement, participation, collegiality, and innovation.
- The Chair is responsible for informing the department of the perspectives and actions of the dean and other administrators that might affect the department.
- The Chair adheres to the principles of academic governance, especially the collaborative development of appropriate procedures for governance, within the department.
- The Chair is responsible for guiding the Department's Strategic Planning process.
- The Chair is responsible for assisting with the active recruitment of students by creating and maintaining a productive partnership with the admissions offices. The Chair is responsible for the identification of scholarship recipients as arranged by the associate VP of Enrollment and the Director of Financial Services.
- The Chair is responsible for promoting the selection and retention of outstanding and diverse faculty and staff. This includes both full- and part-time as those teaching in non-credit and certificate offerings and those teaching in continuing education and summer programs.

- The Chair is responsible for ensuring the promotion of the College's vision and mission.
- The Chair should be receptive to questions, complaints, grievances and suggestions from the members of the department, both academic and staff personnel, and from students. The Chair has the responsibility to take appropriate actions as required and in accordance with the policies and rules of the College.

Administrative Responsibilities:

- The Chair is responsible for implementing College policy and rules within the department.
- The Chair is responsible for recommending equipment and supplies for purchase, projecting space and equipment needs for the department and exercising general responsibility for departmental facilities and equipment in accordance with college policy and campus rules and regulations
- The Chair is responsible for establishing teaching schedules in consultation with the faculty, appropriate deans, and Academic Services and assigning faculty to meet the needs of the curriculum.
- The Chair is responsible for supervising the attendance, time commitments and work assignments of department faculty and staff.
- The Chair is responsible for submitting accurate copy for all official College publications by established deadlines.
- The Chair is responsible for the management and maintenance of all departmental records, and preparation of reports in accordance with college procedures.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as FY 4: Faculty Responsibilities)

Reaffirmation Date: 2016

Revision Date: September 28, 2021, November 16, 2021



FY-2. FACULTY ORGANIZATION

Policy category: Academic Services

Subject: Requirements for Faculty Council

Office Responsible for Review: Vice President for Academic Services/Academic Dean and Faculty Council Chair

Related Policies:

- FY-1: Faculty Rights and Responsibilities

I. Scope: This policy includes responsibilities of the Division Chairs, faculty and, when necessary, a review by the Academic Dean.

II. Policy purpose: The purpose of this policy is to ensure that the college maintains an academic organization that governs processes and procedures relating to all things academic.

III. Applicability: This policy applies to the Faculty and Division Chairs of Clinton College.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President for Academic Services/Academic Dean

Responsible Officer: Faculty Council Chair

V. Definitions

VI. Policy and Procedures

Overview. The purposes of the Faculty Council are to facilitate the dissemination of important information from the administration to the faculty, provide a forum for discussion and input by the faculty on important college matters, and communication with the Vice President for Academic Services and President of Clinton College. The Faculty Council of Clinton College includes all persons contracted as a faculty member within a school year. The Faculty Council shall elect officers in spring of odd numbered calendar years to serve two-year terms. The exact date of the election shall be determined by the departing Faculty Council Officers following the nomination process. Faculty Council Officers shall consist of one full-time Chairperson, Vice Chairperson and Secretary. Unoccupied officer positions shall be staffed according to the following sequence. The Vice Chair shall immediately succeed the Chair. A timely election after

eight weeks shall be held to replace the Vice Chair and Secretary positions. Replacement of officer positions shall transpire if an officer remains absent for eight consecutive weeks without performing the elected duty.

The chairperson shall preside over meetings (a minimum of two per semester), report information to the faculty, and call special meetings at times. The Vice Chair shall assume the duty of the Chair in his/her absence and other responsibilities delegated by the Chair. The Secretary shall be responsible for recording and disseminating minutes of meetings to faculty and Academic Dean (within five instructional days of the meeting) and other responsibilities delegated by the Chair. Proposals for discussion may originate from any faculty council member one week prior to a scheduled meeting to be considered on the agendas. Fifty-one percent of morning and afternoon faculty present constitute approval of a proposal. Standing committees, under supervision of the Vice President for Academic Services, shall be comprised of all Faculty Council Members.

Committee Structure

Clinton College has established several standing committees within the Academic Services unit. Membership on a committee may be by appointment, by election, or by virtue of position. Where members are appointed or elected; membership terms are generally two years with the option of serving up to one additional year and are staggered to ensure continuity. Committees are required to prepare action plans for each semester, and to set an appropriate meeting schedule. They are to develop and adhere to the procedures for meeting their responsibilities. Action plans and committee procedures are to be submitted to the Vice President for Academic Services /Dean within one week of the first scheduled meeting of each semester. The Vice President for Academic Dean will receive minutes of each meeting. The Standing Academic Committees are:

Graduation Committee
Technology Committee
Library Advisory Committee
Research Committee

Curriculum and Instruction
Publication Committee
Scholarship Committee

VII. Approval and Revision History

Original Adoption Date: November 16, 2021

Revision Date:



FY-3: FACULTY DEVELOPMENT

Policy category: Academic Services

Subject: Professional Development Support

Office Responsible for Review: Vice President for Academic Services/Academic Dean

Related Policies:

- FY1: Faculty Rights and Responsibilities
- BS-11: Travel Policy

I. Scope: This policy includes responsibilities of the Division Chairs, faculty and Academic Dean.

II. Policy purpose: The purpose of this policy is to ensure that faculty have professional development opportunities to support the continued success in the profession.

III. Applicability: This policy applies to the Faculty, Division Chairs and Academic Dean of Clinton College.

V. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President for Academic Services/Academic Dean

Responsible Officer: Academic Dean

VI. Definitions There are no special terms in this policy

VII. Policy and Procedures

Overview. Faculty development is fundamental to a faculty member's professional growth and successful performance in teaching, scholarly activity, and service. Faculty development responds to the missions, goals, and objectives of the college. Faculty development is offered throughout the year. Faculty members are encouraged to obtain CEU's to support continuous growth in their respective fields of study.

A. Overview of the Faculty Development Program

Student success at the college level is in large measured from the faculty's effectiveness as instructors. Faculty development is a top priority of the Academic Services Unit. Faculty holds the primary responsibility for the quality of the

curriculum, instruction, academic environment and the total educational program of the College.

While the college provides the resources for faculty development, the directions and activities are driven by faculty voice. The individual faculty members take the initiative in promoting their own growth as instructors, scholars, and practitioners.

The Academic Services Unit promotes the professional growth of faculty with respect to their teaching and technology skills. It is based on the belief that faculty members are highly motivated and are capable of strengthening their teaching competencies through their own efforts, if they have guidance and the appropriate resources. Faculty development efforts are designed to assist faculty in becoming more effective in the classroom.

B. Goals of the Faculty Development Program

Ultimately, the desired outcome of all faculty development efforts is to enhance and improve student learning. Clinton is committed to developing and maintaining a quality faculty, we encourage all faculty members to regularly participate in activities that offer opportunities for professional development.

C. Financial Support for Faculty Development

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

- a. Submit a written request to the Academic Dean giving all the pertinent details involved. Also, a copy of the brochure, newsletter, or correspondence for the event should accompany the letter if available.
- b. If approval is received, complete a travel voucher form from the Administrative Office immediately. All travel voucher forms must be completed in a minimum of three (3) business days. If the occasion is an emergency, reimbursement of funds may be in order. Give the form to the Academic Dean.
- c. The Academic Dean will give a copy of the travel voucher to the Business/Finance Office for processing, or the Academic Dean will handle all the arrangements.

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

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

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (as FY-7: Faculty and Staff Education Assistance Policy, FY-8: Faculty Travel Support, and FY-9: On-Campus Faculty Training Sessions)

Reviewed/Reaffirmed Date: 2016

Revised Date: November 16, 2021



FY-4. FACULTY EVALUATION

Policy category: Academic Services

Subject: Requirements for proper evaluation of faculty

Office Responsible for Review: Vice President for Academic Services/Academic Dean

Related Policies:

- FY-1: Faculty Rights and Responsibilities

I. Scope: This policy includes responsibilities of the Department Chairs and, when necessary, a review by the Academic Dean.

II. Policy purpose: The purpose of this policy is to ensure that the college retains faculty members by reviewing and evaluating faculty on an annual basis.

III. Applicability: This policy applies to the Faculty and Department Chairs of Clinton College.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services

Responsible Executive: Vice President for Academic Services/Academic Dean

Responsible Officer: Department Chair/Vice President of Academic Services

V. Definitions

There are no special terms in this policy

VI. Policy and Procedures

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (as FY-12: Faculty Evaluation)

Reviewed Date: 2016

Revision Date: November 16, 2021



FY-5: FACULTY CREDENTIALING

Policy Category: Faculty

Subject: Requirement for employment with the Clinton College as a faculty member

Office Responsible for Review: Vice President for Academic Services/Academic Dean

Related Policies:

- FY-1: Faculty Rights and Responsibilities

I. Scope: This policy includes responsibilities of the Vice President of Academic Services and Division Chairs.

II. Policy purpose: This policy addresses four major areas of faculty credentials required to be able to teach freshman and sophomore level classes or junior and senior level classes: (1) expected “standard” academic credentials, (2) required technology skills, (3) acceptable “exceptional” credentials, and (4) credentials required to teach a “non-traditional” course at the freshman and sophomore levels.

III. Applicability: This policy all prospective faculty and Division Chairs.

IV. Policy Management.

The following roles are responsible for managing this policy:

- Responsible Office:** Office of Academic Services
- Responsible Executive:** Vice President of Academic Services
- Responsible Officer:** Vice President of Academic Services

V. Definitions: No specific terms

VI. Policy and Procedures

Clinton College uses the following guidelines when hiring and assigning faculty to teach courses at any level in the Associate and bachelor’s degree programs:

Faculty must hold the doctorate or master’s degree in the teaching discipline, or

1. A master’s degree with a concentration in the teaching discipline (Concentration = a minimum of 18 graduate semester hours in the teaching discipline), or
2. A master’s degree and a total of 18 graduate semester hours in the teaching discipline in any combination of credits taken within or outside the degree program

3. The graduate degree(s) must have been earned at an accredited institution recognized by the U.S. Department of Education and CHEA

In order to hire a faculty member or to assign any faculty member to teach a course when that faculty member has less than a master's degree and 18 graduate hours in the teaching field, the following conditions must be met:

A. For courses at the freshman and sophomore levels:

- a. Required: There must be at least one full time credentialed faculty member teaching in the discipline before any faculty may be hired with "exceptions."
- b. Required: A potential faculty member must have at least a bachelor's degree in the teaching field to be considered for hire or for assignment to teach a specific course in that field with "exceptional credentials." The degree must have been earned at an accredited institution recognized by the U.S. Department of Education and CHEA
- b. Allowable exceptions: After the first two requirements are met, then a faculty member may be hired or assigned to teach a course who meets at least *two* of the following requirements
 - Five or more years of successful teaching in this field in a high school
 - Five or more years of successful teaching in this field at a college
 - Five or more years of successful non-teaching employment in the teaching field or a closely aligned field that involved supervision/direction of others
 - Demonstrated expertise in the teaching field through evidence such as local or state awards, publications, grants, certifications, licenses, or other professional recognition
 - At least 12 graduate hours in the teaching field

B. For courses at the junior and senior levels

- a. Required: There must be at least one full time credentialed faculty member teaching in the discipline before any faculty may be hired with "exceptions."
- b. Required: A potential faculty member must have a bachelor's degree in the teaching field and at least 18 graduate hours completed in the teaching field to be considered for hire or for assignment to teach a specific course in that field with "exceptional credentials." The degree must have been earned at an accredited institution recognized by the U.S. Department of Education and CHEA
- c. Allowable exceptions: After the first two requirements are met, then a faculty member may be hired or assigned to teach a course who meets at least *three* of the following requirements
 - Five or more years of successful teaching in this field in a high school
 - Five or more years of successful teaching in this field at a college

- Five or more years of successful non-teaching employment in the teaching field or a closely aligned field that involved supervision or instruction of others
- Demonstrated expertise in the teaching field through evidence such as national or international awards, publications in professional journals, competitive grants, certifications, licenses, or other outstanding professional recognition

C. Credentials required to teach a “non-traditional” course at the freshman and sophomore levels.

- a. Definition. A “non-traditional” course is one that is not grounded in a specific singular academic field, such as Freshman Seminar and Honors Leadership.
- b. Required: There must be at least one full time credentialed faculty member who chairs the program that includes the non-traditional course in order for any faculty member, with “standard” or “exceptional” credentials, to be assigned to teach the non-traditional course.
- c. Option One: After the required criterion (b) is met, then a faculty member may be hired with the following “standard” academic credentials:
 - A master’s degree in any discipline. The degree must have been earned at an accredited institution recognized by the U.S. Department of Education and CHEA
 - Participation in faculty development related to the non-traditional course
 - *Either* of the following:
 1. At least 12 graduate hours in coursework aligned with courses or degree programs offered at Clinton College OR
 2. Five or more years of successful teaching at the high school or college level in any academic field
- d. Option Two: After the required criterion (b) is met, then a faculty member may be hired with the following “exceptional” credentials:
 - A bachelor’s degree in any teaching field aligned with courses or degree programs offered at Clinton College. The degree must have been earned at an accredited institution recognized by the U.S. Department of Education and CHEA
 - Participation in faculty development related to the non-traditional course
 - At least *two* of the following:
 1. Completion of 12 graduate hours in a field aligned with courses or degree programs at Clinton College
 2. Five or more years of successful teaching in this field in a high school
 3. Five or more years of successful teaching in this field at a college

4. Five or more years of successful non-teaching employment in the teaching field or a closely aligned field that involved supervision or instruction of others
5. Demonstrated expertise in the teaching field through evidence such as local or state awards, publications, grants, certifications, licenses, or other professional recognition

D. Credentials for Division Chair: A Division Chair may be appointed with the following credentials:

- Must hold a Doctoral degree in the teaching field or a master's degree in the field or a concentration of 18 minimum graduate semester hours in the teaching discipline) for both doctorate and or masters.
 - If the department chair holds a Master's, there must be evidence of Doctorate degree progress towards completion.
 - The graduate degree(s) must have been earned at an accredited institution recognized by the U.S. Department of Education and CHEA
- a. Allowable exceptions: A department chair member may be hired who meets at least *two* of the following requirements:
- Five or more years of successful teaching in this field at a college
 - Five or more years of successful non-teaching employment in the teaching field or a closely aligned field that involved supervision or instruction of others
 - Demonstrated expertise in the teaching field through evidence such as national or international awards, publications in professional journals, competitive grants, certifications, licenses, or other outstanding professional recognition.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Dates: October 10, 2016; September 28, 2021; November 16, 2021

FACILITIES AND EQUIPMENT



FE-3: VEHICLE USE POLICY

Policy Category: Facilities and Equipment

Subject: College Vehicle Use

Office Responsible for Review: Office of Business Services

Related Policies: n/a

I. Scope: The purpose of this policy is to set forth the requirements applicable to all drivers of Clinton College owned, leased, or rented vehicles or of personal vehicles while on College business.

II. Policy Purpose

This policy is intended to ensure the safety of drivers, passengers, the public as well as minimize losses, damages, and claims against the College. Driving a Clinton College owned, leased or rented vehicle is a privilege and the College reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

III. Applicability: This policy applies to all College faculty, staff and students to whom the College grants the privilege of operating a College owned, leased or rented vehicle.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Facilities Management

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Facilities

V. Definitions: None

VI. Policy and Procedures:

Driver Eligibility

Drivers must be at least eighteen (18) years of age, have had a valid US driver's license or an International Driving Permit (IDP) issued by either the American Automobile Association (AAA) or American Automobile Touring Alliances National Automobile Club. Drivers are required to report any change in license status (e.g., convictions, license suspended or revoked) to their supervisor immediately

Sponsoring Department Responsibility & Oversight

Sponsoring departments shall appoint a representative who will be responsible for maintaining a list of their authorized drivers and work with Business Services to ensure compliance with the

Motor Vehicle Policy. In addition, it is recommended that department supervisors meet annually with each of their approved drivers to review the Motor Vehicle Policy, their responsibilities and safe driving. Departments will be held responsible should an accident occur involving an Unauthorized Driver. The department will be expected to pay the deductible amount for any insurance claim that may arise

Authorization Procedures

To start the authorization process, faculty, staff and student must submit a copy of their driver's license to the Office of Business Services. A review of the driver's records will be conducted through the Department of Motor Vehicles covering the most recent 3-year period.

Approval/denial will be communicated, by email, to the sponsoring department and applicant.

Reauthorization, for students (if applicable), is required at the beginning of each academic year.

Motor Vehicle Record (MVR) Standards.

The College reserves the right to deny, suspend or revoke privileges to drive a College owned, leased or rented vehicle, based on the initial or subsequent review of the motor vehicle record for any faculty, staff or student requesting driving privileges, per the eligibility criteria below for assessing motor vehicle record acceptability. Anyone with the following violations within the last three years on their motor vehicle records are ineligible to drive a Clinton College owned, leased or rented vehicle for three years from the date of violation:

A. No one will be allowed to drive for Clinton College with a "probationary", or "court restricted" license

B. To be authorized to drive for the College, the following criteria will be applied:

(NOTE-THESE VIOLATIONS MUST BE CONVICTIONS):

Driving privileges will be denied or revoked if convictions for any of the following violations appear in the applicant's MVR within the past three (3) years from the date of the first violation:

- Leaving the scene of an accident
- Reckless driving
- Driving under the influence of DWI (Driving While Intoxicated) or DWAI (Driving While Ability Impaired) alcohol or drugs
- Vehicular homicide or assault
- Participating in an unlawful speed contest
- Eluding or attempting to elude a police officer.
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to drive
- Reckless or careless and negligent driving
- Hit and Run or leaving the scene of an accident with injury or death resulting, or property damage in excess of \$1,000.

In addition, anyone with two or more at-fault accidents or moving violations, in any combination, within the last 12 months, may result in the denial or revoking of driving privileges

Employees Required to Drive

Employees who are required to operate a College vehicle as part of their essential job functions are subject to the same eligibility requirements noted in the sections above. Prospective employees, whose position requires a valid driver's license as an essential function of the job, may be offered a position, contingent upon passing MVR standards.

Passengers

All passengers must be participating in a College business or sponsored activity or event at the time they are traveling in a College owned, leased or rented vehicle. Passengers should be limited to employees and students, unless approved by the Vice President for Business Services or sponsoring department. All occupants of the vehicle are not permitted to smoke and must wear seat belts whenever seatbelts are available. It is the driver's responsibility to make sure that all passengers wear their seat belts.

Vehicle Use

- Drivers must comply with the following when using College owned, leased or rented vehicles:
- Operate vehicles in accordance with applicable local, state and federal laws and College's regulations, at all times.
- Report any vehicle accident to Department Supervisor and Business Services immediately. Failure to report may result in the loss of driving privileges.
- Comply with state Seat Belt Laws for driver and passengers.
- Agree to comply with no use of handheld electronic devices (cell phones/texting) while driving • Assume the responsibility for payment of all driver related traffic violations and citations received
- Agree that any unauthorized use of Clinton College owned, rented or leased vehicles for non-College related purposes would result in revocation of driving privileges.

Fleet Vehicle Use

In addition to the vehicle uses outlined above, the following is expected when using College owned vehicles:

- Routine vehicle maintenance and inspections will be completed or arranged by Facilities Services.
- Vehicle registration and insurance will be maintained by Business Services.
- At the beginning and end of vehicle use, the driver will be expected to sign-in/out, to include name, date, time, mileage out, and mileage in.
- Inspect the vehicles tires, fluids, lubricants and fuel.
- After fueling vehicle, give fuel receipt to Director for Facilities and include your name, vehicle information, and account number to be charged.
- At the end of vehicle use, vehicle should be cleared of any trash or debris.
- Vehicle warm-up-time is to be limited to 10 minutes.

Reserving a Fleet Vehicle

The College maintains fleet vehicles available for use by departments and students for approved College related business. Reservations are made, by the department authorizing the travel, by contacting the Director for Facilities and providing the following information: date of trip, destination, pick-up time, return time, name of driver, # of occupants if applicable (note: due to the limited number of vehicles, availability is on a first come – first serve basis). Should weather be inclement, or forecasted to be inclement, to the point that travel becomes dangerous, travel shall be suspended for fleet vehicles. Facilities Services will make determination of suspending travel.

Rental Vehicles

The College's insurance provides for both liability and physical damage for employees and students who rent vehicles while on authorized College business. The coverage extends for car rentals in the U.S., Canada, Puerto Rico and U.S. territories (therefore, please waive the rental agency's insurance coverage).

Personal Vehicle Usage

Individuals who drive his or her personal vehicle on College business or to/from a College activity is responsible for his or her own safety as well as the safety of any passengers. The College bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state and federal laws. The owner of the vehicle must carry at least the minimum automobile liability limits required by state law. The owner's automobile liability coverage shall be the primary insurance coverage. The owner of the vehicle is responsible for any applicable deductible (e.g., liability or collision coverage) and is responsible for any increased personal automobile insurance premiums as a result of any accidents. There is no physical damage coverage through the College for personal vehicles. The College reimburses the use of a personal vehicle for official College business at the standard mileage rate published annually by the IRS. The rate is intended to cover all costs associated with owning a vehicle, including physical damage insurance. Claims arising from use of a personal vehicle are to be reported to the owner's insurance agent.

Process for Revoking Driving Privileges

Authorized drivers may have their driving privileges revoked at any time for failure to maintain the College's MVR Standard. Upon notification of breach of MVR Standard, the College Representative will provide written notification to driver, driver's supervisor and Human Resources of revoked driving privileges. In cases of exigent circumstances, verbal notifications of revoked driving privileges are permitted, then followed in writing.

Accident Procedures for Drivers:

In the event of an accident the following procedures must be followed:

- Obtain any medical attention that is necessary. Any accident that involves personal injury or property damage in excess of \$1000 must be reported to the police. In the event that it is not possible to determine the cost of damages, please report the accident to the police.

- Exchange information with the other operator involved (if applicable), minimally obtaining Driver's License and registration information, insurance company information and contact numbers. Also, obtain the names, addresses, and telephone numbers of all witnesses.
- Don't admit fault or liability for the accident.
- Complete an Accident Report Form (MV104) located in all College owned vehicle glove boxes or available at Campus Safety.
- Notify the drivers Supervisor and Business Services of the accident as soon as possible. If the accident occurs on campus, contact Campus Security.
- The College's insurance company may contact you to obtain accident information, please respond as promptly as possible.
- Information and records regarding accidents will be maintained by the Business Services Department.

Other considerations when involved in a vehicle accident:

- Do be courteous
- Don't discuss any conditions or defects of the automobile
- Don't express any opinion or make any statement to anyone about the accident except to law officers and College representatives
- Don't discuss the accident with anyone over the phone or in person unless they represent the College

Vehicle Insurance

The College's insurance provides for both liability and physical damage for College-owned, leased or rented vehicles. Evidence of insurance are available in each campus vehicle and can be requested from the Director for Facilities.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as FE-3: Access to College Vans)

Revision Date: January 11, 2022



FE-5: FACILITY RENTAL POLICY

Policy Category: Facility Rental

Subject: Facility Rental

Office Responsible for Review: Office of Business Services

Related Policies: n/a

I. Scope: This policy provides guidance on the rental of facilities at Clinton College.

II. Policy Statement

Clinton College permits external use of College facilities for certain community, cultural, economic development, or educational purposes.

III. Applicability: This policy applies to all external organizations who will rent the use of Clinton College facilities

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Facilities Management

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Facilities

V. Definitions: None

VI. The Policy:

Procedure

External organizations must request the use of College's facilities in writing to the Director for Facilities at least one (1) month prior to the desired use date. The request must include the following information:

- Name of the organization requesting use;
- Name and contact information of the individual responsible for coordinating use;
- Date(s) of use;
- Intended purposes; and
- Additional information as requested.

The College will prepare a written agreement with the organization describing the permissible uses of the facilities and the costs involved, including but not limited to utilities, security,

housekeeping, and media services expenses. The College has the authority to waive some, or all of the costs involved and has final authority to approve the request.

The College retains the right to cancel approval of any request if College personnel discover the request was not made in good faith or if the facilities requested are needed for College functions. The College also retains the right to deny a request which could negatively impact the College or its reputation.

VII. Approval and Revision History

Original Adoption Date: July 2021

Revision Date:

FINANCIAL AID



FA-1: DISBURSEMENT OF FEDERAL DIRECT LOANS

Policy category: Financial Aid

Subject: Ensuring accuracy of disbursement of Federal Direct Loans

Office Responsible for Review: Office of Financial Aid

Related Policies:

- All Financial Aid (FA) policies

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

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

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

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Financial Aid

Responsible Executive: Vice President of Business Affairs

Responsible Officer: Director of Financial Aid

V. Definitions

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

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

Master Promissory Note (MPN) - The Master Promissory Note (MPN) is a legal document in which a student promises to repay his or her loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s).

Free Application for Federal Student Aid (FAFSA) - The college uses the data from this application to determine federal aid eligibility.

VI. Policy and Procedures

Overview

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

Applying for Federal Direct Loans

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

Usual timeline for approval

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

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

Ensuring accuracy before disbursement

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

Class Attendance Requirement

Federal Direct Loan Disbursement for 15-Week Courses:

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

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

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

Communication with students

When a student receives a Direct Loan, the student will be contacted by the loan servicer (the student repays the Direct Loan to the loan servicer). The loan servicer will provide regular updates on the status of the Direct Loan, and any additional Direct Loans that a student receives.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: February 23, 2021



FA-4: ENROLLMENT REPORTING POLICY

Policy category: Financial Aid

Subject: Ensuring accuracy of enrollment reporting

Office Responsible for Review: Office of Financial Aid

Related Policies:

- All Financial Aid (FA) policies

- I. Scope:** This policy includes responsibilities of the Director of Financial Aid and the Registrar.
- II. Policy Purpose:** The purpose of this policy is to provide guidance to personnel in the Office of Financial Aid and the Office of the Registrar about the process of enrollment reporting to ensure accuracy in enrollment data.
- III. Applicability:** This policy applies to all students seeking financial aid and the Office of Financial Aid.
- IV. Policy Management.**

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

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

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

NSLDS – National Student Loan Data System - The **National Student Loan Data System (NSLDS®) database** is the U.S. Department of Education's central record

for **student** aid. It contains **data** from schools, guaranty agencies, the William D. Ford Federal Direct **Loan** (Direct **Loan**) program, and other U.S. Department of Education programs.

OPEID - Office of Postsecondary Education Identifier - The **Office of Postsecondary Education Identification** (OPE ID) number is assigned by the U.S. Department of Education to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations.

VI. Policy and Procedures

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

Normal Reporting Schedule:

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

Reporting Requirements:

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

Ensuring Accuracy:

To ensure accuracy, during the first 10 days of each semester, the Office of the Registrar will provide daily enrollment updates to the Office of Financial Aid.

After the first ten day, the Office of the Registrar will provide monthly enrollment updates to the Office of Financial Aid by the last business day of each month.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: Approved by Offices of Business Services and Financial Aid, February 19, 2021, and by the Cabinet on February 23rd, 2021.



FA-5: FEDERAL DIRECT LOAN ORIGINATION POLICY

Policy category: Financial Aid

Subject: Ensuring accurate loan periods

Office Responsible for Review: Office of Financial Aid

Related Policies:

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

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

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

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

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Business Affairs

Responsible Executive: Vice President of Business Affairs

Responsible Officer: Director of Financial Aid

V. Definitions

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

VI. Policy and Procedures

According to Federal requirements, the period of enrollment for a Federal Direct Loan (FDL) is the period for which a FDL is intended. Clinton College will populate the academic year with the exact beginning and ending dates of the academic year and updates the dates based on the student's actual enrollment.

The following are some of the reasons that would require an update to the loan period:

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

- The borrower does not begin attendance, or does not begin attendance on at least a half-time basis, in a payment period that was included in the originally reported loan period and the school did not make any disbursements of the loan for that payment period;
- The borrower may have lost eligibility for the loan because of any of the following reasons: the borrower's failure to meet the satisfactory academic progress (SAP) standards, the borrower has a grant overpayment, or there is a change in financial circumstances that makes the borrower ineligible for a Direct Subsidized Loan.
- The borrower withdraws during a payment period that was included in the originally reported loan period and, as a result, the entire amount of the loan that was intended for that payment period is returned under the Return to Title IV aid calculation.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as part of FA-1: Financial Aid Policy)

Revision Date: Approved by the Offices of Business Services and Financial Aid on February 19th, 2021, and by the Cabinet on February 23rd, 2021



FA-6. RETURN OF TITLE IV FUNDS (R2T4) POLICY

Policy category: Financial Aid Policies

Subject: Return of Title IV funds: R2T4

Office Responsible for Review: Office of Financial Aid

Related Policies:

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

- I. Scope:** This policy includes the Director of Financial Aid who is responsible for monitoring students' eligibility, the Vice President of Business Affairs who supervises staff in Student Accounts and Financial Aid, and the Vice President of Academic Affairs who supervises faculty and staff responsible for monitoring and communicating students' withdrawal dates.
- II. Policy Purpose.** The purpose of this policy is to assure that there is clarity of time frames and conditions under which Title IV program funds would be calculated and disbursed to students after their withdrawal, and/or returned to the Department of Education.
- III. Applicability.** This policy applies to all students receiving Title IV funds, faculty and Academic Affairs staff members who monitor student withdrawals, the Director of Financial Aid, and the Office of Student Accounts.
- IV. Policy Management:** The following roles are responsible for managing the policy:
Responsible Office: Office of Business Affairs
Responsible Executive: Vice President of Business Affairs
Responsible Officer: Director of Financial Aid

V. Definitions

RT24 - Return to Title IV

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

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

Title IV Percentage Earned – The percentage of Title IV funds earned is equal to the percentage of the payment period completed as of the last day of attendance.

Title IV Percentage Unearned – The total Title IV funds disbursed minus the amount of Title IV funds earned determine the amount of Title IV unearned and must be returned to the Department of Education.

VI. Policy and Procedures

Overview and General Requirements

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

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

Financial aid programs subject to the R2T4 requirements:

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

An R2T4 calculation is not required in the following situations:

- The student never actually began attendance for the payment period
- The student continues to attend at least one course
- The student began attendance but was not eligible to receive Title IV funds (SAP Denials, Verification Incomplete, Ineligible Program of Study, etc.)

Required R2T4 Calculation are based on the withdrawal date recorded by the institution. Students can either be officially or unofficially withdrawn.

Official Withdrawals

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

Unofficial Withdrawals

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

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

Determining Withdrawal Date

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

Processing R2T4 for Official Withdrawals

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

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

Step 1: Determine the student's withdrawal date:

- Official date of withdrawal is recorded in the Campus Café system

- Official date of withdrawal is reported to Clearinghouse

Step 2: Calculate R2T4 and determine the following:

- Percentage of Title IV funds earned
- Amount of Title IV funds earned
- Amount of Title IV funds unearned
- The amount the school and student share of the unearned aid (need to return)

Step 3: Revise Title IV awards:

- The FA Director revises the Title IV awards to reflect the earned amounts in Campus Café

Step 4: Determine Unearned Aid and Disbursed Aid:

- Determine the amount of unearned aid by subtracting earned aid from disbursed amount
- If unearned funds must be returned, allocate unearned aid to programs from which was funded
- Determine the institution's share and any funds repaid by the student or refer to the Dept of ED

Returning of Title IV Funds

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

Post-Withdrawal Disbursements

If a student ceased enrollment prior to Title IV funds being disbursed, and if Title IV funds could have been disbursed, the Financial Aid Director will determine the amount of aid that was earned and perform a Post-withdrawal disbursement. If a student began attendance but was not eligible for Title IV aid prior to withdrawing, these regulations do not apply.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as part of FA-1: Financial Aid Policy)

Revision Date: Approved by Offices of Business Services and Financial Aid on February 19th, 2021, and by the Cabinet on February 23rd, 2021



FA-7: FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) POLICY

Policy category: Financial Aid

Subject: Awarding the FSEOG grant

Office Responsible for Review: Office of Financial Aid

Related Policies:

- All Financial Aid (FA) policies

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

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

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

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Business Affairs

Responsible Executive: Vice President of Business Affairs

Responsible Officer: Director of Financial Aid

V. Definitions

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

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

FSEOG program: A campus-based program administered directly by the Financial Aid Office

VI. Policy and Procedures

Awarding the FSEOG:

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

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

Amount of aid:

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

Disbursement of aid:

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

FSEOG Eligibility determination

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

To be considered for FSEOG, a student must:

- Fill out a Free Application for Federal Student Aid
- Meet all Department of Education eligibility requirements including but not limited to:
 - Demonstrate financial need
 - Having a high school diploma or a General Education Development (GED) Certificate
 - Registering with the Selective Services, if required
 - Being a U.S. citizen or eligible non-citizen
 - Having a valid Social Security Number

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (SAP)
- Have a zero EFC
- Be registered and attending at least 6 credit hours in a semester.

Additional FSEOG Award:

If a student incurs uneven costs or uneven financial assistance during an award year and needs additional assistance in a particular payment period, the institution may pay FSEOG funds to the student for the uneven costs.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as part of FA-1: Financial Aid Policy)

Revision Date: Approved by the Offices of Business Services and Financial Aid on February 19, 2021, and by the Cabinet on February 23rd, 2021



FA-8: FINANCIAL AID VERIFICATION POLICY

Policy category: Financial Aid

Subject: Requirements for Verification

Office Responsible for Review: Office of Financial Aid

Related Policies:

- FA-10: Pell Grant Award Accuracy Policy

- I. Scope:** This policy includes responsibilities of the Director of Financial Aid and the students.
- II. Policy Purpose:** The purpose of this policy is to provide guidance to personnel in the Financial Aid office who manage the verification process so that it is implemented consistently with all students.
- III. Applicability:** This policy applies to all students seeking financial aid and the Office of Financial Aid.
- IV. Policy Management.**
The following roles are responsible for managing this policy:
Responsible Office: Office of Business Affairs
Responsible Executive: Vice President of Business Affairs
Responsible Officer: Director of Financial Aid
- V. Definitions**

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

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

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

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

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

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

VI. Policy and Procedures

Overview

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

Each student that is selected for verification will receive a written statement explaining the following:

- The documents required for verification
- Students' responsibilities, including correction procedures
- The dates/deadlines for submitting requested information
- The consequences of missing the deadline
- Notification methods, including how the student will be notified if an award changes as a result of the verification and the time frame for notification

Documents required for verification:

The documentation needed for verification varies according to the item verified. Some of the documents that may be requested but are not limited to:

- IRS tax transcripts
- W-2 Form
- Statement of non-filer letter
- Verification form
- Registration for Selective Service (as applicable for men ages 18-25)
- Documentation of disability
- Verification of identity through government issued identification card
- Statement of educational purpose

Making Corrections to FAFSA:

Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and most secure method of meeting verification requirements. Corrections to the Free *Application for Federal Student Aid* (FAFSA) form can be made by logging in at fafsa.gov using your FSA ID and select **Make FAFSA Corrections**. Once the correction is submitted, the student will receive a confirmation number, the correction will be processed in three to five days.

Deadline for verification document submission and consequences of not completing verification:

Financial Aid verification must be completed by the end of the drop/add period. If the student fails to complete the verification process prior to the deadline, the student's financial aid will not be processed, and the student becomes a self-pay student. To maintain enrollment, the student must pay the student account balance via self-pay. If the student is not capable of making a payment, the account will be considered unsettled, and the student will be dropped from their scheduled classes for non-payment.

Method of student notification:

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

Reporting Overpayments:

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

An over award exists whenever:

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

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

Limitations on disbursements

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

Suspected cases of fraud

- Any suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to state or local agencies will be reported on an annual basis to the Inspector General.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as part of FA-1: Financial Aid Policy)

Revision Date: Approved by the Offices of Business Services and Financial Aid on February 19, 2021, and by the Cabinet on February 23, 2021



FA-9: PROFESSIONAL JUDGEMENT/DEPENDENCY OVERRIDE POLICY

Policy category: Financial Aid

Subject: Ensuring compliance for Professional Judgement and Dependency Override

Office Responsible for Review: Office of Financial Aid

Related Policies:

- All Financial Aid (FA) policies

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

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

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

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Business Affairs

Responsible Executive: Vice President for Business Affairs

Responsible Officer: Director of Financial Aid

V. Definitions

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

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

VI. Policy and Procedures

Overview

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

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

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

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

Dependency Override

A student may have unusual circumstances that justify a dependency override that will allow the financial aid administrator to change the students' status from dependent to independent.

The Higher Education Act of 1965 (HEA) defines an independent student as someone who fits into one or more specified categories. Under these categories a student is independent if he or she:

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

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

the Director of Financial Aid will review the paperwork and will submit qualifying dependency overrides to Global Financial for final review and approval.

Extenuating circumstances

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

These can include the following:

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

Communication of review

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

VII. Approval and Revision History

Original Adoption Date: March 2013 (as part of FA-1: Financial Aid Policy)

Revision Date: Approved by the Offices of Business Services and Financial Aid on February 19, 2021, and by the Cabinet on February 23, 2021



FA-10: PELL GRANT AWARD ACCURACY

Policy category: Financial Aid

Subject: Ensuring accuracy of the Pell Grant Award

Office Responsible for Review: Office of Financial Aid

Related Policies:

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

- I. Scope:** This policy includes responsibilities of the Director of Financial Aid, the Registrar, and the Director of Student Accounts.
- II. Policy Purpose:** The purpose of this policy is to provide guidance to personnel in the Offices of Financial Aid and Students Accounts when adjustments to the Pell Grant award are needed.
- III. Applicability:** This policy applies to all students seeking financial aid, the Office of Financial Aid, the Office of Student Accounts, and the Office of the Registrar.
- IV. Policy Management.**
The following roles are responsible for managing this policy:
Responsible Office: Office of Business Affairs
Responsible Executive: Vice President of Business Affairs
Responsible Officer: Director of Financial Aid

V. Definitions

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

VI. Policy and Procedures

Regulations by the Federal government states that the amount of a student's Pell Grant for an academic year is based upon the payment and disbursement schedules published by the Secretary of Education for each award year. In addition, Federal Pell Grant awards are based on the EFC on the student's SAR or ISIR, along with the academic year structure and Cost of Attendance. Clinton College will award Pell Grant based on the award year including the exact beginning and ending dates of the academic year.

Change in student credit hours:

Changes to student credit hours affect the Pell Grant Award. The Registrar's office will provide ongoing updates to changes in student credit hours. If a student's schedule decreases to below 12 hours, the Financial Aid office and Student Accounts manager will be notified within 24 hours by the Registrar's Office.

Overpayments/Underpayments:

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

Change of Enrollment Status:

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

Unearned Aid:

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

Return of Financial Aid:

A student may be required to return all or a portion of their financial aid disbursement if:

- They completed the semester with ALL non-passing grades (any combination of F's, W's and I's) as a result of non-attendance or non-participation
- They voluntarily dropped their classes after the drop/add period
- They were administratively dropped from their classes after the drop/add period for non-participation.

Counseling before withdrawal:

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

Repayment of funds:

After counseling, if a student chooses to change their enrollment status and/or withdraw from their courses and the change results in a balance owed to Clinton College or Department of Education, the student is responsible for the repayment of the funds to Clinton College and/or the Department of Education.

If it is determined that a student owes a repayment to Clinton College, the student will be notified by email, phone and/or certified mail. Until the balance is satisfied, a hold will be placed on the student's academic and financial aid records. The hold will prevent the student from receiving their transcripts, prevent future enrollment at Clinton College and will jeopardize future financial aid eligibility at Clinton College.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as part of FA-1: Financial Aid Policy)

Revision Date: Approved by the Offices of Business Services and Financial Aid on February 19, 2021, and by the Cabinet on February 23, 2021



FA-11: VALIDITY OF HIGH SCHOOL COMPLETION

Policy category: Financial Aid/Admissions

Subject: Ensuring validity of the high school completion

Office Responsible for Review: Office of Admissions and Office of Financial Aid

Related Policies:

- AD-1: Admissions
- All Financial Aid (FA) policies

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

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

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

V. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Admissions

Responsible Executive: Associate Vice President of Enrollment Management

Responsible Officer: Director of Admissions

VI. Definitions

N/A

VII. Policy and Procedures

Receipt of official high school transcript

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

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

After graduation, the Registrar will arrange for the paper copies to be digitized for permanent and secure storage through the company Filebound.

Receipt of Official or Unofficial Transcripts:

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

Clinton College recognizes several equivalents to a high school diploma:

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

International High School Diplomas:

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

Validity of High School Diplomas:

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

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

Once students are accepted, the Director of Admissions will provide only the names of fully admitted students to the Office of Financial Aid. Only fully accepted students will be packaged for Financial Aid.

VII. Approval and Revision History

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

Revision Date:

Reaffirmation Date:

Consolidation Date:

FA-12. SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Policy category: Financial Aid Policies

Subject: Eligibility requirements for Financial Aid

Office Responsible for Review: Office of Financial Aid

Related Policies:

- I. Scope:** This policy includes the Director of Financial Aid who is responsible for monitoring students' eligibility, the Vice President of Business Services who supervises staff in Student Accounts and Financial Aid, and the Vice President of Academic Services who supervises faculty and staff responsible for recording and updating grades in the student information system, Campus Café.
- II. Policy statement:** The purpose of this policy is to assure that all students, faculty, and staff have a clear and consistent framework for understanding the on-going eligibility requirements for federal financial aid.
- III. Applicability:** This policy is a specific stand-alone policy rather than a part of the previous FA-1: Financial Aid Policy and applies to all students, faculty, the Director of Financial Aid, and the Office of Student Accounts.
- IV. Policy Management:** The following roles are responsible for managing this policy:
 - Responsible Office:** Office of Business Services
 - Responsible Executive:** Vice President of Business Services
 - Responsible Officer:** Director of Financial Aid

V. Definitions

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

Attempted Credit Hours – The credit hours of a course or courses for which a student has registered and did not drop during the drop/add period.

Drop/Add Period – The first five class days of a semester when a student may drop, add, or change a course without a record on the transcript.

VI. The Policy

Satisfactory Academic Progress

The Federal regulations require that educational institutions create, implement, and monitor compliance with a policy about the Satisfactory Academic Progress (SAP) a student must make to be eligible for FSA funds. Students must meet BOTH the qualitative and quantitative standards each semester to receive financial aid for the next semester. There are several variables to be considered in determining a student's eligibility for FSA funds. All coursework is evaluated against these standards, including coursework you completed during a period when you did not receive financial aid.

To maintain SAP, a student must meet the following standards:

Qualitative Standard: Minimum GPA 2.0 or higher.

The student's cumulative grade point average (GPA) must meet 2.0. Non-remedial coursework assigned a letter grade contributes to the cumulative GPA. Achieving a GPA of less than 2.0 will result in academic/financial aid warning next term of enrollment.

During the warning period, the student must maintain a minimum GPA of 2.00 each term. The warning status will be removed when the student's cumulative GPA is 2.00 or higher. Warning status will change to ineligible status if the student earns less than a 2.0.

Grade	Range based on 100 points	Quality points, based on 4.0 system	Meaning of the grade
A+	97-100	4.00	Excellent, achievement of distinction
A	93 - 96	4.00	
A-	90 - 92	4.00	
B+	87 - 89	3.00	Good
B	83 - 86	3.00	
B-	80 - 82	3.00	
C+	77 - 79	2.00	Fair
C	73 - 76	2.00	
C-	70 - 72	2.00	
D+	67 - 69	1.00	Poor
D	63 - 66	1.00	
D-	60 - 62	1.00	
F	0 - 59	0.00	Failure, unsatisfactory achievement

Quantitative standard: Pace of Progression

At least 67% of all credit hours attempted must have successfully passing grades. The student's rate of successfully completing the credit hours of courses attempted must be at least 67% per academic year. Completing less than 67% of the cumulative attempted hours will result in financial aid warning for the next term of enrollment. During the warning period, the student must complete all (100 percent) hours attempted. The warning status will be removed when the student completes 67% of their cumulative hours. Courses assigned a letter grade of A, B, C, D, F, I, S, U, W or WP count in

quantitative and maximum time frame calculation, as do transfer credits accepted toward degree programs and any repeated coursework.

For example, if a student takes 15 credit hours each semester for a total of 30 credit hours in the academic year, he/she must complete at least 20 of the 30 credit hours to achieve the minimum pass rate of 67% for the academic year. This standard is often referenced as “pacing.”

Maximum Time Frame

Students who are receiving financial aid are expected to complete all requirements for a bachelor’s degree within a maximum timeframe of attempted program hours. A student reaches maximum timeframe after having attempted the credit hour equivalent of 150% of the program hours required for the current degree or certificate. The student will be **INELIGIBLE** for Financial Aid if unable to finish the degree or certificate program within the maximum timeframe.

The pace of progress is calculated by dividing **cumulative** hours that have been successfully completed by the **cumulative** hours attempted. The 67% completion rate maintains a pace of progression toward the degree or certificate that ensures completion of the academic credential within the maximum time frame allowed. See examples below:

- For the Associate Degree programs, 150% of 61 credit hours = 91 credit hours
- For the Bachelor’s Degree programs, 150% of 121 credit hours = 181 credit hours

Effect of grades on qualitative and quantitative standards:

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

Grades	Definition	Impact on GPA	Impact on pacing
A - C	Successful completion	Maintains GPA at 2.0 or above	Maintains pacing at 100%
P	Passing, successful completion	No impact on GPA	Maintains pacing at 100%
D	Poor completion	Will bring GPA below 2.0 if not offset with A’s and B’s	Maintains pacing at 100%
F	Failing	Will bring GPA below 2.0 if not offset with A’s and B’s	Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully completed courses.
I	Incomplete	No impact on GPA	Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully completed courses.
W	Withdrawal from a course after drop-add but before mid-term.	No impact on GPA	Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully

	(All W's means withdrawal from school at any time after drop/add.)		completed courses.
WP	Withdrawal passing from a course after mid-term, non-completion	No impact on GPA	Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully completed courses.
WF	Withdrawal failing from a course after mid-term, non-completion	No impact on GPA	Will bring pacing below 100%. May bring pacing below 67% if not offset with successfully completed courses.

Repeating a course

A student may repeat a course when the grade was a D or F to attempt to earn a higher grade. The higher grade will be the one calculated in the GPA and therefore will improve the GPA to meet or exceed the qualitative standard for receiving federal financial aid. However, the repetition of the course will not count toward the required rate of successful course completion (pacing).

Transfer courses

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

Readmitted students

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

Changing majors

If a student changes their major, the credit hours taken under all majors will be included in the calculation of the attempted credit hours total, the GPA calculation and the maximum timeframe for degree completion. Students who reach the maximum timeframe without completing the degree or certificate program will be denied financial aid for a second program until the initial program is complete.

Enrollment status

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

SAP evaluation frequency

Satisfactory academic progress is monitored at the end of every semester. Outstanding grades may change or delay your SAP status decision. If you have been meeting SAP standards and then fail to meet GPA or pace requirements you will be given a warning semester.

During the warning semester, you may continue to receive financial aid, but you are expected to improve your academic standing and degree progress to meet SAP standards at the end of the semester.

If you do not meet the conditions of SAP at the end of the warning semester, you will be denied financial aid beginning the following semester. You must submit a SAP Appeal to request financial aid consideration. If your appeal is approved, you will be on financial aid probation.

Note: There is no warning period for students who have exceeded 150 percent of program requirements. If you have earned over 150 percent of the credits required for your program, you are not eligible for financial aid and must submit a SAP Appeal to request financial aid consideration.

Appealing Suspension of Financial Aid:

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

If these mitigating circumstances exist, the student should appeal the **INELIGIBILITY** status:

Possible Circumstance	Suggested Documentation
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Learning disability	Individualized Education Program (IEP), DAC letter
Babysitter/daycare issues	Daycare provider letter
Change in economic situation	Unemployment statement, proof of funding stoppage
Imposed residential changes	Eviction notice, legal papers
Imposed employment changes	Statement from employer
Improper grading practices	Hearing documents, communication from instructor
Unjust arrest or incarceration	Court documents

Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents
Physical and emotional stress	Documentation from medical professional
Ward of state/foster care issues	Municipal documents

Examples of Unacceptable Circumstances (included but not limited to):

Need for Financial Aid
Withdrawal to avoid failing grade
Too many courses attempted due to change in major
Repeating courses for better grade in order to be accepted into different major
Limited number of tests/assignments
Disagreement with instructor
Voluntary change in work hours

Appeal deadlines

A student may submit a SAP Appeal at any time; however, aid cannot be reinstated retroactively for a prior semester.

If appeal is approved

If a student's appeal is approved, the student will be put on Financial Aid Probation for one semester. If the student fails the satisfactory progress check after the end of the probationary period, the student may only continue to receive aid if they are meeting the requirements of their academic plan.

If appeal is denied

If a student's appeal is denied, the student will lose eligibility for financial aid, and will need to use alternative financial resources to attend Clinton College until they correct their hour and/or GPA/qualitative deficiency. If a student who is not eligible to receive financial aid registers for classes, that student responsible for all charges.

Notification of SAP status

Student's will be notified via email to the Clinton College student email account if they fail to meet SAP standards. If all of your grades are not posted by the SAP evaluation period, the notification of SAP status may be delayed or changed.

If a student is approved after an appeal, the student will be notified via email to the Clinton College student email account. Appeals are reviewed on a rolling basis as they are submitted. Incomplete appeals will be denied. The College will attempt to notify the student of the appeal status within 15 days of appeal.

Reinstatement of Financial Aid

A student deemed ineligible for Financial Aid may apply for reinstatement of financial aid and be placed on financial aid and probation when one of the following conditions prevails:

- The ineligibility has been successfully appealed and the student has accepted an Academic Plan.
- The student has earned the minimum GPA and hours needed to meet the Satisfactory Progress of requirements and/or is adhering to the Academic plan.

In addition, the Office of Financial Aid will notify the student in writing of the SAP Appeals Committee's decision. The decision of the SAP Appeals Committee is final.

Financial aid probation

If the appeal regarding suspension of financial aid is approved, the student will be placed on Financial Aid Probation for one semester. The student will receive an academic plan. The student must take action and follow the academic plan to ensure they meet SAP by a specific time.

Academic plan

An academic plan, when followed, will ensure that a student will meet SAP standards by a specific time. The academic plan will include the minimum requirements for student's not meeting SAP. If a student fail the satisfactory progress check after the end of the probationary semester period, the student may only continue to receive aid if the College can determine that the student is following the established academic plan. If the College determines that a student is not following the academic plan, the student will be denied financial aid. The student may file a new appeal if their circumstances have changed, and they wish to be considered for aid eligibility.

RESPONSIBILITIES

Office of Academic Services: It is the responsibility of the Director of Registration and Records to ensure that:

- Satisfactory Academic Progress is evaluated accurately and in a timely manner for all students and;
- Students are notified timely and advised appropriately during the SAP process and that all advising activities are documented in Campus Café
 - Students on Academic Warning after the SAP process must be;
 - Advised of the nature and reason for their warning status, and;
 - Advised of the potential consequences of failing to meet Satisfactory Academic Progress, and;
 - Informed of the appeals process, and;
 - Provided with an individualized Academic Success Plan detailing minimum performance standards required for regaining Active academic status through Satisfactory Academic Progress.
 - Students on Academic Probation after the SAP process must be;

- Advised again of the nature and reason for their probationary status and;
 - Advised again of the potential consequences of failing to meet Satisfactory Academic Progress, and;
 - Advised of his or her progress on the Academic Success Plan created when the student was placed in the school status of Academic Warning, and;
 - Provided with a revised and updated individualized Academic Success Plan detailing minimum performance standards for regaining Active academic status through Satisfactory Academic Progress.
- Students who have regained the academic status of Active must be notified that they have returned to good academic standing.
 - Review appeals in a timely manner.
 - The Vice President of Academic Services along with other SAP committee members will fairly evaluate and approve or deny each appeal based on individual student situations.
 - The Director of Registration and Records will document in Campus Café as to the result of the appeal and the student will be notified of the Dean’s decision in writing within 48 hours of submitting the appeal.

Financial Aid Director: It is the responsibility of the Financial Aid Director to ensure that:

- Students are in the correct financial aid status after SAP has been evaluated at the end of each semester.
- Students placed in the SAP Status of FA Warning or No Title IV are notified appropriately and informed of the appeals process.
- Students who have submitted and been approved via appeal process have their SAP status updated to FA Probation.

Associate Vice President of Enrollment Management: It is the responsibility of the Associate Vice President of Enrollment Management to ensure that re-admit candidates who are identified as FA warning or no Title IV meet with the Director of Financial Aid and the Vice President of Academic Services to determine re-entry and academic major change qualifications.

VII. Adoption and Revision Dates:

Original Adoption: March 2013

Revision: February 2021, January 25th, 2022



FA-13: VETERANS' BENEFITS

Policy category: Financial Aid

Subject: Ensuring accuracy and accessibility pertaining to Veteran's Benefits

Office Responsible for Review: Office of Financial Aid

Related Policies:

- All Financial Aid (FA) policies

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

II. Policy purpose: The purpose of this policy is to provide guidance to personnel in the Office of Financial Aid about the correct and timely disbursement of Veteran's Benefits under Title 38: Section 3679(e) of the Veterans Benefits and Transition Act of 2018. The effective date of these requirements under Title 38: Section 3679(3) is August 1, 2019.

III. Applicability: This policy applies to all "covered individuals" seeking veterans benefits through the Office of Financial Aid.

IV. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office of Financial Aid

Responsible Executive: Vice President of Business Affairs

Responsible Officer: Director of Financial Aid

V. Definitions

Certificate of Eligibility: This certificate can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes

Chapter 31: Veterans Readiness and Employment

Chapter 33: Post-9/11 GI Bill Benefits

Covered individual: any individual who is entitled to educational assistance under Chapter 31 or Chapter 33.

VI. Policy and Procedures

Clinton College permits any *covered individual* to attend or participate in the course of education during the period beginning on the date on which the individual provides to the college a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33. The certificate ends on the earlier of the following two dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Clinton College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any *covered individual* because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

The covered individual must take the following actions in conjunction with the Office of Financial Aid:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of enrolling in a degree or certificate program.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. If the VA education benefit disbursement is less than the amount of the student's financial obligation to the educational institution, the student is responsible to pay the difference.

VII. Approval and Revision History

Original adoption date: This policy was reviewed and approved by the Vice President of Business Affairs and the Director of Financial Aid on May 10, 2021; it was subsequently sent to the Cabinet for final review. The policy was approved by the Cabinet on May 11, 2021.

Revision date:

Reaffirmation date:

Consolidation date:

HEALTH AND SAFETY



HS-1. HEALTH & SAFETY POLICY

Policy Category: Health and Safety

Subject: Health and Safety Responsibilities of the Campus

Office Responsible for Review: Office of Business Services

Related Policies

- All other HS policies
- GA-6: Title IX Sexual Harassment
- GA-8: Presidential Authority during Emergencies and Adverse Conditions
- HR-3: COVID-19 Vaccination Requirement

I. Scope: This policy addresses the responsibilities of Clinton College for maintaining a safe environment for faculty, staff, and students and the responsibilities of individuals on the campus for managing their own health and safety.

II. Policy Purpose: The purpose of this policy is to provide a context of campus support for health and safety of the campus community.

III. Applicability: This policy applies to all faculty, staff and students of Clinton College and to campus visitors.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Business Services

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Safety Compliance Officer

V. Definitions

There are no unusual terms in this policy.

VI. Policy and Procedures

Overview

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 of the College

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

Attention will be paid to assure:

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

Objective of the College

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

Risk assessment and prevention

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.

Safety Committee

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.

Review of Health and Safety Policies

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 reviewed 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 updated as needed and placed on the website.

VII. Approval and Revision History

Original adoption date: March 2013

Reaffirmation date: January 27, 2022



HS-3. SMOKING/TOBACCO USE POLICY

Policy category: Health and Safety

Subject: Smoking and use of tobacco

Office Responsible for Review: Office of Business Services and Office of Student Success

Related policies:

- SS-3: Student Code of Conduct

- I. **Scope:** This policy includes the responsibilities of the entire staff.
- II. **Policy Purpose:** The purpose of this policy is to minimize the ill effects of tobacco use for all concerned on the campus of Clinton College
- III. **Applicability:** This policy applies to all faculty, staff, students and visitors at Clinton College.
- IV. **Policy Management:** The following roles are responsible for managing this policy:
Responsible Office: Office of Student Success
Responsible Executive: Vice President for Student Success
Responsible Officer: Campus Counselor
- V. **Definitions**
There are no unusual terms in this policy.
- VI. **Policy and Procedures**

Overview

As an institution of higher education, Clinton College recognizes its responsibility to provide education to students on matters of good health. The use of tobacco products is a privilege, not a right which, when abused or excessively practiced in the presence of both tobacco users and non-tobacco users, can be offensive and harmful to health.

Stipulations

- Effective August 1, 2012, smoking is prohibited in all buildings and all grounds of Clinton College.
- Smoking or other use of tobacco is not allowed inside any Clinton College facility.
- Smoking or the use of any tobacco products is not permitted on the campus of Clinton College.

Consequences

Violation of this policy may result in disciplinary action.

Assistance

Individuals desiring assistance in how to “quit smoking,” (literature, brochures, and available seminars) may contact the Campus Counselor.

VII. Approval and Revision History

Original Adoption Date: August 1, 2012

Reaffirmation date: January 26, 2022

Revision date:

Consolidation date:



HS-4: WEAPONS POLICY

Policy Category: Health and Safety

Subject: Prohibition of Firearms

Office Responsible for Review: Office of Business Services and Office of Student Success

Related Policies:

- BS-12: Business Ethics
- HR-4: Disciplinary Actions
- SS-3: Student Code of Conduct
- SS-6: Residence Hall Policies

I. Scope: This policy addresses the prohibition and consequences of having firearms or any other weapons on campus.

II. Policy Purpose: The purpose of this policy is to alert all students, faculty, staff, and visitors to the campus that firearms and all other weapons are prohibited on campus and any other Clinton College facility, with exceptions as noted in the Policy and Procedures section.

III. Applicability: 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 and its off-campus facilities, whether owned or rented. In addition, this policy applies to all college vehicles – whether on or off campus.

IV. Policy Management

The following roles are responsible for managing this policy:

Responsible Offices: Office of Business Services and Office of Student Success

Responsible Executives: VP of Business Services and VP of Student Success

Responsible Officers: VP of Business Services and VP of Student Success

V. Definitions

- **Weapons:** A “weapon” shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property damage; or an instrument by the use of which a fatal wound. A weapon may include, but is not limited to, the following: any firearms, 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.

- **Non-weapons:** 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.

VI. Policy and Procedures

Introduction

The possession of firearms, ammunition, explosives, incendiary devices, and other weapons anywhere on the Clinton campus is inconsistent with and seriously undermines the academic mission of Clinton College. Such possession creates a threat to the safety and welfare of students, employees and visitors on the Clinton College campus, threatens the tranquility of the educational environment on the campus in an intimidating way, and contributes in an offensive manner to an unacceptable climate of violence.

Prohibition of weapons

Therefore, the possession of firearms, ammunition, explosives, incendiary devices, or other weapons on the Clinton College Campus is prohibited. A “weapon” shall include anything likely to be used, or designed to be used, in destroying, defeating, or injuring a person or property damage; or an instrument by the use of which a fatal wound may include, but is not limited to, the following: any firearms, BB gun, pellet gun, ammunition, bow and arrow, 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.

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, but instrumentally designed to look like a firearm, explosive, or other weapon, which is used by or is in the possession of a person with the intent to cause fear in or assault to another person.

Seeking Assistance

When in doubt about whether an item is a “weapon,” persons are expected to contact the Clinton College Security or the VP for Business Services for assistance.

Exceptions to the policy

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 intuitional 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 Business Services. Any weapon brought for institutional purposes must be unloaded and locked or secured so as to render

it unusable while on the Clinton College Campus. **If there are any questions, the Vice President of Business Services 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 Business Services.

Failure to comply with Weapons Policy

This policy is intended to clearly state expected standards of personal conduct for employees, students, and visitors on the Clinton College campus. The consequences of any violation of this policy may include but are not limited to, the following actions:

- Termination and/or disciplinary action (faculty and staff),
- Suspension or expulsion (students),
- Removal from the campus,
- Designation of the violator as *persona non grata*, and/or
- Criminal or civil proceedings.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as HS:4: Firearms Policy)

Revised Date: January 27, 2022



HS-7: DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM POLICY (DAAPP)

Policy category: Health and Safety Policies

Subject: Drug and alcohol abuse prevention

Office Responsible for Review: Office of Student Success

Related Policies:

- All Financial Aid (FA) policies
- SS-3: Student Code of Conduct
- SS-4: Students' Rights and Due Process

I. Scope: This policy includes the responsibilities of students and employees to maintain an alcohol and drug-free campus, the Campus Counselor for providing counseling services, and the Dean of Students/Vice President for Student Success for managing publications of policies, managing legal or disciplinary sanctions, and managing the assessment and publication of annual outcomes.

II. Policy purpose: The purpose of this policy is to set standards for students' and employees' conduct on campus re: use, possession, and distribution of illicit drugs and alcohol; identify the legal and/or disciplinary sanctions for violation of these standards; the health risks associated with abusing drugs and alcohol; the publication of information about the policy and program, and the availability of drug or alcohol counseling, treatment, and rehabilitation/ reentry programs that are available to students and employees.

III. Applicability: This policy applies to all students and employees of Clinton College, their guests, and campus visitors.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Student Success

Responsible Executive: Dean of Students/Vice President for Student Success

Responsible Officer: Dean of Students/Vice President for Student Success

V. Definitions

DAAPP: Drug and Alcohol Abuse Prevention Program

DFSCA: The Drug-Free Schools and Communities Act of 1989

IHE: Institution of Higher Education

VI. Policy and Procedures

Context

The overarching priority of Clinton College with respect to alcohol and drugs is to help ensure the safety and well-being of Clinton College students and employees while complying with all applicable federal, state, and local laws. As part of its educational mission, Clinton College is committed to reducing substance abuse, enhancing the development of responsible behavior regarding the consumption of alcoholic beverages, and devising policies and educational information that will reduce dangerous drinking and drug use. Clinton College aims to improve individual understanding of the risks associated with alcohol and drug abuse.

It is the policy of Clinton College to provide a drug free, safe, healthy, secure, work, and educational environment. Clinton College complies with all federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages, narcotics, illegal drugs, or controlled substances. Clinton College prohibits the unlawful manufacture, distribution, dispensation, presence or use of alcohol, illegal drugs, or other controlled substance on its property or at any of its activities. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student or employee is prohibited by law, and on the campus of Clinton College. All employees and students are required to and expected to meet the expectations, and fulfill the responsibilities of their roles, by reporting to work, class, or student activities, in the appropriate mental and physical condition. The College recognizes the detriment, dangers, and harm, alcohol and drug abuse can have on the members of our campus community and our learning environment.

Commitment to DAAPP and Clinton College mission. The health and safety of our faculty, staff and students remains the top priority of Clinton College, and any alcohol and drug abuse among members of our Clinton College community is a detriment to the individual's health, and the college's mission of, educating and preparing students to be leaders in their chosen field of study, and productive citizens in our global society.

Every effort will continue to be made to educate members of the Clinton College community, about the dangers of drugs and alcohol to protect the well-being of members of our Clinton College campus community, and our educational environment. When alcohol and drug abuse education fails to elicit appropriate behavior, Clinton College will continue to appropriately combine campus policy, judicial proceedings, legal sanctions, treatments, and referrals as a response to substance abuse.

Drug-Free Workplace Act. The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this

federal provision, students and employees should review the Clinton College alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, institutional disciplinary and criminal sanctions.

Clinton College has no intention of intruding into the private lives of its employees; however, the University does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student or employee under the influence of illegal drugs or who possesses or consumes illegal drugs on the campus of Clinton College is subject to disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

As part of the drug-free awareness program, Clinton College will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Clinton College will offer non- financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from the Clinton College Counseling Department or Employee Assistance Program.

The Drug-Free Schools and Communities Act of 1989 (DFSCA). The Drug-Free Schools and Campuses Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for federal funding. To certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulation requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.

4. Maintain its biennial review report on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

The following sections address each of these four requirements.

1. The written policy on alcohol and other drugs

Compliance with Drug and Alcohol State and Federal Laws. In compliance with the Drug-Free Schools and Communities Act, the following laws and criminal sanctions are provided to help the Clinton College campus community understand the risks of alcohol/drug consumption, possession, and distribution. This list of regulations may not be exhaustive, and all Clinton College students and employees are encouraged to conduct additional research on substance usage on their own. Clinton College is committed to creating an environment in compliance with local, state, and federal laws.

Federal, State, and Local Alcohol Laws. (Local laws are consistent with state laws.)

- Anyone possessing or consuming an alcoholic beverage must be 21 years of age or older.
- No one under the age of 21 is allowed to purchase or attempt to purchase alcoholic beverages.
- No one over the lawful age is allowed to purchase for or serve an alcoholic beverage to a person under the age of 21.
- No one may use identification fraudulently or allow another person to use one's own identification fraudulently to obtain alcoholic beverages.

State and Local Drug Use Law (Local laws are consistent with state laws.) Persons convicted of the unlawful possession, use or distribution of illicit drugs and alcohol can be fined and imprisoned for up to 15 years for the first offense, and as many as 30 years for subsequent offenses. Depending upon the offense, the fines and imprisonment vary but are within the limits noted. Detailed descriptions of offenses and punishments are contained in South Carolina Code Annotated Sections 44-53-40, Sections 163 to 297

Federal Drug Law. Federal Drug Law Prohibits the following drug trafficking acts and prescribes the following penalties:

https://www.iwu.edu/counseling/Federal_Drug_Laws.htm

Campus events. Clinton College prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances, alcohol, or illegal drugs on the campus, and is not permitted at any event.

Expectations for students. The purpose of the Clinton College Drug and Alcohol policy is to encourage responsible behavior; regulate the use of alcohol and controlled substances on Clinton College property; support state and local laws; provide a program of intervention, education, and support; and establish appropriate judicial sanctions/employment decisions for those who violate the policy.

Clinton College prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances, alcohol, or illegal drugs on the campus, or in any area under the temporary or permanent control of Clinton College. Faculty, staff, students or any Clinton College employee who violate the Alcohol and Drug Policy will face sanctions ranging from a written warning to expulsion/termination from Clinton College.

It is the goal of Clinton College to develop educated students for effective leadership and service in our society. All faculty, staff and students of Clinton College share in the responsibility to maintain an environment that promotes a quality educational experience. The illegal use or abuse of alcohol or a controlled substance by faculty, staff or students, adversely affects our educational environment, and deteriorates the learning environment, that makes Clinton College a special community. Because we are a close campus community, the behavior of one student has an effect on all others.

This policy also recognizes that punishment without education, is not in alignment with the policy's mission to educate and raise awareness among our Clinton College community (faculty staff, students). Therefore, educational strategies are one of the major approaches to addressing violations. We further recognize that some members of our Clinton College community may need more assistance than the college can provide, and for this reason, in addition to written, warning, and fines; suspension, expulsion or termination are also included as sanctions.

Clinton College expects its students and employees to comply with all the requirements of federal, local, and South Carolina state law. As such, the unlawful possession, use, or distribution of illicit drugs and/or drug paraphernalia as defined in South Carolina and federal statutes are prohibited and subject the violator to disciplinary action by Clinton College as well as possible prosecution by local, state, and/or federal authorities. Federal laws, including those governing marijuana, preempt state law and, therefore, apply on Clinton College campus. Clinton College students or employees who disregard the various drug laws are responsible for their actions and are not immune from the legal process by virtue of their educational or employment status. They may also be separated from the institution.

Students who use or sell illegal or prescription drugs will be subjected to disciplinary action by Clinton College. If a Clinton College administrator receives reliable information or other evidence that a student has been, or is currently involved in the trafficking of illegal or prescription drugs, or has been, or is in possession of associated paraphernalia, as to make this a reasonable presumption; criminal and civil authorities may be notified, and the student will be temporarily suspended pending an investigation for permanent dismissal in accordance with the Student Handbook.

Students who are accused of placing illegal or prescription drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs.

Disciplinary Procedures for Students. Clinton College is neither a police agency enforcing the law, nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. Clinton College is vitally invested in maintaining a campus and educational environment that is conducive to physical and psychological safety, intellectual development, and personal maturation. Clinton College acknowledges its obligation to address violations of our drug and alcohol policy that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, Clinton College is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or wellbeing of self or others, infringe upon the rights of others, or are otherwise disruptive to our campus community. Following established guidelines, The V.P. of Student Success or designee will determine disciplinary action resulting from conduct violations in accordance with the Clinton College *Code of Conduct*.

Sanctions administered to students for a violation of the alcohol and drug policies, (as stated in the code of conduct in the student handbook), depending upon severity and or repeat offenses may include the following: warning letters, educational programming, community service, probation, removal from student housing, suspension, or expulsion. Students may also be required to appear in front of the Clinton College Judiciary Board; and criminal or civil authorities may be contacted. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Clinton College Security Officers, Residence Life Staff, faculty, and all other administrators will note and report all alcohol violations that come to their attention whether observed at parties, during class, or other social events, in campus public spaces, or during routine “walk-throughs” of residence halls. All other members of the Clinton College community may call attention to suspected violations of the Alcohol and Drug Policy, and are expected to play an appropriate role in enhancing the safety and well-being of members of the Clinton College community. Reports of violations or suspected violations of the Alcohol and Drug Policy will be made to the Director of Residence Life.

Student Disciplinary Sanctions. The tables below outline the levels of violations and associated consequences.

Alcohol (Category A). Violations include underage possession or consumption; intoxication; possessing / consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia

1st Violation	2nd Violation	3rd violation
Written Notification of Violation Alcohol Education Program	On-campus Behavioral Alcohol Education Program Educational Assignment Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program CC Judiciary Hearing

		Suspension/Expulsion
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Alcohol (Category B). Violations include providing alcohol to a minor; use of funnels or other paraphernalia; possession or use of a common source of alcohol (kegs, etc.); gross intoxication

1st Violation	2nd Violation
Written Notification of Violation On-campus Behavioral Alcohol Education Program Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program CC Judiciary Hearing Suspension/Expulsion

Drugs (Category A). Violations include possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia; failure to appear for a college-mandated drug test.

1st Violation	2nd Violation
Written Notification of Violation Completion of a Drug Education Program Disciplinary Probation	CC Judiciary Hearing Suspension/Expulsion

Drugs (Category B). Violations include sale or distribution of controlled substances.

1st violation
CC Judiciary Hearing Suspension/Expulsion

If it is determined by a Clinton College official, campus security or law enforcement, that any faculty, staff or student, possess a threat to members of our campus community, Clinton College reserves the right to immediately suspend, expel or terminate the offending faculty, staff or student.

Above all, it must be emphasized that all Clinton College students are responsible for their personal behavior as well as the conduct of their guests. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate Clinton College Alcohol and Drug policy, federal or South Carolina state laws, or otherwise infringe upon the rights of others.

Expectations for employees. It is the policy of the Clinton College to provide a safe

workplace free from the influence of drugs, alcohol or other controlled substances. Employees are required to report to work unencumbered by the effects of drugs, alcohol or other controlled substances.

The illegal use, distribution, sale or possession of narcotics, drugs, alcohol or controlled substances while on the job or on Clinton College property is prohibited and is a dischargeable offense. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. In all circumstances, Clinton College will cooperate with law enforcement officials and agencies as may be required under current law.

As a condition of employment, employees are required to notify Clinton College of any felony drug statute conviction no later than five (5) days after such conviction. The legal use of over-the-counter or prescription drugs as prescribed by a licensed medical professional is permitted on the job only if it does not impair employees' abilities to perform the essential functions of their job effectively, with or without a reasonable accommodation, and in a safe manner that does not endanger other individuals in the workplace. Employees taking legally prescribed or nonprescription medications are responsible for being aware of any potential side effects such drugs may have on their reactions, judgment or ability to perform their duties and to report such use to their supervisor. If employees are deemed to be incapable of safely performing their duties while under the influence of such drugs, they will be sent home or other appropriate steps may be taken.

Disciplinary Procedures for Employees. Off the job illegal drug use which adversely affects employees' job performance, or which jeopardizes the safety and well-being of coworkers, students, the public or College property, or the reputation of the College, or the community is proper cause for disciplinary action, up to and including termination of employment.

The College may test employees for drug or alcohol use: 1) after any accident or 2) for cause.

Violation of this policy may result in any and all of the following:

- 1) a request by Human Resources for submission to a test for the purposes of determining the use of drugs or alcohol, the refusal of which will be deemed an admission of use;
- 2) disciplinary action up to and including immediate termination.

Employees who test positive may request a confirming test at his/her expense. Certain limited exceptions may be made by Clinton College in extenuating circumstances. Employees are encouraged to seek counseling and treatment and can get assistance through the Office of Human Resources or Employee Assistance Program.

Health and Developmental Risks of Drug and Alcohol Abuse. Academic research and professional experience demonstrate that the decision to abuse alcohol or use drugs has

significant negative effects on a college student's career. Harvard's School of Public Health found binge drinking of alcohol to negatively impact a student's academic performance, their social relationships, and their health. In addition research studies have associated drug use with lower grades, increased likelihood of withdrawing from college, missing classes, depression and anxiety, trouble finding a sense of purpose, and high-risk sexual activity.

Alcohol is a depressant that is absorbed into the bloodstream and transmitted to all systems in the body. Even light to moderate consumption of alcohol reduces physical coordination and mental alertness, making activities such as sports and driving dangerous. Moderate consumption of alcohol causes staggering, slurred speech, double vision, mood swings and unconsciousness. Persistent impotence and loss of libido as well as hepatitis, esophagitis and pancreatitis may occur with heavy alcohol use. Long-term alcohol use increases the risk of liver disease, heart disease, peptic ulcers, and certain types of cancer, complicated pregnancies, birth defects, and brain damage. Heavy or binge drinking may even result in respiratory depression and death. Alcohol use can also cause mood changes and loss of inhibitions as well as violent or self-destructive behavior. Alcohol may produce a strong psychological dependence, and create a physiological addiction that is dangerous. Alcohol is also a contributing factor in many accidents and tragedies.

Marijuana can cause the user to have relaxed inhibitions, increased appetite, euphoria, and disoriented behavior. Overdose symptoms may include paranoia, fatigue, and possibly even psychosis. Withdrawal from marijuana can lead to decreased appetite, insomnia, or hyperactivity.

Narcotics (e.g. opium, morphine, heroin) can cause drowsiness, euphoria, respirator depression, constricted pupils, and nausea. Someone overdosing on narcotics may exhibit shallow breathing patterns, convulsions, clammy skin, coma, and possibly even death. An individual withdrawing from a narcotics addiction can experience watery eyes, loss of appetite, irritability, panic, nausea, and more.

Depressants (e.g. Quaaludes, barbiturates) can cause slurred speech, slowed reaction time, and drunken behavior. Overdosing on a depressant can lead to shallow breathing patterns, dilated pupils, a weak pulse, coma, and possibly even death. Withdrawal from a depressant can include symptoms like anxiety, insomnia, convulsions, or even death.

Stimulants (e.g. cocaine, crack) may lead to an increase in heart rate or blood pressure, heightened alertness, insomnia, or euphoria. An individual overdosing on a stimulant may result in agitation, heightened body temperature, convulsions, hallucinations, or possibly even death. Withdrawal from a stimulant may lead to symptoms of depression, irritability, long periods of sleep, and disorientation.

Hallucinogens (e.g. LSD, amphetamines, DMT) can cause hallucinations, inaccurate perceptions of time and distance, delusions, and paranoia. A hallucinogen overdose can lead to psychosis and possible death.

Education, Counseling, and Treatment. Students concerned about their own substance use or worried about a friend can seek assistance in several places on campus including, the Counseling Center, the Office of Student Success, and the Office of Residential Life. Ultimately, the specific alcohol and drug policies established by Clinton College are intended to respect both the rights of the individual, and the standards of the community. The following DAAP policy informs students and employees about relevant state and federal laws, Clinton College's policies associated with alcohol and drug use, and the physical and medical consequences of alcohol and drug use. Clinton College's primary concern is the health and safety of its students and employees.

All Clinton College employees and students are urged not only to take care of their own well-being, but to behave in an equally responsible way with their peers. There may be times when health and safety concerns arise from an individual's excessive drinking or drug use, and in these situations, one should not hesitate to seek help from Clinton College's Counseling professional, Residential Life staff, Student Success Staff, or contacting local or state police. It should be reiterated for students or employees not to delay or refrain from seeking assistance out of fear of disciplinary actions.

Clinton College provides information to students about alcohol and drug abuse, through orientation programs, workshops, seminars, and assessment tools. Clinton College Counseling & Support Services also provides information through seminars, brochures, pamphlets and counseling. Clinton College supports data which suggest that providing students with correct and accurate information concerning drugs and alcohol; students will decrease their negative decision making pertaining to alcohol and drug use; and improve their mental and physical well-being. Both students and employees are encouraged to seek assistance and support from Clinton College, or professional off campus entities, if they are experiencing challenges with alcohol consumption, and or, drug abuse. The status of any student or employee will not be jeopardized for seeking early assistance for a substance abuse program.

Student Education and Training. Students will be provided with the following:

1. Annual notification of the student drug and alcohol policy and available resources.
2. Annual orientation for all new and returning student-athletes prior to the start of each academic year on prevention, awareness, and treatment options.
3. Biannual residential hall programming educating students about informed alcohol choices and alcohol content via interactive activities.
4. Annual training for student leaders on identifying signs of drug and alcohol abuse.

Student Support. Any enrolled student at Clinton College is able to receive counseling free of charge, either on a voluntary or referral basis through the office of Counseling and Support Services. For students experiencing challenges with alcohol consumption, and or, drug abuse, the office of Counseling and Support Services, offers confidential counseling, support, assessments and referral assistance. The Counseling & Support Services utilizes the AUDIT, and the GAIN-SS screening tools to assess alcohol consumption, drinking behaviors, and behavioral health disorders including mental health disorders.

Additionally, Clinton College has a collaborative partnership with Keystone Substance Abuse Certified Prevention Specialist, to deliver an evidence-based nicotine and alcohol intervention program through 3rd Millennium Classrooms for students who violate the Alcohol policy. The Certified Prevention Specialist will screen and identify any student who needs additional resources and develop a cessation plan. Students who meet criteria for nicotine addiction will be enrolled into the 3rd Millennium program at no extra cost for students.

Employee Education and Training. Employees are provided with the following:

1. Annual notification of the employee drug and alcohol policy and available resources.
2. Annual training for Campus Safety, Student Affairs, Residential Staff and Athletic staff on prevention, awareness, and first response.
3. Annual training for key employees on identifying signs of drug and alcohol abuse.
4. Annual health and benefit fair where local treatment centers hand out brochures and answer questions.

Employee Support. Clinton College contracts with a health care provider to provide Employee Assistance Programs and services for all employees. These programs and services include confidential counseling for employees and family members experiencing substance use concerns, as well as referrals to appropriate agencies for treatment options.

2. Method for annual distribution of the policy to every student and employee

On an annual basis, the federal Drug-Free Schools and Campuses Act 1989 (DFSCA) requires institutions of higher education to disseminate information related to their Drug and Alcohol Abuse Prevention Program (DAAPP). Our dissemination includes the publication of DAAPP on the Clinton College.

The annually distributed written materials contain the following information:

1. Standards of conduct that prohibit unlawful possession, use of illicit drugs and alcohol on the property or as a part of its activities
2. A description of the health risks associated with the use of illicit drugs and abuse of alcohol
3. A description of applicable legal sanctions under local, state or federal law
4. A description of counseling or treatment programs
5. A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

Distribution of DAAPP to students

The DAAPP will be sent to all enrolled student's Clinton College email after the enrollment period has closed for Fall and Spring semesters, ensuring that all enrolled students receive the information and are captured in the data. Additionally, the DAAPP and related policies are included in the Clinton College online student orientation, our face-to-face orientation, and during our welcome week events. Face-to-face new student orientations are provided the week prior to the start of fall and spring terms.

Distribution of DAAPP to Employees

Employee distribution is provided via Clinton College email after the enrollment period for Fall and Spring term has closed. The Human Resources Office also sends the DAAPP email notification to new employees as part of the onboarding process for each new hire. In this manner, Clinton College ensures compliance with notification of DAAPP for all students and employees.

Inclusion of Alcohol and Drug Abuse Treatment Resources. The distribution of DAAPP will include information about local and national resources. Referrals and additional information can be obtained through the Office of Counseling and Support Services or from any of the following off-campus resources:

Clinton College Counseling and Support Services 803-909-8173 or
bhicks@clintoncollege.edu

South Carolina Vocational Rehabilitation 1-800-832-7526

Federal Substance Abuse & Mental Health Services 1-800-729-6686

Alcoholics Anonymous (843) 669-6345

Narcotics Anonymous 1-888-476-2482

American Council on Alcoholism Hotline 1-800-527-5344

Rubicon Addictions Services (843) 332-4156

National Institute on Drug Abuse Hotline 1-800-662-HELP (4357)

S.C. Dept. of Alcohol & Other Drug Abuse Services 1-888-727-7383

- 3. Preparation of a biennial review report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.**
- 4. Maintain its biennial review report on file for review by the Department of Education upon request.**

Clinton College conducts and publishes a biennial review of our DAAPP to ensure the growth of our program and its effectiveness. The Biennial Review is conducted upon completion of the Spring semester, as outlined by the U.S. Department of Education, complying with the Drug-Free Schools and Campuses Regulations. As determined by the U.S. Department of Education, the objective of the biennial review includes the following:

1. To determine the effectiveness of, and to implement any needed changes to, the alcohol and other drug education and prevention programs
2. To determine the number of drug and alcohol-related and fatalities (if any) that have occurred and to ensure the number and type of disciplinary sanctions imposed as a result of drug and alcohol-related violations and fatalities on the school's campus are consistently enforced. The Biennial Review Committee will utilize the Part 86, DrugFree Schools and Campuses Regulations Compliance Checklist.

The Vice President for Student Success (VPSS) is the administrator responsible for ensuring completion of a biennial review of the DAAAP Program and the associated report. The Director of Residence Life, The Director of Counseling and The Director of Campus Safety and Security also have supporting responsibilities related to the biennial review, the report, and the delivery of program services and components. While the above positions have the duty for ensuring completion of the Biennial Review; employees from multiple departments and disciplines contribute to the completion and data required for the report.

Assessment of DAAPP . To assess the effectiveness of the DAAAP Program and related policies, Clinton College will use both indirect and direct assessment efforts. Indirect assessment methods include an analysis of counseling referrals, behavioral assessment referrals, and campus conduct violations for both students and employees. The direct assessment effort will be completed through a student focus group that asks questions that follow directly from the DAAAP Program goals.

Maintenance of the biennial review report. The Dean of Students/Vice President for Student Success will maintain the biennial review report on the college website in the section for Reports under the tab "About" on the landing page of the website.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as HS 7: Drug Abuse Policy and SS-5: Student Drug Policy)

Revision date: February 23, 2021

HS-8: COMMUNICABLE DISEASE EMERGENCIES

Policy Category: Health and Safety

Subject: Communicable Disease

Office Responsible for Review: Office of Business Services

Related Policies:

- BS-10: Presidential Authority During Emergencies and Adverse Conditions
- HR-4: Employee Disciplinary Actions, Suspension, and Termination of Employment
- SS-3: Student Code of Conduct

I. Scope

This policy addresses Clinton College's instructional and operational response to communicable disease emergencies, including pandemics

II. Policy Purpose

This policy sets forth the institutional response to communicable disease emergencies. Due to the unpredictable nature of such emergencies, this policy may not address every possible event or outcome. Therefore, the President and their designees reserve the right to take alternative and additional action at their discretion in accordance with the Presidential Authority During Emergencies and Adverse Conditions policy.

III. Applicability: This policy applies to all faculty, staff and students of Clinton College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: President and Senior Vice President for Business Services

Responsible Officer: Safety Compliance Officer

V. Definitions:

College Premises – Any property in use by the College including property that is leased, owned, used for College functions, or used by the College in the offering of any of its courses

Communicable Disease Emergencies – Circumstances caused by biological agents, including organisms such as bacteria, viruses, or toxins, with the potential for significant illness or death in the population

Contractors – For the purposes of this policy: individuals employed by an organization/company other than Clinton College who are contracted to work on College premises. During the course of their work, these individuals (e.g., cafeteria staff, security) will, or may, come into direct contact with other members of the College community and are therefore subject to the vaccination and testing requirements outlined in this policy.

Contractual Employees – For the purposes of this policy: contractual employees are individuals employed by Clinton College on a contractual basis.

Although otherwise considered contractors, the following individuals are not subject to the College's vaccination and testing requirements: (1) individuals contracted to assist in an emergency capacity, (2) individuals contracted to address urgent maintenance issues (e.g., plumbing and HVAC repairs); and (3) individuals whose contracted work does not bring them into direct contact with members of the College community for extended periods of time.

Essential Personnel – Employees who, regardless of category, are critical for operations during states of emergency. Critical personnel shall be notified in advance of their critical status via their job description or direct communication from their supervisor or division head. Employees who are considered critical employees include but are not limited to select administrative officers, Campus Security Officers, Facility Services personnel, and the Safety Compliance Officer.

Official College Communications – For the purposes of this policy, “official College communications” refers to electronic communications sent via employee email, and the College's website.

Pandemic – The worldwide outbreak of a serious communicable disease in numbers clearly in excess of normal

Personal Protective Equipment (PPE) – Protective masks, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection

Volunteers and Other Individuals Working on College Premises – For the purposes of this policy: individuals who work on College premises in a voluntary or visiting capacity whose work or campus location places them, or may place them, into direct contact with

other members of the College community. Due to their proximity, or potential proximity to others, volunteers and other individuals working on College premises are subject to the vaccination and testing requirements outlined in this policy.

Working Days – Days when the College is open and operating under a normal schedule. This excludes weekends, closings due to adverse conditions, and holidays.

VII. Policy and Procedures

Declaration of a Communicable Disease Emergency

The State Health Director and the Governor have authority to declare a public health emergency. In the case of a communicable disease emergency, the Governor has broad powers to issue an emergency order to protect the public health.

Responsibilities

The College is responsible for monitoring and communicating guidance from local and State officials.

In the absence of an order from the Governor, the President or their designees may review information from local or State public health officials to determine the severity of the situation and what actions shall be taken, including the closure of the College. The College will adhere to any communicable disease orders of the State or local public health agencies to prevent transmission of a communicable disease and will provide any supplies deemed necessary to protect students and employees. The College will also provide protective supplies to employees whose work assignments require such supplies.

Students and employees are responsible for the following:

- Adhering to the College’s operational protocols in response to the communicable disease emergency; and
- Communicating to the College any evidence of a communicable disease that could seriously endanger the health of others. Once notified, the Safety Compliance Officer, will immediately notify the appropriate administrators and/or health officials.

Possible Actions During a Communicable Disease Emergency

In the case of a communicable disease or other public health emergency, the College may modify its instructional methods and operations. Examples of such modifications include temporary suspension of courses, transitioning to online instruction, and implementation of temporary teleworking plans. Such emergency modifications will be communicated via student and employee communication platforms and the College’s website.

College Closure and Campus Access Restrictions

When the College is closed due to a communicable disease emergency, employee access is limited to **essential personnel** unless prior authorization is granted. During a communicable disease emergency, students and employees should refer to the appropriate College response web page and corresponding resources for information on campus access, requirements, and protocols. The College may change these protocols as needed to reflect the changing nature of the emergency through the recovery period.

Students and employees must comply with all on-campus safety protocols, which are guided by Federal, State, and local decisions. Non-compliance with safety protocols will result in disciplinary action in accordance with the Student Code of Conduct and the employee Disciplinary Actions, Suspension, and Termination of Employment policy, respectively.

Vaccination and Testing Requirements

All Clinton College employees (full-time, part-time, **contractual**, and work-study students), **contractors**, **volunteers**, and **other individuals working on College premises**, will be required to submit proof of vaccination or proof of weekly testing, regardless of role or work location. Barring an acceptable exemption, refusal to comply with this requirement will result in disciplinary action in accordance with the Disciplinary Actions, Suspension, and Termination of Employment policy.

Student Employees

Students employed by Clinton College are considered College employees. Students employed under the work-study program are considered College employees if the work performed is for the College. For work performed for any public or private agency, students are also considered College employees unless the agreement between the College and the organization specifies that the organization is considered the employer. Students considered College employees are subject to the vaccination and testing requirements outlined here.

New Employees and Volunteers

Finalists for employment will be notified during the interview process and Human Resources will discuss the requirements with new employees during the onboarding process. Volunteers and other individuals working on College premises will be notified of the requirements during their initial discussion with their College point-of-contact.

Partnerships with External Settings

Individuals in roles that involve partnerships with external settings or organizations that are required to adhere to public health and safety laws and regulations may be subject to additional requirements.

- Document Submission: Vaccinated employees, contractors, volunteers, and others working on College premises must submit a copy of their vaccination card via email to humanresources@clintoncollege.edu within ten **working days** of official notification from the College that proof of vaccination or proof of weekly testing is required.
- Exemptions – The College recognizes that employees, contractors, volunteers, and others working on College premises may have medical or religious reasons for not complying with vaccination requirements. Individuals may submit an exemption request in accordance with the guidelines below for review and approval.
 - Medical Exemption – Individuals who wish to request a medical exemption must submit a vaccination exemption request form and any supporting documentation from their medical provider. **Please Note:** The College reserves the right to request additional supporting documentation.
 - Religious Exemption – Individuals who wish to request a religious exemption must submit a vaccination exemption request form and any supporting documentation. **Please Note:** The College reserves the right to request additional supporting documentation.

Exemption requests will be reviewed by the Vice President for Business Services or their designee. The Vice President for Business Services or their designee will notify the requestor, and Human Resources of their determination in writing within ten working days of receipt of the request. If the request is denied, the requestor must comply with the vaccination or testing requirement within ten working days of notification; otherwise, they will be subject to disciplinary action. The exemption decision is final and not subject to appeal; however, individuals may submit a new exemption request if they can provide new or additional documentation to support their request.

- Prohibition on Providing False Information – Clinton College places great importance on the integrity of its policies and procedures. The intentional provision of false information can cause irreparable harm to the College community. Accordingly, any individual who knowingly submits false vaccination, testing, or exemption information or intentionally misleads College officials will be subject to disciplinary action. Furthermore, the College reserves the right to report any related violations of state and/or federal law.

Policy and Procedure Modifications

During communicable disease emergencies and other adverse conditions when normal operations are suspended, the College will implement a modified policy and procedure development process. The College also reserves the right to take the following actions:

- Allow **official College communications** during the emergency to supersede any policy or procedure language if there is a conflict between the two;
- Suspend existing policies and procedures when necessary to address emergent instructional and operational modifications;
- Modify or suspend the standard policy and procedure development process when such modification or suspension is necessary to respond to the emergency in a timely manner;
- Codify new policies and procedures or revisions to existing policies and procedures when such action is necessary to reflect and address critical response efforts; and
- Defer to the President’s authority to adopt temporary policies or to amend or suspend existing policies for the duration of the emergent event.

Students or employees who know or suspect that a member of the College community has a communicable disease should immediately contact the Vice President for Business Services.

During communicable disease emergencies, the College will notify students and employees of critical response updates and resources via student and employee communication platforms, the College’s website, social media, and local media. Internal and External communications will be coordinated by the Director for Communications.

VII. Approval and Revision History

Original Adoption Date: October 19, 2021

Revision Date:

Reaffirmation Date:

Consolidation Date:

HS-9: HAZARDOUS MATERIAL POLICY

Policy Category: Health and Safety

Subject: Hazardous Material Policy

Office Responsible for Review: Office of Business Services

Related Policies: N/A

I. Scope: This policy addresses Clinton College's management of hazardous materials through their acquisition, utilization, and storage.

II. Policy Statement

This policy sets forth the overall requirements for the management of hazardous materials in all laboratories, workspaces, facilities, and other property of Clinton College.

III. Applicability: This policy applies to all departments, faculty, staff, students, outside contractors, and visitors at Clinton College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Academic Services and Office of Business Services

Responsible Executive: President, Vice President for Academic Services, Senior Vice President for Business Services

Responsible Officer: Academic Science Faculty and Facilities

V. Definitions:

Hazardous Material: A product, waste, or combination of substances which because of its quantity, concentration, physical, chemical, toxic, radioactive, or infectious characteristics may reasonably pose a significant, actual, or potential hazard to human health, safety, welfare, or the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. Hazardous materials include - without limitation - synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defines as "toxic" or "hazardous".

VI. The Policy:

Procurement and Receipt of Hazardous Materials

A. GENERAL REQUIREMENTS

1. Only authorized faculty and staff may order hazardous materials or acutely hazardous materials.
2. Before ordering hazardous materials, ensure that suitable materials are not currently available to eliminate excess chemical material and storage.
3. Procure hazardous materials in the smallest quantities available which meet the maximum usage requirements for a reasonable time period.

B. HAZARDOUS MATERIAL RECEIPT

When the hazardous material is received, the container, bottle, etc., shall have the bar code label affixed to the container by the department ordering the hazardous material. The bar code label must include the expiration date of the material.

The material shall be stored, if not used immediately, in accordance with the manufacturer's Safety Data Sheet (SDS) or label warnings.

Handling and Use of Hazardous Material

A. STORAGE

All hazardous material must be stored in appropriate cabinets, flammable material storage cabinets, etc. until use and returned for safekeeping after use. Containers of hazardous materials should not be left in public locations when not in use.

B. SAFETY DATA SHEET INFORMATION

1. It is important that anyone using hazardous material read the Safety Data Sheet (SDS) associated with the hazardous material before its use.
2. Anyone handling or using hazardous material shall use personal protective equipment as noted on the SDS.

C. DISPOSAL OF EMPTY HAZARDOUS MATERIAL CONTAINERS

1. Empty containers may be discarded into a designated wastebasket as appropriate. A container is considered empty if the contents have been removed by the normal procedure for that hazardous material, pouring, scooping, etc.

D. HAZARDOUS MATERIAL ON HAND WITHOUT FUTURE USE

Any hazardous material which is deemed unacceptable for future use or is identified as excess material without future need, will be declared hazardous waste by attachment of the appropriate hazardous waste label. A third-party vendor will be engaged to discard hazardous waste material.

VII. Approval and Revision History

Original Adoption Date:

Revision Date:

VIII. Signatures, Title and Date of Approval

The policy needs to be signed by the appropriate officers and executives below before it is considered approved:

_____	_____
Responsible Executive	Date
_____	_____
President, Clinton College	Date

HUMAN RESOURCES



HR-3: COVID-19 VACCINATION REQUIREMENT POLICY

Policy Category: Human Resources

Subject: COVID-19 Vaccination Requirement

Office Responsible for Review: Office of Business Services

Related Policies: n/a

- I. Scope:** This policy addresses COVID-19 vaccination requirement at Clinton College.
- II. Policy Purpose:** The purpose of this policy is to provide guidance to all employees, faculty, staff, students, and our community about our continued efforts to maintain a safe workplace during the ongoing COVID-19 pandemic. Clinton College is requiring all employees (to include full-time, part-time, and contracted staff and faculty) to receive an FDA authorized and/or approved COVID-19 vaccination as a condition of continued employment.

III. Applicability: This policy applies to all faculty and staff of Clinton College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Business Services

Responsible Executive: Vice President for Business Services

V. Definitions:

There are no unusual definitions for this policy

VI. The Policy

Overview

The ongoing COVID-19 pandemic is an evolving public health emergency. Clinton College fully intends for this policy to comply with all applicable federal, state and local law or guidance. Clinton is monitoring guidance from all applicable public health authorities, and we reserve the right to modify this policy as we determine what may be necessary or appropriate. It is recommended that employees consult with their healthcare provider regarding whether to obtain a COVID-19 vaccination. Although whether or not someone receives a vaccination may have work implications, the decision whether to be vaccinated, and which vaccine to receive, is still a choice that employees should make in consultation with their medical provider after reviewing all of the available information.

Employees Required to be Vaccinated

Clinton College requires all employees (to include full-time, part-time and contracted staff and faculty) to receive the COVID-19 vaccination.

Time Frame for Receiving Vaccination

Clinton College intends that covered employees receive COVID-19 vaccinations as soon as they are eligible to receive it under state plans for tiering vaccinations and vaccinations are available to the employee. As most vaccinations will require two dosages, we realize it will take time for all covered employees to be fully vaccinated. Clinton College expects covered employees to work diligently to ensure they obtain the vaccinations as promptly as possible.

Confirmation of Vaccination

Employees vaccinated pursuant to this policy shall provide confirmation of such vaccination in the form, time, and manner reasonably requested by the Clinton College. Such confirmation may require a notice from the employee's healthcare provider of the administration of the vaccination. In such case, the employee will be responsible for providing any required consents and/or authorizations to the provider to disclose the information necessary to confirm the employee's vaccination. As with all identifiable employee medical information, Clinton College will safeguard information concerning COVID-19 vaccinations in accordance with applicable law.

Requests for Accommodations or Exemptions

Clinton College will consider requests to be excused from this policy whenever necessary to comply with legal requirements. Clinton College will consider any requests for accommodations for disabilities, religion or other exemptions on an individual basis in accordance with applicable legal requirements.

Employees requesting accommodations should request the accommodation in writing. Employees should explain the reasons why they are seeking the accommodation in detail. Clinton College will request additional information or documentation it deems necessary or appropriate to inform its decision on an employee's accommodation request. All accommodation requests and supporting documentation are treated confidentially in accordance with ADA and other federal, state or local requirements.

Safety Protocols Following Vaccinations

Unless notified otherwise in writing by Clinton College, employees must continue to comply with all applicable COVID-19 safety protocols established for the College after they are vaccinated. Clinton College will determine, based on guidance from the CDC and applicable state/local public health authorities, whether and when such protocols will be modified or eliminated for fully vaccinated employees.

Failure to Comply or Cooperate with Vaccination Policy

Depending upon the individual circumstances of the situation and applicable law, failure to comply or cooperate with this vaccination policy may result in disciplinary action, up to and including termination of employment, it may also result in transfer to a different position or role in which direct contact with students, faculty or staff is not required and/or placement on medical or administrative leave.

VII. Approval and Revision History

Original Adoption Date: July 6, 2021

Revision Date:

Reaffirmation Date:

Consolidation Date:

HR-4: DISCIPLINARY ACTIONS, SUSPENSION, AND TERMINATION OF EMPLOYMENT

Policy Category: Human Resources

Subject: Disciplinary Actions, Suspension and Termination of Employment

Office Responsible for Review: Office of Business Services

Related Policies: n/a

I. Scope: This policy provides guidance to supervisors regarding the management of performance improvement and disciplinary actions.

II. Policy Purpose

This policy provides supervisors and employees a fair, clear, and useful tool for correcting and improving performance issues, including a process to assist supervisors in handling cases of unacceptable personal conduct. Any disciplinary action taken in accordance with this policy must be for just cause which is: (1) discipline imposed based on unsatisfactory job performance including gross inefficiency, and (2) discipline imposed based on unacceptable personal conduct.

III. Applicability: This policy applies to all faculty, staff at Clinton College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Human Resources

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Human Resources

V. Definitions:

Current Unresolved Incident – An act of unacceptable personal conduct, unsatisfactory job performance, or grossly inefficient job performance for which no disciplinary action has previously been taken by the College

Disciplinary Suspension with Pay – The temporary removal of an employee for disciplinary reasons or to investigate an allegation during which time the employee will be paid

Disciplinary Suspension without Pay – The temporary removal of an employee from work for disciplinary reasons during which time the employee will not be paid

Disciplinary Demotion – An involuntary disciplinary personnel action that reduces an employee's salary within their current pay grade or places the employee in a position at a lower

pay grade with or without lowering the employee's salary

Involuntary Transfer – An involuntary transfer to another department, which could possibly result in a demotion or a lateral transfer

Inactive Disciplinary Action – A disciplinary action that is not counted as a prior disciplinary unsatisfactory job performance, which occurs when:

- The supervisor notes in the employee's personnel file that the reasons for the disciplinary action have been resolved or corrected;
- The performance evaluation process documents a summary rating that reflects an acceptable level of performance overall and satisfactory performance in the area cited in the warning or other disciplinary action; or
- Eighteen months have passed since the issuance of the warning or disciplinary action.

Insubordination – The willful failure or refusal to carry out an assignment within the employee's job duties, a reasonable order, or directions from an authorized supervisor. Insubordination is unacceptable personal conduct for which any level of discipline, including dismissal, may be imposed without warning.

Termination – The involuntary dismissal of an employee for disciplinary reasons, unsatisfactory job performance, or for failure to obtain or maintain necessary job-related credentials

Unacceptable Personal Conduct – An act that is:

- Misconduct that a reasonable person should know is inappropriate without prior warning;
- Job-related conduct which constitutes a violation of state or federal law;
- Conviction for a felony or an offense involving moral turpitude that is detrimental to, or impacts, the employee's service to the College;
- The willful violation of known or written College policies or procedures;
- Conduct unbecoming an employee of the College;
- Unauthorized absence from work
- Absence from work after all authorized leave and benefits have been exhausted; or
- Falsification of an employment application, resume or other employment documentation, or of any documents prepared by an employee during the course of employment.

Unsatisfactory Job Performance – Work-related performance that fails to satisfactorily meet job requirements as set forth in the relevant job description, work action plan, or as directed by an employee's supervisor. When an employee fails to satisfactorily meet their job requirements, there may be just cause for disciplinary action based on the assumption that clear expectations related to job performance have been communicated to the employee.

A supervisor's determination of unsatisfactory job performance must be reasonable, proper, documented, factually supported, and endorsed by the employee's department/division heads. In

determining whether an employee's performance is unsatisfactory, the supervisor should consider any appropriate factors, including, but not limited to, those referenced in the College's Performance Review and the following:

- Quality of work
- Quantity of work
- Work habits (attention to detail, team/group dynamics, follow-through, time management, etc.)
- Promptness
- Adherence to work hours to include meetings and other required activities
- Timely performance of work
- Related analysis, decision, or judgment
- Accuracy of work
- Performance of the employee's work action plan and/or the performance appraisal
- Absenteeism
- Ability to follow instructions, directions, or procedures
- Appropriateness of work

Work Action Plan – A formalized plan used to address unsatisfactory job performance and/or any additional training needs to help employees succeed in their positions

Working Days – Days the College is open and operating under a normal schedule. This excludes weekends, closings due to adverse conditions, and holidays.

VI. Policy and Procedures:

The objectives of this policy are as follows:

- To maintain a set of standards for performance and behavior that is reasonable, fair, and equitably applied;
- To communicate standards for employee performance and behavior that support the College's mission, vision, and values;
- To prescribe corrective actions and outline disciplinary measures to be taken when employee performance or behavior is not in keeping with expectations and requirements; and
- To provide affirmative feedback when the employee's performance or behavior changes to meet expectations.

Progressive Steps for Performance Improvement

The following conditions must be in place before any disciplinary action can occur:

- The supervisor should be satisfied that the employee clearly understands the expectations of employment. These expectations are specifically delineated in the employee's job description and more generally described in the Employee Handbook and other College policies and procedures.

- The supervisor should ensure the employee has access to, and knowledge of, policies, procedures, professional development, and training opportunities; and a work environment conducive to carrying out assigned job duties and responsibilities.
- The supervisor will present documentation of just cause for disciplinary action to the Director of Human Resources. The appropriate department head or division head must endorse a disciplinary action request.

Just Cause for Disciplinary Action

The bases for the discipline or **termination** of an employee are the following:

- Unsatisfactory job performance or gross inefficiency in job performance;
- Violation of published College policies or failure to adhere to College procedures; or
- **Unacceptable personal conduct**

Certain actions by an employee may fall under one or more categories. When just cause exists, any employee of the College, regardless of position, may be subject to disciplinary action by the President, Vice President for Business Services or designated administrative cabinet member. These disciplinary actions may include the following:

- Oral or written warnings
- Disciplinary Suspension with pay
- Disciplinary Suspension without pay
- Disciplinary Demotion or involuntary transfer
- Termination

Depending upon the nature of the misconduct or the severity of the unsatisfactory job performance, an employee may be subject to a final written warning or immediate termination from the College without going through progressive disciplinary steps.

An employee's direct supervisor has the responsibility for evaluating an employee's job performance and if the need arises, holding periodic coaching and development sessions to discuss ways to improve current job performance. During the evaluation process, the supervisor and employee will have face-to-face meetings emphasizing strengths and areas needing improvement. The supervisor should document any performance and/or disciplinary issues on the employee's Performance Review and transition him or her into performance management, if necessary.

Performance Management Options

The following performance management options will be applied according to whether the circumstances involve **unsatisfactory job performance** (or **gross inefficiency**) or **unacceptable personal conduct**. Please refer to the definitions section at the end of this document for more information.

Performance Management Options	Applicable for Unsatisfactory Job Performance or Gross Inefficiency	Applicable for Unacceptable Personal Conduct
1. Oral Warning	Yes	Yes
2. First Written Warning	Yes	Yes
Work Action Plan*	Yes	No
3. Final Written Warning	Yes	Yes

1. Oral Warning – An Oral Warning will consist of a coaching session where the supervisor articulates, models, and reinforces expected performance and addresses (a) performance deficiencies, (b) behavior concerns, including attendance and tardiness, and (c) violations of policies, standards of professional conduct, and safety practices. The intent of this disciplinary action is to focus on the employee’s development through a process that reflects a mutual commitment to the employee’s success. The supervisor is responsible for documenting the warning and maintaining the documentation in their internal department file. The supervisor should use the Disciplinary Action Notice Form (available by request from Human Resources) for all levels of the performance management process.
2. First Written Warning – The supervisor initiates a written warning when there are ongoing performance problems, behavior concerns, more serious violations, and/or a recurrence of prior violations. At the First Written Warning phase, the supervisor advises the employee of the seriousness of the matter. If there are no extenuating circumstances, the supervisor should communicate with the employee verbally and in writing within five (5) working days of any precipitating action or event. If there are job performance concerns, a work action plan* may also be assigned at this time to improve performance.

The First Written Warning will also communicate to the employee the corrective action expected and the corresponding timeframe. The supervisor is responsible for documenting this step in the performance improvement process and reviewing the documentation and written warning with the director of Human Resources prior to presenting and discussing it with the employee. This documentation becomes part of the employee’s file maintained by their supervisor. A copy signed by the supervisor and employee, acknowledging receipt of the warning and discussion of the precipitating action, concern, or event, must be sent to the director of Human Resources for placement in the employee’s personnel file.

*A work action plan is intended to address inadequate job performance concerns that do not improve after the First Written Warning stage. Supervisors must consult with the director of Human Resources before developing a work action plan. The supervisor, the director of Human Resources, and the appropriate department and division heads will then collaboratively determine the specific items to be included in

the work action plan, and will ensure the plan addresses the specific areas of unsatisfactory job performance and is consistent with the employee's position description. The supervisor shall use the Work Action Plan Form (available by request from Human Resources) to document the process.

The work action plan must include **biweekly** meetings between the employee and the supervisor to discuss progress in implementing the plan. The director of Human Resources will also attend each biweekly meeting to ensure plan goals are achievable and reasonable and that the employee is given the opportunity to improve their job performance. The work action plan should allow reasonable time (typically three months) for the employee to improve and meet the plan's goals and directives. A supervisor may propose an extension to the plan; the director of Human Resources will determine if the extension is warranted.

At the end of the work action plan, the supervisor, the director of Human Resources, and the appropriate department/division head will determine whether the employee has met the plan's goals. Based on the outcome of the work action plan, Human Resources and the supervisor will either end the work action plan or recommend a further course of action.

A work action plan may not be appropriate and therefore not required when an employee violates College policies or procedures or engages in other unacceptable personal conduct.

3. Final Written Warning – The supervisor, with consent by the director of Human Resources, issues a Final Written Warning when either of the following conditions exist:

- Unacceptable egregious personal conduct; and/or
- There is no improvement or resolution related to an employee's performance deficiencies, behavior issues, or policy violations following a First Written Warning (This warning could be for the same violation as the First Written Warning.)

The supervisor is to inform the employee of the Final Written Warning in writing within five (5) working days of the precipitating action or event, or end of the work action plan, when applicable, unless there are extenuating circumstances. Both the employee and supervisor must sign to acknowledge discussion and receipt of the Final Written Warning.

The supervisor is responsible for documenting the warning and maintaining the documentation in their internal department file. The supervisor should use the Disciplinary Action Notice form for all levels of the performance management process. All Disciplinary Action Notice's should be forwarded to Human Resources.

Documentation

It is the responsibility of the supervisor to document actions taken to address an employee's alleged performance deficiency, behavior, and/or violation, including any fact-finding activities, discussion with the employee and other relevant parties, analyses and determination of findings, and follow-up actions. Supervisors should use the Disciplinary Action Notice form to track performance management steps.

Investigations – An employee who has allegedly violated a College policy or procedure, standard of professional conduct, or safety guideline may be suspended or placed on administrative leave with pay pending completion of an investigation.

As part of the investigation, the employee's supervisor, department or division head, and the director of Human Resources must consider the following:

- Whether clear expectations have been communicated to the employee;
- Whether necessary policies, processes, and procedures have been followed;
- Whether corrective action has been recommended;
- Whether training has been accessible to the employee;
- Whether the supervisor has documented the processes, procedures, corrective action, and training;
- Whether the supervisor has documented the employee's ongoing performance deficiencies, behavior issues, and/or violations;
- Whether the supervisor has provided performance feedback; and/or
- Whether the allegation could result in the President taking action to terminate employment with the College.

Disciplinary Actions

The following disciplinary actions will be applied according to whether the circumstances involve unsatisfactory job performance (or gross inefficiency) or unacceptable personal conduct. Please refer to the definitions section at the end of this document for more information.

Disciplinary Suspension with and without Pay – If it is determined that an employee has committed a violation of College policies or procedures, a standard of professional conduct or safety practice, or engaged in other unacceptable behavior that, under normal circumstances, could warrant termination of employment, The College may suspend the employee either with or without pay for a defined period of time.

Involuntary Transfer

If the supervisor determines that an employee does not have the skill set or is otherwise failing to meet their job expectations, the supervisor, after consultation with the Human Resources and President, may reassign the employee to another position or department and may adjust their compensation accordingly.

Termination

Termination of employment may occur for any of the following reasons:

- At-Will Termination: Employment is for an indefinite period of time, and it is subject to termination by employee or Clinton College with or without cause, with or without notice, and at any time.
- Failure, in the opinion of the President and/or supervisor, to perform competently and/or in keeping with the administrative practices of the College and the duties assigned.
- Work performance that fails to meet expectations.
- Failure to attend work without prior approval of immediate supervisor.
- Neglect of duties or failure to serve in capacities as directed by the administration (i.e., student advisor, committee member).
- Failure to demonstrate progress in a work action plan within a reasonable amount of time.
- Conduct unbecoming a member of the faculty or staff, provided that no such charge constitutes interference with academic freedom.
- Conviction for a crime involving moral turpitude or a felony.
- Violation of federal or state law.
- Failure of an instructor to regularly attend scheduled classes or appointments.
- Chronic absenteeism.
- Insubordination, unprofessional conduct, or failure to cooperate with other employees to the extent that, in the opinion of the Supervisor and/or President, dissension interrupts the orderly performance of duties.
- Directly or indirectly intimidating, harassing, bullying, threatening, or coercing an employee in any way.
- Financial exigency or discontinuation of a program or position.
- Failure to comply with rules, regulations, and policies of the Board of Trustees
- Use of controlled substances during work hours or appearing at any time on College property under the influence of controlled substances.
- Proven acts of discrimination based on race, ethnicity, age, gender, or disability
- Reporting to work or appearing at any time on College property under the influence of alcohol.
- Sexual harassment or assault, including, but not limited to, any finding of responsibility in a Title IX proceeding.
- Any other conduct that substantially interferes with the College's operations or fulfilment of its mission.

Please Note: An employee may also be terminated due to financial exigency or elimination of a program, service, or position. Please consult the Reduction in Force (RIF) policy for more information.

The recommendation to terminate an employee must be reviewed by the Vice President of the Department and the Director of Human Resources. If a Vice President is recommending termination, the termination must be reviewed by the Director for Human Resources and President.

The immediate supervisor is responsible for documenting the employee's actions and the supervisor's efforts to support the employee in improving deficiencies, performance, and actions. Documentation in support of the employee's termination must be reviewed and endorsed by the Vice President of the Department or President (when applicable) and the Director of Human Resources. If the recommendation for the employee's termination is supported by the supervisor's documentation and determined to be warranted, the Vice President or President will accept the termination for review and approval.

If the Vice President and/or President supports the recommendation to terminate the employee, they will forward a notification to the Director of Human Resources. The Director of Human Resources and the employee's supervisor will meet with the employee to deliver the letter and discuss the termination of employment, which will be effective as of the date of the meeting or as otherwise indicated in the letter of termination. The employee will also receive a copy of the letter via certified mail, and a copy will be placed in their Human Resources file.

Grievance Procedure

If an employee feels that the written conditions of employment or published regulations, policies, or procedures were inequitably applied in the impending disciplinary action and/or termination, the employee may seek resolution via the Employee Conflict Resolution and Grievance policy. The employee's intent to grieve must be stated in writing to Human Resources within five (5) working days of receipt of the written notice of disciplinary action or dismissal. Human Resources will examine the request and then determine whether the established grievance procedure is appropriate.

VII. Approval and Revision History

Original Adoption Date: January 25, 2022

Revision Date:



HR-5: SECONDARY EMPLOYMENT

Policy Category: Human Resources

Subject: Secondary Employment

Office Responsible for Review: Office of Business Services

Related College Policy: n/a

I. Scope: The employment responsibilities to Clinton College should be primary for any full-time Clinton College employee; any other employment in which that person chooses to engage is secondary. Any employee must obtain prior written approval from the President or Vice President for Business Services before engaging in any secondary employment. The purpose of this approval process is to ensure that secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest.

II. Policy Purpose: The purpose of this policy is to clarify and communicate expectations and process concerning secondary employment for full time faculty and staff at Clinton College.

III. Applicability: This policy applies to all full-time faculty and staff of Clinton College.

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

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Human Resources

V. Definitions: n/a

VI. Policy and Procedures

College Responsibility

Secondary employment shall not be permitted when it would:

- Create either directly or indirectly a conflict of interest with the primary employment;

- Impair in any way the employee's ability to perform all expected duties, to make decisions, and carry out in an objective fashion the responsibilities of his/her College position; and/or
- Impact or create any possibility of conflict with college operations.

Employees shall have approval of the President, Vice President for Business Services, before beginning any secondary employment. Approval of secondary employment may be withdrawn at any time if it is determined that secondary employment has an adverse impact on primary employment.

Employee Responsibility

It is the responsibility of the employee to complete a Secondary Employment Form for all secondary employment. The employee must update the form annually and document changes as they occur. Failure to notify Human Resources of changes may result in disciplinary action.

All new hires will complete a Secondary Employment Form as a part of the on-boarding process.

VII. Approval and Revision History

Original Adoption Date: January 25, 2022

Revision Date:



HR-6: EMPLOYEE CONFLICT RESOLUTION AND GRIEVANCE POLICY

Policy Category: Human Resources

Subject: Conflict Resolution and Grievance

Office Responsible for Review: Office of Business Services

Related College Policy: n/a

- I. Scope:** This policy provides guidance to all full-time employed faculty and staff regarding conflict resolution and employee grievance.
- II. Policy Purpose:** Clinton College provides a fair, reasonable, and readily accessible process for employees to resolve workplace grievances and complaints as they arise.
- III. Applicability:** This policy applies to all faculty and staff at Clinton College.
- IV. Policy Management:** The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Human Resources

V. Definitions:

Administrator – For the purposes of this policy, an administrator is a College employee who serves in one of the following roles: President, Senior Vice President, or Vice President.

Arbitrary – Existing or coming about seemingly at random, by chance, or as a capricious and unreasonable act of will

Capricious – Subject to, led by, or indicative of a sudden, odd notion, or unpredictable change

Complaint – Any oral, unwritten accusation, allegation, or charge

False Information – Any written or verbal statement or representation of fact that is not true and that was made intentionally, knowingly, or without having taken reasonable steps to ascertain whether or not the information was true

Grievance – A formal written allegation that there has been a violation, misinterpretation, misapplication, discriminatory application, or unreasonable application of a College policy, procedure, rule, or regulation

VI. Policy and Procedures

Conflict Resolution

The College encourages employees to use the conflict resolution procedure to settle differences with their co-workers. The conflict resolution procedure applies to issues that are not covered under the provisions of Title VII of the Civil Rights Act of 1964 (Title VII) or Title IX of the Higher Education Amendments of 1972 (Title IX). Issues that fall under Title VII should be addressed immediately and resolved through this policy's Grievance Procedure.

To pursue resolution of workplace issues with co-workers, reporting employees should follow the steps below. If either the reporting or responding employee becomes uncomfortable at any time during the process, they may seek immediate assistance from Human Resources, or their direct supervisor to arrange mediation.

1. Arrange a discussion with the co-worker with whom they have a conflict.
2. If the issue is unresolved after Step 1, the reporting employee should bring their concerns to their direct supervisor. If the issue is with their supervisor, then the concern should be taken to Human Resources.
3. The reporting and responding employees and their supervisor will meet within five (5) **working days** from when the concerns were reported. The intent of this meeting is to find a resolution that is mutually satisfactory to the employees involved in the initial conflict. The supervisor will respond in writing to all involved employees within five (5) working days after the meeting. The response will include a summary of the conflict as understood by the supervisor and a preliminary determination. If the complaint involves employees that work under the direction of different supervisors, the supervisors will convene and jointly prepare a written response that includes their understanding of the conflict in question and a proposed outcome.
4. If the meeting with the immediate supervisor and response does not resolve the problem to the mutual satisfaction of the reporting employee and the supervisor, or if the supervisor does not respond to the complaint, the reporting employee should submit a written complaint to the second-level supervisor in their chain of command. The second-level supervisor receiving the complaint must forward a copy to Human Resources within five (5) working days of receipt of the complaint. The second-level supervisor's submission should include:
 - a. A description of the issue, including the date the related incident occurred;
 - b. Suggestions on ways to resolve the problem;

- c. The date when the reporting employee met with their immediate supervisor; and
- d. A copy of the immediate supervisor's written response or a summary of their verbal response. If the supervisor provided no response, their non-response should be noted in the complaint.

Within five (5) working days of receiving the reporting employee's complaint, the second-level supervisor must schedule a meeting with the reporting employee to discuss the complaint. Within five (5) working days of the discussion, the second-level supervisor should issue a written and oral decision to the reporting employee. This decision must be reviewed by Human Resources prior to the second-level supervisor's meeting with the employee.

1. If either the reporting or responding employee is dissatisfied with the proposed outcome or if the supervisors cannot agree on a proposed outcome, the supervisor(s) shall consult with the Senior Vice President for Business Services who will make the final determination regarding a resolution.
2. If a reporting employee feels that the outcome of the conflict resolution procedure has not resolved the issue, they may seek resolution via the Grievance Procedure below.

Grievance Procedure

Employees should use the grievance procedure to address claims related to violations of College policies and procedures.

Claims of sexual misconduct or discrimination, should be reported to the Director for Human Resources within ten (10) working days of the incident. The statement and accompanying documentation will be examined, and a determination will be made as to whether the established grievance procedure, or another procedure such as the College's Title IX procedure, is appropriate.

Employees who feel that the written conditions of employment or published regulations, policies, or procedures were inequitably applied in an impending disciplinary action, up to and including termination, must state their intent to grieve in writing to the Director of Human Resources within ten (10) working days of receipt of the written notice of disciplinary action or dismissal. The request will be examined, and a determination will be made as to whether the established grievance procedure is appropriate.

In the case of a serious violation of conditions of employment or a major infraction of regulations, policies, or procedures, such as gross misconduct or inadequate work performance, the action to terminate an employee's service is final. The employee can appeal on grounds that the gross misconduct did not occur, but cannot contest the disciplinary action of termination.

A grievance must be presented within the time frame shown in the first step of this procedure. If the time limits outlined in each step are not met, the reporting employee may seek next level administrative assistance in obtaining requested relief.

The grievance procedure is as follows:

1. **Documentation Submitted** – Employees should begin the grievance process by submitting a grievance form to the Director of Human Resources. Forms can be requested from the Human Resource Office. Employees must provide a specific statement of the grievance and indicate what solution or remedy they are requesting. Any documentation that relates to the substance of the grievance or facilitates its understanding should be attached to the grievance form.
2. **Grievance Review** – The Director of Human Resources will review the documentation and schedule a meeting with the employee within five (5) working days of receipt of the grievance form. The Director of Human Resources will also notify the appropriate administrator of the grievance. After a complete and thorough review, the Director of Human Resources will determine if an investigation is required. An investigation may require interviewing witnesses; the Director of Human Resources will strive to complete investigations within thirty (30) working days. If the Director of Human Resources determines the grievance to be a Title IX complaint, they will send the documentation to the Title IX Coordinator. The Director of Human Resources will inform the employee and the appropriate administrator in writing of the investigation’s outcome and any recommended resolution. If the reporting employee is not satisfied with the administrative recommended resolution, the employee can inform the Director of Human Resources of any objections in writing within five (5) working days.
3. **Formal Review**– The Vice President for Business Services (Administrator) will review the grievance documentation and the Director of Human Resources’ recommended resolution, conduct additional meetings with the involved parties (if needed), and consult with the Director of Human Resources.

The Vice President for Business Services will inform the reporting employee in writing of the decision within twenty (20) working days of receipt of the employee’s grievance from the Director of Human Resources. When the grievance falls across divisions, all appropriate administrators will be responsible for a joint written response to the reporting employee, which will stand as the final decision.

If a grievance is a) filed against an administrator, or b) is designated in writing by the President as involving matters of sufficient seriousness to so warrant, the President may involve legal counsel and the Board of Trustees.

4. **Formal Review by the President** – A formal review by the President may only be initiated under the following circumstances:

- The reporting employee can provide evidence that the decision of the Vice President is arbitrary and capricious; and/or
- The employee can provide additional evidence that was not considered during the grievance review or formal administrative review.

Within ten (10) working days of receipt of the Administrator's decision, the employee must submit evidence and a written statement to the Director of Human Resources requesting formal review by the President, explaining their objection to the Administrator Review. The Director of Human Resources will forward the grievance and all related documents to the President within five (5) working days of receiving the request.

Upon receipt of the properly prepared request, the President will review, investigate, and conduct informal hearings as necessary. The President may involve legal counsel at his or her discretion. The President will mail a written decision to the employee within thirty (30) working days of receiving the request and supporting documentation. The President's decision will stand as final, and all proceedings thereunder will be terminated.

Prohibition on Providing False Information

Clinton College places great importance on the integrity of its policies and procedures. False complaints can cause irreparable harm to the College community, regardless of the outcome of an investigation. Accordingly, any employee who knowingly files a false report, complaint, or grievance knowingly provides false information, or intentionally misleads College officials will be subject to disciplinary action.

Prohibition on Retaliation

Clinton College adheres to Equal Employment Opportunity Commission guidelines and will not harass, take adverse employment action, or retaliate in any manner against any employee reporting in good faith a concern about unlawful or inappropriate actions or misconduct or who in good faith submits a grievance regarding College policy

Confidentiality

The College will make every reasonable effort to protect the confidentiality of information received in connection with matters of employee conflict and grievances. Information related to these matters will be shared on a need-to-know basis only. College administrators will, however, share information, as appropriate and necessary, in order to address and resolve the concerns and prevent the recurrence of similar situations. There may be instances where it is the College's ethical and legal responsibility to disclose information regarding the circumstances related to a specific conflict or grievance. Should this be the case, those involved will be notified prior to the information being released.

VII. Approval and Revision History

Original Adoption Date: January 25, 2022

Revision Date:

HR-7: REDUCTION IN FORCE

Policy Category: Human Resources

Subject: Reduction in Force

Office Responsible for Review: Office of Business Services

Related College Policy: n/a

- I. Scope:** This policy provides guidance to all full-time employed faculty and staff regarding reduction in staff and/or faculty. This policy provides a basis for the consistent application of Clinton College's policies and procedures. It does not constitute a contract, implied or expressed, with any employee as all Clinton College employees are employed on an at-will basis.
- II. Policy Statement:** Clinton College strives to provide a secure and stable work environment. In certain circumstances, a reduction in force may be necessary due to budget constraints, program changes, reorganization, and other operational demands. This policy outlines the College's reduction in force procedure.
- III. Applicability:** This policy applies to all faculty and staff of Clinton College.
- IV. Policy Management:** The following roles are responsible for managing this policy:
Responsible Office: Office for Business Services
Responsible Executive: Senior Vice President for Business Services
Responsible Officer: Director for Human Resources
- V. Definitions:** No specific terms
- VI. Policy and Procedures:**

A reduction in force (RIF) is defined as separation from employment due to insufficient funds or work, redesign or elimination of position(s), or reorganization, with no likelihood or expectation that an employee will be recalled because the position itself is eliminated. Clinton College is committed to retaining employees who meet job qualifications and performance expectations. When possible, the College will first try to redeploy employees into comparable vacant positions for which they meet the minimum requirements.

Although performance may be a factor in determining which employee(s) will be impacted by a RIF, a RIF must not be used as a means to terminate individuals whose unsatisfactory performance has not been appropriately documented.

Organizational Review and Program/Service Elimination

Organizational review or program/service elimination may result in a reorganization or reduction in force. Organizational review may result in a variety of solutions, including the following:

- Elimination of programs, or departments;
- Mergers of units and/or functions; and
- Reductions in force (department-wide or at any other level).

Program/service elimination may be appropriate when one or more of the following circumstances exist:

- There is a reduction or loss of funding or resources;
- A function or service is not critical to the core academic or scholarly mission, or can be performed or delivered through alternative means; or
- Student enrollment/demand in the program/service has declined to a level where the program is no longer self-sustaining.

A Vice President, after gathering information, if applicable, may recommend a RIF to the President only after consultation with the Vice President for Business Services. All decisions should be based on a careful analysis of the College's needs, financial resources, and all available options.

Once the President determines that a RIF is necessary, the Director of Human Resources will guide the unit in assessing options and developing a plan for implementing the RIF. The implementation plan must be based on the duties of the eliminated position being reassigned to another position or no longer being performed.

Assessment and Position Selection

Retention of employees affected by a RIF shall be based on systematic considerations. The recommending Vice President, with guidance from the Vice President for Business Services, will analyze the unit's academic and business needs and determine the new organizational structure. The following steps are necessary to complete the assessment and position selection process:

1. The recommending Vice President will analyze the unit's functions and future needs and identify which positions that will be retained and eliminated. This step is based solely on the functions of the unit job duties and the business needs of the unit.
2. When the positions and employees are identified, the recommending Vice President, and the Vice President for Business Services will make a recommendation to the President. The President will make the final decision on any reduction in force

recommendation and will notify the recommending Vice President, and the Vice President for Business Services of final the decision.

Employee Notification

The Director of Human Resources will notify the employee in writing at least fifteen (15) calendar days prior to the elimination of the employee's position. In certain circumstances, it is best that the notice period is a non-working one. The written notification should inform the employee whether the notice period will be working, non-working, or a combination. For a non-working notice period, the employee shall be placed on paid leave.

The written notification should also include the following information:

- Reason(s) for the reduction in force
- Expected date of separation;
- Availability of benefits upon separation of employment

Priority Applicant Status

Eligible employees impacted by position elimination may receive interview priority for College employment and should notify Human Resources when they apply for an open position. Priority applicant status will be in effect for twelve (12) months from the date of notification of separation from employment due to reduction in force, . Employees are eligible for priority applicant status if they meet the following criteria:

- Performance evaluations for the immediately preceding twelve (12) months reflect an overall job performance rating of at least "meets expectations".
- No documented performance improvement plan or equivalent for the immediately preceding twelve (12) months; and
- No documented disciplinary action or equivalent for the immediately preceding twelve (12) months.

Priority applicants must follow the College's standard application process and participate in scheduled interviews.

Supervisors will receive priority applicants' application materials if the applicants meet the requirements of their open positions. Supervisors are encouraged to interview these candidates; however, priority applicant status does not guarantee an interview.

VII. Approval and Revision History

Original Adoption Date: January 25, 2022

Revision Date:



HR-8: Performance Evaluation Policy

Policy Category: Performance Evaluation and Review

Office Responsible for Review: Office of Business Services

Related Policies:

- HR-6: Employee Conflict Resolution and Grievance Policy

XIII. Scope: This policy governs performance evaluation and development of Clinton College's faculty and staff.

XIV. Policy Statement: Clinton College is committed to the success of its employees. Through the performance management process, a constant line of communication will be established beginning with the onboarding process and continuing throughout the duration of the employment relationship. The performance review process provides an avenue to review performance and establish goals for the next review period.

XV. Applicability: This policy applies to all Clinton College administrative and support staff.

XVI. Policy purpose: This policy establishes a system for setting performance goals and objectives; monitoring employee progress, providing constructive feedback and evaluating performance; and aligning performance plans with the college's strategic plan to the extent practical. It fosters open communication between managers and employees in the process.

XVII. Policy Management.

The following roles are responsible for managing this policy:

Responsible Office: Office for Business Services

Responsible Executive: Senior Vice President for Business Services

Responsible Officer: Director for Human Resources

XVIII. Definitions: n/a

XIX. Policy and Procedures

Clinton College staff will receive a written performance evaluation complemented by an individual performance evaluation meeting, at least annually. The principal purpose of the performance evaluation is to provide two-way communication between a supervisor and an employee about the individual's work performance and to establish goals for the upcoming year. Performance evaluation also may provide a basis for salary changes, promotions, or other changes.

Guiding Principles

The following principles shall guide the College's evaluation and development of employee performance:

- (a) The College cultivates a high performing workforce through employee performance evaluation and development that engages the entire organization, is appropriate to the nature of the work, recognizes exemplary performance, and addresses substandard performance.
- (b) The College is committed to assessing and supporting the development of the behavioral and functional competence of its employees, consistent with expressed academic and administrative needs, the role of the employee, and performance expectations.
- (c) The College is committed to a performance evaluation process that incorporates regular feedback and candid discussion about performance.
- (d) The College is committed to responsible investments in its employees through professional development, education, and training directed at maximizing productivity, enhancing employee personal and professional competencies, supporting employees as they seek new career opportunities within the College, and generating a succession of leaders prepared and able to lead the College into the future.
- (e) The College holds its leaders, responsible administrators, and supervisors accountable for actively supporting and engaging in the performance evaluation and development process in a fair and equitable manner and for ensuring the alignment of employee evaluations with position descriptions, organizational goals, and strategic priorities.

The Evaluation Process

The Office of Human Resources will establish the timeline for annual performance review and communicate to all faculty and staff via email. All Evaluations Forms are made available by the Office of Human Resources.

1. **Employee Self-Evaluation:** All employees are to complete an annual Self-Evaluation Form and provide it to their respective responsible administrator/supervisor. It is recommended that the self-evaluation include achievements made toward goals established for the preceding 12 months. It should also include proposed goals/objectives

for the coming year. The self-evaluation includes an assessment of satisfying primary job duties per the employee's job description.

2. The responsible administrator/supervisor conducting the annual performance review is to review the annual self-evaluation form completed by the employee being reviewed and assess the work and progress toward goals.
3. The responsible administrator/supervisor will review the employee's job description in relationship to their self-evaluation and may comment on additional aspects of performance aligned with the job description in their supervisory evaluation of the employee.
4. The responsible administrator/supervisor may seek feedback regarding the employee's performance from others as appropriate. In doing so, they must ensure that procedures are consistent for all employees in the unit unless special circumstances exist.
5. The responsible administrator/supervisor is to complete the designated Performance Evaluation Form regarding the performance of the employee being reviewed.
6. The responsible administrator/supervisor is to meet with the employee, provide a copy of the review, and discuss its contents.
7. The responsible administrator is to engage the employee in a discussion of expectations and goals for the coming year and areas for professional growth.
8. The responsible administrator/supervisor is to forward a copy of all employee's completed performance review to the Office of Human Resources for inclusion in the employee's personnel file.

Content of Evaluations:

The responsible administrator/supervisor's assessments in the performance evaluation should focus on observable, measurable job-related competencies, along with an evaluation of behavioral competencies. Supervisors should comment on both positive and negative aspects of performance, including giving credit for good work and noting any areas needing improvement. If performance needs improvement in certain areas, the evaluation should include specific examples of the ways in which performance is not adequate (including behaviorally) and the supervisor should make clear what is expected to bring the employee's performance to a satisfactory level. If an individual has already been counseled or spoken to on multiple occasions throughout the year, a written Performance Improvement Plan (PIP), which identifies the continuing deficiencies, the timeframe for improvement, and expected outcomes and consequences of failure to meet those outcomes should be developed and implemented, in consultation with Human Resources.

Frequency of Performance Reviews

Performance reviews are required to be conducted at least once a year for all faculty and staff. The responsible administrator/supervisor may choose to conduct probationary reviews of their staff at 30 days, 60 days, or 90 days of employment. Additional performance reviews may be conducted, as deemed necessary by the responsible administrator/supervisor. All performance reviews must be submitted to the Office of Human Resources for inclusion in the employee's personnel file.

Appealing Performance Evaluations

An employee who disagrees with his or her performance evaluation should discuss the issue with his or her supervisor and, within ten (10) business days of having received the evaluation, may request that it be reconsidered. The supervisor may decline to reconsider the evaluation or may reconsider it and either affirm or revise the original evaluation. This action must be taken within ten (10) business days of the employee's request for reconsideration.

If the issue cannot be resolved with the supervisor, the employee may, within ten (10) business days of receiving the supervisor's response, file a written appeal with the Director for Human Resources.

The Director for Human Resources will discuss the appeal with the employee and the supervisor. Within ten (10) business days of receiving the appeal, the Director for Human Resources must respond in writing to the employee. The response should indicate one of the following results:

- the reviewer agrees with the supervisor's appraisal of the employee's performance; or
- the supervisor will revise the evaluation or complete a new evaluation.

The Director for Human Resources decision is final with regard to the performance evaluation; however, employees alleging policy violations have access to the procedures provided in Policy HR-6: Employee Conflict Resolution and Grievance Policy.

Deadlines described above may be extended to accommodate vacations or other absences or other reasonable delays.

VII. Approval and Revision History

Original Adoption Date:

Revision Date:

VIII. Signatures, Title, and Date of Approval

The policy needs to be signed by the appropriate officers and executives below before it is considered approved:

Responsible Executive

Date

President, Clinton College

Date

INSTITUTIONAL ADVANCEMENT



IA-1. SOLICITATION OF GIFTS

Policy Category: Institutional Advancement

Subject: Restrictions on solicitation of gifts

Office Responsible for Review: Office of Institutional Advancement

Related Policies:

- GA-7: Fraud and Abuse
- IA-2: Gift Acceptance
- BD-4: Board Approvals

- I. **Scope:** This policy addresses the responsibilities of the President and the Vice President for Institutional Advancement for the oversight of fundraising and other solicitation of gifts to the college.
- II. **Purpose of Policy:** The purpose of this policy is to identify the mission-related, ethical, and legal responsibilities for fund-raising and other solicitation of gifts.
- III. **Applicability:** This policy applies to all administrators, staff, faculty, and Board of Trustees members.
- IV. **Policy Management:** The following roles manage this policy:
Responsible Office: Office of the President and the Office of Institutional Advancement
Responsible Executive: College President and Vice President for Institutional Advancement
- V. **Definitions:**
There are no unusual terms in this policy
- VI. **Policy and Procedures**

Introduction

Private support plays a vital role in enhancing the College's program and service efforts. In that regard, fundraising programs focus on integrating the interests of donors with priorities which align with the College strategic plan.

This policy aligns with several TRACS standards in part or in entirety:

- 3.1 The institution has adopted clearly defined written Institutional Objectives which are consistent with the institution's mission ...
- 4.1: The institution operates with integrity and is represented accurately and honestly

- to students, the public, and to TRACS
- 6.9: The institution's Board is responsible for the financial stability of the institution

Responsibilities

The President and Vice President for Institutional Advancement are responsible for the cultivation of relationships and solicitation of gifts for the College. They will assess the financial desirability for soliciting, receiving and accepting charitable gifts and bequests for the general purpose or in support of its mission. They will consult with the Board of Trustees Committee on Institutional Advancement regarding changes in fund-raising policies.

Once relationships are established, the Vice President for Institutional Advancement will oversee the various functions of leadership and coordination of donor and prospect efforts; including corporate/foundation relations, annual giving, planned giving, major gifts, constituency fundraisers, prospect research, gift and records processing, acknowledgments and stewardship.

Internal Revenue Service & Basic Guidelines

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

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: November 30, 2021

Reaffirmation Date:

Consolidation Date:



IA-2: POLICY ON ACCEPTANCE OF GIFTS

Policy Category: Institutional Advancement

Subject: Restrictions on acceptance of gifts

Office Responsible for Review: Office of Institutional Advancement

Related Policies:

- GA-7: Fraud and Abuse
- IA-1: Solicitation of Gifts
- BD-4: Board Approvals

- I. **Scope:** This policy addresses the responsibilities of the President and the Vice President for Institutional Advancement for the oversight of fundraising and other solicitation of gifts to the college.
- II. **Purpose of Policy:** The purpose of this policy is to identify the mission-related, ethical, and legal responsibilities for fund-raising and other solicitation of gifts.
- III. **Applicability:** This policy applies to all administrators, staff, faculty, students, alumni, stakeholders, and Board of Trustees members.
- IV. **Policy Management:** The following roles manage this policy:
Responsible Office: Office of the President and the Office of Institutional Advancement
Responsible Executive: College President and Vice President for Institutional Advancement
- V. **Definitions:**

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

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

VI. Policy and Procedures

Overview

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

Responsibilities. The President and Vice President for Institutional Advancement assess the financial desirability for soliciting, receiving and accepting charitable gifts and bequests for the general purpose or in support of its mission. They will consult with the Board of Trustees Committee on Institutional Advancement regarding changes in policies regarding the acceptance of a gift to the College or to review the appropriateness of accepting a gift.

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

- All gifts of real property
- All securities' gifts such as stock
- Any gift that requires the College to act as a trustee of a trust

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

College Associated Entities are required to follow the College's Regulations as described in this policy.

Compliance with accreditation standards. This policy aligns with several TRACS standards in part or in entirety:

- 3.1 The institution has adopted clearly defined written Institutional Objectives which are consistent with the institution's mission ...
- 4.1: The institution operates with integrity and is represented accurately and honestly to students, the public, and to TRACS
- 6.9: The institution's Board is responsible for the financial stability of the institution

Gifts of Cash, Check or Credit

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

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

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

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

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

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

Types of Outright Gifts

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

- Cash may be delivered in person, by mail, by Electronic Funds Transfer, or by wire transfer. The date of gift for cash will depend on the type of delivery made.
- Cash gifts are completed on the date the cash is physically handed to a representative of the College or associated entity and will be receipted on the date the cash is received by Alumni & Gift Records in the Office for Institutional Advancement.
- When cash is received by mail, the date of gift is the date the envelope is postmarked. Gift Records will receipt the gift on the date the gift transmittal is received from the appropriate development office.
- When gifts are transferred by EFT or wire, the date of gift is the day that the funds are deposited into the College's bank account.
- Checks will be deposited to the entity named as the Payee on the check. Checks made payable directly to the College will be deposited directly to that entity.
- Credit card gifts are reported on the date that the credit card charges are processed by the Business Finance Office. The name on the credit card must match the name of the person making the gift.
- The Advancement Office receiving the gift is responsible for preparing the gift transmittal form with copy of check or if cash, a receipt reflecting total of funds logged to system. Checks must be made payable to the entity in which the gift is to be deposited.
- Publicly traded securities, mutual funds, and dividend reinvestment accounts

Matching Gifts:

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

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

Potential matching gifts cannot be entered as a part of a pledge the donor makes for future support since those are not funds the donor has control of or is irrevocably entitled to receive. Donor Records can, however, upon request note a potential matching expectancy on the pledge record. This amount is not added to the pledge amount. (NOTE) Upon research, Campus Café will be explored to determine if such a procedure is allowable through the current system.

Institutional Advancement; via the Business Office will send the matching gift form along with the original gift transmittal for processing. The matching gift information is provided on the original gift transmittal. Some companies allow their employees to apply for matching gifts on-line. The Matching Gift Manager is solely responsible for processing all matching gifts claims.

Gifts of Tangible Personal Property:

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

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

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

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

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

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

The date of gift for gifts of tangible property will be either the date the property's ownership is completely assigned to the College via a deed of gift even if physical possession will take place at a later date, or an employee of the College or a representative of the College takes possession of the property.

The Value of the gift must be provided by the donor and should be documented with an appraisal, sales receipt, or other documentation for all gifts where the value is \$5,000 or less. For all gifts of tangible personal property in excess of \$5,000 an appraisal of the property will be required under IRS rules if the donor intends to take a tax deduction for the gift. If this is not the donor's intent, a third-party verification of value must be attached for proof for the IRS.

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

Capital Asset Account:

Institutional Advancement in coordination with Business and Finance will determine the appropriate account to which capital gifts/assets will be recorded and booked. Such a gift will be covered by the College's insurance.

Gifts-in-kind of services:

In-kind gifts are not limited to, such activities as printing of materials, appraisals, and design work, for example. These services provide valuable support to the College. The contribution of services, no matter how valuable to the College, is not tax deductible according to the IRS. They are not therefore, processed and receipted as gifts by Gift Records.

Miscellaneous Gifts:

Whenever the donor is provided something in exchange for the gift such as tickets for a dinner, concert, or other event, the development officer is responsible for providing donor with percapita cost of the event. It is the responsibility of the officer sponsoring the event to retain the records providing the value of the tickets, dinner, or item for IRS purposes. (NOTE) failure to keep the information could result in fines and potential loss of tax-exempt status. A special receipt will be prepared by the development officer, reflecting the cost of the benefit the donor received in relation to the amount the donor gave.

Auctions and Raffles:

Purchase of a raffle ticket is not a gift under IRS regulations and no gift credit or gift receipt will be issued. Items donated for sale at an auction are not considered for a related use to the College's educational purpose according to the IRS. Therefore, the receipt that will be issued will list the item, but no value and indicate that the gift was for unrelated purpose. The description of the donated items should be submitted and included in transaction. The donor's giving record will be credited for the fair market value or the appraised value of the item.

A gift receipt should only be issued to a purchaser of an auction item purchased, if the price paid by the successful bidder exceeds the listed or know fair market value of the item. The value of the tax deduction will be the difference paid above the fair market value of the item.

Pledges:

Pledges should be recorded in accordance with the General Accepted Accounting Principles or Financial Standards Board (FASB) rules and regulations and in keeping with the guidelines and Procedures outlined in the Donor Records Guidelines and Procedures.

Pledge commitments must be written, signed by the donor, and included the amount of the pledge, the period, the date of the first payment, and the frequency of payments. In addition, the written pledge must contain a statement of the gift's designation, purpose, and any restrictions. Pledge commitments made via e-mail are acceptable, when received directly from the donors, and should include all the same elements described above, except for a signature. It is suggested to keep the pledge period to five years or less.

Deferred Gifts:

Deferred gifts will benefit the College or associated entity at some point in the future. Generally, these gifts are either revocable (can be changed by the donor at any time) or irrevocable (cannot be changed by the donor once the gift is made) and the benefits to the donor depend on both the type of gift and if the donor retains the right to modify the gift. Types of deferred gifts include the following: simple bequests, charitable gifts annuities, charitable reminder trusts, charitable lead trusts, life insurance, retained life estates, or naming a College entity as the beneficiary of a retirement plan.

Life Insurance:

Gifts of life insurance may name the College or an associated entity of the policy or as both the beneficiary and owner of the policy. No receipt will be issued to the donor unless the College or associated entity is named as both the owner and the beneficiary of the policy. A receipt for a life insurance policy that is fully paid; that names the College or associated entity as both the owner and the beneficiary will reflect the value provided by the insurance company or IRS forms(s).

Gifts of Real Property (Real Estate)

Gifts of real property include improved and unimproved land, residence, condominiums, apartment buildings, rental property, commercial property, woodlands, and farms. Gifts of real property can be valuable assets for furthering the mission of the College by enhancing the delivery of high-quality teaching, research, and extension and engagement activities and programs. Gifts of real property can create a financial, legal and logistical obligation for the College, particularly if the gift is provided with the expectation or condition that the College retains the gift for extended periods, for specific purposes, or in a specific condition. For these reasons, it is important that there be criteria in place for the acceptance of gifts of real property and a process for administrative approval before gifts are accepted either by the College or associated entity.

Gifts from College Faculty and Staff:

We do encourage the Senior Administration, faculty and staff at Clinton College to make contributions to the College. Gifts from faculty and staff must meet the following three criteria in order to be deductible for tax purposes.

- Charitable intent should be the primary reason for making the contribution
- The contribution must be credited to a fund NOT under the direct control of or does not personally benefit the donating faculty or staff member.
- The faculty or staff donor should not receive or expect to receive further remuneration from the fund to which their gift was credited.

Examples of deductible gifts would include signing an honorarium check over to the department and that faculty member not having control over the receiving funds (this is taxable income to the faculty member as well), making a stock donation to fund a life income gift to ultimately benefit the College-Wide scholarship endowment, or donating equipment or materials for use by the department.

Other types of Income that should not be accepted as gifts to the College:

- Advertising Income
- Alumni membership fees/dues
- Appraisal costs
- Contract revenues
- Contract Services
- Discounts on purchases

- Earned Income
- Expenses associated with transferring a gift to the College
- Gifts to social organizations such as (fraternities, sororities or affiliates).
- Government funds to local, state or federal entities
- Funds received as a result of exclusive vendor relationships
- Non-gift portions of quid pro transactions
- Proceeds from sale of merchandise
- Royalties for affinity agreements

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: November 30, 2021

Reaffirmation Date:

Consolidation Date:



IA-3: SOCIAL MEDIA POLICY

Policy Category: Institutional Advancement

Subject: Use of social media channels through the college's network

Office Responsible for review: Office of Institutional Advancement

Related Policies

- N/A

I. Scope: This policy includes responsibilities of the Vice President of Institutional Advancement and Director of Marketing and Communications

II. Policy Purpose: To create a community where the College can share accomplishments, academic programs, activities, and events with the college audience.

III. Applicability: This policy applies to all students, faculty, and staff at Clinton College.

IV. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Institutional Advancement

Responsible Executive: Vice President of Institutional Advancement

Responsible Officer: Director of Marketing and Communications

V. Definitions

There are no unusual terms in this policy.

VI. Policy and Procedures

Overview

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

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

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

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

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

Posting as an Individual

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

Posting on Behalf of Clinton College

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

- Make sure social media accounts follow college policy and design

When posting for a Clinton College social media site, refer to the College Branding Guide.

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

VII. Approval and Revision History

Original Adoption Date: October 8, 2019

Reaffirmation Date: January 2022

Revision Date:

Consolidation Date:



IA-4. PUBLIC INFORMATION

Policy Category: Institutional Advancement

Subject: Information to be available to student and the public

Office Responsible for Review: Office of Institutional Advancement

Related Policies:

- GA-7: Fraud and Abuse
- BD-4: Board Approvals
- BF-2: Tuition Refund Policy
- AD 1-4: Admissions policies

VII. Scope: This policy addresses the public information to be included in the Clinton College Academic Catalog and website.

VIII. Purpose of Policy: The purpose of this policy is to provide guidance to all personnel involved in publishing, posting, reviewing, and updating required public information.

IX. Applicability: This policy applies to all administrators, staff, faculty, and third-party vendors providing publication or website development services.

X. Policy Management: The following roles manage this policy:
Responsible Office: Office of Institutional Advancement
Responsible Executive: Vice President for Institutional Advancement

XI. Definitions:
There are no unusual terms in this policy

XII. Policy and Procedures

The Academic Catalog and the College website are communication tools central to the operation of any educational institution. In alignment with federal regulations (TRACS 17.8), Clinton College requires that the Academic Catalog and the college website maintain certain areas of current, accurate, and consistent information in a manner that is easily available to students and the public. At minimum, these areas include the following:

- Academic calendar
- Grading policies
- Refund policies
- Admission policies
- Program requirements

- Information regarding tuition and fees

Academic calendar. This calendar shall be included for the two years of each catalog, with the caveat that changes are possible. The calendar on the website shall be included for each academic year, with corrections made each semester when necessary. Maintaining the accuracy of the academic calendar and its inclusion in the catalog are the responsibilities of the Office of Academic Services; uploading and assisting with any corrections to the academic calendar on the website are the responsibilities of the Office of Institutional Advancement.

Grading and student evaluation policies. The grading policies will be in the catalog, website, and faculty handbook. Updates will be made if and when grading policies are changed. Maintaining the accuracy of the grading policies in the catalog, website, and faculty handbook are the responsibilities of the Office of Academic Services. Uploading and assisting with any corrections to grading policies on the website are the responsibilities of the Office of Institutional Advancement.

Refund policies. Summarized from *Policy BF-2: Tuition Refund*, the critical information about refunds will be in the catalog, on the website, and in the student handbook. Updates will be made if and when the policy is changed. Maintaining the accuracy of the refund policies in the catalog, website, and faculty handbook are the responsibilities of the Office of Business Services. Uploading and assisting with any corrections to the refund policies on the website are the responsibilities of the Office of Institutional Advancement.

Admissions policies. Summarized from *Admissions Policies AD 1 – AD 4*, the admissions policies will be in the catalog and on the website. Updates will be made if and when policies are changed. Maintaining the accuracy of the admissions policies in the catalog and on the website are the responsibilities of the Office of Enrollment. Uploading and assisting with any corrections to the admissions policies on the website are the responsibilities of the Office of Institutional Advancement.

Program requirements. In the catalog and on the website, information about program requirements will be specified for each Undergraduate Certificate, Associate Degree, and Bachelor's Degree program, including program mission and purpose, expected student learning outcomes, and sequence of course requirements for General Education, the major, and electives. This information will be reviewed and updated as needed with each two-year publication of the catalog. The website information will be reviewed and updated as necessary at least annually, but with more frequent updates if there are new program offerings. Maintaining the accuracy of the program requirements in the catalog and on the website are the responsibilities of the Office of Academic Services. Uploading and assisting with any corrections to program requirements on the website are the responsibilities of the Office of Institutional Advancement.

Tuition and fees. Summarized from *AS-2: Academic Program Length and Cost*, the information about tuition and fees will be contained in the Academic Catalog and on the college website. The information for the catalog will be noted as subject to change, and will

be reviewed, then updated as necessary, with each two-year publication of the catalog. The information for the website will be reviewed and updated annually. These reviews and updates to the information for the catalog and the website are the responsibilities of the Office of Business Services. Uploading and assisting with any corrections to information about tuition and fees on the website are the responsibilities of the Office of Institutional Advancement.

VII. Approval and Revision History

Original Adoption Date: January 11, 2022

Revision Date:

Reaffirmation Date:

Consolidation Date:

STUDENT SUCCESS



SS-1. STUDENTS WITH DISABILITIES

Policy Category: Student Services

Subject: Students with Disabilities

Office Responsible for Review: Office of Student Success

Related Policies

- **GA-3: Non-discrimination policy**

- I. Scope:** This policy includes the responsibilities of students and staff members in Student Support Services.
- II. Policy Purpose:** The purpose of this policy is to alert students, faculty, and staff of the expectations for supporting students with disabilities.
- III. Applicability:** This policy applies to all faculty and staff who interact with students who may need services or accommodations for their disabilities.
- IV. Policy Management:**

The following roles are responsible for managing this policy:

Responsible Office: Office of Student Success

Responsible Executive: VP for Student Success/Dean of Students with assistance from
VP for Academic Services

Responsible Officer: VP for Student Success/Dean of Students

- V. Definitions:** There are no special terms in this policy.

VI. Policy and Procedures

Introduction

The faculty and staff at Clinton College are committed to providing educational opportunities to all students. The service for students with disabilities is designed to

ensure opportunities to all students. The services for students with disabilities are designed to ensure full access to programs and services. The Americans with Disabilities Act of 1990 upholds and extends Section 504 of the Rehabilitation Act of 1973. Title III of the ADA states:

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

Seeking services

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 in the Beacon Academic Success Center.

VII. Approval and Revision History

Original Adoption Date: March 2013

Reaffirmation Date: January 14, 2022



SS-2: STUDENT COMPLAINT POLICY

Policy category: Student Services

Subject: Student Complaints

Office Responsible for Review: Office of Student Success

Related Policies:

GA-3: Non-Discrimination Policy

GA-6: Sexual Harassment Policy

HS-7: Drug and Alcohol Prevention Policy (DAAPP)

SS-3: Student Code of Conduct

SS-4: Students' Rights and Due Process

SS-6: Residence Hall Student Policies

- I. Scope:** This policy includes the responsibilities of the Vice President for Student Success/Dean of Students and professional staff members in that division.
- II. Policy Purpose:** The purpose of this policy is to identify types of student complaints and the processes for filing, responding to, and resolving those complaints. It does not include complaints in the category of Grade Appeals.
- III. Applicability:** This policy applies to all students with the type of complaints that do not have independent appeal processes.
- IV. Policy Management:**
The following roles are responsible for managing this policy:
Responsible Office: Office of Student Success
Responsible Executive: Vice President for Student Success/Dean of Students
Responsible Officer: Vice President for Student Success/Dean of Students
- V. Definitions**
There are no special terms in this policy.

VI. Policy and Procedures

Overview

TRACS Accreditation Standards. This policy aligns with the following TRACS policies that delineate expectations for how an institution responds to student complaints:

Publications and Policies 7.1, 7.2, 7.3, 7.4; Student Services 10.2; and Federal Requirement 17.3.

Student rights. Any student with a complaint who feels they have been treated unfairly will have the right to be heard fairly and promptly. The college recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal complaint process will be provided to assure impartial and equitable resolution for those conflicts.

Types of complaints. Students may file complaints about discrimination, sexual harassment, and general areas of concern to them.

- *Discrimination:* Clinton College does not discriminate in admissions, educational programs, or employment based on race, color, religion, sex, national origin, age disability, or veteran's status and prohibits such as discrimination by its students, faculty, and staff (See Policy GA-3)
- *Sexual harassment:* Sexual harassment is one of the oldest forms of sexual discrimination prohibited by Titles VII and IX. Clinton College acknowledges that unwanted sexual advances can occur between members of the same sex or opposite sex and between and among students, staff, faculty, and administrators (See Policy GA-6)
- *General complaints:* Other complaints about areas or incidents of concern that are not related to grade appeals, discrimination, or sexual harassment.

Limitations

This complaint process may **not** be invoked for matters that have independent appeal processes established. Examples of these include:

- Federal and State laws
- Administrative Procedures Act (Chapter 34.05 RCS)
- Employment and personnel decisions
- Policies of the Board of Trustees
- Standards and procedures adopted by the Transnational Association of Christian Colleges and Schools (TRACS) for institutional accreditation
- Clinton College Grade Appeal Policy

The Complaint Process

The complaint process is divided into an informal and formal process. This process is initiated by the student who will receive support and information during each of the four steps that may be involved. A complaint may be resolved at various stages of the process. Complaints should be filed as soon as possible and no more than 90 days after the incident occurs. Students will receive an automatic notification via their Clinton College email account that their complaint has been received.

Filing an Informal Complaint

Step One: 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. As a

professional courtesy, students are advised to:

- Email the staff, faculty, or administrator with whom they have a complaint to schedule an appointment rather than having a casual hallway conversation or calling the person when they may not be able to stop and talk
- Be clear about what their concern is and how they would like the issue resolved

There may be some cases in which a student might feel uncomfortable directly addressing the person about whom they have a complaint. If this is the case, the student should do the following:

- Contact the Vice President of Academic Services /Academic Dean in the case of a faculty member
- Contact the Residential Life Director or Vice President for Student Success/Dean of Students in the case of a staff member.
- Contact the Residential Life Director or the Vice President for Student Success/Dean of Students in the case of a student.

If a complaint or concern has not been resolved to the student's satisfaction, they may move into the formal complaint process listed below. If they have questions or would like assistance with this process, they should contact studentcomplaints@clintoncollege.edu.

Step Two: Students may utilize the formal complaint process after exhausting the informal complaint process directly with the person with whom they have a complaint or concern. To submit a formal complaint, they must use the appropriate Clinton College Student Complaint Form found on the *Current Students* tab of the Clinton College website. This form can be submitted by email to studentcomplaints@clintoncollege.edu or, it can be printed and completed in writing and submitted to the Office of the Vice President of Student Success / Dean of Students in the Fisher Bldg.

After submitting a Student Formal Complaint Form, students will receive automatic notification via their Clinton College email account that it has been received. Based on the Vice President of Student Success findings, a decision will be made in writing to the student and the person alleged to have caused the grievance within (10) ten business days of receipt of the findings report. Students will be provided information regarding the next steps in the process and may be asked for additional information if necessary.

This step of the process, investigating complaints, will involve the faculty or staff member's Vice President or Staff Supervisor.

If a complaint or concern has not been resolved to the student's satisfaction, they may appeal the decision made by the Vice President or Staff Supervisor by continuing the complaint process into step three listed below. Questions can be directed at studentcomplaints@clintoncollege.edu.

Step Three: To appeal a decision made by the Vice President or Staff Supervisor with whom the student worked to resolve a complaint or concern, they must submit an email to: studentcomplaints@clintoncollege.edu stating their desire to appeal the current decision and provide the following information:

- Brief outline of steps already taken toward resolving the issue
- Decision given by the Vice President or Staff Supervisor
- Reason for appealing this decision
- Possible solution(s) they suggest regarding the issue
- Contact information (phone, email, etc.)

After the student's email requesting an appeal has been submitted, they will receive an automatic notification via their Clinton College email account that the complaint has been received. Based on the Vice President of Student Success findings, a decision will be made in writing to the student and the person alleged to have caused the grievance within (10) ten business days of receipt of the findings report. In this step of the process, the complaint now involves the faculty or staff member's Vice President/Dean. Decisions made by the Vice President/Dean can be appealed in Step 4 of the process.

Step Four: To appeal a decision made by the Vice President/Dean with whom the student worked to resolve a complaint or concern, they must submit an email to: studentcomplaints@clintoncollege.edu stating their desire to appeal the current decision and providing the following information:

- Brief outline of steps already taken toward resolving the issue
- Decision given by the Vice President/Dean
- Reason for appealing this decision
- Possible solution(s) they suggest regarding the issue
- Contact information (phone, email, etc.)

After the student's email requesting an appeal has been submitted, they will receive an automatic notification via their Clinton College email account that the complaint has been received. Based on the College President's findings, a decision will be made in writing to the student and the person alleged to have caused the grievance within (10) ten business days of receipt of the findings report.

In this step of the process, the complaint now involves the faculty or staff member's Vice President/Dean, and the College President. Decisions made by the President are final and cannot be appealed.

If students have any questions or would like assistance with any portion of this process, they may contact studentcomplaints@clintoncollege.edu .

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 Success 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.

Complaints to outside agencies

Clinton College makes every effort to resolve student complaints internally. The College expects all students to make efforts to resolve their concerns by adhering to steps outlined in this policy. 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:

[Complaint Procedures and Form.pdf \(sc.gov\)](#)

Discrimination complaints may also be filed with the following federal and state agencies:

- [Home | Human Affairs Commission](#) South Carolina
- [US Department of Education Office for Civil Rights](#)
- [Equal Employment Opportunity Commission](#)

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

VII. Approval and Revision History

Original Adoption Date: January 20, 2016

Revision Date: August 25, 2021

Reaffirmation Date:

Consolidation Date:



Student Complaint Form: Discrimination

Please check the applicable boxes. I am filing this complaint as a:

Student Witness

This completed form can be submitted via email to studentcomplaints@clintoncollege.edu or printed and submitted to the office of the Vice President of Student Success in the Fisher Bldg.

PLEASE PRINT CLEARLY

First name _____ **Last name** _____

Date of incident _____ **Date of report** _____

Location of incident _____

Contact information

On Campus: Dorm _____ Room _____

Address _____

City: _____

State: _____

Zip: _____

Phone Number: () _____ - _____

Email (Clinton College) _____

Type of Complaint: Check all that apply

- Race/Color Discrimination Religious Discrimination Sex Discrimination National Origin/ Ethnicity Discrimination Age Discrimination Marital Status Discrimination Sexual Orientation Discrimination Disability Discrimination Gender Discrimination Veteran Status Discrimination Bullying Cyber Bullying

Have you attempted to resolve this matter Yes No ?

If yes, please list the name(s), department(s), or titles(s) of all other persons with whom you have

I certify the above statement is true and accurate.

Complainant Signature

Date

Authorized Personnel Only

Complaint taken by:

Print Name

Signature

Date



Sexual Harassment Complaint Form

Check this box if you want to remain anonymous

Please check the applicable boxes. I am filing this complaint as a:

Student Witness

This completed form can be submitted via email to studentcomplaints@clintoncollege.edu or printed and submitted to the office of the Vice President of Student Success in the Fisher Bldg.

PLEASE PRINT CLEARLY

First name _____ **Last name** _____

Date of incident _____ **Date of report** _____

Location of incident _____

Contact information

On Campus: Dorm _____ Room _____

Address _____

City: _____

State: _____

Zip: _____

Phone Number: () _____ - _____

email (Clinton College) _____

Have you attempted to resolve this matter? Yes No

If yes, please list the name(s), department(s), or titles(s) of all other persons with whom you have discussed this matter and state the date(s) of the communication(s).

1. _____

2. _____

Describe the resolution you are seeking.

I certify the above statement is true and accurate.

Complainant Signature

Date

Authorized Personnel Only

Complaint taken by:

Print Name

Signature

Date



General Complaint Form

Complete this form for all complaints excluding grading disputes, sexual harassment, discrimination

Check this box if you want to remain anonymous

Please check the applicable boxes. I am filing this complaint as a:

Student Witness

This completed form can be submitted via email to studentcomplaints@clintoncollege.edu or printed and submitted to the office of the Vice President of Student Success in the Fisher Bldg.

PLEASE PRINT CLEARLY

First name _____ **Last name** _____

Date of incident _____ **Date of report** _____

Location of incident _____

Contact information

On Campus: Dorm _____ Room _____

Address _____

City: _____

State: _____

Zip: _____

Phone Number: () _____ - _____

email (Clinton College) _____

Have you attempted to resolve this matter? Yes No

If yes, please list the name(s), department(s), or titles(s) of all other persons with whom you have discussed this matter and state the date(s) of the communication(s).

1. _____

2. _____
3. _____
4. _____
5. _____

Please list all witnesses you believe have knowledge of the events and the relationship to you (co-worker, supervisor, student, faculty, instructor, etc.) and their contact information, if known.

1. _____
2. _____
3. _____
4. _____
5. _____

What is your desired resolution?

Details of Complaint: Your concern and safety are valued and important. Describe your complaint including date(s) of occurrence(s), name of the person(s) you believe committed the offense against you, and how you have contacted them (teacher, student, faculty, staff, supervisor, etc.). Attach additional pages if necessary

I certify the above statement is true and accurate.

Complainant Signature

Date

Authorized Personnel Only

Complaint taken by:

Print Name

Signature

Date



SS-3: STUDENT CODE OF CONDUCT

Policy Category: Student Success

Subject: Student Life campus wide

Offices Responsible for Review: Office of Student Success/ Dean of Students and Dean of Student Engagement/Retention, Office of Academic Services

Related Policies:

- HS-7: DAAPP Policy
- SS-2: Student Complaints
- SS-7: Student Dress Code

- I. Scope:** The Student Code of Conduct applies to all enrolled students for the duration of their matriculation at Clinton College
- II. Policy purpose:** The Student Code of Conduct exists to provide important policies, rules, and regulations to ensure the safety of all members of the college; and enhance the overall campus and learning environment.
- III. Applicability:** The Student Code of Conduct applies to all members of Clinton College enrolled students, faculty and staff
- IV. Policy Management.** Although all faculty and staff have a role in ensuring that students observe and adhere to the Student Code of Conduct. The primary managers of the Student Code of Conduct are the V.P. of Student Success/ Dean of Students, V.P. of Academic Services and Asst. Dean of Engagement / Retention. In addition, the management of the policy, is driven by sanctions which are designed to deter non-compliant behavior.

The following roles are responsible for managing this policy:

Responsible Offices: Student Success, Academics, Residence Life

Responsible Executive: V.P. Student Success / Dean of Students, V.P. Academic Services and Asst. Dean of Engagement / Retention

Responsible Officer: Office of Student Success and Office of Academics

- V. Definitions:** No specific terms

VI. Policy and Procedures

Overview

The Student Code of Conduct exists to protect the members and property of Clinton College, and enhance the educational experience, and overall mission of the college. It is the responsibility and the duty of every student to have knowledge of the Student Code of Conduct and to agree to abide by the Student Code of Conduct as a condition of enrollment. Ignorance of the Code of Conduct and its provisions will not constitute a defense in any proceeding against a student. The Student Code of Conduct outlines the rules, regulations, sanctions, and judiciary process for student conduct, while matriculating at Clinton College.

Students are expected to abide by all Clinton College policies, rules, regulations, standards and by laws of the City of Rock Hill, York County, State of South Carolina, and the Federal Government. Therefore, legal action in addition to college disciplinary action may occur. The College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, may be suspended or expelled from the College.

While the Student Code of Conduct does not include all the actions, or violations that may adversely affect the community, they do apply to the conduct of all students and student organizations while on college owned or controlled property and off the campus, as long as, the student or student organization maintains a student relationship with the College. College owned or controlled property include all lands, buildings, and facilities owned, leased, or operated by the College. The College reserves the right to sanction currently enrolled students for violations of the Student Code of Conduct, even if said violations occur off campus. In accordance with the College policy, disciplinary action under these guidelines may be taken against an individual who has matriculated at the College, even though the student may not be currently registered for classes (e.g., during semester breaks and during the summer).

Persons are encouraged to promptly report violations of the Student Code of Conduct to a College employee, Campus Police, Residence Life personnel, or the Dean of Students Office. The College decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, may be suspended from the College.

In its attempt to promote and ensure fairness and consistency in disciplinary decision making, the College has suggested specific sanctions for violations of the Student Code of Conduct. Adjudicators should consider the following suggested sanctions. Students found responsible for infractions will receive, as a minimum, the sanctions indicated.

A student does not begin each semester, term, or school with a clean record. Other more severe sanctions may be imposed when deemed appropriate and necessary. Students' prior offenses are cumulative and may subject the student to more severe penalties for subsequent offenses.

The College reserves the right to apply a different sanction/stipulation for a violation of the Student Code of Conduct depending on the nature and gravity of the violation. In cases when students' misconduct is inextricably mixed with academic issues, the process outlined in this

policy will be followed. This does not preclude academic sanctions separate from this process. If it is determined that a student has possession of, use, or distribution (trafficking) of drugs; or using any object with the intent to cause harm, to him/herself or others, the sanctions may include

Suspension from the College for one (1) academic semester, or possible expulsion from the College. Suspension from the College will result in the cancellation of the responsible student's housing contract and possible denial of a housing contract in the future.

Expulsion is permanent dismissal from the College with no opportunity for re-admission.

Because the conduct system is designed to help correct behavior and to fulfill an educational purpose, it is expected that any student who must go through the conduct process will, as a result, be duly warned about his or her behavior, encouraged to comply with the Student Code of Conduct, and notified about possible sanctions if subsequent violations should occur. Moreover, the system of consequences must be imposed to maintain order and to protect the rights and privileges of others in the College community. Therefore, students who are found responsible of the same offense more than once or of a second offense of equal or greater magnitude, (as defined by the nature of the sanction) may be suspended or expelled from the College.

Authority for Imposing Student Sanctions

The Vice President for Academic Services or designee is responsible for discipline in the academic setting (classroom), and the Vice President for Student Success/ Dean of Students or designee is responsible for discipline in all other aspects of campus life.

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

Disciplinary Sanctions

Sanctions are imposed to protect the College community from behaviors that are detrimental to the educational process and/or the College community members. Sanctions and stipulations within the Student Code of Conduct are designed to emphasize appropriate conduct within the College community and within our global society.

Students are also advised that a disciplinary sanction(s) imposed by the College does not preclude the possibility that a separate criminal or civil prosecution may follow, and that questionable conduct in the non-College community may be grounds for college disciplinary action as well.

Students placed on probation, suspension from the College, or suspension from the residence

halls are expected to demonstrate a positive change in their behavior. During the sanction period, the student may be denied participation in campus activities, both on and off campus. Such students may not represent the College in any public function or performance, hold office in a student organization, or be eligible to join campus organizations, while they are completing probation or suspension.

All sanctions imposed by the College and Office of the Dean of Students, or V.P. of Academics are effective immediately and will not be postponed to accommodate exams, graduation, or other schedules. Failure to comply with outlined conduct sanctions may result in immediate sanctions including suspension with or without the advantages of a conduct hearing.

Violations

The College reserves the right to impose sanctions that it deems an appropriate response to student misconduct. The following violations are only examples of misconduct and are not an all-inclusive list of violations. SANCTIONS AND STIPULATIONS MAY BE IMPOSED FOR CONDUCT NOT DESCRIBED BELOW.

Alcoholic Beverages. Clinton College complies with federal, state, and local laws including those which regulate the possession, use and sale of alcoholic beverages. The 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, campus lawn, dining room, and at campus activities. This is also inclusive of possessing empty alcohol cans and/or bottles. The use, possession, sale, purchase, or transfer of alcoholic beverages will result in written a notification of violation, and or community service, possible loss of campus housing, suspension, or termination of enrollment.

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

Firearms and Weapons. The following are prohibited:

- a. The possession or usage of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, stun guns, and other firearms; bowie knives, daggers, switchblade knives, metallic knuckles; and explosives such as dangerous chemicals, on college -owned or controlled property or at college - sponsored or supervised activities is specifically prohibited, unless authorized by the Chief of Campus Police and the Dean of Students.
- b. The possession or use of items that resemble guns, knives, or other weapons. This also includes the possession or use of firecrackers, propelled missiles, or other fireworks. Sanctions may include, but will not be limited to, College probation, suspension, and a fine. Any student(s) alleged to have violated this policy may be immediately

suspended from the College on a temporary basis, pending the outcome of a Student Conduct Hearing.

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 is prohibited, and the College will take necessary disciplinary action against all persons proven guilty of theft.

Damage, Defacing, Abuse, or Destruction of College Property. Damage, defacing, abuse, or destruction of college property is a violation of the Student Code and prohibited and violators are subject to sanctions.

Tobacco Free Campus. As an institution of higher education, the 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.

False Information/Misrepresentation. Knowingly furnishing false information to the College or its officials, or other forms of dishonesty in college-related affairs, including making a false statement to any member of the College community with the intent of deceiving, including perjury is prohibited and subject to sanctions.

Misrepresentation, forgery, alteration, destruction, misuse, or attempted or intended misuse of college documents, records (including altering work time sheet), identification, or other property, and the unauthorized transfer, sale, and use of computer applications are prohibited and subject to sanctions.

Fraud -This encompasses fraudulently obtaining, fabricating, altering, falsifying, transferring, loaning, selling, misusing, or attempting to misuse an ID card, meal card, enrollment validation sticker, library card, vehicle registration, or other College document or service; transferring, lending, or selling such items; giving false name, date of birth, Social Security number, or other identification to a College official; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive is prohibited and is subject to sanctions.

Disorderly Conduct. Disorderly conduct means any offensive or annoying act that disrupts the peace. It includes, but is not limited to, conduct that is offensive or disrupts the rights of others. It includes excessive noise, such as loud talk or shouting in such a way that violates the right of others to live in an atmosphere conducive to learning and study. The scope of these activities includes College-owned or controlled property and College sponsored or supervised activities. Students are responsible for the behavior of their guests and students may receive sanctions if they permit their guests to indulge in disorderly conduct on campus.

Disruptive classroom behavior this includes any disruptive behavior within the classroom or

instructional setting.

Moral or decency offenses - this is defined as lewd, indecent, or obscene conduct or expression or other moral decency offenses.

Failure to Comply. Failure to comply with the direction of college officials and Student Employees acting in the performance of their duties, or refusal to present proper identification upon the request of a College official.

The willful failure of a student to allow College officials entry to his or her motor vehicle (as owner, operator, or registrant), residence hall room, or any other facility on campus upon grounds of reasonable suspicion.

Failure to comply with student conduct sanctions Any such sanctions will be unilaterally imposed without a college hearing by the Office of Dean of Students.

Physical Abuse. This is defined as an encounter in which physical contact occurs between two or more persons, 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 conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus. If weapons or objects that are used as weapons or which may be constructed as weapons are used in an altercation, the student may be automatically suspended from the College. Any student(s) alleged to have violated this policy may be immediately suspended or expelled from the College.

Rape or other sexual assault- Any student(s) alleged to have violated this policy may be immediately suspended or expelled from the College on a temporary basis, pending the outcome of a Student Conduct hearing.

Verbal Abuse, Defamation, or Harassment. Defined as the use of verbally abusive language by any person on college owned or controlled property or at college -sponsored or supervised events. This includes language that degrades, insults, taunts, or challenges another person by any means of communication, verbal or nonverbal, so as to provoke a violent response, communication of a threat, defamation of character, use of profanity, verbal assaults, derogatory, sexist, or racist remarks or any behavior that puts another member of the College community in a state of fear or anxiety.

Violations and Sanctions

The following disciplinary sanctions, singularly or in combination, may be imposed on a student found responsible for violation of the Student Code of Conduct. THE LIST OF SANCTIONS AND VIOLATIONS LISTED BELOW IS NOT INCLUSIVE OF ALL VIOLATIONS and OR COMBINATIONS OF SANCTIONS. Sanctions will be determined based on the violation and any other significant factors. Sanctions may be issued by the College President, V.P. Student Success/ Dean of Students, Judiciary Committee, V.P. of Academic Services , Asst. Dean of Student Engagement/ Retention, or designee. The College administers 5 official sanctions for violations and or infractions of the Student Code of Conduct.

Types of Violation I:

- *Minor, Non-violent, and Non-threatening Acts* (not an all-exclusive list of violations)
- Loud or disruptive music beyond established study hours, or during college event
- Loud or disruptive non-violent, non-threatening speech or behavior
- Unauthorized assembly which interferes with the normal operation of the College.
- Having unauthorized guest in the Residence Hall
- Having pets in the Residence Hall
- Violating Dress Code

Sanctions:

- **Verbal Warning** -A verbal disciplinary warning is provided on the scene, at the moment of a minor, non-violent or threatening violation. The student is also warned that a repeat of the same violation will result in a written warning and or additional sanctions.
- **Written Warning**- A disciplinary warning or reprimand is an official statement of censure, warning the student of unacceptable conduct in an incident considered to be one of minor consequences. The official warning or reprimand is a written notification issued to the student that he or she has been found in violation of the Student Code of Conduct and that any other violation for which the student is found responsible will result in more severe disciplinary action. In addition, the warning or reprimand will become a matter of record in the Dean of Students Office.

Type of Violation II:

- Repeat offender: Student who has already received verbal and written warning for previous violation(s). (Not an all-exclusive list of violations)

Sanction:

- **Community Service**- Based on the violation, when appropriate, students may be assigned volunteer community work to be completed at the college or in the local community. Off-campus assignments are usually made in conjunction with volunteer service agencies. All assignments must be completed within the time period designated and to the satisfaction of the assigned supervisor. Students who fail to complete their assignments in a satisfactory manner will be considered in violation and will be subject to additional disciplinary action, including suspension or expulsion from the College.

Types of Violations III:

- Misconduct and inappropriate behavior
- Unruly and or threatening behavior
- Failure to respond appropriately to a College Official
- Theft
- Use or possession of illegal drugs or drug paraphernalia

(Not an all-exclusive list of violations)

Sanction:

- ***Probation-*** Students placed on probation are expected to demonstrate a positive change in their behavior. During the probation period, the student shall be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the College in any public function or performance, hold office in a student organization, or be eligible to join any campus organizations, during their probationary status. In addition, the sanction of probation will become a matter of record in the Office of Dean of Students. Students who have been placed on disciplinary probation twice in the same academic year may receive more severe sanctions, such as suspension from the College

Types of Violations IV:

- Student has violated the conditions of his/her disciplinary probation
- Student has committed a violation considered to be severe in nature and scope

(Not an all-inclusive list of violations)

Sanction:

- ***Suspension-*** A student found guilty of violating his/her probation, or who commits an offense serious enough to warrant suspension, may be suspended from the College for the remainder of that semester, and/or for an additional period. Usually, the designated period of suspension will not exceed one year. Suspensions are noted in the student's permanent record. Students suspended from the College may not return to the campus for the duration of their suspension, except to conduct official business with the administrative officers or faculty members, and then only with the permission of the Vice President of Student Success/ Dean of Students

Types of Violation V:

- Physical abuse/fighting/hazing
- Theft
- Possession with the intent to distribute Illegal drugs
- Illegal use of drugs or alcohol
- Possession of firearms and weapons
- Threats/Harm to faculty/staff/student(s)

(Not an all-inclusive list of violations)

Sanction:

- ***Expulsion-*** Expulsion is the most severe sanction that can be imposed upon a student for violation of the Student Code of Conduct. Expulsion is permanent dismissal from the College, and the student's relationship with the College is permanently severed. The student is not only subject to the conditions and restrictions cited under suspension but is also not eligible to apply for re-admission to the College. Students expelled from the College are required to return their student identification card, room keys, and laptop

device and may not return to the campus. If an expelled student returns to campus without permission, the student may be subject to criminal charges, including but not limited to, trespassing.

If a student is expelled from the College, notification may be sent to his or her parents or guardians notifying them of the expulsion. Expulsions are recorded on the student's permanent record. Any student(s) alleged to have violated, at minimum, any of the following Student Code of Conduct will be immediately suspended on a temporary basis, pending the outcome of a Student Conduct Hearing. If the student(s) is subsequently found responsible for the violation, the student(s) will be subject to long-term suspension and/or expulsion from the College.

The College may approve revisions to the Student Code of Conduct. Those changes will be effective upon approval and will be posted in the Office of the Dean of Students. Each student is responsible for knowledge of the regulations and information contained in the Student Handbook. Therefore, students are encouraged to be attentive and alert to any announcements concerning changes to the rules and regulations governing student conduct.

Residence Hall Sanctions

Rules, Regulations and Sanctions for violations of Residence Hall can be found in the student handbook under the Residence Life section.

Disciplinary Procedures

Students who violate the policies contained in this handbook will be referred to the appropriate campus authority depending on where the violation occurred, the person(s) involved, and the type of violation. Ultimately, it is the duty of the Vice President of Student Success / Dean of Students and V.P. of Academic Services to enforce the Code of Student Conduct. These officials may designate other department(s) and /or campus official(s) to enforce the Code as they deem appropriate.

In the case of serious violations of the Student Code of Conduct, the Vice President of Student Success/ Dean of Students, or his/her designee, may immediately intervene and impose sanctions, regardless of the regular procedure outlined in the Code of Conduct. This is especially true in cases where a student may be a danger to the campus community; in such cases, the Dean of Students, Director of Residence Life, or Vice President of Academic Services can and will immediately remove the student in question from the College community until the case is resolved.

Furthermore, the President of the College reserves the right to review and make final disciplinary decisions at any time during the disciplinary process. The Vice President of Student Success / Dean of Students or his/her designee is responsible for the coordination of judicial proceedings at the administrative level. Designees may include the V.P. for Academic Services or Assistant Dean of Engagement / Retention.

Judicial Board

The Vice President of Student Success/ Dean of Students in consultation with the Vice President for Academic Services 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 cases of violations to the Student Code of Conduct.

Due Process of Judiciary Hearing for Student Code of Conduct Violation(s):

- Violation reported and submitted to the appropriate office: Dean of Students, or V.P. of Academic Services
- Inform student in writing about receipt of report citing a possible violation and give details of timeline of inquiry and process.
- Fact Finding: by Dean of Students, V.P. of Academic Services , or designee
- Schedule an administrative meeting if issue can be resolved administratively or schedule a judiciary hearing if necessary.
- The appropriate V.P. will inform the student in writing about the details, location, time and date of the administrative meeting or judiciary hearing.
- The appropriate V.P. will inform the student in writing about the judiciary’s decision concerning the Student Code violations and mandatory sanctions.

Student Rights

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

- The right to receive a written description of charges pending against them and a notice of the hearing.
- The right to be present throughout the hearing but not during the deliberation of the hearing.
- The right to remain silent and the case will be determined on the evidence presented.
- The right to respond to any charges against them.
- The right to present evidence in their case.
- The right to appeal any disciplinary action taken against them.

Due Process Rights

Students that must appear before the Judicial Board have the right to:

- The Presumption of innocence
- Be informed of their 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.

It is expected that students who are found responsible for violations will complete their sanctions and demonstrate conduct that is compliant with the Student Code of Conduct.

Failure To Comply with Conduct Sanctions

Students who are found responsible for violations and notified of their sanctions but fail to comply with them will be considered in violation of the Student Code of Conduct (specifically with Failure to Comply) and are not entitled to a hearing on the charge that they have failed to comply with sanctions previously issued. An additional sanction will, be applied by the Dean of Students without the benefit of a hearing.

VII. Approval and Revision History

Original Adoption Date: March 2013 (as SA-3: Student Code of Conduct)

Revision Date: January 11, 2022



SS-4: STUDENTS' RIGHTS AND DUE PROCESS

Policy Category: Student Success

Subject: Students' Rights and Due Process

Office Responsible for Review: Student Success

Related Policies

- SS-3: Student Code of Conduct

I. Scope: This policy includes the responsibilities of the President, V.P. of Student Success/ Dean of Students, Dean of Academics and Asst Dean of Student Engagement and Retention, Judiciary Board and students

II. Policy Purpose: The purpose of this policy is to provide established guidelines, policies, procedures and expectations, pertaining to Students' Rights and Due Process

III. Applicability: This policy applies to the President, V.P. of Student Success/Dean of Students, VP of Academic Services/Academic Dean, Asst Dean of Student Engagement and Retention, Judiciary Board and all enrolled students

IV. Policy Management:

Responsible Office: Student Success/ Dean of Students

Responsible Executive: V.P. Student Success/ Dean of Students

Responsible Officer: Student Success/ Dean of Students, Asst Dean of Student Engagement and Retention or designee

V. Definitions:

- **Preponderance of evidence:** The evidence shows that the fact sought to be provided is more probable than not. This standard is used throughout the Student Conduct Code.

VI. Policy and Procedures:

Overview

The purpose of this policy is to provide established guidelines, policies, procedures and expectations, pertaining to Students' Rights and Due Process.

Disciplinary Procedures

Students who violate the policies contained in this handbook will be referred to the appropriate campus authority depending on where the violation occurred, the person(s) involved, and the type of violation. Ultimately, it is the duty of the Vice President of Student Success / Dean of Students and V.P. of Academic Services to enforce the Code of Student Conduct. These officials may designate other department(s) and /or campus official(s) to enforce the Code as they deem appropriate.

In the case of serious violations of the Student Code of Conduct, the Vice President of Student Success/ Dean of Students, or his/her designee, may immediately intervene and impose sanctions, regardless of the regular procedure outlined in the Code of Conduct. This is especially true in cases where a student may be a danger to the campus community; in such cases, the Dean of Students, Director of Residence Life, or Vice President of Academic Services can and will immediately remove the student in question from the College community until the case is resolved.

Furthermore, the President of the College reserves the right to review and make final disciplinary decisions at any time during the disciplinary process. The Vice President of Student Success / Dean of Students or his/her designee is responsible for the coordination of judicial proceedings at the administrative level. Designees may include the V.P. for Academic Services or Assistant Dean of Engagement / Retention.

Judicial Board

The Vice President of Student Success/ Dean of Students in consultation with the Vice President for Academic Services 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 cases of violations to the Student Code of Conduct.

Due Process of Judiciary Hearing for Student Code of Conduct Violation(s):

1. Violation reported and submitted to the appropriate office: Dean of Students, or V.P. of Academic Services
2. Inform student in writing about receipt of report citing a possible violation and give details of timeline of inquiry and process.
3. Fact Finding: by Dean of Students, V.P. of Academic Services , or designee
4. Schedule an administrative meeting if issue can be resolved administratively or schedule a judiciary hearing if necessary.
5. The appropriate V.P. will inform the student in writing about the details, location, time and date of the administrative meeting or judiciary hearing.
6. The appropriate V.P. will inform the student in writing about the judiciary's decision concerning the Student Code violations and mandatory sanctions.

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 them 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 them.
5. The right to present evidence in their case.
6. The right to appeal any disciplinary action taken against them.

Due Process Rights

Students that must appear before the Judicial Board have the right to:

- The Presumption of innocence
- Be informed of their 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

Preponderance of Evidence

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

Evidence

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

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

How does a student 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.

The Judicial Appeal Officer

The position of the Judicial Appeals Officer will not be held by the Dean of Students nor held by the VP of Academics. The Dean of Students or designee will identify a faculty or staff member to fulfill the position of 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.

It is not the intent of Clinton College to present Judicial Board proceedings in an actual courtroom atmosphere. It is expected that students who are found responsible for violations will complete their sanctions and demonstrate conduct that is compliant with the Student Code of Conduct.

Urgency Cases

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

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

- Immediate removal from the campus and or withdrawal from the college
- In urgent cases, the Vice President for Student Services may request the student to seek psychological assistance through either the college or other faculty at the student's own cost

Failure To Comply with Student Conduct Sanctions

Students who are found responsible for violations and notified of their sanctions but fail to comply with them will be considered in violation of the Student Code of Conduct (specifically with Failure to Comply) and are not entitled to a hearing on the charge that they have failed to comply with sanctions previously issued. An additional sanction will, be applied by the Dean of Students without the benefit of a hearing.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: January 25, 2022



SS-6: STUDENTS' RESIDENCE HALL POLICIES

Policy Category: Student Success

Subject: Residence Hall policies

Office Responsible for Review: Office of Student Success with Residence Life

Related Policies

- SS-3: Student Code of Conduct
- SS-4: Students' Rights and Due Process

I. Scope: This policy includes the responsibilities of the V.P. of Student Success/ Dean of Students, Asst Dean of Student Engagement and Retention, Judiciary Board and students residing in on-campus housing

II. Policy Purpose: The purpose of this policy is to provide established rules, policies, procedures and expectations for students residing in on-campus housing

III. Applicability: This policy applies to the President, V.P. of Student Success/Dean of Students, Asst. Dean of Student Engagement and Retention, Judiciary Board, and all students residing in on-campus housing

IV. Policy Management:

Responsible Office: Residence Life

Responsible Executive: V.P. Student Success/ Dean of Students

Responsible Officer: Asst Dean of Student Engagement and Retention

V. Definitions:

There are no special terms associated with this policy

VI. Policy and Procedures:

Overview

The rules and policies in Residence Life are established to ensure all students residing in on-campus housing, are living in an environment that is safe, supportive, conducive for learning, and fosters a positive on-campus collegiate experience.

Freshman policy

Clinton College is a residential community; therefore, freshman students are required to live in on-campus housing for two continuous semesters.

Age limit policy

The age limit for residing in the residence halls is 17-25 years old.

Housing agreement policy

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

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

Pregnancy Policy

Title IX prohibits discrimination on the basis of gender 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 students have. College personnel will not tell students to drop out of classes or programs or change your educational plans due to your pregnancy.

Clinton College does not discriminate against a student because of pregnancy. A student should notify the Dean of Academic Affairs upon learning of her pregnancy. In stances where the student is a resident in the residence hall, the student should inform the 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 arrangements 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 Success/Dean of Students or Asst. Dean of Engagement/ Retention 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.

Room Reservation Policy

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

Student's Right to Privacy

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

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

Standards of Conduct Policy (Residence Halls)

All residential students must adhere to all policies, rules and regulations for residing on-campus. The standards of conduct, policies and rules are included in the Residential Hall leasing agreement and covered by residential hall staff in residential hall meetings. When deemed necessary Clinton College and or the Residence Life Administration have the right to amend the rules, regulations and policies without advance notice to students. Amendments made will immediately be provided to all residential students. A residential student's failure to comply with all residential hall policies, rules and regulations, could result in warnings, sanctions, judiciary hearings, suspension, expulsion or loss of on-campus housing.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: January 25, 2022



SS-7: STUDENT DRESS CODE POLICY

Policy Category: Student Success

Subject: Student Dress Code Policy while on campus and attending campus events

Office Responsible for Review: Student Success

Related Policies: Not Applicable

VIII. Scope: This policy includes the responsibility of the Vice President of Student Success/Dean of Students and all faculty and staff.

IX. Policy purpose: The purpose of this policy is to inform faculty, staff, students, and campus visitors of acceptable and non-acceptable attire for students.

X. Applicability: The dress code policy applies to all students and their guests on campus

XI. Policy Management:

The following roles are responsible for managing this policy:

Responsible Office: Office of Student Success

Responsible Executive: V.P. Student Success /Dean of Students

Responsible Officer: V.P. Student Success / Dean of Students

XII. Definitions: No specific terms

XIII. Policy and Procedures

Overview

Clinton College understands and fully supports students' right to self-expression. The College has an obligation to create a living and learning environment, where all members of the College community are comfortable and free from offensive/inappropriate dress which unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational programs and activities. The dress code is designed to provide guidelines so that all students dress in a manner that is appropriate and respectful of themselves and the campus community and prepares them to meet the professional standard of dress in the workplace and the global society.

Classroom instructors, College administrators, and staff have the right to address policy violators and/or deny admission to students (and their guests) dressed in any inappropriate or prohibited attire. Clothing and personal appearance while on campus attending class or campus functions should be neat, respectful, and

appropriate. Students who have questions regarding the attire for different functions or desire further clarification on what is considered casual, business, semi-formal, or formal attire should consult with the Office of Student Success.

Students who choose not to comply with the dress code will be subject to following sanctions:

Dress Code non-compliant order of sanctions:

1st offense: verbal warning and denied entry or removal from class, campus event, or campus activity

2nd offense: written warning and denied entry or removal from class, campus event, or campus activity

3rd offense: denied entry or removal from class, campus event, or campus activity and referred to the Dean of Students who will determine additional sanctions.

The following are examples of appropriate attire for various events

Event / Location	Dress Code
Classes, Library, College Offices, Cafeteria, Student Center	Casual or business casual
Convocation, Founders Day, Graduation	Business or business casual
Beacon Forum	Clinton College Blazers, dress, slacks, and shoes. NO jeans, sneakers, hats, slides, or flip flops
Career Fairs, On-campus interviews	Business attire
Balls and Galas	Formal and semi-formal attire
Recreational activities	Casual attire

Examples of inappropriate attire include but are not limited to:

1. Caps should be removed upon entering campus buildings. (This policy does not apply to headgear that is part of a religious or graduation ceremony, and cultural dress.)
2. Do-rags, sleep hair wraps, sleep bonnets, hair rollers, pajamas, house slippers, or visible under-garments should not be worn outside of the residence halls.
3. No clothing should be worn with lewd, offensive, or derogatory messages
4. Sagging pants which reveal undergarments, or clothing worn that is excessively revealing or provocative is inappropriate for the campus environment and is in violation of the dress code.

Additional dress regulations may be imposed upon students participating in certain extracurricular activities considered Clinton College auxiliaries (e.g., athletic teams, choir, band etc.). The College reserves the right to modify this policy at any time as deemed appropriate.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: November 23, 2021

Reaffirmation Date:

Consolidation Date:



SS-8: STUDENT ATHLETICS POLICY

Policy category: Student Success

Subject: Student athletes and presidential oversight

Office Responsible for Review: Office of Student Success and Athletics Director

Related Policies: N/A

- I. **Scope:** This policy includes the responsibilities of the President, Athletic Director and coaches.
- II. **Policy Purpose:** The purpose of this policy is to provide expectations for appropriate presidential oversight, determining eligibility of potential athletes, conducting tryouts, and awarding athletic scholarships.
- III. **Applicability:** This policy applies to the President, the Athletic Director, all coaches, potential athletes, and active student-athletes
- IV. **Policy Management**
The following roles are responsible for managing this policy:
Responsible Office: Office of Student Success
Responsible Executive: Vice President for Student Success
Responsible Officer: Athletic Director

V. Definitions

There are no unusual terms in this policy

VI. Policy and Procedures

Overview

This policy sets guidelines involving student athletes and athletic programs that are important to the support, operation, and integrity of intercollegiate athletics. To ensure the appropriate oversight and control of intercollegiate athletics, the policy aligns with TRACS Standard 10.6: *The institution's CEO exercises appropriate academic, administrative, fiscal, and health and safety controls over the institution's intercollegiate athletics program.*

Eligibility

It is the policy of Clinton College that any student interested in becoming a member of the college's collegiate athletic teams, must have graduated from high school or had received a General Education Diploma (GED) before the season officially begins, and maintain the established GPA of the college and governing conference to be eligible for competition. Students are allowed to participate in collegiate athletics for a maximum of four academic years per each sport.

Try Outs

Try outs are conducted at the discretion of the Head Coach or Athletic Director. Students that make the team may be offered an athletic scholarship or be a non-scholarship student-athlete.

Scholarships

Clinton College athletic scholarships cover the cost of tuition, and are awarded at the discretion of the Head Coach or Athletic Director. Athletic scholarships are awarded to potential student-athletes that the coaching staff recruits from various states throughout the country. The student athlete must be on course to graduate from high school or be making progress to receive their G.E.D. If these qualifications are not met before the beginning of school the scholarship shall be voided. Scholarship athletes as well as non-scholarship athletes must pass a minimum of 12 credit hours per semester with at least a 2.0 grade point average in order to keep their scholarship and remain on the team. At the conclusion of one year in attendance, the student athlete must have earned a minimum of 24 credit hours with a cumulative GPA of 2.0 or better in order to be eligible for participation the following year.

Code of conduct

Clinton College student-athletes must abide by all Clinton College rules and regulations as established in the student handbook, the governing athletic conference, and team rules as established by the Head Coach.

Presidential Oversight

The President shall exercise appropriate control of four dimensions of intercollegiate athletics through collaboration with the Vice President for Student Success, the Vice President for Business Services, the Vice President for Institutional Advancement, the Athletics Director, and the Board of Trustees.

- (1) *Academic controls* include setting standards for academic performance that expect athletes to maintain the same quality of performance as all other students and oversight of the establishment of athletic scholarships.

- (2) *Administrative controls* include engagement in the search and hiring of coaches and/or an athletic director; collaborative decision-making about the addition of new sports; decision-making about any change of conference membership; and involvement in any problem-solving regarding accreditation requirements, legal or safety issues, and conference compliance.

- (3) *Fiscal control* is maintained through preliminary review and approval of budgetary expenses for athletics and collaborative presentation with the Vice President of Business Services to the Board of Trustees.
- (4) *Health and Safety control* is maintained through collaborative review and then approval of plans and/or policies related to athletics, such as the Game Day Operations Plan.

VII. Approval and Revision History

Original Adoption Date: March 2013

Revision Date: January 11, 2022

Reaffirmation Date:

Consolidation Date: