



ERSKINE
SEMINARY

2006-2007 Student Handbook

Erskine Theological Seminary
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Christian Commitment & Excellence in Learning

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Quick Reference Guide

Due West Campus Toll Free Number: 877.811.8117

Administrative Office

Mrs. Randa Mammarella, Director of Seminary Relations: 864.379.6639

- Alumni Relations
- Development and Annual Giving
- United Methodist Annual Conference Luncheons

Mrs. Shanon Jackson, Executive Assistant: 864.379.8885

- Scheduling Meetings with the Executive Vice President or Dean

Mrs. Crystal Tolbert, Secretary/Receptionist: 864.379.6571

- Mailbox Numbers
- Job Placement
- Computer Lab Codes, Wireless Cards, and Key Fobs
- Chapel Attendance
- EDEN Program
- Overnight Accommodations for McQuiston Divinity Hall, the Erskine Guest House, or the Seminary Guest House No. 2
- Preaching Circuit
- Parking Permits

Registrar's Office

Mrs. Sherry Martin, Director of Academic Services & Registrar: 864.379.8779

- Registration
- Course Withdrawals/Changes in Schedules
- Change of Program
- Class Schedules
- Grade Reports
- Forms (Certification of Enrollment, MEF Forms for Methodist Students)
- Transcript Requests
- Senior Audits
- Graduation Applications
- Changes in contact information

Admissions Office

Ms. Rhonda McMahan, Director of Admissions: 864.379.6653

Financial Aid Office

Mrs. Julie Nelson, Director of Financial Aid: 864.379.8886

- Stafford Loans
- Institutional and Outside Scholarships
- Loan Deferments
- M.E.F. Applications
- International Student Information
- V.A. Benefits
- Army Tuition Assistance
- Graduate Assistantships

EDEN Office

Toll Free Number: 866.596.EDEN

Dr. Steve Lowe, Associate Dean of Christian Education: 864.379.8748

Mrs. Mary Lowe, Director of Online Instruction: 864.379.6669

Younts Infirmary: 864.379.8823

Columbia Campus Toll Free Number: 866.774.1446

Columbia Campus e-mail: Columbia@erskine.edu

Rev. Sheldon MacGillivray, Director of the Columbia Campus and Extension Sites: 803.771.6180 ext. 102

- Suggestions or Questions about the Columbia Campus and Extension Sites in Augusta, Charleston, or Greenville

Mrs. Langley Burch, Web Developer & Admissions Counselor: 803.771.6180 ext. 101

- Website Changes or Suggestions
- Recruitment in Columbia Office

Introduction

This *Student Handbook* is available to all Erskine Seminary students. Students may obtain a copy from the Administrative Office or print a copy from the website at www.erskineseminary.org. Erskine Seminary encourages all students to actively participate in the Student Body Association as well as in recruitment, chapel, and prayer groups.

Preamble for Core Institutional Values

Erskine Seminary is organically and historically related to Erskine College, a liberal arts college. As a college and seminary, Erskine exists to prepare persons for responsible living, service, and ministry in both church and society. As a community devoted to Christian commitment and excellence in learning, Erskine accomplishes its mission through undergraduate liberal arts and graduate theological education. Erskine Theological Seminary is an educational institution of the Associate Reformed Presbyterian Church, and the Seminary has been called by God and commissioned by its host to serve not only that denomination, but also the entire Church of Jesus Christ. **The mission of Erskine Theological Seminary is to educate persons for service in the Christian Church.** Erskine Seminary provides ongoing resources for the life and work of the Church.

Academic Programs

Erskine Seminary's academic programs are described in the *2006-2007 Erskine Theological Seminary Catalog*. Please refer to the *Catalog* for information about the following degree programs: Master of Divinity, Master of Arts in Theological Studies, Master of Arts in Christian Education, Master of Arts in Counseling Ministry, Master of Church Music, Master of Arts in Practical Ministry, Master of Theology, and Doctor of Ministry.

Access to Academic Records

Students may, in compliance with the Family Educational Rights and Privacy Act (FERPA), review their own educational records upon request. Such records are not available to unauthorized persons without the student's written approval. Students are urged during their academic career to check the accuracy of their grade records, which are located in the Registrar's Office. Please refer to the *Academic Records* section of the *Catalog* for further information.

Changes in Contact Information

Students are required to report any changes in name, home address, e-mail address, or telephone number to the Registrar.

Administration

H. Neely Gaston **Executive Vice President**

The Executive Vice President is responsible for achieving the mission of Erskine Seminary and for oversight of its administration, daily operations, and development. He oversees the faculty and the academic programs through the Dean of the Seminary.

Robert W. Bell **Dean of the Seminary, Dean of Students**

The Dean of the Seminary, under the direction of the Executive Vice President, has primary responsibility in implementing relevant Board of Trustees policies; faculty development and relations; coordinating the educational program, including admissions standards, library, providing faculty leadership, appointing faculty members to committees and making departmental assignments; supervising directly the Registrar and Academic Services; and maintaining good public relations with the ARP Church and other church bodies connected with the work of Erskine Seminary.

Donald M. Fairbairn, Jr. **Associate Dean of Theology**

The Associate Dean of Theology, under the direction of the Dean of the Seminary, has primary responsibility for faculty appointments; academic scheduling; developing schedules for each period of instruction and assigning teaching responsibilities for the various courses, curriculum, overseeing catalog changes, and serving as the catalog's primary editor; oversight of the faculty tenure committee; recommending tenure to the Dean of the Seminary and Executive Vice President; advising Master of Theology students; and advising the Seminary cabinet and Executive Vice President on all academic matters. The Associate Dean of Theology oversees the MATS and THM Degree programs and performs other duties as directed.

R. J. Gore, Jr.
Associate Dean of Ministry

The Associate Dean of Ministry, under the direction of the Dean of the Seminary, has primary responsibility for the MAPM, MCM, MACM, MDIV, and DMIN Degree programs; works with all external accrediting agencies to maintain approved status for Seminary degree programs and extension sites; supervises directly persons responsible for Field Ministry, Music Programs and Worship (to include the Seminary chapel program); serves as a liaison with the military chaplaincy DMIN programs, including special MEDCOM contracts; and performs other duties as directed.

Steven D. Lowe, Sr.
Associate Dean of Christian Education

The Associate Dean of Christian Education, under the direction of the Dean of the Seminary, has primary responsibility for the MACE Degree program and EDEN (the Erskine Distance Education Network), and works with SACS to maintain approved status for Seminary degree programs and extension sites. This position has primary responsibility for on- and off-campus continuing education events, including the Erskine Lecture Series, and performs other duties as directed.

Mary-Ruth Marshall
Associate Dean of Women, Director of Institutional Assessment

The Associate Dean of Women and Director of Institutional Assessment, under the direction of the Executive Vice President, has primary responsibility for women students in evaluating student transcripts, with the final evaluation of credit approved by the Dean of the Seminary. This position advises students concerning academic loads, academic needs, and development; serves as a resource to women students regarding issues for women in ministry and other service in the Christian Church; and handles grievances in accordance with procedures. As Director, this position performs duties that include developing, documenting, and implementing procedures to evaluate and assess effectiveness in fulfilling goals pertaining to institutional purpose, student achievement, faculty research and service, and administrative and support services. This position also oversees the Seminary's participation in assessment processes and in the distribution of the results and performs additional duties as directed.

Gareth D. Scott
Dean of United Methodist Studies

The Dean of United Methodist Studies, under the direction of the Executive Vice President, is responsible for developing and implementing programs that promote United Methodist ethos within the student body. This position assists in recruitment of United Methodist adjunct professors, scheduling United Methodist courses, and advising United Methodist students. In addition, this position implements a monthly practical ministry session for United Methodist students on the Due West campus. The Director makes recommendations to the Seminary administration concerning the selection of guest speakers and special programs relevant to United Methodist students and assists the administration in maintaining University Senate of the United Methodist Church approval and performs other duties as directed.

Merwyn S. Johnson
Presbyterian Church (U.S.A) Director of Practical Ministry

The Presbyterian Church (U.S.A.) Director of Practical Ministry, under the direction of the Executive Vice President, is responsible for developing and implementing programs that support the academic, candidacy, and ministry needs of PC (U.S.A.) courses and advising PC (U.S.A.) students. In addition, this position, in cooperation with PC (U.S.A.) faculty and staff, implements practical ministry sessions for PC (U.S.A.) students on the Due West Campus. The Director makes recommendations to the Seminary administration concerning the selection of guest speakers and special programs relevant to PC (U.S.A.) students and advises and assists the administration in matters concerning PC (U.S.A.) ordination exams. The Director assists the administration in relations with Trinity and Foothills Presbyteries and performs other duties as directed.

Sheldon S. MacGillivray
Director of the Columbia Campus and Seminary Extension Sites

The Director of the Columbia Campus and Seminary Extension Sites reports directly to the Executive Vice President. The Director oversees the Seminary extension programs at the Columbia campus as well as the Fort Jackson, Greenville, Augusta, and Charleston sites. The Director's duties include recruitment of students, denominational relations, advertising, development, and management of the various extension site locations. The Director coordinates overnight housing for visiting professors when needed and makes routine visits to extension sites to evaluate classroom space, equipment, and

student needs. The Director makes recommendations to the Executive Vice President annually concerning site locations. The Director assists the Executive Vice President with other Seminary activities as directed.

Sherry B. Martin
Director of Academic Services and Registrar

The Director of Academic Services and Registrar, under the direction of the Dean of the Seminary, has primary responsibility for supporting and servicing all academic programs. Responsibilities consist of maintaining academic records of the institution, preparing class schedules, planning registrations, providing academic counseling, assigning academic advisors, issuing grade reports and transcripts, monitoring the progress of students toward graduation, and maintaining academic records on current students and alumni. Additional duties are to provide letters of enrollment and assist in the revision of the *Catalog* every two years. The Director/Registrar is responsible for planning and implementing short- and long-term goals for the Registrar's office. Duties also consist of preparing annual accrediting reports and documents required for Erskine Seminary to teach outside the State of South Carolina. The Director/Registrar serves as the secondary advisor for Veterans and Administrator and International Students Officer and Notary Public for the Seminary and performs other duties as directed.

Julie M. Nelson
Director of Financial Aid

The Director of Financial Aid reports to the Executive Vice President and is responsible for managing all aspects of the Financial Aid Office. The Director administers the Federal Family Education Loan Program in accordance with federal and state laws and regulations; administers aid provided by the Seminary in accordance with seminary policy; and assists students in locating aid from other sources. In addition, the Director serves as the school certifying official for VA Benefits and International students. The Director of Financial Aid also coordinates and oversees the Graduate Assistantship Program and performs other duties as assigned.

Rhonda C. McMahan
Director of Admissions

The Director of Admissions reports to the Executive Vice President and is responsible for managing all aspects of the Admissions Office. The Director is responsible for the development and implementation of effective and innovative recruitment strategies where viable market segments are identified. The Director is responsible for serving as a contact person for prospective students, coordinating campus visits, and personally meeting with students. This position coordinates recruitment activities and college career days and performs other duties as assigned.

Langley D. Burch
Web Developer, Admissions Counselor

The Web Developer, under the direction of the Executive Vice President, is responsible for the planning, development, and maintenance of Erskine Seminary's web services. The Admissions Counselor, under the direction of the Director of Admissions, is responsible for serving as a contact person for prospective students and applicants, coordinating campus visits, and personally meeting with students. This position also represents the institution at graduate school fairs, as well as other recruitment functions, maintains prospective student admission files, and performs other duties as directed.

Randa L. Mammarella
Director of Seminary Relations

The Director of Seminary Relations reports directly to the Executive Vice President. The Director oversees the Seminary Alumni Relations Program and overall management of the Seminary Annual Giving Program. The Director coordinates this program in conjunction with the Erskine College Director of Alumni Affairs. The Director's duties include annual fund promotion, alumni meetings, denominational development activities, advertising, and promotion of Seminary events. The Director works with current students in promoting seminary relations. The Director makes recommendations to the Executive Vice President annually concerning seminary relations. The Director assists the Executive Vice President with other Seminary activities as directed.

Shanon B. Jackson

Administrative Office Manager, Executive Assistant

The Administrative Office Manager and Executive Assistant, under the direction of the Executive Vice President and the Dean of the Seminary, is responsible for the daily management of administrative and secretarial duties for the Administrative Office. This position is also responsible for coordinating the Executive Vice President's and Dean's calendars and travel; coordinating faculty travel/hotel reservations to off-site campuses; maintaining files of faculty syllabi, faculty transcripts, faculty contracts, and minutes from the Faculty Meetings and Committee Meetings; determining faculty overloads for each semester; coordinating faculty meetings and forums; preparing and coordinating annual speakers and conferences; organizing and arranging special events and luncheons; maintaining and updating the Erskine Seminary *Catalog* and the *Student Handbook*; verifying all invoices for the Seminary; writing check requests and per diems for the Administrative Office and faculty; collating all receipts and expenditures; assisting with organizing faculty workshops and senior day; and coordinating and supervising the Secretary/Receptionist in the Administrative Office. This position is also responsible for receipting all donations to the Seminary, maintaining databases and files for potential and current donors, sending acknowledgement letters to donors, and other duties as directed.

Crystal A. Tolbert

Secretary/Receptionist

The **Secretary/Receptionist**, under the direction of the Administrative Office Manager, is responsible for the daily activities of the Administrative Office, such as directing phone calls to appropriate offices; assisting students, faculty, and visitors; and collecting and delivering the mail. This position also maintains car reservations and schedules car usage; updates students mailboxes and computer lab codes; orders supplies and maintains inventories; reserves the Guest House and McQuiston Dormitory rooms, receipts payments, and keeps accurate records of these funds; manages the preaching circuit; keeps chapel attendance records, including correspondences and billing; manages EDEN tapes; distributes and collects course evaluation forms; assists with office filing; tracks selected funds in the computer; assists with special events; and performs other duties as directed.

Directory of Faculty and Administration

Name	Telephone	E-Mail
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Tolbert, Crystal A.	864.379.6571	tolbert@erskine.edu
White, R. Douglas	864.379.6629	white@erskine.edu

Faculty Committees

Academic Development Committee

- A. Members The committee consists of at least three faculty members, including a member of the library staff, and a student, to be determined in accordance with the Constitution of the SBA. Faculty members are appointed annually by the Dean of the Seminary.
- B. Responsibilities
1. To develop and implement programs which will enhance the professional life of individual faculty members and the faculty as a whole.
 2. To advise and collaborate with the librarian in all matters affecting the development, financing, and use of library collections, services, and facilities.
 3. To consider requests for the use of monies generated by the Faculty Development Fund and make recommendations to the Dean of the Seminary for the disposition of these funds.
 4. To act as a liaison between the faculty and the library and between the student body and the library.
 5. To make recommendations to the faculty and/or the librarian concerning library matters.
 6. To advise and collaborate with the librarian in the development of policies relating to such matters as library collection, retention, services, and facilities.
 7. To maintain an orientation to the future and to consider upcoming needs, particularly in the areas of technology, Internet access, and distance education.
 8. To maintain an ongoing process of assessment/evaluation that enhances the faculty, the overall program of the library, and enables the institution more effectively to achieve its stated mission.

Admissions and Financial Aid Committee

- A. Members: Executive Vice President of the Seminary, Dean of the Seminary, Director of Academic Services, Director of Admissions, Director of Financial Aid, and Department Chairs.
- B. Responsibilities
1. To develop and implement general policies concerning admissions and the disposition of available institutional scholarship funds.
 2. To admit candidates to any program that carries academic credit.
 3. To consider special situations or needs and determine appropriate responses within budgetary constraints.
 4. To make periodic reports to the faculty concerning its work and to make recommendations to the faculty for requirements or procedures for gaining admission to the various degree programs.
 5. To maintain an ongoing process of assessment/evaluation that enhances the overall program of institutional effectiveness and enables the institution more effectively to achieve its stated mission.

Curriculum Committee

- A. Members The committee consists of at least four faculty and staff members, including a member of the library staff, and a student, to be determined in accordance with the Constitution of the SBA. Faculty members are appointed annually by the Dean of the Seminary.
- B. Responsibilities
1. To exercise general oversight of the various master's level programs in coordination with individual program directors.
 2. To maintain close contact with the SBA, to review annually the state of Student Life, to consider issues that may arise affecting Student Life (to include the Chapel Program) and to make recommendations to faculty, administrators, or other committees as needed.
 3. To make recommendations to the faculty concerning the development of new courses, new master's level programs, curriculum development, and/or substantive changes in existing programs.
 4. To exercise general oversight of all forms of Distributive Education including the Seminary's continuing education program.
 5. To maintain an ongoing process of assessment/evaluation that enhances the overall program of institutional effectiveness and enables the institution more effectively to achieve its stated mission.

D.Min. Committee

- A. Members The committee consists of at least three faculty and staff members, including a member of the library staff. Faculty members are appointed annually by the Dean of the Seminary.
- B. Responsibilities
1. To exercise general oversight of the Doctor of Ministry program in coordination with the Director of the D.Min. program.
 2. To produce annually an updated D.Min. Handbook, in coordination with the Director of the D.Min. program.
 3. To make recommendations to the faculty concerning the development of new courses, new post-graduate programs, curriculum development, and/or substantive changes in existing programs.
 4. To maintain an ongoing process of assessment/evaluation that enhances the overall program of institutional effectiveness and enables the institution more effectively to achieve its stated mission.

Institutional Assessment Committee

- A. **Members** The committee consists of the chairs of the three faculty departments and a student, to be determined in accordance with the Constitution of the SBA. Faculty members are appointed annually by the Dean of the Seminary. The Dean of the Seminary, the Director of Institutional Assessment, and the Director of the D.Min. program are ex officio members.
- B. **Responsibilities**
1. The committee oversees all existing components in the Institutional Effectiveness Program to enable the institution more effectively to achieve its institutional mission.
 2. The committee initiates and coordinates the collection and interpretation of data necessary for an ongoing review of programs and services, in concert with the Seminary Director of Institutional Assessment, the College and Seminary Director of Institutional Research, and the Dean of the Seminary.
 3. The committee makes recommendations to the faculty as needed and refers to other committees for evaluation such matters as pertain to their direct oversight.

Student Organizations

All students enrolled in the Seminary for seminary course credit are part of the **Student Body Association**.

Denominational Groups are student groups of different denominations that form their own organizations to voice concerns particularly relevant to their denomination. These groups function devotionally at times and also address issues of recruitment within their own denomination.

Student Body Association Officers

Mr. Aaron Meadows, President
P.O. Box 254
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Mr. Will Barron, Vice President
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Ms. Mollie Driscoll, Secretary
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Ms. Vicki Scott, Treasurer
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Luke Brodine, Graduate Life Council Chairman
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Constitution of the Student Body Association

Article I – Name

This association shall be known as the Student Body Association (SBA), Erskine Theological Seminary, Due West, South Carolina.

Article II – Purpose

Realizing that God first loved us and revealed His love through His Son, Jesus Christ, we the Student Body Association, seek to bear witness to that love under the guidance of the Holy Spirit. It is our desire to promote a spirit of fellowship, unity, and love in the seminary community. We seek, therefore, to promote the interests of the student body, to work in accord with the purpose of the seminary, and to encourage a framework for the spiritual and mental growth of the seminary community.

Article III – Membership

The membership of the Student Body Association shall consist of all students, both full and part-time, who are taking Seminary courses for Seminary credit.

Article IV - Officers

Section A. The officers of the Student Body Association shall be President, Vice-President, Secretary, and Treasurer. The term of the office shall be one year. These members will function as the executive committee.

Section B. The president shall carry out the following responsibilities:

- (1) Preside over and schedule all meetings of the SBA, regular or called.
- (2) Represent the SBA to the Board of Trustees of Erskine College.
- (3) Represent the SBA to the faculty of Erskine Theological Seminary.
- (4) Perform any other duties, which are related to such representation.
- (5) Inform the SBA concerning any matters of significance related to such representation.

Section C. The Vice-President shall carry out the following responsibilities:

- (1) Act in President's or the Treasurer's absence in all the responsibilities pertaining to either office.
- (2) Work with the President to facilitate the administrative functions of the SBA.
- (3) Serve as Chairman of the Constitution Committee, as well as preside as parliamentarian over all SBA meetings.

- (4) Read descriptions of officers and committee assignments before elections.

Section D. The Secretary shall carry out the following responsibilities:

- (1) Keep accurate records of all proceedings.
- (2) Execute any correspondence on behalf of the SBA.
- (3) Post minutes of each meeting of the SBA on the bulletin board located in the student break room as well as provide an electronic copy for the Dean of the Seminary and one to be posted on the Seminary Website. Any corrections or proposed changes should be submitted to the Secretary in writing and will be considered at the next SBA meeting.
- (4) Preserve minutes to be passed on from year to year for reference.
- (5) Verify quorum.
- (6) Act in the Vice-President's absence in all the responsibilities pertaining to that office.

Section E. The Treasurer shall carry out all the following responsibilities:

- (1) Act in the Secretary's absence in all the responsibilities pertaining to that office.
- (2) Handle all financial matters of the SBA.
- (3) Give a current report of the financial status at all stated meetings.
- (4) Prepare a report to be submitted to the SBA executive committee as well as the Dean of Seminary. Report should be submitted no later than the 3rd week during the months of November and April.

Section F. In the event of a vacancy in any office, the student body shall be immediately notified and at the next stated meeting the office shall be filled.

Article V - Elections

Section A. The nominations for officers of the student body shall occur at the stated meeting of the student body in March. Announcement of this meeting shall be given at least one week in advance.

Section B. Nominations shall be made from the floor.

Section C. Election of officers shall be by ballot as determined by the presiding officer of the stated meeting, with a simple majority of those voting being necessary for election.

Section D. The new officers will assume their tasks at the end of the spring term.

Article VI - Committees

Section A. The following are the standing committees of the Seminary on which the SBA may be called upon to provide representation: Graduate, Postgraduate, Library, and Institutional Research. Committee representatives shall be elected only upon request of the Seminary Faculty or at the discretion of the SBA executive committee acting on behalf of the Student Body.

Section B. If the Faculty or SBA requests a student representative the elected individual(s) shall represent the SBA at the meetings and functions pertaining to these committees.

Section C. For the purpose of insuring that the conduct of SBA meetings is in accordance with the constitution of the SBA, the SBA will have a Standing Constitution Committee. The members will serve one-year terms. The committee shall be Co-Chaired by the Vice-President and the Parliamentarian and shall also include a Junior, a Middler, and a Senior.

Section D. The Vice President of the SBA shall serve as Parliamentarian. The responsibilities of the parliamentarian shall be:

- (1) To insure orderly meetings.
- (2) To guide business according to Robert's Rules of Order.
- (3) To answer questions as to the conduct of business by the SBA.
- (4) Co-Chair the Constitution Committee, along with the Vice President.

Article VII - Meetings

Section A. SBA business shall be conducted within the boundaries of a quorum.

- (1) The President officer shall have the authority to declare quorum present at all stated meetings.
- (2) A quorum for conducting business shall be considered those students currently enrolled and in attendance at a called meeting.

Section B. Meetings of the SBA shall convene at a time arranged by the President. Those meetings shall consist of (1) stated meetings, and (2) called meetings.

Section C. Stated Meetings:

- (1) Notice of stated meetings shall be given at least one week in advance.
- (2) Monthly meetings shall be held unless the officers deem a meeting is unnecessary.

Section D. Called Meetings:

- (1) Any member of the SBA may request a called meeting.
- (2) The need for called meetings shall be left to the discretion of the officers.
- (3) Called meetings shall be announced at the Chapel Service and at least a 24-hour notice shall be given before the meeting.

Article VIII – Amendments to the Constitution

Section A. Proposed amendments to the Constitution shall be referred to the SBA at a stated meeting, and voted on at the next stated meeting.

Section B. To adopt and ratify proposed amendments, two-thirds of the declared quorum is required.

Section C. The Constitution Committee will review this SBA Constitution once every two years to:

- (1) Insure effectiveness.
- (2) Recommend changes.
- (3) Answer questions pertaining to the Constitution.
- (4) Provide Constitutions for new students.
- (5) Verify SBA meetings by insuring constitutional guidelines are followed.

Reid Hall Computer Lab

The Reid Hall Computer Lab is available to students only for work deemed necessary for class assignments, research, and other matters pertaining to Erskine Seminary. Students should not view objectionable material while at a computer station. The computer lab should not be relied on as the only source for printing assignments, particularly if the work is due within hours of attempting to print. Students are responsible for providing their own paper for the printer. The lab is open between 7:30 a.m. and 10:00 p.m. and may be accessed with a key fob after hours.

McCain Library also provides computers, including wireless laptops, for student use.

Students may contact the Secretary in the Administrative Office for a **confidential access code** to gain entry into the computer lab or to obtain a **key fob** to access the lab after hours.

Wireless Network Cards

Wireless cards are available to students who are interested in obtaining wireless access for their laptops. Our NETGEAR Wireless PC Cards automatically select the best connection available and adapt the settings to match regardless of location, giving the student constant access to e-mail, the Internet, and other resources. Students can receive signals in Bowie Divinity Hall, McCain Library, Reid Hall, McQuiston Dormitory, and the Guest House.

Students may contact the Secretary in the Administrative Office for a wireless card.

The wireless card remains the property of Erskine Seminary and should be returned upon graduation or withdrawal from the Seminary. Failure to return the wireless card (including software and instructions) will result in a fee of \$100.00. Grades and transcripts will not be released if the fee remains unpaid.

Key Fobs

Students may contact the Secretary in the Administrative Office for a key fob to access Reid Hall Computer Lab or Galloway Physical Activities Center after hours.

The key fob remains the property of Erskine Seminary and should be returned upon graduation or withdrawal from the Seminary. Failure to return the key fob immediately will result in a fee of \$20.00. Grades and transcripts will not be released if the fee remains unpaid.

Parking

All students must display a parking permit on the left rear bumper of their vehicle for the privilege of parking on campus. Parking is provided for Seminary students in the lot on Depot Street across from McCain Library. Limited parking spaces are also available on both sides of Main Street in front of Bowie Divinity Hall and McQuiston Divinity Hall.

New students are provided with a parking permit during orientation. Current students may obtain a parking permit from the Secretary in the Administrative Office.

McCain Library

McCain Library provides audiovisual services, circulation and renewals, course reserves, reference assistance, library instruction, Library-Materials-by-Mail, interlibrary loan, computer access, and Internet access, as well as a host of print and electronic resources.

Two self-serve copiers are available for use in the library foyer across from the circulation desk. Photocopies are ten cents per copy. **The copier in the Administrative Office is for faculty and staff use only.**

The loan period for books is 30 days for master's-level students and 120 days for doctoral-level students. A current Erskine photo ID is required for checkout.

Student may obtain more information on library resources, services, and facilities from the *ETS Student Guide to McCain Library* on the website at www.erskineseminary.org.

McCain Library Hours

	Fall and Spring	Winter Term	Summer
Monday-Thursday	8:00 a.m. - 11:00 p.m.	8:00 a.m. - 9:30 p.m.	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 6:00 p.m.	1:00 p.m. - 6:00 p.m.	Closed
Sunday	2:30 p.m. - 11:00 p.m.	2:30 p.m. - 9:30 p.m.	Closed

Note: Special hours are posted as necessary.

Music Opportunities

The Seminary Singers is a choral group composed of students, faculty, and others in the Seminary community. Robert P. Glick, Associate Professor of Church Music and Worship, directs the group.

Students who are interested in joining the group may contact Professor Glick at 864.379.8719 or glick@erskine.edu.

Student Housing

Housing is offered for male and female students in several buildings on campus.

McQuiston Divinity Hall provides housing for single male students. In addition, it provides a student kitchenette, one handicap-accessible room and bath, and a comfortably furnished lobby.

The Edwards Guest House provides housing for female Seminary students and also includes overnight accommodation for visitors and guests. The house features three guest rooms downstairs and two dormitory-style rooms upstairs, a kitchen, a dining area, and a comfortably furnished lobby area.

The Plaxco Guest House serves as overnight accommodation for male and female seminary students. The house offers three spacious rooms, a fully equipped kitchen, a laundry room, and a comfortably furnished lobby area.

Guest beds with no linens are available for \$15 per student per night while beds with linens are available for \$30 per student per night. Private rooms are also available for \$60 per night. Linens include a pre-made bed with sheets, a blanket, a pillow, and a towel.

Prepayment by cash, check, or credit card is required to make a reservation. Students who live on campus are required to make prepayments on a weekly or monthly basis.

Keys may be assigned to those who are booking rooms for an academic term. The student is required to submit a key deposit of \$10, which is refundable upon the return of the key at the end of the term.

Students may contact the Secretary in the Administrative Office to make reservations for overnight accommodations in McQuiston Divinity Hall, the Erskine Guest House, or the Seminary Guest House No. 2.

Housing Regulations

1. **Housing Officer:** The Resident Director, appointed at the beginning of each academic year, is the appropriate channel for communications from dormitory residents to the administration or vice-versa.
2. **Property:** Students are liable and are held financially responsible for any damage to the walls, furniture, or any part of their room as well as for any damage to areas used by all students, such as halls, lobbies, etc. Students are responsible for their own property and must ensure that it does not interfere with the property of others.
3. **Noise:** Students must refrain from creating excessive noise or disturbances and will adhere to the designated quiet time between 11:00 p.m. and 7:00 a.m.
4. **Pets:** Pets are not allowed on Erskine Seminary premises.
5. **Alcohol/Drugs:** Erskine Seminary prohibits the possession of alcoholic beverages and illegal drugs in the housing facilities. Students are to use substances in accordance with state law outside of the housing facilities.
6. **Room Visitation:** No members of the opposite sex are permitted in the room overnight.
7. **Room Solicitation:** Door-to-door solicitation in the housing facilities is prohibited for off-campus organizations. All salesmen must seek approval from the Executive Vice President for permission to advertise in the housing facilities.
8. **Firearms/Other Dangerous Weapons:** Erskine Seminary prohibits the possession or use of any and all kinds of firearms and other dangerous weapons on the premises.
9. **Fireworks:** Erskine Seminary prohibits the possession or use of fireworks of any kind on the premises.
10. **Violence:** Violence is not permitted in the housing facilities. Any demonstration must be of a non-violent nature.
11. **Parking:** Parking for McQuiston Divinity Hall is provided in the lot on Depot Street across from McCain Library. Limited parking spaces are also available on both sides of Main Street in front of Bowie Divinity Hall and McQuiston Divinity Hall. Parking for the Erskine Guest House is located in

the parking lot directly across the street from the house. Parking for the Seminary Guest House No. 2 is located in front of the house.

12. **Fireplace:** Students may not use the fireplace, as the Fire Marshall has declared the use of the fireplace a direct violation of the fire code.
13. **Cleanliness:** Students will keep dorm rooms, kitchenettes, bathrooms, hallways, and lobbies clean at all times.
14. **Check-in/Check-out:** Check-in time is 1:00 p.m. Check-out time is 11:00 a.m. Students who fail to vacate their rooms and return keys to the Secretary in the Administrative Office by check-out time will be billed for an additional day.
15. **Key Deposit:** Keys may be assigned to those who reserve rooms for an academic term. The student is required to submit a key deposit of \$10, which is refundable upon the return of the key at the end of the term.
16. **Payment:** Students are required to make prepayments on a weekly or monthly basis. No balances may be carried over to the next month.
17. **Cancellation Notice:** Students are required to give a 24-hour cancellation notice for unused rooms. No refunds will be given in the event of failure to communicate this notice.
18. **Violations:** Any violation of the *Housing Regulations* will be reported to the Executive Vice President for appropriate disciplinary action.

Dining Facilities

Moffat Dining Hall: Enjoy meals that are prepared fresh for you and to your taste. Choose from the Italian Kitchen, the Sandwich Shop, Comfort Foods, the Produce Market, or the Grill. Finish your meal with a delicious stop by the Sweet Shop.

Full Meal Plan: \$3,000.00/academic year (15 meal/week)
\$3,300.00/academic year (21 meal/week)

Book of Tickets: 20 Tickets-full meal-\$84.17 (\$4.21/meal)

Pay at the Door: Breakfast: \$4.30
Full Lunch: \$5.20
Dinner: \$6.65
Sunday Lunch: \$6.65

Hours of Operation:

Monday-Friday

Breakfast 7-9 a.m.
Continental Breakfast 9-10 a.m.
Lunch 11:30-1:30 p.m.
Dinner 5-6:30 p.m.
Friday Dinner 5-6 p.m.

Saturday & Sunday

Breakfast 8-9 a.m.
Lunch 12-1 p.m.
Dinner 5-6 p.m.

Snappers Food Court: Snapper's Food Court features made-to-order Pizza Hut pizza and a variety of other selections, such as sandwiches, hamburgers, pitas, salads, and ice cream.

Hours of Operation:

Monday-Friday 10-2 p.m. & 5-10 p.m.
Saturday & Sunday 5-10 p.m.

Java City Coffee & Smoothie Bar: Java City Coffee & Smoothie Bar is located in the breezeway just outside of Snapper's Food Court. Enjoy premium hot or iced coffee and espresso beverages for breakfast or a late-night snack. The Fresh Market Smoothies offer a wide variety of fruit smoothies that you can enjoy as a meal or a snack.

Hours of Operation:

Monday-Wednesday	7:30-10:30 a.m. & 7-10 p.m.
Thursday & Friday	7:30-10:30 a.m. & 9 p.m. - 1 a.m.
Sunday	7-10 p.m.

Financial Aid Information and Scholarships

The Seminary offers financial aid based on demonstrated need to full-time students (12.0 semester hours) which is defined as the difference between the total cost of attending school during the academic year and the student's expected family contribution. Students should be aware of the limited resources of the institution and should apply for aid only after reflection and prayer. If a need is truly present, students are encouraged to apply for aid. Financial aid forms are available in the Admissions and Financial Aid Office. See the *Catalog* for further information.

Graduate Assistantships Policy and Procedures

Policy

Erskine Theological Seminary will provide assistantships during the academic year to qualified applicants until all positions are filled. Any student enrolled for 9 hours or more is eligible to apply for an assistantship. An assistantship may be awarded for the entire academic year or for a single semester. Graduate assistants will be paid for a specified number of hours of work per week (minimum 10 hours; maximum 20 hours). Retention of an assistantship will be contingent upon the successful performance of assigned duties, satisfactory academic progress, and the needs of the Seminary. Graduate assistants will be assigned supervisors as appropriate.

Procedures

All applications for graduate assistantships will be submitted to the Director of Financial Aid. The Admissions and Financial Aid Committee will award the assistantships. Consideration of all applications will be guided by evaluation of the applicant's undergraduate transcripts, letters of recommendation, admission essay, related work experience, related course and workshop experiences, and other relevant factors.

Graduate assistants are required to remain enrolled in courses that are appropriate for their degree program. Graduate assistants must gain pre-approval of any changes in course schedules by the student's advisor and by the Dean of the Seminary.

The Admissions and Financial Aid Committee will assign each graduate assistant to a specific position based on the skills needed for each position. The Director of Financial Aid will notify each graduate assistant by letter of: the award, the specific assignment, and the supervisor with whom he/she will work. Each graduate assistant must notify the Director of Financial Aid in writing of acceptance of the award.

The Admissions and Financial Aid Committee will evaluate graduate assistants at the mid-point of the semester using the following criteria:

1. Relationship with others
2. Accuracy of work
3. Cooperation
4. Dependability
5. Use of work time
6. Initiative
7. Ability to fulfill the requirements of the position
8. Academic performance

Those who receive satisfactory evaluations and who are making satisfactory academic progress will be eligible for continuation of the award. Those receiving unsatisfactory evaluations will be notified that the award will be terminated. The position will then be open for reassignment by the Admissions and Financial Aid Committee.

Honor Code

Every student at Erskine Theological Seminary has the responsibility to uphold the honor of the Seminary by maintaining the highest Christian standards of personal honor and integrity. The primary purpose of this code is to aid in the maintaining of a scholarly environment and to emphasize the necessity for such standards, not only for the good of the institution, but for the individual students themselves, in all facets of Seminary.

Section A.

The Honor Code will be applicable to all cases of cheating, stealing, and lying. Anyone, including members of the faculty or administration, discovering a violation of the Honor Code or other SBA regulations, should report violations as soon as possible after discovering and/or authentication of a violation to a member of the SBA government or to faculty members and administration.

1. Cheating:

- a. Definition: The use of information not allowed by the instructor, receiving credit for work that is not one's own or any dishonest procedures concerning elections.
- b. Punishment: The punishment will be determined by the Dean of the Seminary in consultation with any faculty members he/she wishes to include.

2. Plagiarism

- a. Preamble¹: Plagiarism injures the community by inhibiting the recognition and cultivation of gifts imparted by the Spirit. Clearly unattributed use of the words and/or ideas of others fails to give appreciative recognition of their gifts. But this illegitimate appropriation of the gifts of others also blocks the recognition and cultivation of the actual gifts of the person engaged in plagiarism.

Plagiarism creates an atmosphere of falsehood in the community's discernment and cultivation of gifts, both within the Christian community and in God's larger creation. Since

¹ Used by permission of The Lutheran Theological Seminary at Philadelphia and Princeton University, Princeton, New Jersey, based upon a document adapted by LTSP, with permission, from "Princeton University Rights, Rules and Responsibilities," 1990 Edition. Princeton University, Princeton, New Jersey.

freedom comes only by way of truth (Jn. 8:32), such falsehood can only result in captivity, and therefore has no place in the Christian community.

On this basis, the Seminary adheres to the following general requirements for the acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

1. Quotations. Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.
2. Paraphrasing. Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.
3. Ideas. Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.
4. Bibliography. All the sources consulted in the preparation of an essay or report should be listed in a bibliography.

In addition to plagiarism, the following related practices are also unacceptable compromises of the truth requisite to a free community:

1. Multiple submission. Failure to obtain prior written permission of the relevant instructors to submit work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.
2. False citation. The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.
3. Submission of work done by someone else, either with or without that person's knowledge.

Neither ignorance of the regulations concerning academic violations nor personal extenuating circumstances are an adequate defense against charges of plagiarism. The Seminary's provisions for "due process" apply in cases of

alleged plagiarism.

- b. Definition: Plagiarism is the use in writing of wording or ideas produced by others without crediting the author and/or source from which the material was taken. Occurrences of plagiarism shall be considered 'documented' when the instructor is able to produce documentary evidence that plagiarism has occurred, and when the instructor has reason to believe that the plagiarism was motivated by a deliberate attempt to receive credit for ideas or work not the student's own. Where such plagiarism involves the theft of the academic work of another student, whether at Erskine or any other institution, it shall be designated 'documented theft of another student's work.'
- c. Punishment: The instructor involved, in consultation with the Dean, may recommend measures deemed appropriate. In cases of documented plagiarism or documented theft of another student's work, the offending student will automatically receive the following penalties: failure of the course(s) in which plagiarized or stolen work is submitted; dismissal from the Seminary for a minimum of one semester; and forfeiture of the right to tuition refunds during the semester(s) affected. Before such penalties are imposed, a committee of at least three faculty members must agree that they are appropriate to the case; appeals in such cases may only be addressed to the President of Erskine College and Theological Seminary.

2. Stealing:

- b. Definition: The unauthorized taking of property of another and/or the knowledgeable possession of stolen or illegal property.
- c. Punishment: Recommendation of suspension or expulsion, and/or other suitable measures administered according to the circumstances of the situation.

3. Lying:

- b. Definition: Knowingly and willfully giving false information, written or oral, to student government council, Seminary officials, or faculty members.
- c. Punishment: Recommendation of suspension or expulsion, and/or other suitable measures administered according to the circumstances of the situation.

Note: For complete information on grievance procedures, please see the *Catalog*.

Section B. Responsibility of the Student.

1. If a student chooses to ignore an Honor Code violation, he/she proves by those actions that he/she condones the violation.
2. If the situation renders it possible, an additional witness to the infraction of the Honor Code is always desirable.
3. Every student registered at Erskine Theological Seminary is a member of the SBA and is, therefore, under the Honor Code and must abide by the above stated Honor Code.

Section C. Responsibility of the Faculty.

1. It is important that the teacher be specific and realistic in making clear exactly how much collaboration is allowable in the assignment of themes, library work, and any other outside requirements.
2. Before the test, it is best that the teachers be completely frank about their plans and intentions in regard to legitimate questions during quizzes and examinations. The teacher should remind the students that the test is being given under the Honor Code. The advisability of remaining in or leaving the testing room is left to the discretion of the teacher.
3. Faculty members should understand that conversation outside the classroom about questions that students may be able to recall is expected. Such conversations are not infringements of the Honor Code.

Guidelines for Writing Papers

Two official Erskine Seminary documents, located on our website, give students assistance and guidelines for writing papers.

The first of these documents, *Style and Form Standards for All Master's Level Programs*, describes the way papers should be formatted and presented. All papers at the master's level should follow these guidelines, and students should thoroughly familiarize themselves with this document.

The second document, *Writing Theological Papers*, deals with the process of choosing a topic, gathering information, doing research, and writing a paper. Students should ask each professor whether or not they are expected to follow the guidelines in *Writing Theological Papers* when writing papers for a particular class.

Students may go to www.erskineseminary.org to access a copy of these documents.

Policy and Procedures Relating to Title IX and Other Discrimination Complaints

I. PURPOSE AND SCOPE:

A. Policy Statement: Erskine College prohibits discrimination on the basis of race, color, religion, national origin, sex, age or disability. Pursuant to all applicable anti-discrimination laws and regulations, Erskine does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This Non-Discrimination Policy applies to admission policies, scholarships and loan programs, employment practices, athletic programs and other school-administered programs except where required by specific religious tenets held by the institution.

B. Relation to Other Policies and Procedures: This Policy does not replace the Erskine College Sexual Assault Policy for Students, the Erskine College Sexual Harassment Policy or any other policies or procedures; however, any complaint that includes an allegation of sexual assault, sexual harassment or any form of discrimination must be received by the Non-Discrimination Coordinator and such complaint shall be handled according to the procedures contained herein.

C. Application: Discrimination which is prohibited by this Policy and as used throughout these procedures includes discrimination based on:

- Title IX of the Education Act of 1972 and its implementing regulations,
- Titles VI of the Civil Rights Act of 1964,
- Sections 504 of the Rehabilitation Act of 1973,
- The Americans with Disabilities Act (ADA) of 1990,
- The Age Discrimination in Employment Act (ADEA) of 1967, and other federal, state and local laws and regulations.

II. NON-DISCRIMINATION COORDINATOR: The person serving as the Director of Institutional Research (currently Tracy Spires) is designated Title IX, ADA, Section 504, and Title VI coordinator (herein referred to as the “Non-Discrimination Coordinator”). The Non-Discrimination Coordinator’s office is located in Room #238 on the 2nd floor of Belk Hall and the telephone number is (864) 379-8805.

III. COMPLAINT PROCEDURES:

A. Eligibility for Filing: Any Erskine student or employee alleging discrimination which is prohibited under this Policy may file a complaint under these procedures.

B. Informal Resolution by the Non-Discrimination Coordinator: The complainant may seek informal resolution of his/her complaint. If the complainant initially chooses to contact an administrative officer in a direct supervisory role (such as a supervisor, coach, department chair, director, division administrator or dean), the administrator must notify the Non-Discrimination Coordinator. The administrator, with the assistance of the Non-Discrimination Coordinator shall advise complainant of the options available under these procedures and may attempt to resolve the complaint. If the administrator, with the assistance of the Non-Discrimination Coordinator is able to resolve the complaint at this level, no further action will be taken by Erskine. The Non-Discrimination Coordinator may conduct a preliminary

investigation during such informal resolution process. If no resolution is possible at this level, the Non-Discrimination Coordinator will advise the complainant of the right to file a formal complaint and how to file under these procedures. All investigations will be conducted as fairly and expeditiously as possible. Every reasonable effort will be made to maintain the confidentiality of all persons involved.

C. Filing: Complaints shall be filed with the Non-Discrimination Coordinator and shall be in writing and shall provide the following information: name and address of the complainant(s); nature, date and description of alleged violation; name(s) of persons responsible for the alleged violation; requested relief for corrective action; and any background information that the complainant believes to be relevant.

D. Time Limit for Filing Complaint: A complaint must be filed within sixty (60) days of the occurrence of the alleged discrimination.

E. Notification and Response of Respondent(s): Upon receipt of a formal complaint, the Non-Discrimination Coordinator will give the respondent a copy of the complaint and ask the respondent to reply to the charges within ten (10) calendar days. The response should include any denial, in whole or in part, of the charges. Failure to respond may subject the respondent to disciplinary action. The respondent will be specifically warned not to retaliate against the complainant in any way. Retaliation will subject the respondent to disciplinary action.

F. Role of the Non-Discrimination Coordinator: The Non-Discrimination Coordinator shall conduct an investigation of the complaint, and take one of the following steps, within thirty (30) working days after its receipt unless the Non-Discrimination Coordinator determines that more time is needed: (1) dismiss the complaint on the grounds that the evidence submitted in support of the complaint and developed in the investigation does not warrant a formal hearing; (2) make a determination that discrimination prohibited under this Policy has occurred and provide remedies including appropriate disciplinary action; or (3) allow the parties to sign a written statement of agreement resolving the complaint. If the Non-Discrimination Coordinator determines that more time is needed, the complainant and the respondent shall be notified. It should be understood that without approval in writing by the Non-Discrimination Coordinator, any agreement between the parties does not preclude further action by Erskine against either party. It is the primary responsibility of the Non-Discrimination Coordinator to insure the effective installation,

maintenance, processing, record keeping, and notifications required by the complaint procedures.

G. Appeals of the Decision of the Non-Discrimination Coordinator: Either party has ten (10) working days to appeal to the Complaint Committee a decision by the Non-Discrimination Coordinator. If either party appeals, the Non-Discrimination Coordinator will forward the file including any facts, evidence and results of the investigation to the Complaint Committee who shall convene to hear the appeal.

H. Complaint Committee: The Complaint Committee shall be made up of the Chair of the Faculty Grievance Committee, the Chair of the Students Judicial Council and three (3) members of the Erskine College staff appointed by the President of the College. The Complaint Committee shall be responsible for conducting a hearing and making a determination with respect to appeals of a decision of the Non-Discrimination Coordinator.

I. Committee Action: When the Non-Discrimination Coordinator receives an appeal of its decision, the Non-Discrimination Coordinator shall schedule a hearing before the Complaint Committee and shall conduct a hearing on the complaint within thirty (30) calendar days, unless the Non-Discrimination Coordinator determines that more time is needed in order to further investigate the complaint or for other reasons. If the Non-Discrimination Coordinator determines that it is necessary to delay the hearing, the complainant and the respondent will be notified.

J. Hearings of the Complaint Committee: Hearings before the Complaint Committee will be conducted in accordance with the procedures designated in Section IV of this procedure.

K. Decision of the Complaint Committee: After the hearing is concluded, the Complaint Committee shall convene to deliberate their findings and arrive at a majority decision as to the alleged Policy Violations and/or remedies, including disciplinary actions. Within five (5) days after the hearing is concluded, the Complaint Committee shall transmit a written copy of the decision to the Non-Discrimination Coordinator who will mail a copy of the decision to the complainant and respondent in the United States mail at the addresses provided by the complainant and the respondent.

L. Appeal of Decision of the Complaint Committee: Either the complainant or respondent may appeal the decision of the Complaint Committee, by giving written notice to the Non-Discrimination

Coordinator of intent to appeal the decision within fifteen (15) days of the decision. If no such notification is received by the Non-Discrimination Coordinator within fifteen (15) calendar days, any decision for corrective actions or sanctions by the Complaint Committee shall be final.

M. Retaliation: No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the complaint process.

N. Reconciliation: Nothing in the procedure is intended to prevent the complainant and respondent from resolving the complaint by signing a written statement of agreement and submitting it for approval to the Non-Discrimination Coordinator. If the agreement is approved, it will be placed in the file maintained by the Non-Discrimination Coordinator.

IV. HEARING PROCEDURE:

A. All parties shall be afforded reasonable opportunity for oral opening and closing arguments and for presentation of relevant witnesses and pertinent documentary evidence.

B. The Complaint Committee shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses as the Committee deems necessary.

C. The hearing shall be mechanically recorded. Any party involved may obtain a copy of the recording from the Non-Discrimination Coordinator at the expense of the requesting party. Recordings shall be maintained by the Non-Discrimination Coordinator for a period of three (3) years from the hearing date.

D. All parties shall have the right to advice of counsel of his/her choice; however, neither party may proceed through counsel.

E. At the conclusion of the hearing, the Committee shall deliberate in closed session. Such deliberations shall not be recorded.

V. PRESIDENTIAL APPEALS COMMITTEE:

The Presidential Appeals Committee shall review all appeals from decisions of the Complaint Committee within thirty (30) working days from the date of the appeal. If either party has requested an interview or is requested to appear for an interview by the Presidential Appeals Committee, then both parties must be informed. The intent of the Presidential Appeals Committee's review is not to hear new evidence nor to substitute the judgment of the Presidential Appeals Committee for that of the Complaint Committee. The intent of this review is to insure that the hearing and decisions were not arbitrary, capricious or Discriminatory, did not violate the rights of the parties, and did not violate the concepts of fair play to both parties.

The Presidential Appeals Committee's review is the final institutional step in matters of discrimination complaints. Nothing precludes the student or employee from filing a complaint with any external agency that handles discrimination complaints.

VI. REMEDIES/DISCIPLINARY ACTION:

The College shall determine appropriate remedies on a case-by-case basis. Such remedies may include termination of employment or expulsion from the College, as well as any other appropriate remedy or disciplinary action.

Sexual Harassment Policy

This policy statement sets forth Erskine College's sexual harassment policy and is effective immediately. This policy is applicable to the college and the seminary and all references herein to Erskine include both the college and the seminary. The enforcement of this policy shall be the responsibility of the Non-Discrimination Coordinator who is the Director of Institutional Research (currently Tracy Spires). The Non-Discrimination Coordinator's office is located in Room #238 on the 2nd floor of Belk Hall, and the telephone number is 864.379.8805.

This policy shall be considered a part of, and added to, when practical, the Faculty Handbook, Staff Handbook, student regulations, and other similar guidelines that may be published from time to time. These guidelines shall apply to all employees and students while they are on Erskine property,

attending an Erskine function, traveling in a group to or from an Erskine function or in other appropriate situations.

I. SEXUAL HARASSMENT POLICY

Erskine condemns and prohibits sexual harassment of or by any faculty member, staff member, or student. Sexual harassment subverts the mission of Erskine. It diminishes individual dignity, impedes equal employment and educational opportunities, and compromises freedom of academic inquiry.

Sexual harassment violates Erskine's long-standing policy against discrimination on the basis of sex. It is also a violation of Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972.

Erskine is committed to ensuring and maintaining an academic and work environment free of sexual harassment. Any individual who, after appropriate investigation, is found to have engaged in sexual harassment, will be subject to disciplinary action, up to and including termination of employment or expulsion from Erskine.

A. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in an Erskine activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, or participation in an Erskine activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for an individual's employment, education, or participation in an Erskine activity.

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the alleged incident will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient.

B. Retaliation Prohibited

This policy seeks to encourage faculty, staff, and students to report and address incidents of sexual harassment. Retaliation against any faculty member, staff member, or student for complaining of sexual harassment or enforcing this policy violates this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation, or harassment against an individual for exercising rights under this policy will be subject to appropriate and prompt disciplinary action.

C. Financial Liability

A faculty or staff member who is determined to have violated this policy on sexual harassment may be held personally liable for damages and/or costs incurred by Erskine related to such conduct.

D. False Charges

This policy shall not be used to bring knowingly false or malicious charges against any faculty member, staff member, or student. Disciplinary action may be taken against any person bringing a charge of sexual harassment in bad faith.

E. Persons Subject to Policy

Faculty, staff and students of Erskine are subject to this policy whenever they are acting as representatives of Erskine, whether on or away from the Erskine campus. Likewise, Erskine will not tolerate sexual harassment of its faculty, staff, or students by persons conducting business with or visiting Erskine, even though such persons are not directly affiliated with Erskine.

F. Consensual Relationships

Amorous relationships that occur in the context of educational or employment supervision and evaluation present serious concerns about the validity of consent. The element of power implicit in amorous relationships between a teacher and student, supervisor and subordinate, or senior and junior colleagues in the same department or unit makes them susceptible to exploitation. Those who abuse their power in such a context violate their duty to the Erskine community.

Relationships between faculty and students are particularly susceptible to exploitation. The respect and trust accorded a member of the faculty by a student, as well as the power exercised by faculty in giving grades or recommendations for further study and future employment, make voluntary consent by the student suspect.

Anyone who engages in a sexual relationship with a person over whom he or she has any power or authority within the Erskine structure must understand that the validity of consent can and may be questioned. In the event of a charge of sexual harassment, Erskine will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship.

II. Procedures for Handling Complaints of Sexual Harassment

All complaints of sexual harassment should be made to the Non-Discrimination Coordinator named above. Such complaints shall be handled in accordance with the procedures set forth in the Policy and Procedures Relating to Title IX and other Discrimination Complaints.

Erskine College Sexual Assault Policy for Students

Erskine College is committed to providing an environment for students free of sexual assault. This policy is intended to comply with 20 USCS Section 1092(f)(8) contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (the “Jeanne Clery Act”).

Anyone can be the victim of sexual assault. Sexual assault is a flagrant violation of the conduct expected by Erskine College. When the assailant is an acquaintance, a victim often has mixed feelings concerning the incident and what to do about it. Besides feeling frightened, angry, hurt and ashamed, victims can feel betrayed and even guilty for having "facilitated" the assault. In some cases, they do not even acknowledge that they have been assaulted until long after the incident has occurred. *If a student finds herself/himself in an unwanted sexual situation, on a date or anywhere else, they should be assertive and say no. If a person is told “no” when making sexual advances, he/she must accept it. No means no!*

Definition: Sexual assault is any actual or attempted non-consensual sexual activity, including, but not limited to, intercourse, attempted intercourse, or sexual touching by a person known or unknown to the victim. Rape is an act of sexual intercourse with a person against his or her will and consent, whether one’s will is overcome by force or fear resulting from the threat of force, **or** by drugs administered without consent, **or** when a person is physically unable to communicate willingness due to unconsciousness, intoxication or otherwise. Having sexual relations with someone who is unable to give consent because they are mentally incapacitated or unconscious (passed out) is rape.

Obtaining Assistance: Victims may be unsure of how to deal with the assault and can wonder what courses of action are available and appropriate. An unfortunate result of this insecurity is that many victims elect not to tell anyone about their ordeal and decline to seek the help they need to deal with the terrible hurt they have suffered on a physical and emotional level. All students, faculty and staff should be aware of both the consequences of sexual assault and the options available to the victim. ***Seeking assistance in connection with a sexual assault from the hospital, the police, the College, or anyone else does not obligate a victim to take further action.***

If a sexual assault should occur, the victim should: go to a safe place; contact a friend or family member; get prompt medical attention; call the Office of Public Safety Emergency number (911), and the Victim’s Advocate, or the Student Dean to report the incident (persons currently holding these positions and their

telephone numbers are listed at the end of this document). The victim should tell someone all details about the assault or write down all details as soon as possible and keep the clothes worn during the assault. If clothes are changed, the victim should place clothes in a paper bag (evidence deteriorates in plastic); not shower, bathe, or douche; not urinate, if possible; not eat, drink liquids, smoke or brush teeth if oral contact took place; and not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home (or dormitory room), the victim should not clean or straighten up until the police have had an opportunity to collect evidence.

When a victim tells another student they have been assaulted, the student who was told should encourage the victim to seek medical attention, contact the Victim's Advocate or the Student Dean, and report the incident to the Office of Public Safety. Means for contacting these individuals is found at the end of this document. No victim should be allowed to suffer alone. If the victim does not wish to report the assault, anyone can inform the Student Dean or the Office of Public Safety. When a third party makes the complaint, it is necessary for that third party to document the "nameless" report to the Office of Public Safety within 24 hours.

If the victim of a sexual assault feels uncomfortable in his/her living or academic situation, he/she should notify the Victim's Advocate or the Student Dean. Erskine College will notify the victim of options for, and available assistance in, changing academic and living situations. If requested by the victim, Erskine College will assist in changing the victim's academic or living situations if the changes are reasonably available.

Medical Attention: A victim of any sexual assault is encouraged to seek medical assistance. This is the first step in regaining control over one's life. Even if the victim decides not to report the assault to the appropriate authorities, it is very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. To keep all options available, the collection of medical evidence becomes critical in the event the victim chooses, even later, to prosecute. At the emergency room, the doctor may collect samples, hair, semen, and other trace evidence. The hospital may also collect the clothing worn during the assault so it may be helpful for the victim to bring a change of clothes. Normally, the hospital will communicate with a rape crisis center and their representative will come to the emergency room to assist the victim in any way possible. Going to the hospital and having evidence collected does **NOT** obligate the victim to complete other actions. This simply aids in keeping options open until the victim decides how to proceed. Options include choosing to pursue charges later against the perpetrator criminally through the Court's legal system or through the College's policies and procedures.

Counseling: Sexual assault is a crime committed against the victim, not by the victim. Victims should not blame themselves. Emotional trauma is severe after a sexual assault. Violation, loss of trust, and loss of control can have serious long-term impact on the victim. It is not unusual for a victim to feel guilty or distrustful or to withdraw from others, particularly in an acquaintance rape. There are, however, trained persons who can provide counseling and support during recovery. Erskine College has a Victim's Advocate whose responsibility is to serve the needs of the victim. The Victim's Advocate contact information is listed at the end of this document. There is also counseling available through the Student Dean. Contact information for the Student Dean is found at the end of this document. Assistance can also be obtained through the Sexual Trauma and Counseling Center for Greenwood and Abbeville at 227-1623 (Hotline: 1-888-297-4546).

Reporting to the Police: Following an incident, victims are encouraged to make a report to a Public Safety officer or the local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Incidents may also be reported to the Student Dean who will assist in obtaining assistance for the victim. Public Safety officers will aid the victim in completing the report. Off-campus incidents should be reported to the police in whose jurisdiction it occurred as well as to an Erskine official. The College is committed to making every effort to see that the victim is offered medical and psychological care as well as informed about prosecuting the suspect through the criminal court's legal system or the College's policies and procedures while keeping their report of sexual assault in confidence and protecting the victim's right to anonymity, to the extent feasible taking into consideration the victim's desires as to reporting.

The Office of Public Safety believes a victim deserves the right to a professional investigation. Victims are often confused and not sure if they wish to report the incident. Reporting the assault to the police and obtaining medical attention are **not** synonymous with criminal prosecution. The victim retains the right not to pursue criminal prosecution even if these steps are taken. Even if the victim decides not to pursue charges, reporting the assault is a step in regaining a sense of personal control. Providing information about the assault may help someone else avoid becoming a victim. The Office of Student Services will aid victims in arranging for medical care, contacting counseling and other resources that are available. A Public Safety officer will meet with the victim privately, at an appropriate place, to make a report. All members of the Office of Public Safety will treat the victim and the case with sensitivity and professionalism and will be available to answer questions and explain the processes involved. The Office of Public Safety will investigate the case which

may result in an arrest and prosecution of a suspect. Finally, the victim will be kept up-to-date on progress of the investigation or prosecution as well as their rights and options.

Campus Judicial Proceedings: If a victim of sexual assault chooses to make a complaint pursuant to the College's policies and procedures, such complaint shall be made to the Non-Discrimination Coordinator whose contact information is provided at the end of this document. Such Complaint shall be handled in accordance with the procedures set forth in the Policy and Procedures Relating to Title IX and other Discrimination Complaints. If the victim does not wish to make a complaint pursuant to the College's policies and procedures, the College will make reasonable efforts to respect the confidentiality of the victim, however, the College reserves the right to take disciplinary action against the perpetrator in the interest of campus safety. If a case is being pursued by a criminal or civil court, the College will evaluate safety concerns for the campus and the risk of impairment of the rights of the parties to a fair trial in determining whether an on campus hearing should go forward or be delayed. The College reserves the right to bring, delay, resume or reinstitute a hearing at any time before or after the verdict in the Court's legal system. At the College Proceedings, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of the College Proceedings. Reports will be included anonymously in statistics required by the Jeanne Clery Act.

If criminal charges are pressed and the suspect is found guilty, the College reserves the right to further discipline the perpetrator in line with the severity of the offense upon completion of the criminal prosecution. The College also reserves the right to discipline the perpetrator even if no criminal charges are brought or if the perpetrator is found not guilty in a criminal proceeding. Possible College disciplinary action may include, but is not limited to: fines, dismissal from or refusal of campus housing, or dismissal from the College.

Reducing Risks: There are a number of proactive measures a student can take to minimize the potential for becoming a victim, such as: reporting suspicious persons to the Office of Public Safety, keeping others aware of your anticipated destinations and times of arrival and departure, not working, studying or being alone in buildings or isolated areas. Students who "feel" uncomfortable at any place on campus should trust their feelings and contact the Office of Public Safety (911) to be accompanied to their destination. Students should be cautious dating persons they do not know well, and get information about such persons from a mutual acquaintance or try to arrange a double date or group activity. Leaving a party or other social event with someone only recently met can be dangerous. Excessive alcohol impairs judgment. Acquaintance rapes

usually involve drugs or alcohol use by one or both parties. Illicit drugs or improperly used prescription drugs can interfere with clear thinking and clear communication. Sexual limitations and desires should be communicated clearly. Finally, students should walk with confidence and alertness. Assailants are less likely to target a person who appears assertive and difficult to intimidate.

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are presented during Freshman Orientation (every freshman is required to attend these sessions) and periodically through Erskine's Residence Life Program. For more information on these programs, contact the Office of Student Services.

Sex Offender Registry and Access to Related Information

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the State to provide notice, as required under State law, to each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In South Carolina convicted sex offenders must register with the County Sheriff's Office where they reside. In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Offender Registry within ten days of establishing a residence within South Carolina. Any person required to register shall also be required to re-register within ten days following any change of residence.

Nonresident offenders entering the State for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of South Carolina shall, within ten days of accepting employment or enrolling in school in South Carolina, be required to register and reregister pursuant to this section. For purposes of this section "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The State Law Enforcement Division (SLED) maintains the following website which allows a search of the Sex Offender Registry for Offenders by Name, City, County, or Zip Code: <http://www.sled.state.sc.us/>. Information is also available from <http://www.scattorneygeneral.org/index.asp>.

Registry information provided under law shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Use of the information for purposes not authorized by law is prohibited and a willful violation with the intent to harass or intimidate another can result in prosecution.

Contact Information:

Non-Discrimination Coordinator

Tracy Spires

Room #238

2nd Floor, Belk Hall

Office: 864.379.8805

Vice President for Student Services

Monty Wooley

Office: 864.379.8701

Home: 864.379.8661

Cell: 864.378.1866

Student Dean

Robyn Agnew

Office: 864.379.8785

Home: 864.379.2627

Chief of Public Safety

Randy Estep

Emergency: 911

Office: 864.379.8869

Cell: 864.378.1650