



# 2009-10 Student Handbook

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*Christian Commitment & Excellence in Learning*

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# Introduction

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This *Student Handbook* is available to all Erskine Seminary students. Students may print a copy from the website at [www.erskine.edu/seminary](http://www.erskine.edu/seminary). 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 *2009-10 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 Educational Ministries, Master of Arts in Counseling Ministry, Master of Church Music, Master of Arts in Practical Ministry, Master of Theology, and Doctor of Ministry.

## Changes in Contact Information

Students are required to report any changes in name, home address, e-mail address, or telephone number to the Admissions Counselor at 800.770.6936.

# Student Organizations

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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.

# Music Opportunities

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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](mailto:glick@erskine.edu).

# Campus Policies

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## Student ID Cards

All students must obtain a Student ID Card, which provides access to buildings on campus. Students may call the Public Safety Office to schedule a date and time to have a Student ID Card made.

## Chapel Requirement Policy

Chapel attendance is required for all students, except Th.M., D.Min., and MCM, who attend classes during the fall and spring terms on the Due West campus as follows:

Number of Courses Taken per Term	Required Number of Chapels per Term	Number of Courses Taken per Term	Required Number of Chapels per Term
1 morning	9	2 afternoon (no morning)	9
2 morning	17	3 afternoon (no morning)	17
3 morning	24	Evening classes	0
1 morning & 1 afternoon	9	Monday, Friday, or Saturday classes	0
1 morning & 2 afternoon	17	Off-Campus classes	0
1 afternoon (no morning)	0	EDEN classes	0

In addition to attending Seminary chapel services, students may receive up to five chapel credits per semester by attending College chapels, Erskine Lunch-N-Learn lectures, stated meetings of one's Presbytery, or required meetings of one's Board of Ordained Ministry (or other official judicatory). In all cases, official written verification of attendance is required. Any student who fails to attend the required number of chapels will incur a \$20.00 fee on his/her billing statement for each unattended chapel. No make-ups are allowed, and no exceptions are granted to the *Chapel Requirement Policy*. Please see the *Catalog* for additional details.

## Wireless Network Cards

A wireless card is 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, and Reid Hall as well as in student housing. 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 \$100 fee. Grades and transcripts will not be released if the fee remains unpaid.

## Key Fobs

The key fob gives students access to buildings on campus. It 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 \$20 fee. Grades, diplomas, and transcripts will not be released if the fee remains unpaid.

## Parking Permits

Each student must display a parking permit on the left rear bumper of his/her vehicle for the privilege of parking on campus and at the off-campus classroom locations. 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. The \$15.00 or \$7.50 fee (depending on the semester) for the permit is included on the student's billing statement each semester.

## Housing

*McQuiston Divinity Hall*, housing single male students, provides a kitchenette, one handicap-accessible room and bath, and a comfortably furnished lobby. *Edwards Guest House*, housing female students and visitors, features three guest rooms downstairs and two dormitory-style rooms upstairs as well as a kitchen, a dining area, and a comfortably furnished lobby area. *Plaxco Guest House*, housing male and female students, offers three spacious rooms, a fully equipped kitchen, a laundry room, and a comfortably furnished lobby area. Overnight accommodations are available for \$15 with no linens or for \$30 with linens. Accommodations for the entire 2009-10 academic-year are available for \$4,300.00. The housing fee, which must be prepaid, is included on the student's billing statement.

## Hazardous Weather Policy

Please refer to [www.erskine.edu/seminary](http://www.erskine.edu/seminary) for the Hazardous Weather Policy.

*Students may contact the Secretary to verify chapel attendance; to obtain wireless network cards, key fobs, and parking permits; and to make housing reservations.*

# McCain Library

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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 (per side). **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 Student ID Card is required for checkout.

Student may obtain more information on library resources, services, and facilities from the McCain Library quick link on the website at [www.erskine.edu/seminary](http://www.erskine.edu/seminary).

**McCain Library Hours**

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

Note: Special hours are posted as necessary.

## Guidelines for Writing Papers

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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 Papers, Theses, and Dissertations," describes the way papers should be formatted and presented. All papers should follow these guidelines, and students should thoroughly familiarize themselves with this document. That direct link is: <http://www.erskine.edu/library/libinstructionfetcher.htm?igor=203>

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. That direct link is:

<http://www.erskine.edu/library/libinstructionfetcher.htm?igor=204>

# Faculty Committees

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## Library & Faculty 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 SBA Constitution. Faculty members are appointed annually by the Dean.
- B. Responsibilities
1. To advise and collaborate with the librarian in all matters affecting the development, financing, and use of library collections, services, and facilities.
  2. To consider requests for the use of monies generated by the Faculty Development Fund and make recommendations to the Dean for the disposition of these funds.
  3. To act as liaison between faculty and library and between the student body and the library.
  4. To make recommendations to the faculty and/or the librarian concerning library matters.
  5. To advise and collaborate with the librarian in the development of policies relating to such matters as library collection, retention, services, and facilities.
  6. To develop and implement programs which will enhance the professional life of individual faculty members, the faculty as a whole, and faculty/staff/administration relationships.
  7. To maintain an orientation to the future by considering and providing instruction on upcoming faculty 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 to achieve its stated mission more effectively.

## Student Services Committee

- A. Members:      Executive Vice President of the Seminary, Seminary Dean, Registrar, Director of Admissions, Director of Financial Aid, Admissions Counselor, three faculty members, and a student, to be determined in accordance with the SBA Constitution; Faculty members are appointed annually by the Dean.
- B. Responsibilities
1. To develop and implement general policies relevant to enrollment management, financial aid, and registration.
  2. To admit candidates to any master's program that carries academic credit.
  3. To assist, as needed, with New Student Orientation, recruitment, and marketing.
  4. To develop and implement relevant procedures and programs to increase student retention.
  5. 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.
  6. To maintain an ongoing process of assessment/evaluation that enhances the overall program of institutional effectiveness and enables the institution to achieve its stated mission more effectively.

## **Graduate Committee**

- A. Members        The committee consists of at least four faculty members, including a member of the library staff, and a student, to be determined in accordance with the SBA Constitution. Faculty members are appointed annually by the Dean.
- 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 work with official representatives of denominational constituencies served by the Seminary in the development of appropriate denominational courses and programs.
  5. To exercise general oversight of all forms of Distributive Education including the seminary's continuing education program.
  6. To maintain an ongoing process of assessment/evaluation that enhances the overall program of institutional effectiveness and enables the institution to achieve its stated mission more effectively.

## **Post-Graduate Committee**

- A. Members        The committee consists of at least three faculty members, including a member of the library staff. The D.Min. Director, Assistant D.Min. Director, and Th.M. Program Director serve as advisory members. Faculty members are appointed annually by the Dean.
- B. Responsibilities
1. To exercise general oversight of the Master of Theology (Th.M.) and Doctor of Ministry (D.Min.) programs in coordination with the directors of the respective programs.
  2. To exercise general oversight of the Institute of Reformed Worship in coordination with the Institute's director.
  3. To admit candidates to the D.Min. and Th.M. programs.
  4. To produce annually an updated D.Min. Manual and Th.M. Manual, in coordination with the directors of the respective programs.
  5. To make recommendations to the faculty concerning the development of new courses, new post-graduate programs, post-graduate curriculum development, and/or substantive changes in existing post-graduate programs.
  6. To maintain an ongoing process of assessment/evaluation that enhances the overall program of institutional effectiveness and enables the institution to achieve its stated mission more effectively.

## **Institutional Assessment Committee**

- A. Members        The committee consists of four faculty members, including the chairs of the three faculty departments, an administrator, and a student, to be determined in accordance with the SBA Constitution. Faculty members are appointed annually by the Dean. The Dean, the Director of Institutional Research, and the

Seminary Director of Institutional Assessment are *ex officio* members.

## B. Responsibilities

1. The committee oversees all existing components in the Institutional Assessment Program to enable the institution to achieve its stated mission more effectively.
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 Seminary Dean.
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.
4. To serve as a resource and provide direction for the self-study, accreditation visits, and reports.

## **Financial Aid Information and Scholarships**

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The Seminary offers financial aid based on demonstrated need to both full-time (12.0 semester hours) and part-time (6.0 semester hours) students 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 Student Services Office. See the *Catalog* for further information.

## **Student Employment Policy and Procedures**

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### **Policy**

Erskine Theological Seminary offers student employment positions during the academic year to qualified applicants until all positions are filled. Any student enrolled for at least nine (9) hours in a given semester is eligible to apply. A student associate position may be awarded for the entire academic year or for a single semester. Students employed by the Seminary are paid for a specified number of hours of work per week. Retention of a student associate position is contingent upon the successful performance of assigned duties, satisfactory academic progress, and the needs of the Seminary.

### **Procedures**

All applications for student employment will be submitted to the Dean of the Seminary. 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.

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

A selection committee will assign each student assistant to a specific position based on the skills needed for each position. The Dean of the Seminary will notify each student associate by letter of the specific assignment and the supervisor with whom he/she will work. Each student associate must notify the Dean of the Seminary in writing of acceptance of the position. Prior to beginning work, each student associate must successfully complete IRB training (HIPS and ethics) and submit copies of certificates of completion to the Dean's Office.

The selection committee will evaluate student associates 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

## Honor Code

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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. Preamble<sup>1</sup>: 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 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.

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<sup>1</sup> 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.

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.

- a. 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.'
- b. 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:**

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

## **3. Lying:**

- a. Definition: Knowingly and willfully giving false information, written or oral, to student government council, Seminary officials, or faculty members.
- b. 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.

## Family Educational Rights and Privacy Act

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The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Essentially, this Act protects the records of a student from unauthorized review and guarantees a student access to his/her education records. Erskine Seminary is in compliance with the provisions of FERPA as described below.

Students have the right to 1) inspect and review their education records maintained by the school, 2) request that a school correct records that they believe to be inaccurate or misleading, 3) and file complaints with the Family Policy Compliance Office of the U.S. Department of Education within 180 days of any alleged violation. Students do not have the right to view confidential letters and recommendations associated with admissions, employment, placement, or honors to which a student has waived rights of inspection and review.

Generally, schools must have written permission from the 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:

- The student’s full name
- Campus (local), permanent, and e-mail addresses
- Telephone numbers (local and permanent)
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Photograph

The following information is not considered directory information and cannot be released to anyone except as provided by law: class schedules, next-of-kin, grade reports, letters of probation or suspension, social security number, race, ethnicity, nationality, gender, religious affiliation, and similar materials.

**Students who wish to prevent the release of directory information must notify the Admissions Counselor in writing.** Please contact the Admissions Counselor, with any questions.

# Title IX Policies and Procedures

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## 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: This person is designated Title IX, ADA, Section 504, and Title VI coordinator (herein referred to as the “Non-Discrimination Coordinator”).

## 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

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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.

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. 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**

Dr. Mary-Ruth Marshall  
Office Number 21  
2<sup>nd</sup> Floor Bowie Divinity Hall  
Office: 864.379.8715  
Home: 864.379.2108  
E-mail: [marshall@erskine.edu](mailto:marshall@erskine.edu)

**Chief of Public Safety & Victim's Advocate**

Chief Randy Estep  
Emergency: 911  
Office: 864.379.8869  
Cell: 864.378.1650  
Fax: 864.379.2254  
E-mail: [estep@erskine.edu](mailto:estep@erskine.edu)