

Law Student Handbook 2016-2017

The Charleston School of Law reserves the right to update and/or revise the policies and procedures discussed herein. Students are responsible for reviewing updates and/or revisions when they are distributed to the School of Law community via electronic mail and/or on the Charleston School of Law website at www.charlestonlaw.edu.

Academic Policies and Procedures can be found in the [Academic Catalog](#) and on the [Academic Affairs webpage](#).

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DISCLAIMER: THIS HANDBOOK IS NOT A CONTRACT. The information in the 2016-2017 Law Student Handbook is accurate and current to the best of our knowledge available as of August 16, 2016. The Charleston School of Law expressly reserves the right to change any policies or guidelines or other matters described in this handbook with reasonable prior notice, in accordance with established procedures, and when such adjustments are made in response to circumstances beyond the School of Law’s control that are necessary to ensure sound operation of the Charleston School of Law. Therefore, information contained herein should not be considered to remain valid throughout an entire program of study. It may be necessary for the School of Law to update any policies and guidelines before the start of any enrollment period. Subsequent changes in this information may be found in updates to the Student Handbook made available on the Charleston School of Law website www.charlestonlaw.edu. Information on academic requirements, policies, and procedures, can be found in the Academic Catalog. If you have questions about any academic information, please contact the Office of Academic Affairs.

CHARLESTON SCHOOL OF LAW MISSION STATEMENT

The overriding goal of the Charleston School of Law [hereinafter referred to as “School of Law”] is:

- To teach students of high moral character and unquestioned personal integrity through a careful and refined study program;
- To teach the practice of law as a profession, having as its chief aim providing public service;
- To teach the law as a means of providing relief for those who suffer because they are helpless, weak, outnumbered, or because they are victims of prejudice;
- To teach the law as a means of alleviating human misery and human suffering;
- To teach the law as a means of making possible the continued processes of manufacture and commerce that brings realization to the twin goals of prosperity and peace in the world;
- To institute and coordinate legal outreach programs to the South Carolina and American Bars, local, state, and federal governments, as well as to the general population; and
- To encourage and foster legal reforms.

I. POLICIES & PROCEDURES

A. Diversity Policy

The School of Law does not tolerate discrimination, intimidation, or harassment of any kind by students, faculty or staff. A violation of this policy can lead to disciplinary measures pursuant to the School of Law Student Code of Conduct. As the School of Law is committed to a policy of nondiscrimination in admissions and employment it has implemented a policy to assure equal educational and employment opportunities to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, socio-economic background, and marital, parental, or veteran status. The School of Law is committed to diligently seeking out qualified members of minority groups for enrollment as students and employment as faculty and administrative staff.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, facilities use, access to course offerings, counseling and testing, financial aid, and employment. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination.

Harassment Complaint Procedure

The School of Law is committed to enforcing this policy, promptly investigating conduct prohibited by this policy, and taking appropriate remedial action in instances where it learns of or has reason to know of the occurrence of prohibited discrimination or harassment. Our efforts, however, will depend largely on staff, faculty, and students telling us about inappropriate conduct.

If a School of Law community member believes that he/she has been subjected to conduct which is prohibited by this policy, he/she must report it promptly so that, whenever possible, any problems can be investigated and remedied at the earliest opportunity. The following individuals have been designated specifically by the School of Law to receive reports relating to conduct prohibited by this policy.

- Dean of the School of Law
- Associate Dean for Academic Affairs
- Associate Dean of Students
- Charleston School of Law Security

In addition, School of Law community members may report to any other member of the administration with whom you are comfortable. The most important thing is that incidents are reported as soon as possible to someone previously mentioned.

Reports may be made verbally or in writing. All reports of conduct prohibited by this policy will be promptly investigated, handled with discretion and dealt with appropriately. The School of Law will not tolerate violations and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct or the School of Law Sexual Misconduct Policy. Upon completion of the investigation of the complaint, The Department of Student Affairs shall communicate its findings and any remedial actions if appropriate to the complainant.

The failure of the complainant to cooperate with the School of Law in its investigation of allegations of violations of this policy may result in the dismissal of the complaint by the School of Law.

B. Harassment Free Environment Policy

The School of Law seeks to create and maintain a positive and productive learning and working environment in which there is respect for the dignity of all persons and where there is fair and equitable treatment of all individuals in our diverse community. The School of Law is committed to working to prevent and eliminate any oppressive behaviors and provide opportunities so that individuals can develop to their fullest potential, as we realize that discrimination, prejudice, and unequal opportunity can negatively impact the personal, intellectual, and social development of all individuals. The School of Law will vigorously investigate and respond to any incidents of alleged discrimination or harassment.

Like the society we serve, the School of Law community includes persons from a variety of social circumstances, and our mission commits us, among other things, to the pursuit of equality. We are individuals, each different from the other, gathered for a common purpose. Together we create an environment for the study of law and for training in lawyering skills. We strive to offer each person among us the opportunity to develop his or her powers to the fullest. Barriers to the development of any hold us all back.

Mutual understanding, reciprocal support, and tolerance are the enabling conditions for the full and equal participation of all. Bias, mistrust and misunderstanding undermine these conditions. To achieve an environment permeated by a sense of justice and inclusion, we must actively encourage each person's contribution. Furthermore, because we prepare students for participation in a self-governing profession, we strive to rid the practice of law of prejudice. Freedom of expression is essential not only to mutual understanding, but also to our common pursuit of learning and self-development. Out of respect for one another and within the limits imposed by time and place, we recognize the right of anyone to express any idea and to disagree with another's point of view.

We reject acts of discrimination and intimidation. The personal security of members of our community is inviolable. Freedom from insults, threats, assaults, and violence is a precondition of our association with one another. We will not tolerate such behaviors and resolve to confront all acts of incivility, particularly those that discriminate or degrade.

We cherish the diversity of our community and resolve to celebrate our differences for they are our most precious resource. Because we choose to be here to comprise the School of Law community, we accept these values as a condition of our working and learning here.

Equal Employment Opportunity and Harassment-Free Workplace Policy

As reflected in our Mission Statement and Commitment to Excellence, the School of Law strives to make this a special place to work with an atmosphere of mutual respect and professionalism. As employees of the Law School, we all have a responsibility to live up to our values by creating an atmosphere every day in which each employee knows that he/she is valued as an individual and treated with respect and professionalism. This policy is a reflection of our vision and our commitment to complying with all laws governing discrimination and harassment.

C. Sexual Misconduct Policy Governing Employees and Students

As reflected in our Mission Statement and Commitment to Excellence, the School of Law strives to make this a special place to work and learn with an atmosphere of mutual respect and professionalism. As employees and students of the Law School, we all have a responsibility to live up to our values by creating an atmosphere every day in which each person knows that he/she is valued as an individual and treated with respect and professionalism. This policy is a reflection of our vision and our commitment to complying with all laws governing discrimination and harassment.

1. DISCRIMINATION

Discrimination is defined as the unfair treatment of a person or group based on perceived or real characteristics. The School of Law is committed to an environment that encourages the fair, humane, and beneficial treatment of all persons. The School of Law is committed to equal opportunity in the application, admission, participation, operation, and treatment of employees, students and guests, and prohibits discrimination based on race, color, sex, age, religion, national origin, height, weight, marital status, sexual orientation, handicap unrelated to ability to perform one's job, military status, or any other classes protected by law. Additionally, it is the policy of the School of Law to provide an environment for prospective employees and students and other third parties, to include contract employees, free of harassment and discrimination. It is expected that all members of the School of Law community will consider themselves responsible for proper observance of this policy. Harassment is a *form of discrimination* and is any action that may reasonably be expected to threaten, coerce or intimidate an individual or class of people.

Further, the School of Law does not condone and will not tolerate sexual misconduct or sexually exploitative or harassing behavior of any kind. Our community is committed to creating and maintaining an environment that is not only free of sexual misconduct, but which promotes a healthy spirit of responsibility, dignity, and respect in matters of sexual conduct. Charleston School of Law students share an ethical tradition of abiding by the highest moral standards, taking responsibility for their actions, and treating people with integrity and respect.

2. COORDINATION WITH THE ANTI-HARASSMENT AND NON DISCRIMINATION POLICY AND FULL-TIME FACULTY HANDBOOK

The School of Law has created this campus wide policy specifically to address sex-based discrimination impacting students, employees and third parties and to provide equity in process to complainants and respondents. This policy includes the procedures utilized in a grievance process in compliance with guidance from the Department of Education's Office of Civil Rights. The School of Law recognizes that harassment related to an individual's sex, sexual orientation, and gender expression may also be tied to other forms of harassment and discrimination and may also be directed at the individual based on their age, ethnicity, religion or other protected status. This policy does not supersede the School of Law's Anti-Harassment and Discrimination policy or Faculty Handbook, but rather supports them. When discrimination is alleged that is directed at an individual based on both their sex and another protected class, resolution of the complaint will include a coordinated effort in investigation and resolution between the policies.

The procedures outlined in this policy for resolution of complaints of sexual misconduct apply to adjudication of student misconduct complaints. All other complaints of student misconduct will follow the procedures outlined in the Law Student Handbook's Code of Conduct. Faculty and Staff who are accused of sexual misconduct have separate procedures as outlined in their respective handbooks. All complainants, regardless of their status as students, faculty or staff, will be informed of the outcome of the complaint (to include the sanction or employee action taken as a result of a finding of responsibility under this policy) and will be afforded the opportunity to appeal, as outlined in this policy.

3. SEXUAL MISCONDUCT

As a recipient of federal funds, the School of Law is required to comply with Title IX of the Higher Education Amendments of 1972, U.S.C. § 1681 et seq. ("Title IX") which prohibits discrimination on the basis of sex in educational programs or activities. Sexual Misconduct, as defined herein, is a form of discrimination prohibited by Title IX. The School of Law has updated this policy (March 12, 2014) to reflect the changes to the Clery Act as amended by the 2013 Reauthorization of the Violence Against Women Act and the 2013 South Carolina Campus Sexual Assault Information Act.

It is the policy of the School of Law that no member of the institution may engage in sexual misconduct; any form of sexual misconduct is prohibited.

Sexual Misconduct includes the following:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same); Sexual Assault
4. Sexual Exploitation
5. Stalking
6. Dating Violence
7. Domestic Violence

1. Sexual Harassment

As used in this policy, **sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic evaluation;
- b. Submission to or rejection of such conduct by an individual is used as a factor in employment or academic decisions affecting the individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, offensive or demeaning employment or educational environment.

Sexual harassment includes a variety of behaviors, spoken or unspoken, that create a hostile environment. It includes acts like some of the following if unwelcome:

- Whistling or making cat calls at someone;
- Making sexual comments about a person's clothing or body;
- Turning work or class discussions to sexual topics;
- Repeatedly "asking out" a person who is not interested;
- Giving personal gifts of a sexual nature;
- Looking down someone's blouse or touching their clothes or hair;
- Displaying sexually suggestive visuals in workspaces, like calendars, screen savers, jokes, or on bulletin boards.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact means any intentional sexual touching or contact, without consent, of the breasts, groin, buttocks or genitals of another, no matter how slight, regardless of the relationship of the parties.

Non-Consensual Sexual Contact includes a variety of behaviors that create a hostile environment. It includes acts like some of the following if unwelcome:

- Hugging, kissing, groping, stroking someone, or the like;
- Touching someone's intimate parts, to include breasts, buttocks, or genitals;
- Placing your intimate parts on any part of another person's body or causing that person to put their intimate parts on you, or directing a third party to do so.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse means vaginal or anal penetration by a penis or object,

no matter how slight, or mouth to genital contact that is unwanted. Some people refer to this behavior as “sexual assault.” The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

4. Sexual Exploitation

Sexual Exploitation occurs when one person takes a non-consensual or abusive sexual advantage of another for his or her own benefit and the behavior does not fit into one of the previously mentioned categories.

Examples of sexual exploitation include:

- Prostituting another person;
- Recording sexual acts without the consent of the other party;
- Sexually based stalking;
- Exposing of the genitals in non-consensual circumstances;
- Knowingly transmitting HIV or a sexually transmitted infection (STI) to another person.

5. Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

Examples of stalking include:

- Repeated, unwanted, and/or intrusive communications from the offender via telephone, text, email or in-person;
- Following or lying in wait for a person at home, school, work, etc.
- Posting information or spreading rumors about a person on the internet, in a public place, or by word of mouth;
- Damaging or threatening to damage a person’s property;
- Repeatedly sending flowers or other unwanted gifts to a person.

6. Dating Violence

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether such a relationship exists or existed will be determined based on a consideration of the following factors:

- a. The length of the relationship.
- b. The type of relationship.
- c. The frequency of interaction between the persons involved in the relationship.

Examples of dating violence include behaviors that intimidate, frighten, isolate, injure, or frighten, if committed by someone in a romantic or intimate relationship.

7. Domestic Violence/Intimate Partner Violence (IPV)

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

4. DEFINITIONS

Consent means words or actions that communicate approval of sexual activity taking place between the parties. Consent to one activity does not automatically imply consent to other forms of sexual activity and must be made in the absence of coercion, intimidation or physical force (threatened, actual or implied) of any kind. Silence in and of itself cannot be interpreted as consent. In addition, persons who are incapacitated due to alcohol or drugs cannot give consent. Use of drugs or alcohol does not relieve the accused person of responsibility for sexual misconduct.

5. SOUTH CAROLINA CRIMINAL STATUTES

The South Carolina criminal statutes also define sexual assault, domestic violence, and stalking. South Carolina criminal law does not define dating violence or consent at this time.

Sexual Assault

SECTION 16-3-651. Criminal sexual conduct: definitions.

For the purposes of Sections 16-3-651 to 16-3-659.1:

- (a) "Actor" means a person accused of criminal sexual conduct.
- (b) "Aggravated coercion" means that the actor threatens to use force or violence of a high and aggravated nature to overcome the victim or another person, if the victim reasonably believes that the actor has the present ability to carry out the threat, or threatens to retaliate in the future by the infliction of physical harm, kidnapping or extortion, under circumstances of aggravation, against the victim or any other person.
- (c) "Aggravated force" means that the actor uses physical force or physical violence of a high and aggravated nature to overcome the victim or includes the threat of the use of a deadly weapon.
- (d) "Intimate parts" includes the primary genital area, anus, groin, inner thighs, or buttocks of a male or female human being and the breasts of a female human being.
- (e) "Mentally defective" means that a person suffers from a mental disease or defect which renders the person temporarily or permanently incapable of appraising the nature of his or her conduct.
- (f) "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct whether this condition is produced by illness, defect, the influence of a substance or from some other cause.
- (g) "Physically helpless" means that a person is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.
- (h) "Sexual battery" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes.
- (i) "Victim" means the person alleging to have been subjected to criminal sexual conduct.

SECTION 16-3-652. Criminal sexual conduct in the first degree.

(1) A person is guilty of criminal sexual conduct in the first degree if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:

(a) The actor uses aggravated force to accomplish sexual battery.

(b) The victim submits to sexual battery by the actor under circumstances where the victim is also the victim of forcible confinement, kidnapping, trafficking in persons, robbery, extortion, burglary, housebreaking, or any other similar offense or act.

(c) The actor causes the victim, without the victim's consent, to become mentally incapacitated or physically helpless by administering, distributing, dispensing, delivering, or causing to be administered, distributed, dispensed, or delivered a controlled substance, a controlled substance analogue, or any intoxicating substance.

(2) Criminal sexual conduct in the first degree is a felony punishable by imprisonment for not more than thirty years, according to the discretion of the court.

SECTION 16-3-653. Criminal sexual conduct in the second degree.

(1) A person is guilty of criminal sexual conduct in the second degree if the actor uses aggravated coercion to accomplish sexual battery.

(2) Criminal sexual conduct in the second degree is a felony punishable by imprisonment for not more than twenty years according to the discretion of the court.

SECTION 16-3-654. Criminal sexual conduct in the third degree.

(1) A person is guilty of criminal sexual conduct in the third degree if the actor engages in sexual battery with the victim and if any one or more of the following circumstances are proven:

(a) The actor uses force or coercion to accomplish the sexual battery in the absence of aggravating circumstances.

(b) The actor knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless and aggravated force or aggravated coercion was not used to accomplish sexual battery.

(2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than ten years, according to the discretion of the court.

SECTION 16-3-655. Criminal sexual conduct with a minor; aggravating and mitigating circumstances; penalties; repeat offenders.

(A) A person is guilty of criminal sexual conduct with a minor in the first degree if:

(1) the actor engages in sexual battery with a victim who is less than eleven years of age; or

(2) the actor engages in sexual battery with a victim who is less than sixteen years of age and the actor has previously been convicted of, pled guilty or nolo contendere to, or adjudicated delinquent for an offense listed in Section 23-3-430(C) or has been ordered to be included in the sex offender registry pursuant to Section 23-3-430(D).

(B) A person is guilty of criminal sexual conduct with a minor in the second degree if:

(1) the actor engages in sexual battery with a victim who is fourteen years of age or less but who is at least eleven years of age; or

(2) the actor engages in sexual battery with a victim who is at least fourteen years of age but who is less than

sixteen years of age and the actor is in a position of familial, custodial, or official authority to coerce the victim to submit or is older than the victim. However, a person may not be convicted of a violation of the provisions of this item if he is eighteen years of age or less when he engages in consensual sexual conduct with another person who is at least fourteen years of age.

(C) A person is guilty of criminal sexual conduct with a minor in the third degree if the actor is over fourteen years of age and the actor wilfully and lewdly commits or attempts to commit a lewd or lascivious act upon or with the body, or its parts, of a child under sixteen years of age, with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of the actor or the child. However, a person may not be convicted of a violation of the provisions of this subsection if the person is eighteen years of age or less when the person engages in consensual lewd or lascivious conduct with another person who is at least fourteen years of age.

Domestic Violence

SECTION 16-25-10. "Household member" defined.

As used in this article, "household member" means:

- (1) a spouse;
- (2) a former spouse;
- (3) persons who have a child in common; or
- (4) a male and female who are cohabiting or formerly have cohabited.

SECTION 16-25-20. Acts prohibited; penalties; criminal domestic violence conviction in another state as prior offense.

(A) It is unlawful to:

- (1) cause physical harm or injury to a person's own household member; or
- (2) offer or attempt to cause physical harm or injury to a person's own household member with apparent present ability under circumstances reasonably creating fear of imminent peril.

Stalking

S.C. Code Ann. § 16-3-1730 . Penalties for conviction of stalking. (2006)

(A) A person who engages in stalking is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars, imprisoned not more than five years, or both.

(B) A person who engages in stalking when an injunction or restraining order is in effect prohibiting this conduct is guilty of a felony and, upon conviction, must be fined not more than seven thousand dollars, imprisoned not more than ten years, or both.

(C) A person who engages in stalking and who has a prior conviction of harassment or stalking within the preceding ten years is guilty of a felony and, upon conviction, must be fined not more than ten thousand dollars, imprisoned not more than fifteen years, or both.

6. HOW TO REPORT A VIOLATION OF SEXUAL MISCONDUCT

Members of the School of Law are strongly encouraged to promptly report all incidents of discrimination and harassment, to include sexual misconduct, whether experienced personally or observed. Delayed reporting significantly inhibits the School of Law in being able to respond to harassment and discrimination. The School of Law also accepts reports from third parties.

If the person causing the sexual misconduct is a:

Student, staff member, vendor or other third party: Report to Shera Silvis, Human Resources, Title IX Coordinator

Faculty member: Margaret Lawton, Academic Affairs, Deputy Title IX Coordinator

If you are uncertain the status of the person, report to Shera Silvis, Title IX Coordinator.

Name	Address	Telephone & Email
Title IX Coordinator & Director of Human Resources, <i>Shera Silvis</i>	392 Meeting Street, Second Floor	843.377.4904 ssilvis@charlestonlaw.edu
Deputy Title IX Coordinator & Associate Dean for Academic Affairs, <i>Margaret Lawton</i>	385 Meeting Street, Third Floor	843.377.2423 mlawton@charlestonlaw.edu
Campus Security, <i>Donielle Haynes</i>	385 Meeting Street, First Floor	843.377.4911 dhaynes@charlestonlaw.edu
(City of) Charleston Police Department	180 Lockwood Blvd. Charleston, SC 29403	9.1.1 or 843.577.7434

Also, for purposes of this policy, the School of Law has designated all faculty members, administrative staff in the Associate Dean of Students' Office and members of Campus Security as "responsible employees." A "responsible employee" is someone a student believes has authority to stop the harassment. Consequently, if a faculty member or public safety officer learns of a possible violation of this policy then he/she has a duty to report the information to the Title IX Coordinator. The School of Law has no on site medical or counseling facilities, hence no "confidential" reporting office exists. No matter to whom the report is made, the School of Law will keep information regarding your complaint as private as possible only sharing information with those offices that have a need to know. Confidentiality cannot be promised.

7. RETALIATION

The School of Law prohibits retaliation against any individual who, in good faith, complains of a violation of the School of Law's Sexual Misconduct Policy or assists by providing information about an allegation of discrimination, including a complaint of sexual misconduct. The School of Law considers an act of retaliation against a complainant or witness a separate violation of this policy and will be adjudicated as such.

8. POLICY ON CONSENSUAL RELATIONS BETWEEN FACULTY AND STUDENTS AND EMPLOYEES AND SUBORDINATES

The School of Law has no formal policy on consensual relationships between faculty and students; however, romantic or intimate relationships between employees and students with whom they have an academic or supervisory relationship with are fraught with the potential for abuse and are discouraged. Similarly, romantic or intimate relationships between an employee and his or her subordinate compromises the School of Law's ability to enforce its policy protecting persons from sexual harassment. There are power differentials that exist between faculty and their students and employees and their bosses. Thus, relationships that begin as consensual can later be determined to be non-consensual.

9. INSTITUTIONAL PROCEDURES TO BE TAKEN WHEN REPORT MADE

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the School of Law, the below are the procedures that the institution will follow as well as a statement of the standard of evidence that will be used during any judicial process on campus arising from such a report:

Incident Being Reported:	Procedure CSOL Will Follow:	Evidentiary Standard
Sexual Assault, Stalking, Domestic or Dating Violence	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs of complainant. 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provides contact information for local police department; police will be contacted for reports concerning those under the age of 18 (mandatory report). 4. Institution will provide complainant (and accused, if CSOL member) with referrals to off campus mental health providers. 5. Institution will assess need to implement interim or long-term protective measures, such as change in class schedule, work, and/or “No Contact” directive between both parties 6. Institution will provide a “No trespass” directive to accused party if deemed appropriate. 7. Institution will provide written instructions on how to apply for Protective Order. 8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and accused party (if member of CSOL) and inform the parties regarding timeframes for inquiry, investigation and resolution. 9. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not the accused will be administratively charged and what the final outcome is. 10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. 11. The institution will inform students and employees, in writing, about their rights and options as well as options for, and assistance in, changing academic or transportation or working situation if so requested by the victim and whether such accommodations are reasonably available, regardless of if the complainant reports to police. 	<p>Sexual assault, domestic violence, stalking and dating violence cases are decided using the <i>preponderance of the evidence</i> standard.</p>

a. Procedure for Reporting Complaints of Staff Misconduct

The School of Law will investigate all reports of sexual misconduct promptly and fairly separate and apart from any other report a complainant chooses to make. The complainant (the person making the complaint) who requests anonymity or confidentiality should be aware that the School of Law may not be able to honor that request in all cases. The School of Law is required by Title IX and its own policies to maintain the safety and security of the campus community. In some instances, the School of Law may have to move forward over the objection of the complainant if the facts warrant. In every case, the privacy of the complainant will be preserved to the maximum extent possible.

Complaints alleging that a staff member or non-student (third party, vendor, or contract employee) violated this policy shall be reported to the Director of Human Resources and Deputy Title IX Coordinator, Shera Silvis. The Director of Human Resources will assess the complaint and if an investigation is warranted one will be conducted.

The complainant and the accused party (if a member of the CSOL) will be counseled on resources available to persons who have experienced sexual misconduct in any form. A list of some of those resources both at the School of Law and in the wider Charleston community appear in the Law Student Handbook on the School of Law's website at www.charlestonlaw.edu.

The School of Law's Anti-Harassment and Non-Discrimination Policy and Procedures will be utilized for Staff misconduct.

b. Procedure for Reporting Complaints of Faculty Misconduct

The School of Law will investigate all reports of sexual misconduct promptly and fairly separate and apart from any other report a complainant chooses to make. The complainant (the person making the complaint) who requests anonymity or confidentiality should be aware that the School of Law may not be able to honor that request in all cases. The School of Law is required by Title IX and its own policies to maintain the safety and security of the campus community. In some instances, the School of Law may have to move forward over the objection of the complainant if the facts warrant. In every case, the privacy of the complainant will be preserved to the maximum extent possible.

Complaints alleging that a faculty member violated this policy shall be reported to the Associate Dean for Academic Affairs and Deputy Title IX Coordinator, Margaret Lawton. The Deputy Title IX Coordinator will assess the complaint and if an investigation is warranted one will be conducted.

The complainant will be counseled on resources available to persons who have experienced sexual misconduct in any form. A list of some of those resources both at the School of Law and in the wider Charleston community appear in the Law Student Handbook on the School of Law's website at www.charlestonlaw.edu.

c. Procedure for Reporting Complaints of Student Misconduct

Complaints alleging that a student violated this policy shall be reported to Title IX Coordinator & Director of Human Resources, Shera Silvis.

The School of Law will investigate all reports of sexual misconduct promptly and fairly separate and apart from any other report a complainant chooses to make. The complainant (the person making the complaint) who requests anonymity or confidentiality should be aware that the School of Law may not be able to honor that request in all cases. The School of Law is required by Title IX and its own policies to maintain the safety and security of the campus community and in some instances may have to move forward over the objection of the complainant if the facts warrant. In every case, the privacy of the complainant will be preserved to the maximum extent possible.

d. Other Procedures

Prior to the full investigation and/or hearing on the matter, the School of Law may impose interim measures to ensure the safety of the complainant or the community, to include:

- Temporary removal of the accused from campus
- Immediate suspension and barring of the accused from campus in some cases
- Issuing a “No Contact” directive to the parties pending the outcome of the investigation
- Emotional support and access to counseling services to one or both parties
- Medical referrals
- Access to legal assistance and victim advocacy

The complainant will be counseled on resources available to persons who have experienced sexual misconduct in any form. A list of some of those resources both at the School of Law and in the wider Charleston community appear in the Law Student Handbook on the School of Law’s website at www.charlestonlaw.edu. After a finding of responsibility, the School of Law has the right to permanently remove the accused party from campus and issue a “No Contact” directive between the parties as a permanent measure.

10. ONCE A COMPLAINT IS RECEIVED REGARDING VIOLATION OF THE SEXUAL MISCONDUCT POLICY BY A STUDENT

Promptly following the receipt of a report, the Title IX Coordinator will assess the complaint to determine if there is a possible violation of this policy and will request information from the complainant, to include a statement and list of witnesses, if any. If the Title IX Coordinator determines that there is sufficient information available to commence an investigation, then the case will be assigned to at least one investigator. This investigator will be randomly chosen from an existing pool.

A complainant need not supply a written statement, although it is preferable. A “report” is made when the School of Law knows or reasonably should know based on the statements of a complainant or third party that sexual misconduct by a student is being alleged. Actual notice, which consists of direct statements from a complainant of sexual misconduct, are desirable, although the School of Law accepts verbal or written statements from any party who has knowledge of an incident occurring either on or off campus that has the propensity to interfere with the educational mission of the Charleston School of Law. Employees who directly observe sexual harassment shall attempt to immediately stop the harassment occurring in their presence.

Anonymous reports are also accepted and should be directed to the Title IX Coordinator and Director of Human Resources, Shera Silvis via email at ssilvis@charlestonlaw.edu but the supplier of the anonymous report should be mindful that failure to disclose identifying information about the accused party, the victim of the misconduct, or the facts and circumstances regarding the misconduct severely limit the School of Law’s ability to respond to, address, and remedy the effects of sexual misconduct.

The Investigation and Resolution Process

Upon notice of a potential discrimination or harassment situation, the School of Law will conduct a prompt, fair, and impartial investigation and resolution. These processes will be conducted by trained School of Law staff members familiar with federal law, regulatory guidance and administrative procedures who receive annual training on sexual assault, domestic violence, stalking, and dating violence and how to conduct an investigation and grievance process that protects the safety of victims and promotes accountability.

The investigation will typically include interviewing all involved parties (accused, complainant, witnesses) and the collecting of any documentation or evidence relevant to the allegation. Upon completion of the investigation, a report will be issued to the complainant and the accused individual. Both individuals will have an opportunity to respond to the report in writing to the designated Deputy Title IX Coordinator. The report and the respective

responses will be reviewed by the designated Deputy Title IX Coordinator who will make the final determination and determine an appropriate resolution. The standard of proof used to determine whether or not a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the misconduct occurred to have a finding of responsibility.

Typically, the investigation, resolution, and appeal will not exceed 60 days, however, the School of Law reserves the right to take longer than 60 days in order to conduct a thorough investigation. Upon receipt of the investigation report, the complainant and accused individual will have five business days to respond in writing to the identified Deputy Title IX Coordinator. Both individuals will be informed in writing and simultaneously of the final decision. The complainant will be notified of any sanctions/outcomes that are specific to the complainant (e.g., no contact, barred from a certain facility) to include those taken against a faculty or staff accused party. Both parties will have five business days from notification to appeal to the next level of authority: Dean Andy Abrams, whose decision will be final. The complainant and respondent will be informed in writing and simultaneously of Dean Abrams' decision. (If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.)

The complainant and the respondent each have the right to have an advisor of their choice, and at their expense, to accompany them to any interview, meeting or the like associated with this disciplinary proceeding. The parties have the right to have that advisor be an attorney. The advisor may confer with the party, however, the advisor is not permitted to ask questions nor will questions be directed to the advisor by the CSOL representative.

The School of Law protects the confidentiality of all complainants and witnesses and no complainants name will ever appear in a Campus Timely Warning or be released to the public. Offices will work together to ensure that the complainant's and witnesses' names are shared with legitimate School of Law investigations and disciplinary proceedings and not with persons who do not have a legitimate need to know.

For accused individuals who are students, the possible outcomes are:

- Expulsion
- Interim Suspension
- Suspension
- A letter of reprimand to be made a permanent part of the students file

For accused individuals who are faculty or other staff members, the possible outcomes range from a letter of reprimand to separation from the School of Law.

11. WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

Sexual assault is not only a violation of Title IX, but a crime that will not be tolerated on or off the School of Law campus. Sexual assault is defined in this policy as Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. It may include, but not be limited to the following:

- unwanted touching;
- vaginal, anal or oral penetration, no matter how slight, to which you do not consent;
- rape; and
- attempted rape.

If you are a victim of sexual assault:

1. Go to a safe place.
2. Go to the hospital and request a Sexual Assault Nurse Examiner (SANE.) In South

Carolina, a victim of sexual assault who is over 18 years of age can request that evidence be collected without the involvement of law enforcement, if the victim so desires. The SANE nurse will complete evidence collection so evidence of a crime can be preserved in the event that the victim decides then or at a later time to initiate a report to local police.

3. Contact the police or the School of Law's Title IX Coordinator and Director of Human Resources, Shera Silvis, immediately. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.
4. You will not be judged because you have become a victim of sexual assault. The reporting of this crime is held with the utmost discretion. Confidentiality cannot be promised, however the matter will be kept as private as possible. School of Law authorities will assist you in contacting the appropriate authorities if you request.
5. Preserve any physical evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. You should not shower, urinate, bathe, eat, drink, smoke, or change clothes. Physical evidence can be obtained up to seventy-two (72) hours after an assault. After that time the quality of the evidence decreases.
6. It is very important that you receive the appropriate medical and psychological care immediately following the assault.

Victims of domestic violence, stalking, and dating violence are encouraged to seek medical attention when necessary and to preserve evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order. Victims are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the School of Law grievance procedures, School of Law investigators or police.

Please remember that you have the right to report the crime to police as well as the right to decline to do so. Just because a report has been made to the police does not mean the case will be prosecuted. The prosecutor will review the case and determine the appropriate charges based on the evidence. The School of Law encourages all victims of sexual assault to go to the hospital and have evidence collected that may be proof of criminal activity even if they are not sure what direction they want to take regarding prosecution.

The School of Law will, at your request, make any reasonable changes to your academic or work situation if you have become a victim of a sexual assault (or other forms of misconduct as outlined in this policy.) In the discretion of the Associate Dean for Academic Affairs, Margaret Lawton, accommodations may be made to allow you to change course sections, withdraw from classes when circumstances exist which warrant such action, and/or initiate other academic remedies as deemed appropriate, particularly in situations where the accused may be associated with the School of Law. Should you be a victim of a crime, the school will make reasonable allowances for excused absences so that you may attend criminal proceedings, medical examinations, counseling, or other related matters when schedules may conflict. The Associate Dean of Students will also help identify providers, including medical and counseling services, for victims who require these services.

12. HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found by contacting Shera Silvis.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

1. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
2. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
3. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
4. Speak up when someone discusses plans to take sexual advantage of another person.
5. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
6. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

13. RISK REDUCTION

The following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie**. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are:

needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

14. SEX OFFENDER REGISTRATION

The School of Law is required to inform the campus community where the South Carolina Sex Offender Registry may be accessed. This site will provide you with the most updated information concerning registered sex offenders in the state of South Carolina. The Sex Offender Registry is located on the South Carolina Law Enforcement Division (SLED) website (<http://www.sled.sc.gov/>). The URL address to link directly to the database is: <http://services.sled.sc.gov/sor/>.

15. SECURITY

The Charleston School of Law has a Director of Security and security officers supplied through an independent contractor, AlliedBarton. Additionally, the Charleston School of Law hires off-duty City of Charleston Police Department Officers to monitor the areas near School of Law facilities during early morning and evening hours. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law, consistent with similar arrangements between the City of Charleston Police Department and other area schools.

Criminal incidents reported to School of Law officials and AlliedBarton personnel may be referred to the City of Charleston police who have jurisdiction on the campus and the authority to make arrests. AlliedBarton security officers have arrest powers on School of Law property and will exercise them in cases which may involve imminent harm. All crime victims and witnesses are strongly encouraged to immediately report a crime to on-duty security personnel, designated School of Law officials and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Charleston School of Law does not have any off-campus student organizations. AlliedBarton security officer's jurisdiction is limited to School of Law property. City of Charleston Police have primary jurisdiction in all areas in the vicinity of the School of Law.

16. REPORTING A COMPLAINT OF SEXUAL MISCONDUCT DIRECTLY TO LOCAL POLICE

Criminal Investigation and Charges

If you choose to pursue criminal charges in your case, the City of Charleston Police Department will be notified and generate their own report, which will be forwarded to a detective in the Special Victims Unit. The Charleston Police Department works in concert with the Solicitor for the Ninth Judicial Circuit, who houses the Victim and Witness Assistance Program. This program has trained professional staff who will help you understand and navigate the criminal justice process. The School of Law strongly encourages any complainant of sexual misconduct to report the incident to the local police when the incident may constitute a crime. The School of Law, upon a complainant's request, will assist the victim in contacting the City of Charleston Police Department. A complainant also has the right to decline to notify local police.

17. SOUTH CAROLINA VICTIM'S RIGHTS INFORMATION

An amendment to the South Carolina Constitution was passed on January 22, 1998. Specifically, **Article I, Section 24(A)** states: To preserve and protect victims' rights to justice and due process regardless of race, sex, age, religion, or economic status, victims of crime have the right to:

- be treated with fairness, respect, and dignity, and to be free from intimidation harassment, or abuse, throughout the criminal and juvenile justice process, and informed of the victim's constitutional rights, provided by statute;
- be reasonably informed when the accused or convicted is arrested, released from custody, or has escaped;
- be informed of and present at any criminal proceedings which are held to decide the final outcome of a court case where the defendant has the right to be present;
- be reasonably informed of an allowed to submit either a written or oral statement at all hearings affecting bond or bail; be heard at any proceeding involving a post-arrest release decision, a plea, or sentencing;
- be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process;
- confer with the prosecution, after the crime against the victim has been charged, before the trial or before any disposition and informed of the disposition;
- have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial;
- receive prompt and full restitution from the person or persons convicted of the criminal conduct that caused the victim's loss or injury, including both adult and juvenile offenders;
- be informed of any proceeding when any post-conviction action is being considered, and be present at any post-conviction hearing involving a post-conviction release decision;
- a reasonable disposition and prompt and final conclusion of the case;
- have all rules governing criminal procedure and admissibility of evidence in all criminal proceedings protect victims' rights and have these rules subject to amendment or repeal by the legislature to ensure protection of these rights.

(B) Nothing in this section creates a civil cause of action on behalf of any person against any public employee, public agency, the State, or any agency responsible for the enforcement of rights and provision of services contained in this section. The rights created in this section may be subject to a writ of mandamus, to be issued by any justice of the Supreme Court or circuit court judge to require compliance by any public employee, public agency, the State, or any agency responsible for the enforcement of the rights and provisions of these services contained in this section, and a willful failure to comply with a writ of mandamus is punishable as contempt.

18. CONCURRENT LAW ENFORCEMENT AND ADMINISTRATIVE TITLE IX INVESTIGATIONS

This shall serve as notice that the School of Law fully supports a complainant's desire to pursue separate law enforcement action on a complaint of sexual misconduct which also is determined by the City of Charleston Police to be a violation of South Carolina State Law. If the Charleston Police Department is investigating such a complaint, the Title IX or Deputy Title IX Coordinator will cooperate fully with the local police; however, no mutual aid agreement currently exists to share information between the local police and the School of Law in a formalized manner.

To contact the City of Charleston Police Department directly, dial 9-1-1 or 843-577-7434 from any telephone or in person at 80 Broad Street Charleston, SC 29401-0304.

19. EDUCATION AND PREVENTION PROGRAMS

The School of Law engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of South Carolina;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;³
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The School of Law has developed an annual educational campaign⁴ consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in the spring and fall faculty orientation program; presenting programs throughout the year.

The School of Law offers the following **primary prevention for all incoming students and incoming employees and on-going awareness programs for students and faculty**:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
Law School Student Orientation	August 9, 2016	Charleston Museum	DoV, DaV, SA & S*
New Employee Orientation	At hire	HR Department	DoV, DaV, SA & S*
Faculty Comprehensive Training	TBD	81 Mary Street	DoV, DaV, SA & S*
Staff Meetings	Quarterly beginning August 2016	TBD	DoV, DaV, SA & S*
Student Brochure on Title IX	*Distributed at 1L Orientation *Distributed at Upper Level Orientation *Located in Departments on campus	TBD TBD Department of Student Affairs, Office of Admission, Office of Academic Affairs, Circulation Desk	DoV, DaV, SA & S*

³ The College of William and Mary and the Virginia Polytechnic Institute and State University (Va Tech) have implemented bystander intervention playbooks for students. See a sample here: <http://www.stopabuse.vt.edu/pdf/playbook.pdf>

⁴ Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for **all incoming students and new employees**” **AND** “ongoing prevention and awareness campaigns **for students and faculty**” that include a-f above under section B. While “campaign” is yet to be defined, examples of “primary prevention programs” as they relate to incoming students may be found here:

<http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf>

Bystander Intervention Training	TBD	DoV, DaV, SA & S*
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*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

** Dates and locations are subject to change.

20. RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

On-Campus

Name	Address	Telephone & Email
Title IX Coordinator & Director of Human Resources, <i>Shera Silvis</i>	392 Meeting Street, Second Floor	843.377.4904 ssilvis@charlestonlaw.edu
Deputy Title IX Coordinator & Associate Dean for Academic Affairs, <i>Margaret Lawton</i>	385 Meeting Street, Third Floor	843.377.2423 mlawton@charlestonlaw.edu
Campus Security, <i>Donielle Haynes</i>	385 Meeting Street, First Floor	843.377.4911 dhaynes@charlestonlaw.edu

In the City Area

<u>Local Police</u>	<u>911</u>	
<u>Hospital</u>	Bon Secours St. Francis Hospital (West Ashley)	843.402.1000
	Charleston Memorial Hospital	843.792.1414
	East Cooper Regional Medical Center	843.881.0100
	Medical University of South Carolina	843.792.2300
	Roper/St. Francis Hospital	843.724.2000
	Trident Medical Center	843.797.7000
	Trident Summerville Medical Center	843.832.5000
<u>Battered Women's Shelter</u>	My Sister's House http://mysistershouse.org/	843.744.3242
	Center for Women http://www.c4women.org/	843.763.7333
<u>Rape Crisis Center</u>	People Against Rape (PAR) http://www.peopleagainstrape.org/	843.745.0144
<u>LGBTQ Alliance</u>	Alliance for Full Acceptance (AFFA) http://affa-sc.org/	843.883.0343
<u>Magistrate</u>	Charleston County Magistrate	843.795.1140
<u>Local County Courthouse</u>	Charleston County Courthouse 100 Broad Street, Suite 106 Charleston, South Carolina 29401-2258 958-5000	843.958.5000

* Required to provide existing counseling, health, mental health, victim advocacy, legal assistance, and other services on and off campus.

21. HOW TO CONTACT THE DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS

For more information about your rights under Title IX, contact:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800.421.3481
FAX: 202.453.6012; TDD: 800.877.8339
Email: OCR@ed.gov

COMMUNITY SERVICES AND EMERGENCY NUMBERS

These services and numbers are available to anyone who has been a victim of sexual assault or rape:

Police

911

PAR (People Against Rape)

Provides support and assistance to those affected by rape or sexual assault.

843.745.0144 or 800.241.RAPE (7273)

www.peopleagainstrape.org

MUSC Counseling Services for Charleston School of Law Students and Employees

Offers victim support and information for School of Law students and employees. 843.792.2848.

The Ninth Circuit Victim Witness Program

The Ninth Circuit Solicitor's Office developed this program for crime victims with criminal charges pending against their offenders.

843.958.1900

www.scsolitor9.org/victim.htm

RAINN (Rape, Abuse, and Incest National Network)

Helps route you to a rape crisis center in your area.

800.656.HOPE (4673)

www.rainn.org

National Center for Victims of Crime Helpline

This helpline is available all hours of the day for victims of crime.

202.467.8700

TDD: Telecommunication Device for Deaf

www.victimsofcrime.org

South Carolina Coalition Against Domestic Violence & Sexual Assault

State wide coalition of all domestic violence shelters and rape crisis centers in South Carolina.

803.256.2900

National Domestic Violence Hotline: 800.799.SAFE (7233)

National Sexual Assault Hotline: 800.656.HOPE (4673)

www.sccadvasa.org

My Sister's House

843.744.3242 or 1.800.273.HOPE

www.mysistershouse.org

Center for Women

843.763.7333

www.c4women.org

Prevention and Education

Students and employees may also attend annual Rape Aggression Defense System (“R.A.D”) classes at the College of Charleston. The Rape Aggression Defense System is a program of self-defense tactics and techniques. The R.A.D. System is a comprehensive course for women, which begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on defense training. R.A.D. is not a martial arts program. The courses are taught by certified R.A.D. instructors and provide you with a workbook/reference manual. For R.A.D. class dates and times, please call the College of Charleston Public Safety at 843.953.7840.

D. Threats, Violence and Weapons

The School of Law is committed to the safety and security of all persons. To ensure a safe place of work and study and to reduce the risk of violence, all employees and students should review and understand all provisions of this threats, violence, and weapons policy.

The School of Law will not tolerate any threats, threatening behavior, or acts of violence committed by or against employees and students occurring on or off School of Law property. Violations of this policy will lead to appropriate disciplinary measures and students may be subject to sanctions under the School of Law Student Code of Conduct.

No person shall possess any firearms or other dangerous weapons on School of Law property with the exception of police officers, transfer agents licensed to carry weapons, and persons using any such weapons for class instruction when authorized by the Dean of the School of Law. The School of Law will not tolerate and will take appropriate action to correct violations of this policy. Students may be subject to sanctions under the School of Law Student Code of Conduct.

Enforcement and Discipline of Threats, Violence & Weapons Policy

Upon notification to the police, the Dean of the School of Law, the Associate Dean of Students, or the Judicial Affairs Officer, the persons making threats, exhibiting threatening conduct, carrying a weapon, or committing any other acts of aggression or violence on School of Law property shall be removed from the School of Law property as quickly and as safety permits and shall remain off School of Law property pending investigation. The School of Law will not tolerate and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct against any student or employee determined to have planned, conspired to commit, aided, or committed such acts. Individuals not associated with the School of Law engaged in violent acts on School of Law property will be reported to the proper authorities and fully prosecuted.

Reporting Procedures

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Director of Security in a timely manner. The Director of Security can be reached at (843) 377-4911. Anyone with information about crime or the School of Law campus is encouraged to notify the Director of Security or other AlliedBarton security officers at (843) 377-4911. AlliedBarton security officers have arrest powers on School of Law property and will exercise them in cases which may involve imminent harm. In response to reported crimes, the Director of Security will coordinate with the Dean of the School of Law to document the incident and if deemed appropriate contact the City of Charleston Police Department.

If you become aware of a serious crime at the School of Law, you should dial 911. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law.

All reported incidents will be investigated by the School of Law. There are no procedures regarding confidential reporting by pastoral or professional counselors. However, if you are the victim of a crime and do not want to pursue action within the School of Law disciplinary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Associate Dean of Students/Judicial Affairs Officer or his/her designee can file a report on the details of the incident without revealing your identity. The purpose of the report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the School of Law can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to the potential danger. Reports filed in this manner will be counted and disclosed in the annual crime statistics for the institution as required.

Students and employees who have obtained restraining orders or personal protection orders, which include the School of Law campus as a protected area, should immediately provide a copy of the order to the police, the Director of Security, the Dean of the School of Law, the Associate Dean for Academic Affairs, and the Associate Dean of Students.

E. Timely Warning Notice Procedure

In an effort to notify the School of Law community of serious or ongoing crime, timely warning notices will be disseminated to alert individuals and aid in the prevention of similar crimes. The School of Law community will be notified of crimes that represent a serious or continuing threat to the School of Law community. The crimes may stem from reports to the Director of Security, other state or local agencies, or campus security authorities. Those incidents which could prompt a timely warning notice include, but are not limited to:

- Murder
- Non-negligent manslaughter
- Forcible sexual offenses
- Robbery
- Aggravated assault
- Arson
- Motor vehicle theft

All of these types of incidents will be evaluated on a case-by-case basis to determine if a serious, ongoing threat to the community exists. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other School of Law community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Director of Security.

Timely warning notices are typically written by the Director of Security or The Associate Dean of Students. Some or all of the methods below may be used to disseminate a timely warning notice to the School of Law community.

- e2Campus Text Alerts (you must register at <http://e2campus.com/my/charlestonlaw/signup.htm>);
- E-mail alerts to the School of Law community;
- The Charleston School of Law website (<http://www.charlestonlaw.edu/>);
- An announcement under the *CSOL Announcements from the Administration, Faculty & Staff* link on the School of Law TWEN site (<http://lawschool.westlaw.com>);
- Warning posters placed on the front doors of School of Law facilities;

- The School of Law Emergency Hotline at telephone number (843) 329-1000; and
- Message Boards and the Charleston School of Law Facebook and Twitter pages.

System to Use	Primary Message Creator	Backup Message Creator	Authority For Approving & Sending Messages
PRIMARY			
Email and E2Campus	Director of Security	Associate Dean of Students	Dean, Associate Dean of Students, Assistant Dean of Students, Director of IT
SECONDARY			
Signs, Social Media, Telephone, Website, TWEN and other methods	Director of Security	Associate Dean of Students or Assistant Dean of Students	Dean, Associate Dean of Students, Assistant Dean of Students, Director of IT

School of Law security personnel or any of the following security authorities (or their designees) should be notified, as they may immediately issue a timely warning notice.

Name	Address	Telephone & Email
Campus Security <i>Donielle Haynes</i>	385 Meeting Street, First Floor	843.377.4911 dhaynes@charlestonlaw.edu
Dean <i>Andrew L. Abrams</i>	385 Meeting Street, Third Floor	843.377.2415 aabrams@charlestonlaw.edu
Associate Dean of Students <i>Brett Barker</i>	385 Meeting Street, Second Floor	843.377.2149 bbarker@charlestonlaw.edu
Associate Dean for Academic Affairs <i>Margaret Lawton</i>	385 Meeting Street, Third Floor	843.377.2423 mlawton@charlestonlaw.edu
Assistant Dean for Career Services <i>Mark Moore</i>	385 Meeting Street, Second Floor	843.277.4907 mmoore@charlestonlaw.edu
Maintenance Supervisor <i>Vic Silvis</i>	392 Meeting Street, Second Floor	843.693.0653 vsilvis@charlestonlaw.edu
(City of) Charleston Police Department	80 Broad Street Charleston, SC 29401-0304	9.1.1 or 843.577.7434

Emergency Response Procedures

The School of Law's Emergency Preparedness Plan includes information about Incident Teams; The School of Law's operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The School of Law has developed contingency plans and continuity of operations plans for their staff and areas of responsibility.

Security officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Charleston School of Law Security Officers, Charleston Police Department and the Charleston Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other School of Law departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for the School of Law are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the School of Law website. Detailed information and updates to the School of Law's Emergency Preparedness Plan is available from the Director of Security.

Immediate Notification Procedures

In the event that a situation occurs on or off campus which poses a threat to the School of Law community, a notice shall be issued to the members of School of Law community. Notices may take the form of an emergency notification when there is an immediate threat to the health or safety of students or employees on campus. Depending on the significance of the emergency, notices of threats may be issued using some or all of the systems listed below:

- e2Campus Text Alerts (you must register at <http://e2campus.com/my/charlestonlaw/signup.htm>);
- E-mail alerts to the School of Law community;
- The Charleston School of Law website (<http://www.charlestonlaw.edu/>);
- An announcement under the *CSOL Announcements from the Administration, Faculty & Staff* link on the School of Law TWEN site (<http://lawschool.westlaw.com>);
- Warning posters placed on the front doors of School of Law facilities;
- The School of Law Emergency Hotline at telephone number (843) 329-1000; and
- Message Boards and Charleston School of Law Facebook and Twitter pages.

System to Use	Primary Message Creator	Backup Message Creator	Authority For Approving & Sending Messages
PRIMARY			
Email and E2Campus	Director of Security	Associate Dean of Students or Assistant Dean of Students	Dean, Associate Dean of Students , Assistant Dean of Students, Director of IT
SECONDARY			
Signs, Social Media, Telephone, Website, TWEN and other methods	Director of Security	Associate Dean of Students or Assistant Dean of Students	Dean, Associate Dean of Students, Assistant Dean of Students, Director of IT

Most emergency notifications will be issued through text alerts but, due to limitations on message length, may be supplemented through other notification methods listed above. Notices will be issued to all members of the School of Law community unless there is a targeted threat which warrants a more narrow scope of notification. The Director of Security or his designee shall notify the local police department of the emergency, to ensure notification to the larger community and coordinate efforts to alleviate the threat. The larger community, including parents or other interested parties, can access information regarding an emergency on campus via the website, social media, emergency telephone or local/national media.

The Department of Security is responsible for confirming an emergency, with the assistance of administrators of the School of Law, local law enforcement and fire officials, and the national weather service. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of

students, faculty or staff occurring on campus, the School of Law will immediately notify the campus community unless issuing a notification will compromise efforts to contain the emergency. Notifications will be issued involving one of the methods listed above or a combination of those resources. The School of Law tests its emergency notification systems at the beginning of each school year. The School of Law will use some or all of the above listed systems to provide follow-up information to the community as deemed necessary.

If you become aware of a serious and immediate threat to the School of Law community, you should dial 911. The School of Law has a verbal agreement with the City of Charleston Police Department to immediately exchange information of criminal activity in the area of the School of Law.

When possible, the Director of Security or his/her designee should consult with the local police department(s) and with other campus authorities in making the determination on a case-by-case basis of when an emergency or dangerous situation threatens the School of Law community and whether to issue a notice. However, in emergency situations, School of Law security personnel or any of the following security authorities (or their designees) should be notified, as they may immediately issue an emergency notification to the School of Law community:

Name	Address	Telephone & Email
Campus Security <i>Donielle Haynes</i>	392 Meeting Street, First Floor	843.377.4911 dhaynes@charlestonlaw.edu
Dean <i>Andrew L. Abrams</i>	385 Meeting Street, Third Floor	843.377.2415 aabrams@charlestonlaw.edu
Associate Dean of Students <i>Brett Barker</i>	385 Meeting Street, Second Floor	843.377.2149 bbarker@charlestonlaw.edu
Associate Dean for Academic Affairs <i>Margaret Lawton</i>	385 Meeting Street, Third Floor	843.377.2423 mlawton@charlestonlaw.edu
Assistant Dean for Career Services <i>Mark Moore</i>	385 Meeting Street, Second Floor	843.277.4907 mmoore@charlestonlaw.edu
Maintenance Supervisor <i>Vic Silvis</i>	385 Meeting Street, Second Floor	843.693.0653 Vsilvis@charelstonlaw.edu
(City of) Charleston Police Department	80 Broad Street Charleston, SC 29401-0304	9.1.1 or 843.577.7434

F. Alcohol Beverage Policy

Introduction

The guidelines set forth below apply to all events hosted by Charleston School of Law students, the Student Bar Association (SBA), student organizations, and student committees. The purpose and goal of this Alcohol Beverage Policy is to promote the health and safety of the members of the School of Law community and to foster alcohol awareness and responsible drinking practices.

An individual's presence at the School of Law, or any function associated therewith, requires compliance with all applicable laws and the School of Law Code of Conduct. Failure to comply with this policy may result in the suspension of student(s) or such other terms and conditions as the President or Dean see fit.

Charleston School of Law students and student organizations first and foremost shall ensure compliance with South Carolina state law and all municipal and federal laws and regulations when planning a Charleston School of Law event.

Alcohol On Campus

The School of Law prohibits the possession of alcohol on campus by students, Faculty, staff, and organizations outside of the exceptions granted below:

Alcoholic beverages can be served at on-campus events as long as the primary purpose of the event is not directly related to alcohol. Such purposes include: furtherance of the organization's mission and/or providing networking opportunities for students. Only beer and wine may be served at on-campus events.

1. LOCATION

Student organizations may only host events with alcohol in the Barrister unless the Dean of the School of Law grants an exception. Students may not host events during school closures, during exams, or during classes.

2. STUDENT ORGANIZATION EVENT PLANNING FORM

Students and/or student organizations planning events with alcohol shall complete the *Student Organization Event Planning Approval Form*, which requires the organization's faculty sponsor's signature. The fully executed form must be submitted to the Assistant Dean of Students **no later than thirty (30) days prior to the event.**

3. PLANNING ON-CAMPUS EVENTS

The Department of Student Affairs will plan events when alcohol is served on campus.

4. ALCOHOL FUNDING

The School of Law allows the use of School of Law or student funding for the purchase of alcoholic beverages for events in the Barrister only. Student organizations may not sell or serve alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.

5. AWARDS AND PRIZES

Alcoholic beverages may not be designated as awards or door prizes at student organization events.

6. FOOD

If alcoholic beverages are served at a student organization event, food and non-alcoholic beverages must also be provided for an estimated 50% or more of the projected attendance total. When the food runs out, the serving of alcohol must cease.

7. **FACILITIES**

The sponsoring group may not move furniture without the consent of the Maintenance Supervisor. The sponsoring group is responsible for clean-up of the area and will be held responsible for damages to physical facilities incurred as a result of the event.

8. **ADVERTISING**

Once the event and event flier are approved, a student organization may post advertising on the School of Law campus for an event the organization is sponsoring. Any publicity or advertising for such events must be devoid of any reference to alcohol, alcohol price, or alcohol price advantage (i.e., “drink specials,” “happy hour,” “two-for-one,” etc.). Students may advertise on campus in accordance with the School of Law’s *Email Policy* and *Bulletin Board Posting Policy*.

Alcohol Off Campus

1. **STUDENT ORGANIZATION EVENT PLANNING FORM**

Students and/or student organizations planning events with alcohol shall complete the *Student Organization Event Planning Approval Form*, which requires the organization’s faculty sponsor’s signature. The fully executed form must be submitted to the Assistant Dean of Students **no later than September 8th for fall events and January 25th for spring events**.

2. **VENDOR AGREEMENT FORM**

Once your event is approved, please complete the *Vendor Agreement Form*. This form must be submitted to the Department of Student Affairs no later than thirty (30) days prior to your event. If the Department of Student Affairs does not have this form, you must cancel your event.

3. **INSURANCE**

All student organizations must inquire about insurance with the Department of Student Affairs for off-campus events.

4. **ALCOHOL FUNDING**

The School of Law does not allow the use of school or student funding for the purchase of alcoholic beverages for off-campus events. Student organizations may not sell or serve alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.

5. **CASH BAR**

All off-campus events must be cash bar only. Individuals who want to purchase alcoholic beverages at the event must purchase their own drinks with their own personal funds. The vendor must provide a Certificate of Insurance.

6. **AWARDS AND PRIZES**

Alcoholic beverages may not be designated as awards or door prizes at student organization events.

G. Substance Abuse/Drug Free Workplace Policy

Charleston School of Law has a vital interest in maintaining a safe, healthy, and efficient environment for its employees, staff, faculty and students. Being under the influence of drugs or alcohol poses serious safety and health risks, not only to the user, but to all those who work or come in contact with the user. The possession, use, distribution or sale on School of Law property, or as part of any of the School of Law’s activities, of an illegal drug, alcohol or prescription drugs (without a current lawful prescription) will not be tolerated. AlliedBarton security officers enforce State underage drinking laws and local ordinances on campus. The School’s objective is to have all employees, staff, faculty and students report to work or school drug free and sober and to maintain that status while on the job or in school. AlliedBarton security officers also enforce Federal and State drug laws on campus.

Employees, staff, faculty and students should conduct themselves at all times as an ambassador of the School of Law and not engage in any conduct which would cause unfavorable publicity to the School of Law, impair its credibility or otherwise reflect adversely on the School of Law. Engaging in immoral or indecent conduct, being charged with a crime, or engaging in activity which may not be chargeable, arguably violates this policy, such as engaging in substance abuse, abuse of alcohol, or being involved with illegal drugs, may result in disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy. Under no circumstances will alcohol be used, possessed, distributed or served to any person under twenty-one (21) years of age. A student may be disqualified for federal financial aid if the student violates this policy or is convicted of a federal or state drug offense that occurs during a period of enrollment for which the student was receiving financial aid.

All employees, staff, faculty and students should consider it their responsibility to assist the School of Law in the enforcement of this policy by their own compliance and by notifying management or school security of any known or suspected drug, alcohol or other related situations which may violate this policy. The Dean or President shall have the final determination as to whether or not an individual item is prohibited by this policy. If you have any questions, please contact your supervisor, the Dean, the President, Associate Dean of Students or the Director of Human Resources. You are responsible for making sure that any item you possess on School property is not prohibited by this policy.

The School of Law reserves the right to conduct searches of School of Law property and personal property in order to enforce this policy. Pursuant to this provision, the School of Law shall search such property in its discretion, including but not limited to: lockers, desks, purses, briefcases, baggage, toolboxes, lunch bags, backpacks, and any other location in which illegal drugs or alcohol may be hidden while in or on School of Law property. The School of Law is also authorized to search any vehicle on School of Law property or any vehicle being used to conduct business on behalf of the School of Law (whether or not such vehicle is located on School of Law property). Searches may be conducted by School of Law officials, campus security, by local, state or federal law enforcement or by private corporations that specialize in the use of “drug-sniffing” dogs. Searches may be conducted whether or not the individual is present during the search. If the School of Law requests a search and an individual refuses, such individual will be denied access to or removed from School of Law property for violation of this policy. Anyone who is in violation of this policy may be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy.

Information and Resources

Employees, staff, faculty and students are encouraged to seek medical care or relevant treatment for any substance abuse related issues. Students are strongly encouraged to contact the Associate Dean of Students and employees should contact the Director of Human Resources for assistance of concerns relating to substance abuse. However, participation in an assistance program does not excuse employees, staff, faculty and students from complying with this policy. The following resources are available to employees, staff, faculty and students to address difficulties associated with alcohol or substance abuse.

SUBSTANCE ABUSE COMMUNITY AND EMERGENCY RESOURCES

MUSC Counseling Services
843.792.2848

Charleston Center of Charleston County
Substance Abuse Services
Offers comprehensive array of inpatient,
Outpatient, education, and prevention
programs.
843.958.3300
www.charlestoncounty.org/departments/daodas/

Tri-County Intergroup
3005 W. Montague Avenue, Suite D
North Charleston, SC 29418
843.723.9633 – 24-Hour Helpline
www.area62.org/intergroup/tricounty.htm

Narconon
800.775.8750
www.narconon.org

National Drug and Alcohol Abuse
Helpline
1.855.424.5433
www.drug-rehabs.org

The National Alcohol & Drug Addiction
Treatment Information Center
800.784.6776
www.addictioncareoptions.com

National Drug Information Treatment and
Referral Hotline
1.800.662.HELP (4357)
www.samhsa.gov/treatment/index.aspx

SC Vocational Rehabilitation Department
800.832.7526 (Toll Free)
803.896.6500 (Columbia area)
803.896.6553 (TTY)
www.scvrd.net/i_substance.html

United Way Hotline
1.866.887.3331
www.211us.org

National Suicide Prevention Lifeline
1.800.273.8255
www.suicidepreventionlifeline.org

Carolina Region of Narcotics Anonymous
843.852.3001
www.crna.org

South Carolina Al-Anon Family Groups
Information Service
843.762.6999
www.al-anon-sc.org

Charleston and Dorchester County Mental Health
843.852.4100
843.414.2350 (Emergencies)
www.charlestdorchestertermhc.org

Berkley Community Mental Health Center
843.761.8282
888.202.1381
www.bcmhc.org

Poison Control Center
800.222.1222
www.poison.org

Coastal Crisis Chaplaincy
843.724.1212
www.coastalcrisischaplain.org

H. Charleston School of Law Smoke-Free Workplace Policy

The School of Law is dedicated to providing a healthy, comfortable and productive work environment for our employees, students, faculty and staff. The Surgeon General has determined that cigarette smoke is harmful to your health. Those who smoke and would like to take this emergency to quit, are invited to call 1.800.QUIT.NOW for free cessation information.

In accordance with the provision set forth in the Code of the City of Charleston, SC, Chapter 21, Section 21-132, the School the Law adopts the following smoke-free workplace policy, effective July 23, 2007.

Smoking shall not be permitted in any enclosed School of Law facility or space. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee or student lounges, stairs, restrooms, company vehicles and all other enclosed facilities. This policy applies to all employees, students, faculty, staff, clients, contractors and visitors.

Smoking shall be permitted only at a reasonable distance from outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas. Any questions regarding this smoke-free workplace policy should be directed to the Director of Human Resources at 843.377.4904.

I. Fundraising Policy

In order to maximize fundraising effectiveness, it is desired that the fundraising efforts of the School of Law and its constituents be coordinated. Accordingly, the School of Law adopts this fundraising policy and accompanying procedures to ensure that its mission is supported by the fundraising efforts of the constituents, that the issue of the potential conflict with other fundraising efforts is addressed. Also, where conflict issues exist, the School of Law may provide a conditional approval where necessary to resolve these issues.

Students, student organizations, SBA committees, faculty, staff, departments, alumni, or other friends of the Charleston School of Law may raise money through three avenues:

- **The School of Law Foundation:** An individual or group may raise money of behalf of the Foundation, donations to which are tax-deductible. The funds raised must be used for a narrow range of very specific purposes as required by federal law.
- **School of Law or Student Organization/Committee:** An individual or group may also raise money for the School of Law, a student organization, a student committee although donations are not tax-deductible. This money may be used to cover general operating expenses of the School of Law or the particular group raising the money.
- **Outside Entity or Organization:** An individual or group affiliated with the School of Law may raise money or obtain other gifts of value that is ultimately be donated in whole or in part to a non-school related group or entity. Prior to initiating any fundraising activity, the individual/group must first meet with the Department of Student Affairs regarding the details of the contemplated activity.

In order to coordinate fundraising efforts by various constituent groups at the School of Law, maximize effectiveness of efforts and avoid conflicts of timing and/or solicitation, individuals and groups are required to read the following information, follow the steps described herein, and submit the necessary forms for approval to the appropriate persons in order to raise money in the name of the School of Law or the Foundations. Fundraising requests should be submitted at the beginning of the semester in which the campaign will take place. The approval process generally will take four (4) to six (6) weeks. Some requests should be submitted earlier to ensure that the process is complete well before the start of the campaign.

In no instance shall any individual or group invoke the name of the Charleston School of Law or the Charleston School of Law Foundation in fundraising activities or make representations about the deductibility of any gifts to either entity, without first obtaining the requisite approvals as outlined in these fundraising policies and procedures.

Raffles, drawings and lotteries in violation of South Carolina law are strictly prohibited.

1. Fundraising for The Charleston School of Law Foundation

With the rising costs to educate law students and the desire to keep the School of Law affordable and accessible, financial support from external constituents is increasingly important. As part of its commitment to ensure that the legal education of the students enrolled at the School of Law remains affordable and accessible, the School of Law Foundation actively seeks, encourages, and welcomes financial support that is consistent with its mission and tax exempt status. [Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax exempt status.]

For more information on fundraising for the Foundation, please contact the Assistant Dean of Students.

Note: Gifts directly to the School of Law are not tax exempt, while gifts made to the Foundation may be tax exempt if consistent with its tax exempt status.

2. Fundraising for Student Organizations, Committees and Outside Organizations

This policy applies to all students, student organizations, SBA committees, faculty, staff, departments, or other non-student groups who want to engage in fundraising activities. All fundraising events must be approved by the Assistant Dean of Students in the Department of Student Affairs prior to the start of the campaign. This includes all campaigns where items or monies are being raised for any cause. This includes collection drives and bake sales. **Violations of this policy could result in the cancelation of the campaign or loss of fundraising privileges.**

- a. Submit a fully completed Student Organization Event Planning Approval Form to the Assistant Dean of Students four (4) to six (6) weeks prior to the event. Incomplete forms will not be reviewed.
- b. If solicitations outside of the School of Law are being sought, the students or student organization, or SBA Committee must disclose the specific names and/or businesses from which they wish to solicit with their *Student Organization Event Planning Approval Form*. (The Department of Student Affairs maintains a spreadsheet of all businesses and law firms from whom students and student groups have previously requested funds. It is imperative that students provide this information to the Assistant Dean of Students for tracking purposes.)
- c. Once the form is submitted, meet with the Assistant Dean of Students to review event. **All written and printed items must be approved prior to the commencement of the fundraising campaign.**
- d. Ensure that the organization has the funds to cover any costs associated with the fundraising campaign. If needed, attend the SBA Budget Hearings and/or meet with the Treasurer to review your account.
- e. **No student may enter into a contractual agreement of behalf of the Charleston School of Law, LLC. The contracts should be signed by the Dean of the School of Law or the President. The student is not a legal representative of the Charleston School of Law.**
- f. As a reminder, donations made to the School of Law or a School of Law Student Organization are not tax-deductible.

J. Use of the School of Law Name, Seal, & Names

Part of the effective use of the Charleston School of Law's brand is how it appears to the public in everything from hand-written correspondence to digital text. It is important that the use of Charleston

School of Law name, logo, and seal are consistent because they are what officially identify the Charleston School of Law.

Charleston School of Law Name

When referencing the Charleston School of Law in fliers, posters, paraphernalia, correspondence, policies, or any other paper-based, electronic or digital communication, students and student organizations shall refer to the institution as the “Charleston School of Law”.

On second reference and when obviously referring to this institute, the following is acceptable”

- *the School*
- *Charleston Law*
- *School of Law*
- *law school*

Do **not** use CSOL or CSL in print publications, websites or in any formal references to the law school.

Use of the Official Seal

The Charleston School of Law seal is a registered artwork that is reserved for official school documents and awards. The seal may only be used with written permission from the Associate Director of The Charleston School of Law, LLC and must be approved before being distributed on any printed and/or electronic materials, awards or documents.

For institutional and student organization/student use, the *Seal Approval Form* should be submitted to Jennifer Summers, Assistant Dean of Students. The request and supporting materials will then be forwarded to Rosanna Pearson, Associate Director of The Charleston School of Law, LLC and Special Assistant to the President for approval.

Use of the Official Logo

The Charleston School of Law logo may be used for all printed items. However, it is important that the logo is not distorted from its original form. All School of Law student organizations must have prior approval from the Department of Student Affairs before printing, posting or distributing any materials with the Charleston School of Law logo. To download the School of Law logo, please visit www.charlestonlaw.edu. From the home page, scroll over “About” > “News” then click on “Logo Form.” There are several logo options from which to choose. If you need the logo files in another format, contact Rosanna Pearson, Associate Director of The Charleston School of Law, LLC and Special Assistant to the President.

K. Unauthorized Use of the Charleston School of Law Name or Related Organizations

Under no circumstances should the School of Law’s name or those names of related School of Law organizations or agencies be invoked to endorse or promote positions, individuals, or organizations without the prior written approval of the Dean of the School of Law. While the School of Law is firmly supportive of free speech rights for members of the School of Law community, it is improper to use the School of Law name to promote positions, individuals, or organizations unless and until the School of Law formally manifests its intent to do so.

In using or authorizing the use of the School of Law name to identify themselves in connection with activities conducted with outside individuals and entities, members of the School of Law community should assure that the School of Law name is used in a manner that does not imply the Charleston School of Law’s endorsement or responsibility for the particular activity, person, product, or publication involved. Failure to abide by the terms of this policy may result in sanctions pursuant to the School of Law’s Code of Conduct.

L. Contracts

1. No student may enter into a contractual agreement on behalf of the Charleston School of Law, LLC. The contracts should be signed by the Dean of the School of Law or the President. The student is not legal representative of the Charleston School of Law.
2. Students executing contracts without proper authorization will be personally liable for any resulting damages or costs.
3. The Chief Financial Officer will not remit payment for a contract signed by an unauthorized user.
4. All contracts should be submitted to the Department of Student Affairs for review.

M. Bulletin Board Policy

The Charleston School of Law has bulletin boards located across campus where students and student organizations may disseminate information to the School of Law community. Students and student organizations may post on bulletin boards in the following locations:

- Library
- 385 Meeting Street Building – Second and Third Floor

1. Please do not affix anything to the walls, doors, ceilings, or any painted or non-painted area inside the buildings. Only the bulletin boards are to be used for the posting of materials.
2. Fliers should only be posted on designated bulletin boards, (i.e. house for rent on the housing board). A posting may be moved if it has been placed in an undesignated area. The student or student organization will be notified that the flier has been moved due to posting in an improper location.
3. Fliers will be posted for two weeks or until the end of the event, whichever comes first. Campus organizations are responsible for removing their outdated postings. If postings are not removed after the event date by the organization, the School of Law reserves the right to remove them.
4. Organizations may lose posting privileges if outdated postings are not removed in a timely manner.
5. Academic and administrative departments shall control, manage and maintain their own bulletin boards.

II. STUDENT DISCIPLINARY RULES & POLICIES

A. Honor Code

Allegations and Trials

Self-admitted guilty plea⁵

If a student believes they may have committed an honor code violation they will self-report to the Vice Chair of Administration (hereinafter “the VCA”). The VCA will alert the members of the Self Report Committee, which will be composed of the VCA, the Judicial Affairs Officer⁶, and the Associate Dean for Academic Affairs.

⁵ The rules outlined in the “self-admitted guilty plea” section apply only to a self- admission before an accusation. If a person offers a guilty plea after the accusation of a third party, these rules do not apply.

⁶ The Judicial Affairs Officer will be an *ex officio* member of all Honor Council Proceedings. The Judicial Affairs Officer will be available for advice at proceedings, provide secure storage for all files, notes, and evidence and be a voting member of the Self Report Committee.

The Self Report Committee will consult with the appropriate faculty/staff member to determine whether the purported violation could have occurred.

The Self Report Committee will determine with the advice of the faculty/staff member whether the matter should be forwarded to the Honor Council (hereinafter “the Council”) to proceed with the formal process.

If the Self Report Committee determines the matter is best handled between the faculty/staff member and the student (due to mistake, confusion, etc.) the matter will be left to the faculty/staff member and student, with the Council considering the matter closed.

If the Self Report Committee determines the matter should be forwarded to the Council because a violation may have occurred, the Council will handle the matter as if it were an allegation by a third party, beginning with the Pretrial Determination process.

Accusation Process

The Accuser may contact any member of the Council to make a personal report; he or she must then return a typed accusation form with a statement within two business days⁷ and submit it to the VCA.

Upon receipt of the accusation report, the VCA will notify the Accused of the allegation within two business days. Notification occurs when the VCA personally contacts the Accused. The Accused then has three business days to select a two-person Defense Trial Team.⁸ The Accused may choose any current student at the Charleston School of Law (hereinafter “the School of Law”) to represent them. Should the Accused elect self-representation, the VCA will appoint a two-person Defense Trial Team to advise the Accused.

The VCA will also notify the Honor Chair (hereinafter “the Chair”) and the Dean of the CSOL, disclosing only the name of the Accused and the alleged offense. The VCA will discuss the matter with the Judicial Affairs Officer and keep him apprised of the matter as it develops.

The VCA will appoint a two-person Prosecution Trial Team within one business day of the selection of the Defense Team.

After both the Defense and Prosecution Trial Teams have been selected, the Judicial Affairs Officer will distribute the formal allegation and copies of any accompanying documents to both parties concurrently.

Trial Team Removal

Members of a Trial Team may dismiss themselves from proceedings with good cause, upon approval of the Chair. The Accused may enter a motion to have any member of the Prosecution Trial Team dismissed for good cause. The VCA will appoint new members to a Trial Team as necessary.

Per the School of Law Honor Council Bylaws, Trial Teams will keep separate records of the time spent on working on the trial. These records will be given to the Judicial Affairs Officer at the end of each week.

Preliminary Investigation

The Vice Chair for Investigations (hereinafter “the VCI”) shall appoint a first or second-year member to assist in the investigation within three (3) days after the formal allegation is filed. The Investigation Team shall maintain the strict confidentiality of the investigation.

⁷ A “business day” is defined as a day when the Charleston School of Law campus is open. Additionally, the time periods provided are ministerial and are designed to promote efficiency. Failure to meet these guidelines will not dispose of a case.

⁸ If no selection is made, the VCA will appoint a two-person defense team comprised of Council members, to represent the Accused.

The VCA and VCI shall determine jurisdiction upon receipt of a formal allegation.

The Investigation Team shall (1) collect and preserve evidence and (2) make a presentation, along with a written report detailing the summary of their findings to the Pre-Trial Determination panel (hereinafter “PTD”). The Trial Teams and Accused may attend the interviews, but shall not participate.

The PTD Investigation Report shall not contain opinions of witness credibility, reliability of evidence, or guilt or innocence. The Accused and Accuser may submit a written statement to be included in the Investigation Report. On the day of the PTD panel, the Accused and Trial Teams will receive a copy of the PTD Investigation Report.

Neither member of the Investigation Team may testify at trial.

Pre-Trial Determination Hearing

Within a reasonable time, the Investigation Team shall make a presentation to the PTD panel, comprised of one member from each class chosen by the VCA. The PTD panel may ask questions about the Investigation and the Report.

The PTD panel shall decide by majority vote whether there is probable cause to believe a violation occurred based on the facts and evidence presented. The panel shall consider the quality of evidence offered in support of the accusation, but shall not consider the guilt or innocence of the Accused.

The PTD panel shall provide a written statement of whether probable cause was found and submit it to the VCA.

Dismissal by the PTD panel does not preclude initiation of any other, or future, investigation based on the same set of circumstances, should new evidence or allegations be presented.

The Trial Teams and Accused may attend the hearing, but shall not participate.

Pre-trial Disclosure to School

Disclosure will be made to the School of Law regarding allegations of Honor Council violations if the PTD panel finds probable cause.

Disclosure will include only a notice that an allegation has been made, an investigation by the Council is underway, and a reminder to students they are to follow the Honor Code.

At this time the VCA will inform the Judicial Affairs Officer of the outcome of the proceeding, and ask for advice or help as needed.

Pre-trial Discussions

Arbitration or mediation may produce recommendation, and will be considered by the Chair.

The Chair, VCA⁹, and either VCE or VCR may consider an admission of guilt from the Accused. The Accused will be warned prior to his/her admission that it will be binding. Thereupon the Accused will make a hand written statement surrounding his/her admission.¹⁰ The Chair and either VCE or VCR will then make a recommendation to the Dean of the School of Law.

⁹ The VCA’s role is strictly administrative.

¹⁰ The Chair and VCE or VCR can accept or reject the admission of guilt at which time, if the admission of guilt is accepted, it becomes binding on the Accused.

Trial Team Interviews

Within a reasonable time after the PTD panel and before the Pre-Trial Conference, the VCA shall provide the Trial Teams the concurrent opportunity to interview any potential witness. The interviews shall not constitute formal testimony.

Pre-Trial Conference

Within a reasonable time after PTD panel, the Chair shall convene a Pre-Trial Conference with both Trial Teams. The Trial Teams shall determine the witnesses, the order in which they will testify at trial, the nature and scope of evidence to be presented during trial, and other measures that will serve the interest of a fair and efficient trial. If no mutual agreement can be reached, the Chair shall make such determinations.

Selection of the Honor Court

Honor Court members (hereinafter “the Court”) are chosen from current members of the Council currently enrolled in classes at the School of Law.¹¹

The Court sitting will consist of a total of six members: a Vice Chair and five members of the Council, with at least one member from each class.

The VCA will select three alternates, to serve on the Court if needed.

Alternate Court Members

Should a member of the court be challenged by the Accused, an alternate will take his or her place on the court.

Alternate Honor Court members are able to take notes, ask questions (through the Chair), and hear all testimony in the event that another Court member is removed.

Alternate Honor Court members are not allowed to participate in the deliberation process unless the Alternate has replaced another member of the Court.

Circumstances Affecting Composition of the Court

If a trial occurs during the summer months, recent graduates shall represent the 3L class, and students who have completed the requisite courses as 2Ls or 1Ls will serve as 2Ls or 1Ls, respectively.

If a trial occurs before a new 1L class of Honor Council members has been selected, representatives will be chosen from the 1L class by the VCA.

If there are not enough members from any particular class available to serve, the VCA may appoint members of the Council from other classes to fill the Honor Court.

In an extreme circumstance¹² the VCA may select the necessary number of students from the student body to expressly serve on the Court.¹³ These students must be selected in accordance with the class requirements set forth, at least one member from each class. Upon conclusion of the Court, the students selected will be relieved of their responsibilities with the Council.

Recusal

Appointed members of the Court may recuse themselves from participation in the Court for good cause with the approval of the Chair.¹⁴

¹¹ All Council members must attend a yearly training session before serving on the Court.

¹² An “extreme circumstance” may include but is not limited to multiple trials, too many conflicts with the Accused, etc.

¹³ The VCA will randomly select these students from a generated list provided by the Judicial Affairs Officer.

¹⁴ “Good cause” may include, but is not limited to, a conflict of interest or a personal relationship with the Accused that the Council member feels would affect his or her impartiality.

If the Chair feels that he or she is unable to participate in the proceedings, the VCA will appoint another Vice Chair as Acting Chair for the remainder of the trial and any post-trial appeals.

The Trial

Duties of the Court

The Court shall hear allegations pertaining to the accused.

The Court shall serve as finders-of-fact.

The Court shall weigh evidence presented at trial.

The Court shall vote to acquit or convict the Accused by a majority with equal weight accorded to each member's vote. A unanimous vote is necessary for a recommendation of expulsion. In the case of a split Court, the Chair shall cast the deciding vote.

The Court shall determine the appropriate penalty in the event of a conviction.

Pre-trial Motions

After the Court is called to order, but prior to opening statements, the Chair will receive pre-trial motions from both parties.

Procedural Motions

Either party can submit a motion to the VCA to be ruled on by the Chair within 24 hours.

These motions may include, but are not limited to, change of venue, change of time, or challenges of the Court members.

Either party may move to continue for cause; continuance is to be ruled upon by the Chair.

Motions to Exclude Evidence

The Trial Teams may submit objections prior to, or during, the Pre-Trial Conference to be ruled on by the Chair.

Motions to Remove a Member of the Court

The Accused may challenge, for good cause, a member of the Court, excluding the Chair.

Any challenge to a member of the Court must be made when the Chair opens proceedings to receive motions. If no challenge is made the opportunity to challenge is waived.

The Chair shall rule upon any challenge.

Motions to Dismiss

Either party may submit a Motion to Dismiss prior to, or during, the Trial to be ruled on by the Chair.

Oath of Confidentiality

All Council members will take an oath of confidentiality regarding the evidence prior to the trial proceedings. Breach of that confidentiality will be considered grounds for removal from the Council.

Setting the Trial Date

The VCA will set a date for trial no less than two weeks and no more than four weeks from the date he or she distributes the case materials to both Trial Teams, regardless of school being in session.

Administration

The VCA will administer procedure during the trial. He or she will escort all witnesses in and out of the Courtroom. The VCA will defer to the Chair for questions of procedure that have not already been discussed by the parties in the Pre-Trial Conference.

There will be no oaths or affirmations taken for witnesses, accused, or participants.

The Chair will preside over the trial and will be the only member of the Court who will speak to witnesses and Counsel. All communications of other Court members must be made to the Chair by written note. The Chair may interrupt proceedings at any time to consult privately with Counsel, the VCA, or simply to take a break.

Breaks will be taken every 45-60 minutes. During that time, all participants are free to leave the Court, but are not allowed to discuss the case in any respect. An exception shall be made if a Court member wishes to discuss a matter with the Chair or if the VCA needs to address a matter with Counsel or the Chair. Counsel and the Court may not communicate ex parte.

Outline of Trial Schedule

The VCA will make a brief introduction of the participants.

The VCA will make a brief overview of the Trial Procedure and distribute the Evidence and Trial Materials.

The Chair will call the Court to order.

The VCA will distribute and read the PTD panel finding and any Pre-Trial Discussion Statement agreed upon by the Parties. Any other germane issues are presented by the VCA at this time.

Counsel will present any Pre-Trial Motions, which will be heard and ruled on by the Chair.

The parties will give their opening statements.¹⁵

Arguments will consist of both penalty and verdict arguments concurrently. The trial shall not be bifurcated.¹⁶

The VCA will escort witnesses in and out of the courtroom.

Witnesses will be questioned in the following manner: (1) Counsel who calls the witness will question first; (2) Opposing counsel will cross-examine the witness; (3) Members of the Court will question the witness, through the Chair; and (4) Counsel who called the witness may re-direct.

Parties will give their closing statements.¹⁷

At the Conclusion of the trial, all parties will be dismissed except the VCA and the Court.

The VCA will briefly meet with the Chair and the Court to answer any procedural questions. The Court will deliberate and concurrently determine a verdict and possible penalty.

Deliberations are not taped and will be completely confidential except for the ultimate decision.

¹⁵ The Prosecution Team will present its opening statement first, followed by the Defense Team.

¹⁶ Parties will present their arguments and call their witnesses. The Prosecution Team will present first, followed by the Defense Team.

¹⁷ The Prosecution Team will present its closing statement first, followed by the Defense Team.

There is no requirement that deliberations occur at the site of the trial, as long as they retain their character of privacy, discretion, and confidentiality.

Upon reaching a verdict and penalty, the Court will be dismissed by the Chair. The Chair will then notify the VCA of the decision

The VCA will make a notification to both Trial Teams, the Judicial Affairs Officer, and any relevant faculty/staff members.¹⁸

Evidentiary Rules

Willful and malicious attempts to subvert these Rules are considered acts of cheating.

Witnesses may consist of any member of the School of Law student body, faculty, or staff member, as well as any member of any organization associated with the School of Law, including but not limited to individuals involved in any extern program or pro bono program.¹⁹ Because the Council has no subpoena power, it may be necessary to restrict the questioning of certain witnesses or may be impossible to hear their testimony.

Gathering of Evidence

The VCA shall not actively gather evidence, but shall assist members of the Trial Teams within reason. All evidence shall be delivered to the Judicial Affairs Officer and shall be made available to the Trial Teams as soon as possible. If there is evidence or testimony which the VCA is made aware of, but which the Trial Teams are not, the VCA shall pass on that information to both Trial Teams as soon as reasonably possible.

Voluntary Discovery and Delivery of Evidence

All evidence gathered by any member of either Trial Team shall be delivered to the Judicial Affairs Officer within one business day or as soon as reasonably possible. The members of the Trial Teams must share all evidence.

All evidence to be used at trial shall be delivered to the VCA no less than 36 hours before trial. If new evidence comes to light on the eve of a trial, a motion for a continuance must be for deliberation on the admissibility of that evidence.

A list of individuals who may be called as witnesses at trial will be exchanged among the Trial Teams and be shared with the Chair at the Pre-Trial Conference.

The Judicial Affairs Officer will secure all evidence, notes, and related documents at the end of each day.

Admissibility of Evidence

Governing Authority: The Honor Court Rules of Evidence is the governing authority for all evidence issues presented before the Court.

Relevant Evidence: All evidence must be relevant to be admissible. All relevant evidence is admissible unless otherwise proscribed by these rules.

¹⁸ The Defense Team will notify the Accused, and will include in this notification a reminder that the Accused has the right to appeal the decision of the Honor Court within five days of the release of the opinion.

¹⁹ The overriding policy of the Council evidence rules is to allow any student at the School of Law to understand the rules and allow any student to effectively represent either the Accused or the School of Law. Having simply a rule, which will allow all evidence to be heard by the panel sitting in judgment, along with a rule which allows counsel to point out that the evidence may not be reliable, ensures that the fact-finders will have all facts in order to make an appropriate determination. Further, the intent of the Council is to sever the Federal Rules of Evidence and the S.C. Rules of Court from its proceedings.

Testimonial Evidence: Any and all testimony shall be heard by the Court without objections, except for one exception. A party may object to testimony given, or about to be given, but only on the ground that *it is not reliable*. From there, the Court shall hear the testimony and note the objection. During deliberation, the Court as a whole shall determine the reliability of the evidence.

Example: A witness is about to testify about what someone has told him while he was part of an earlier conversation.

Counsel: “Mr. Chair, I would like to point out to the Court that Mr. Smith is about to testify to what he heard in a conversation, I would object to this testimony since its reliability for accuracy is diminished at this time.”

Chair: “Thank you Counsel, we will hear the testimony and then it is up to each individual member of the Court to decide whether to accept the testimony as reliable or discount the witnesses’ testimony.”

Character Evidence: Character evidence is only admissible in favor of the accused. Once his character is sufficiently established, the Chair may rule that his/her character is sufficiently established and no more character witnesses may then testify.

At no time, may the Prosecution Team attack the character of the Accused. However, they may still cross-examine the character witnesses.

At no time may either party attack a witness with evidence of character.

Standard of Guilt

In order to find a violation, the Court must determine by a majority vote that facts sufficient to constitute a violation have been proven by clear and convincing evidence.

Penalties

Upon a finding of “guilt,” the Court may impose the following penalties:

- (1) Warning: A warning is written statement to the convicted which may be imposed when an individual commits an Honor Code violation, but does so innocently, unknowingly or unintentionally. A simple majority of the Court shall be sufficient to impose a warning.
- (2) Sanctions: Sanctions are penalties left to the discretion of the Court, and may include, but are not limited to:
 - (a) Extra community service,
 - (b) A ban from participating in school activities,
 - (c) A public address,
 - (d) A letter of reprimand to be made a permanent part of the student’s record, and/or
 - (e) Suspension.

The aforementioned sanctions increase in severity from (a) to (e). A simple majority of the Court shall be sufficient to impose a sanction.

- (3) Expulsion: Expulsion by unanimous vote of the Court may be imposed when an individual knowingly or intentionally violates the Honor Code or when an individual displays a pattern of behavior that is inconsistent with the Honor Code or its principles.

Post-trial Process

Disclosure will be made to the School of Law community following any Honor Court proceeding. Such

disclosure will be made via TWEN with emailed notice sent to students. The Court must unanimously agree on the content and wording of the disclosure. All disclosures will include at minimum a notice that a conclusion has been reached, judgment of guilty or not guilty was made, and a reminder that students are to follow the Honor Code.

Opinion

Following the trial, the Chair shall write and issue an opinion.

Written opinions will be available to, and read by, all members of the Council and distributed to the Dean of the School of Law, the Dean of Academic Affairs, the Dean of Students, the Dean of Admissions, and the Judicial Affairs Officer. The School of Law students will receive the opinion and faculty or staff will have it disseminated to them as necessary on a discretionary basis.

The Chair shall disclose all necessary information to the proper parties.

Trial Materials and Record

To provide a proper record for appeals and inquiries by relevant authorities, for all proceedings a Trial Record must be prepared by the Council and provided to the Dean of the School of Law.

The Trial Record should include all trial documents, the written notice to the Accused of the allegation, any correspondence between the Accused and the VCA, the Formal Allegation, the PTD Investigation Report, the PTD opinion, all trial documents and evidence presented (even that which is not admitted), the Trial Opinion, written notice of the disposition provided to the Accused, and written notice of the disposition to the Students of the School of Law.

The Trial Record shall begin with a summary of the case, stating the name of the accused, the date of disposition, the allegation, and the disposition, including any punishment. Following this summary it shall be organized chronologically with a copy of each item listed in the "Trial Materials and Record" section of the Rules of the Council, with each item clearly labeled. Evidence excluded from consideration by the Trial Court shall be labeled as such.

The Judicial Affairs Officer and Secretary shall compile the Record and provide it to the Dean of the School of Law.

Following Conviction

Upon a finding of guilt, the convicted will have two courses of action: (1) he or she may appeal within five business days of the conviction to the Dean of the School of Law, or (2) in the recommendation of expulsion, the convicted may resign.

Appellate Process

All appeals from the Court rulings shall be submitted to the Dean of the School of Law for review.

Changes to Honor Code and Honor Council Rules

All changes to the Honor Code, Rules, or Bylaws must be approved by the Dean of the School of Law.

B. Charleston School of Law Student Code of Conduct

ARTICLE I – Student Code Authority

The Dean of the School of Law or his/her designee shall retain authority to develop policies for the administration of the student conduct system and procedural rules for the administration of Code of Conduct Hearings. The Dean shall appoint an administrator or faculty member as "Judicial Affairs Officer" to assist in

student conduct matters. The Judicial Affairs Officer will serve at the discretion of the Dean and in all functions as outlined within this Code.

ARTICLE II – Proscribed Conduct

Jurisdiction

The Charleston School of Law Student Code of Conduct shall apply to conduct that occurs on the School of Law campus, at the School of Law sponsored activities, and to off-campus conduct that adversely affects the School of Law and the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the conferring of a degree. The Code of Conduct shall apply to a student's conduct during periods between terms of enrollment and if the student withdraws from the School of Law while a disciplinary action is pending. The Dean of the School of Law shall decide whether the Student Code of Conduct shall be applied to alleged misconduct on a case by case basis in his/her sole discretion.

Violation of Law and Conduct Code

Students who are arrested or otherwise charged with a violation of law or ordinance outside of law school have an on-going obligation to disclose this information to the school in a timely fashion. Disclosure should be made in writing or in person to the Associate Dean of Student Affairs within fourteen (14) days of receipt of said charges. Students are also reminded to update their application with The Office of Admission.

Conduct Subject to Disciplinary Action

Preamble

Charleston School of Law students are expected to show both within and without the Charleston School of Law such respect for order, morality, personal honor and the rights of others as is demanded of good citizens.

Any student found to have committed, aided in the commission, or attempted to commit the following misconduct may be subject to disciplinary action:

1. Violations of any Charleston School of Law policy, rule, or regulation published in hard copy or available electronically on the School of Law website. Examples include but are not limited to the following policies:
 - Diversity Policy;
 - Harassment-Free Environment Policy;
 - Threats, Violence, & Weapons;
 - Sexual Harassment Policy;
 - Alcohol Beverage Policy;
 - Drug Policy;
 - Library Policies; and
 - Computer and Telecommunications Systems Use Guidelines

Several of the policies set forth about their guidelines are described in the *Law Student Handbook*, which can be found on the Charleston School of Law official website and in the Department of Student Affairs.

2. Violation of any federal, state, or local laws. The School of Law reserves the right to impose disciplinary action without regard to pendency or disposition of civil or criminal litigation. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following legal action in another forum. The nature of the disposition of legal action in another forum shall not be determinative of the outcome of disciplinary action under the Code of Conduct, but may be a consideration in reaching a determination regarding disciplinary action. The Judicial Affairs Officer shall reserve the right to stay a determination of probable cause pending legal disposition in his/her discretion.
3. Any disruption, abuse or obstruction of teaching, research, administration, disciplinary proceedings, technology systems, or other Charleston School of Law functions, or any act not specifically addressed

above, not regulated exclusively through the Honor Code, which undermines the mission of the School of Law activities when the conduct occurs on School of Law premises.

ARTICLE III – Student Conduct Code Procedures

Reporting Alleged Violations

Any member of the Charleston School of Law community may submit an allegation reporting a student for violations of the Code of Conduct. A person submitting an allegation shall be deemed the “complainant” as the term is used in the Code of Conduct. If a member of the School of Law community believes there has been a violation of the Code of Conduct, that person should report the violation to the Office of the Dean of the School of Law. Students who knowingly violate the Code of Conduct are expected to self-report to the Office of the Dean of the School of Law. If the violation is academic in nature, it should be directed to the Associate Dean for Academic Affairs for referral to the Honor Council. Upon receipt of an allegation of misconduct, the Office of the Dean of the School of Law shall forward the allegation to the Judicial Affairs Officer for review.

Probable Cause

The Judicial Affairs Officer shall review the allegation to determine whether probable cause exists to initiate a disciplinary proceeding. “Probable cause” is defined under the section as a reasonable belief that the accused student has committed a violation of the Code of Conduct. The Judicial Affairs Officer, personally or through his/her designee, may conduct an independent investigation of the allegations prior to rendering a determination of probable cause and may initiate an investigation when no formal allegation has been submitted. A probable cause review may be waived at the request of the accused student and with the consent of the Judicial Affairs Officer.

In some instances, particularly those in which a student has self-reported a violation, the Judicial Affairs Officer may choose to recommend a warning or services to a student without rendering a determination of probable cause. If the Dean of the School of Law issues a warning based upon such recommendation, it will not be deemed the result of disciplinary proceeding and should not appear on the student’s disciplinary record.

If probable cause is found, the Judicial Affairs Officer shall issue a written notice to the accused student, the complainant, and the Dean of the School of Law of the disciplinary proceeding and inform the accused student of the right to a hearing. The accused student shall submit a written request to the Office of the Dean of the School of Law for a hearing on the alleged violation of the Code of Conduct within two (2) business days of the probable cause determination. Upon receipt of the request for a hearing, the Office of the Dean shall forward the request to the Judicial Affairs Officer. Failure to request a hearing in a timely manner will be treated as a waiver of the right to a hearing unless the Dean of the School of Law determines that the failure should be excused and accepts a late request for a hearing. Upon receipt of the request of the accused student, a hearing on the violation shall be scheduled by the Judicial Affairs Officer within thirty (30) business days unless the Judicial Affairs Officer issues an extension for good cause shown and includes a date certain for the hearing. Notice of the hearing, which shall include the identity of the chairperson of the Panel, shall be given to the accused, the complainant, and the Dean of the School of Law at least three (3) business days prior to the hearing. If the right to a hearing is waived, then the Judicial Affairs Officer should issue a written determination on the matter and recommendation to the Dean of the School of Law, and a copy should be forwarded to the accused and the complainant, if any.

In certain circumstances, it may be possible that the matter can be disposed of administratively prior to a hearing by mutual consent of the parties involved and with the approval of the Dean of the School of Law. For example, a self-reported incident may be resolved between the Judicial Affairs Officer and the student subject to disciplinary action without a need for a hearing on the matter if an agreement can be reached as to the appropriate sanction. Any such agreements or waivers should be in writing and signed by the necessary party or parties as well as the Judicial Affairs Officer and submitted to the Dean of the School of Law as early as possible.

If the Judicial Affairs Officer does not find any probable cause, the parties shall be notified that the allegation has been dismissed and the matter is sealed and closes. This shall not prevent the Dean of the School of Law from future inquiry into any alleged violation and/or reinitiating an action in light of additional evidence of change in circumstance.

Code of Conduct Panel Hearing

Code of Conduct Hearings shall be conducted by a Code of Conduct Hearing Panel (“Panel”) pursuant to the following guidelines:

1. The Judicial Affairs Officer shall create a Panel consisting of two (2) members of the School of Law faculty or staff selected by the Judicial Affairs Officer and three (3) students from the Honor Council. The Judicial Affairs Officer shall not be part of the Panel, however may act in an advisory role to members of the Panel with respect to procedural matters.
2. Code of Conduct hearing shall be conducted in private and are confidential. Members of the Panel shall not discuss any details of the hearing with anyone outside of the Panel except as necessary to administer the Code of Conduct. Failure to uphold confidentiality may constitute a Code of Conduct violation.
3. When allegations involve multiple accused students, the chairperson shall have discretion in whether to proceed with joint or separate hearings for the accused students.
4. The complainant and accused student may be assisted by no more than two (2) advisors of their own choosing. All advisors must be students of the School of Law and shall not be compensated for their involvement. The complainant and accused student shall be responsible for presenting their own information at the hearing and the advisors shall not be permitted to speak or participate directly in the hearing except at the discretion of the chairperson. Delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The complainant, the accused, and their respective advisors shall be allowed to attend the entire hearing at which information is received. Admission of any other person to the hearing shall be at the discretion of the chairperson.
6. The complainant, the accused and the Panel may arrange for witnesses to present pertinent information at the hearing. Generally, neither party shall present more than three (3) witnesses, to include their own testimony, unless otherwise authorized by the chairperson. Notice of potential witnesses shall be made to each party and the chairperson at least two (2) business days prior to the hearing with the exceptions in the discretion of the chairperson. Witnesses, including the complainant and accused should provide information and answer questions by the Panel. The complainant and accused may suggest questions for the Panel, but shall not be permitted to make direct questioning of witnesses except in circumstances where the chairperson permits. The chairperson shall have discretion in the admissibility of testimony and all other evidence.
7. All procedural questions are subject to the final decision of the chairperson. The chairperson shall have the authority to permit continuances, but shall do so sparingly and only upon good cause shown. In granting a request for continuance, the chairperson shall consider the circumstances requiring the continuance of the matter, the timeliness of the request, and the inconvenience caused to the parties and Panel if the request is granted.
8. Upon receipt of all pertinent information, the Panel shall determine by majority, whether the accused has violated each section of the Student Code of Conduct with which the student has been charged. Deliberations shall be made privately outside the presence of the parties. The determination may be issued at the hearing or the Panel may adjourn for further deliberation. The determination shall be in writing and delivered to the Dean of the School of Law, with a copy of the determination to the accused and the complainant, and may include sanctions with the determination. In all cases the determination shall be within five (5) business days of the hearing unless an extension of time is permitted at the discretion of the Judicial Affairs Officer. The Panel may include recommendations for sanctions, though the imposition of sanctions is solely in the discretion of the Dean of the School of Law.
9. The standard of review Panel hearings shall be whether it is more likely than not (a preponderance of the evidence) that the accused student violated the Code of Conduct. However, formal rules of process,

procedure and/or technical rules of evidence as applied in criminal and civil courts do not apply in Code of Conduct hearings.

10. The Panel shall keep a record of the proceedings (i.e., tape recording) of all hearings but shall not record deliberations, which the Panel shall conduct in private. All Code of Conduct records shall remain the property of the School of Law.
11. Where an accused with notice fails to appear at the hearing, the information in support of the charges may be presented and considered even if the accused is not present. A final determination may be issued unless the accused can offer a reasonable explanation for his/her failure to appear. The chairperson may re-open the matter for further consideration of evidence prior to the issuance of determination from the Panel only if he or she finds exceptional circumstances excusing the failure to appear and that the interests of justice are best served in doing so.
12. The Panel may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statements or other means as determined to be appropriate by the chairperson.

Sanctions

Upon determination that a violation of the Code of Conduct has occurred, the Dean of the School of Law shall have full discretion in imposing disciplinary action. Notice of the sanction(s) should be in writing and may be included as part of the written determination from the Code of Conduct Hearing Panel. The Dean of the School of Law shall have the option of meeting with the parties prior to issuing sanctions, but is not required to do so. The following sanctions may be imposed, individually or in combination, upon any student found to have violated the Code of Conduct:

Warning – A notice in writing to the student that the student is violating or has violated the Code of Conduct. Warnings shall include notice that continuing violation(s) may result in more severe sanctions but any warning issued to a student shall not appear on the student’s permanent disciplinary record. Only warnings issued after a finding of probable cause should be considered a sanction resulting from a disciplinary proceeding.

Probation – A written private reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

Loss of Privileges – Denial of specific privileges for a designated period of time.

Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions – Work assignments, essays, service to the School of Law, counseling or other rehabilitative services, and other related discretionary assignments.

Suspension – Separation of the student from the Charleston School of Law for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The Dean of the School of Law has discretion in determining what access to campus facilities a student may have during a period of suspension.

Expulsion – Permanent separation of the student from the Charleston School of Law. The Dean of the School of Law has discretion in determining what access to campus facilities a student may have upon expulsion.

Revocation of Admission and/or Degree – Admission to or a degree awarded from the Charleston School of Law may be revoked for fraud, misrepresentation or other violation of the Charleston School of Law standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.

Withholding Degree – The Charleston School of Law may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Conduct, including the completion of the process set forth in the Code of Conduct, if any.

Other than expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s disciplinary record, with exceptions as previously noted. Upon graduation, but no less than three (3) years after the final disposition case, the student’s disciplinary record may be expunged of disciplinary actions other than suspension, expulsion, or revocation or withholding of a degree, upon application to and approval by the Dean of the School of Law.

Interim Suspension

In certain circumstances, the Dean of the School of Law may impose a suspension prior to a determination of violation under the Code of Conduct. Interim suspension may be imposed only: (1) to ensure the safety and well-being of members of the Charleston School of Law community or preservation of School of Law property; (2) to ensure a student’s own physical or emotional safety and well-being; or (3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the Charleston School of Law.

During the interim suspension, a student shall be denied access to the School of Law campus (including classes) and/or all other School of Law activities and privileges for which the student may be eligible, as the Dean of the School of Law may deem appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Code of Conduct hearing, if required.

Appeals

Appeals from the determination by the Panel of the Code of Conduct violation(s) shall be submitted in writing to the Dean of the School of Law within two (2) business days of issuance of the determination. The Dean of the School of Law may review the record to determine whether the Code of Conduct hearing was fair and offered the accused a reasonable opportunity to be heard and whether there exists substantial information in the record to support the Panel’s decision. The Dean of the School of Law shall also have the authority to re-open matters at any time upon the discovery of new evidence not available at the time of the hearing tending to negate the likelihood of the founded violation.

Sanctions, while not subject to appeal, may be subject to reconsideration where there is a change of circumstances or new information warranting modification.

ARTICLE IV – Interpretation and Revision

Any question of interpretation or application of the Code of Conduct shall be referred to the Dean of the School of Law or his designee for final determination. The Code of Conduct shall be reviewed on a regular continuing basis as mandated by the Dean of the School of Law. To this end, the Dean of the School of Law designates a Judicial Affairs Committee comprised of students with faculty and/or administrative advisor(s) to regulate procedures under Article III of the Code of Conduct and recommend modifications to the other Articles of the Code of Conduct to the Dean of the School of Law as outlined below.

Judicial Affairs Committee Charter

Purpose

The Judicial Affairs Committee (“Committee”) is a committee of students, faculty and staff that oversees procedural aspects of the Code of Conduct.

Nothing in the Charter limits or contravenes the authority of the Dean of the School of Law to promulgate and enforce regulations governing student conduct.

Composition

The Judicial Affairs Committee shall be comprised of members from the SBA Judicial Committee and the Judicial Affairs Officer appointed by the Dean of the School of Law. In addition, the Dean may appoint up to two (2) additional faculty or administrators. Each student member shall have a single vote. Faculty and administrators shall act as non-voting members in an advisory capacity.

The appointing bodies (the SBA Senate and Dean) shall determine the date on which the terms of their respective members of the Committee shall begin and end. The Judicial Affairs Officer shall have permanent Committee membership throughout his/her appointment by the Dean of the School of Law under Article I.

Powers

Exclusive power to adopt or modify bylaws specifying policies and procedures pertaining to Judicial Affairs Committee hearings. All such bylaws must be consistent with this Charter.

Whenever the Committee adopts or modifies its bylaws, it shall inform the Dean of the School of Law.

Any bylaw adopted or modified by the Committee can be overruled by the Dean of the School of Law.

The Committee has the authority to adopt or modify procedures for Code of Conduct hearings under Article III.

The Committee may also present recommendations of future modifications to all other Articles of the Code of Conduct to the Dean of the School of Law.

Whenever the Committee adopts or modifies the Code of Conduct procedures under Article III or makes formal recommendations for changes to the other Articles, it shall inform the School of Law community and forward a text of the changes to the chair of the SBA Senate, the faculty, the Dean of the School of Law and the President of the Charleston School of Law, LLC.

Any adoption or modification of the Code of Conduct procedures under Article III can be overruled by the Dean of the School of Law.

The Committee shall have the power to propose amendments to this Charter, which must be approved as specified below.

Procedures

The Committee may conduct business only in the presence of at least four (4) members, provided at least three (3) students and a faculty member, administrator or the Judicial Affairs Officer are present.

Actions of the Committee shall require a majority vote of those present and voting.

The Committee shall have the power to adopt rules of procedure to govern its own actions, provided that a majority of those present and voting agree.

All members of the School of Law community are invited to propose suggestions about modification of the judicial procedures to the Committee.

Amendment of Charter

The provisions of this Charter are subject to amendment in any and all respects. Amendments shall be enacted by a majority vote of the Judicial Affairs Committee, and shall go into effect immediately upon approval by the Dean of the School of Law.

No amendment by vote of the Judicial Affairs Committee changing the membership of the Committee, however, shall go into effect until the time of the next regular election of members.

The Dean of the Law School maintains authority to unilaterally amend or dissolve the Judicial Affairs Charter and the Code of Conduct unconditionally and at any time.

ARTICLE V – Conflicts of Interest

When an apparent conflict of interest arises at any stage of the proceedings, the party having such a conflict shall recuse himself or herself from the proceedings and a new party shall be appointed in that person's stead. If the Judicial Affairs Officer has a potential conflict, the Dean of the School of Law shall appoint a new party to carry out the functions of the Judicial Affairs Officer under the Code of Conduct. Likewise, if the Dean of the School of Law has a potential conflict, the Judicial Affairs Officer shall appoint a new party to carry out the functions of the Dean of the School of Law under the Code of Conduct.

III. PROFESSIONALISM SERIES REQUIREMENT

Each semester the Department of Student Affairs coordinates the Charleston School of Law Professionalism Series, which presents students with real-world insight into the role of professionalism in the practice of law. The goal of the lecture series is to instill in students an understanding of the practice of law as a profession aimed at providing public service. Guest lecturers represent a wide range of well-respected judges and practicing attorneys.

Attendance Policy

There are at least six (6) lectures per semester. To fulfill a graduation requirement and to receive credit for attending the professionalism series, students must attend eighteen (18) lectures. The School of Law will record attendance by Student Affairs staff scanning students' ID cards prior to each lecture. Any student who arrives more than ten (10) minutes late for the program will not receive credit for attending. A student may leave a program no more than fifteen (15) minutes before their next scheduled class. It is a potential Honor Code violation to sign the attendance form for the lecture and leave, outside of the exception above. Actual attendance at the lectures is mandatory.

Students may check their attendance on CSOL Access. Students are responsible for keeping track of the number of programs they attend. There will be no reminder emails or letters sent out to students regarding their lecture attendance.

IV. BAR ADMISSION & REQUIREMENTS

Bar requirements and subjects tested vary from jurisdiction to jurisdiction. All students should determine as soon as possible the jurisdictions where they may be interested in practicing law.

Students are encouraged to meet with the Dean Brett Barker, and to contact the bar in that state(s) to determine its character and fitness and bar administration requirements. More information can be found on the National Conference of Bar Examiners website at <http://www.ncbex.org>.

V. SERVICES FOR STUDENTS WITH DISABILITIES

The Charleston School of Law complies with the Americans with Disabilities Act, and provides assistance and guidance to students with a disability to ensure equal access to the educational program at the School of Law. Reasonable accommodations, supported by documentation of the disability, are available to qualified students on a case-by-case basis. Students with a disability such as ADD, ADHD, a learning disability, or a physical or psychological disability should contact the Associate Dean for Academic Affairs, [Margaret M. Lawton](#), in the

Office of Academic Affairs. Additional information can be found at the [Students with Disabilities](#) section of the website.

VI. OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs, headed by the Associate Dean for Academic Affairs, oversees and administers the Law School's academic programs and policies, including academic advising, academic scheduling for courses and examinations, and advising students as they progress toward graduation.

For **Academic Policies and Procedures**, please consult the [Academic Catalog](#) and the [Academic Affairs webpage](#). Margaret M. Lawton, Associate Dean for Academic Affairs, is also happy to assist you and can be reached at MLawton@charlestonlaw.edu, or 843.377.2423. You may also contact Emmalissa Huff, Administrative Manager for Academic Affairs, for assistance at MHuff@charlestonlaw.edu, or 843.377.2420. The Office of Academic Affairs is located on the third floor of 385 Meeting Street.

Included within the Office of Academic Affairs are the following programs and offices, each of which is described in more detail below:

- A. Faculty;
- B. Office of the Registrar;
- C. Office of Academic Success;
- D. Legal Research, Analysis and Writing Program; and
- E. Bar Preparation Resources.

A. Faculty

The Faculty at the Charleston School of Law consists of full-time professors, visiting professors, and adjunct professors. Faculty members value the opportunity to provide to our students the example, leadership and practical knowledge necessary for a well-rounded education. Full-time faculty members have a Juris Doctor degree and have demonstrated a commitment to excellence in teaching and research. The primary obligation of faculty members is to teach and serve the law community, particularly the students. In addition to established office hours, faculty members maintain an "open-door policy" whereby students are free to consult with faculty members both during and outside of established office hours. Each full-time faculty member also has a number of assigned student advisees and is available for academic and other advising.

B. Office of the Registrar

The Office of the Registrar, headed by the Registrar, is responsible for maintaining the integrity and security of student records. This office administers the student information system, including the online registration system, student schedules, grades processing and recording, transfer credits, degree audits, official transcripts, degree certifications, and semester and graduation honors. The Office of the Registrar also processes requests for letters of good standing, class ranking, enrollment verification, degree certifications, permission to change status, permission to withdraw from a course, permission for leaves of absence, and official withdrawals from school.

For more information about the Office of the Registrar, please contact Jennifer Summers, Assistant Dean for Student Affairs and Registrar, at csolregistrar@charlestonlaw.edu, or visit the [Office of the Registrar webpage](#). The Office can also be reached at 843.377.2419. The Office of the Registrar is located at 385 Meeting Street, second floor.

C. Office of Academic Success

The Office of Academic Success, is co-directed by Professors Allyson Haynes Stuart and Miller Shealy. The Office is dedicated to assisting and supporting all students in successfully achieving their individual academic and personal goals. The office provides individual academic counseling and support, including regular programs specifically targeted to the academic needs and skills development of each law school class, skills

workshops, academic development sessions, and coordinated programs with other Charleston School of Law offices.

For more information about the Office of Academic Success, please contact Professor Haynes Stuart at AHaynes@charlestonlaw.edu or Professor Miller Shealy at MShealy@charlestonlaw.edu or visit the [Office of Academic Success webpage](#). The Office of Academic Success is located at 385 Meeting Street, third floor.

D. Legal Research, Analysis and Writing Program

The Legal Research, Analysis and Writing is headed by the Director who is assisted by two (2) full time legal writing professors, as well as several adjunct professors who are practitioners in the community. In this full-year course, first-year students are instructed in the practice of legal research, analysis and writing, as well as in the preparation of legal memoranda, pretrial motions, and appellate briefs, with emphasis on presenting legal arguments persuasively.

For more information about the Legal Research, Analysis and Writing Program, please contact Professor Todd Bruno, Director, at TBruno@charlestonlaw.edu, or review the course descriptions in the Academic Catalog. The Legal Research, Analysis and Writing Program is located at 414 King Street, second floor.

E. Bar Preparation Resources

The Charleston School of Law provides resources to help students prepare for the bar, including offering a three credit hour, pass-fail bar preparation course. The course gives students multiple opportunities to hone their essay-writing skills with simulated bar examination questions. Students are also introduced to methods for addressing multiple choice style questions that appear on the Multistate Bar Exam.

For more information about Bar Preparation resources, please visit the [Bar Passage webpage](#), or contact One of the co-directors of Bar Preparation Resources, Lavanya Sabin (LSabin@charlestonlaw.edu) or Professor Elizabeth McCullough at (EMCullough@charlestonlaw.edu).

VII. LIBRARY AND INFORMATION TECHNOLOGY

A. Sol Blatt Jr. Law Library

The Sol Blatt Jr. Law Library's collection consists of 661,334 titles. There are 33,741 print volumes.

Print titles include: U.S.C., U.S.C.A.; U.S.C.S., C.F.R., U.S. Reports, Supreme Court Reporter, Supreme Court Digest, Federal Cases, Federal Supplement, Federal Reporter Series, 6 set Federal Digest Series, Legal Encyclopedias, Forms, ALRs & Restatements, Decennial & General Digests, Regional National Reporter Series and state codes for California, Delaware, Florida, Georgia, Maryland, New York, North Carolina, South Carolina, Virginia & West Virginia.

South Carolina materials are also available and include: Acts and Joint Resolutions, South Carolina Code of Laws, South Carolina Regulations, South Carolina Reports, and South Carolina Treatises.

Electronic subscriptions include: 18th Century Collection Online, 19th Century Masterfile, Bloomberg Law, BNA Publications, CALI, CCH Libraries (Selected), Chronicle of Higher Education, CILP (Current Index to Legal Periodicals), Encyclopedia Britannica, HeinOnline, Index to Legal Periodicals & Retrospective Index, JSTOR, LLMC Digital, LegalTrac, Lexis Advance, LexisNexis Courtroom Cast, Making of Modern Law, Oxford English Dictionary, ProQuest Congressional Universe, Supreme Court Yearbook, U.S. Supreme Court Records & Briefs, 1792 – 1978, and Westlaw Next.

Services include: *The Barrister* blog, *The Barrister* newsletter, **Briefings** workshop series, the circulation of print materials, including class reserves and study aids, copying/printing on the first and second floors, Email, ExamSoft, Facebook, Gavel, the library's catalog, Inter-library loans, Internet Portal, Podcasting, Reference

assistance at the Reference Desk at 843.377.4020, Study Rooms, and Technology assistance at the Help Desk at 843.377.4050.

B. Information Technology

In order to limit the abuse of the Charleston School of Law computer and telecommunication systems and services (Systems), this policy establishes the guidelines for proper use by Students accessing or using school host computers, file servers, workstations, stand-alone computers, school laptop computers, telephones, software and internal or external communications networks (Internet, commercial online services, bulletin board systems, e-mail and voice mail systems) collectively the Systems.

The following guidelines apply to all Students using Charleston School of Law owned Systems:

1. Students are responsible for utilizing the systems in an efficient, effective, ethical and legal manner in accordance with this policy.
2. Only after equipment has been properly evaluated by the IT Department, will student laptop computers be permitted to connect to the School of Law's wireless network only. No other student computing equipment will be allowed on any law school network without prior consent granted by the Director of Information Technology.
3. The transmission or storage of commercial or personal advertisements, promotions, destructive programs (viruses and/or self-replicating code) or political material is prohibited.
4. The law school reserves the right, but not the duty, to retrieve, read and monitor all data, documents, information and messages created, composed, stored, sent and received on the law school Systems. You should have no expectation of privacy in anything created, composed, stored, sent or received on the Systems (except telephone conversations). Nothing which is created, composed, stored, sent and received on the Systems is considered personal, confidential or private except for confidentiality benefiting the law school. Use of the Systems by you constitutes your consent to the monitoring of data, documents, information, messages and the Systems accesses by Students.
5. While the Systems may accommodate the use of passwords for security, the reliability of such for maintaining confidentiality cannot be guaranteed. You must assume that any and all messages may be read by someone other than the intended or designated recipient.
6. You should use the same care in drafting and distributing law school e-mail and other electronic documents and in sending voice mail messages as you would for any written communication.
7. Fraudulent, offensive, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful content shall not be created, composed, stored, sent or accessed using the law school Systems. Students must comply with all law school software licenses. The copying of copyrighted materials is strictly prohibited. You may not install law school software onto your individual computer or to the network without first receiving authorization from the law school's Director of Information Technology.
8. Your ability to access to connect to the files of other law school users or to other computer systems through the network does not imply a right to access or connect to those files or systems or to use, alter or copy those files or systems unless specifically authorized by the user or operator of those files or systems.
9. Violation of any of these guidelines could result in violation of the honor code and disciplinary action up to and including expulsion and/or legal action.

VIII. CAREER SERVICES

The Charleston School of Law maintains a full-service career counseling and resource office that provides support and assistance to students and alumni in all stages of the career planning process. The Department of Career Services is committed to assisting each student and graduate in identifying, developing, and attaining his or her individual goals. Career Services offers a wide range of services and programs that are responsive to a diverse student body and to evolving market realities. As with any institution, enrollment or completion of the program does not guarantee employment.

Each student should meet individually with a Career Services staff member to discuss unique career planning goals and to develop effective job and clerkship search strategies. Career Services hosts on-campus recruiting in both the fall and spring semesters in addition to maintaining a database of employers who wish to have students contact them directly. The staff is available to help students navigate the general interview and judicial clerkship application processes.

To prepare students for transition from academic to work environments, Career Services designs workshops and special programs with students' needs in mind. Workshop topics offered include writing effective résumés and cover letters, successful interviewing techniques, and effective job search strategies. An ongoing Career Series and other special panels and programs bring to campus attorneys, judges, and members of the community to discuss different practice areas. Career Services also supports an annual summer Judicial Observation and Experience (JOE) Program and assists students in developing mentors in the legal community.

Available to students and alumni in the Career Services' library and online, the department offers publications and materials covering a wide variety of career-related topics, including career planning, job search, résumé preparation, interview skills, legal practice areas and alternatives, and law firm practice and management. The staff also works directly with students to navigate the online resources available, including Symplicity and a wide variety of other employment databases.

First-year law students are strongly encouraged to focus on their adjustment to law school and academics during the first semester. For this reason and due to guidelines from NALP (The Association for Legal Career Professionals) and the ABA, the Career Services generally does not provide individual career counseling to full-time, first-year students before October 15.

The Career Services staff and members of the School of Law faculty and administration conduct extensive outreach and promotional activities to increase community awareness of the School of Law and create employment opportunities for students. The Career Services staff actively works to develop additional opportunities for students to interact with attorneys and other potential employers. Students also are encouraged to test options and gain experience through employment, internship and externship opportunities, pro bono activities, networking, and student organizations.

In addition to established models of career counseling and placement activities, Career Services is committed to developing innovative career opportunity strategies and programs to support our students and alumni in reaching their unique professional goals. Career Services is dedicated to assisting our students and graduates to capitalize on their diverse strengths and experiences to build a satisfying career path. The Department of Career Services is located on the second floor of 385 Meeting Street.

Pro Bono Program

As part of the Charleston School of Law's mission to instill a commitment to public service in its students and graduates, the Career Services Department's Director of Public Service and Pro Bono develops and assists in the coordination of a wide variety of pro bono opportunities for students. These placements allow students to work with attorneys practicing in the public interest legal sector and meet or exceed the 30 hours of pro bono work the School of Law requires for graduation. The Director of Public Service and Pro Bono works to provide all students with the opportunity to experience meaningful pro bono service in a broad range of contexts.

Students begin fulfilling their pro bono requirement after they have completed two semesters of law school. During their first two semesters of law school, students may earn pro bono credit for specially designated programs the Dean or the Director of Public Service and Pro Bono has pre-approved.

Each student is responsible for selecting a placement, contacting that office, arranging to do the work, completing the work, and submitting the required pro bono certification form to the Assistant to the Director of

Public Service and Pro Bono. To qualify for credit, the work must be law-related and supervised by a licensed attorney. Clerical work is appropriate only to the extent needed to carry out the overall legal task.

Generally students will receive pro bono credit when a student works on an unpaid basis for a public interest attorney or for a private attorney when he or she has taken a case on a pro bono or court appointed basis. A public interest attorney is an attorney employed by a host organization that is of an educational, charitable, governmental or non-profit nature.

The Director of Public Service and Pro Bono has developed a list of over 130 pre-approved pro bono sites. The supervising attorney at these sites has agreed to allow students to contact him or her to inquire whether the student might be able to perform pro bono work for the attorney. To receive credit for performing work at sites not on the pre-approved pro bono site list, students must obtain pre-approval from the Dean or the Director of Public Service and Pro Bono.

Every semester, all students must complete a form on Sonis (the School of Law's computer database) which addresses ethical and administrative issues regarding pro bono service. Additionally, students must submit their hours on a separate pro bono form to the Assistant to the Director of Public Service and Pro Bono. Students may then check their pro bono records on Sonis. All **May graduates** must complete their requirement and submit their certification form by **April 1** of their graduation year. All **December graduates** must complete their requirement and submit their certification form by **November 1** of their graduation year.

Students who exceed the 30-hour requirement should report their additional hours of service. Students reporting 100 or more hours of pro bono service will receive special recognition at graduation. **Failure to meet the pro bono service and reporting requirements will affect a student's ability to graduate.**

IX. STUDENT AFFAIRS

The Charleston School of Law Department of Student Affairs ("Student Affairs") is dedicated to providing a supportive environment to meet the intellectual and personal needs of our students as they deal with challenges of law school. The Student Affairs team works with the Dean of and other members of the School of Law Administration to provide support in a confidential environment to students during times of personal or family crisis, including support and service referrals.

Student Affairs provides general support and guidance to over thirty-five (35) active student organizations and assists in the planning of academic lectures and student fundraising events for the School of Law. Student Affairs advises the Executive Leadership Council and provides guidance to the Student Bar Association and its Executive Board. Student Affairs oversees Student Policies and the Code of Conduct at the Charleston School of Law.

The Department of Student Affairs serves as a liaison between the students, administration, and faculty at the Charleston School of Law and seeks to enhance the quality of student life by coordinating student activities and school-wide events such as the Professionalism Series, the Lawyering Series and Awards Day. Pursuant to ABA Standard 504(a), the Associate Dean of Students serves as the Bar Admissions Counselor. The Student Affairs team is committed to providing leadership programming and fostering leadership opportunities for all students. The Department of Student Affairs is located on the second floor of 385 Meeting Street.

A. Room Reservations and Calendar

The Charleston School of Law Room Reservation Calendar may be found on the School of Law's website at <http://www.charlestonlaw.edu/Current-Students/Meeting-Room-Manager.aspx>.

Please review the calendar before requesting a room reservation.

How to make a room reservation:

1. Go to <http://www.charlestonlaw.edu/Current-Students/Meeting-Room-Manager.aspx>.
2. Check the Charleston School of Law's Room Reservation Calendar to select an appropriate date and time with a minimum of conflicting events. Students and student organizations may not schedule meetings during a Professionalism Series Lecture. If you are unsure about the timing of your event, please schedule a meeting with the Assistant Dean of Students.
3. Find an available room for your event and then click on the 'Request a Meeting' link at the top of the page.
4. Fill in the information for the meeting time/location and click 'Submit.'

Please submit the request at least three (3) days prior to the event. A confirmation email will be sent once the reservation has been confirmed. Please allow forty-eight (48) hours for a confirmation. Please do not assume that the room is available simply because it is available on the calendar. There may be a request for the same room waiting to be processed.

B. Lockers

Student lockers are located on the second floor of the Sol Blatt Jr. Law Library. To request a locker, please contact [Betsy Marchant](#) in the Department of Student Affairs.

C. Student Mailboxes

Student mailboxes are located on the first floor of the Sol Blatt Jr. Law Library. Please check these mailboxes regularly.

D. Voter Registration

The School of Law encourages all eligible students to participate in the political process. South Carolina law requires those seeking to vote to register at least thirty (30) days prior to the election. School of Law students may register to vote where they attend law school only if they establish that they are a member of that community. In establishing residency under this rule, students must demonstrate that they have a present intention to remain in the community where they attend school. If you are not registered to vote, South Carolina Voter Registration applications can be obtained in the Department of Student Affairs as well as online at <http://www.scvotes.org>.

Simply fill out the application and return it to the appropriate county board of voter registration. In Charleston County, the contact information is:

Charleston County Board of Voter Registration
Post Office Box 71419
Charleston, SC 29415
Office Number 843.744.8683
Fax Number: 843.974.6419
<mailto:bevr@charlestoncountry.org>

For more information, including eligibility requirements and updating your voter registration, please visit: <http://www.scvotes.org>

X. STUDENT COUNSELING

The School of Law and the Medical University of South Carolina ("MUSC") have formed a partnership to offer student counseling services to School of Law students. This service is confidential and available to all students enrolled in both the full-time and the part-time programs at the School of Law.

MUSC's services to students include but are not limited to the following: assessment services, therapy, mental health evaluations, and referrals to all School of Law students. Services also include consultations, promotional

materials and assessment services, up to five (5) therapy sessions following a student assessment, and appropriate referrals for treatment or follow-up.

All appointments are at MUSC with trained professionals. If counseling services are needed, please contact MUSC directly at 843.792.2848.

Mandatory Assessments

Students of concern for at risk behavior may be mandated by the School of Law to be assessed by a mental health counselor. A student who evidences emotional distress or a health concern should be reported to the Associate Dean of Students and/or the Associate Dean for Academic Affairs.

In cases which the Associate Dean of Students or the Associate Dean for Academic Affairs determines that the student is at risk, the Associate Dean of Students and the Associate Dean for Academic Affairs may mandate that the student meet with a School of Law counselor for a professional assessment of a risk behavior. Any student mandated for assessment must meet with the School of Law counselor within one business day of the mandate unless the Associate Dean of Students grants an exception in writing.⁸ Failure to meet with the School of Law counselor within the required time period will constitute noncompliance.

The student must comply with the counselor's treatment recommendation. The student will be asked to complete a release of information to disclose to the Associate Dean of Students and the Associate Dean for Academic Affairs the student's attendance at each session and the recommendations of the counselor.

Referrals for mandatory assessment shall NOT constitute disciplinary action. However, failure of the student to comply with this policy may result in sanctions, including but not limited to temporary or indefinite mandatory medical withdrawal. Additionally, if the student withdraws from school or otherwise fails to complete the mandated sessions prior to the end of the semester, the student may be required to complete an assessment prior to enrolling in subsequent semesters.

Remedial Action Plan

Upon mandatory assessment, the Associate Dean of Students and the Associate Dean for Academic Affairs may determine an appropriate remedial plan of action for the student. In developing and implementing a remedial plan, the Associate Dean of Students and the Associate Dean for Academic Affairs may consult the Student Support Team and/or other relevant faculty or staff members. Members of the Student Support Team consist of administrators and professors selected by, and serving at the discretion of the Dean of the School of Law. When consulted, team members will review the matter and determine an appropriate course of action for the student which will be best benefit the student and the School of Law community by ensuring the student's ability to meet academic standards and compliance with applicable conduct codes. In cases in which disability is a concern, the team may make recommendations as to reasonable accommodations for qualified individuals.

Family Notification Plan

The Charleston School of Law respects the privacy rights of its students as defined under the Family Educational Rights and Privacy Act (FERPA). Under extreme circumstances, it may be necessary to contact a student's parents or other family to provide support and assistance to the student.⁹ Family notification may

⁸ Includes email correspondence or formal letter.

⁹ TITLE 34—EDUCATION

occur in an instance which the student: (1) has engaged in self-inflicted life-threatening behavior; (2) is a danger to themselves or others and is unresponsive to professional medical or mental health advice; or (3) the student have injured themselves and requires medical attention.

XI. OFFICE OF FINANCIAL AID

The Office of Financial Aid is dedicated to helping Students navigate through the process of applying for financial aid, exploring all federal aid options and utilizing all resources obtained for funding law school.

The Office of Financial Aid is located on the first floor of 394 Meeting Street, near the corner of Meeting and Mary Streets. Office hours are 8:30 a.m. - 5:00 p.m., Monday through Friday. Appointments are not necessary, but encouraged in order to guarantee availability of a financial aid counselor.

A. Financial Aid Resources

Resources to assist you in funding your education at the Charleston School of Law might include scholarships (institutional and private); federal loans (Direct Unsubsidized Stafford Loan and Direct Graduate PLUS); private loans; and Veterans Benefits. Both need-based and merit scholarships are awarded by the School of Law to qualifying Students to ease the loan burden. Student loans are available to law Students who meet federal eligibility requirements to assist with covering tuition charges and qualified living expenses. The Charleston School of Law also participates in the Yellow Ribbon Program, providing eligible veterans funding for tuition expenses. Additional information and requirements about the above listed programs may be obtained from the Office of Financial Aid.

B. Cost of Attendance

A student's Cost of Attendance (COA) is an estimate of the student's educational expenses for a period of enrollment. Federal regulations specifies the types of costs that are included in the cost of attendance and is generally tuition and fees and an allowance for room and board, books and supplies, transportation, and miscellaneous expenses. Miscellaneous expenses such as car payments and personal debt, including credit cards, are not included and cannot be taken into consideration. Allowances for a laptop and/or printer, daycare expenses, etc. are not included in the COA but may be considered. Students may submit a request for a COA increase if they have purchased a laptop and/or printer for school, have daycare expenses during classes, or have expenses associated with a disability during the current enrollment term and academic year. Students should submit the Request for Budget Increase Form (available on the CSOL website) along with receipts or documentation to the Office of Financial Aid for consideration during the term the expense occurs. Approval of the request would increase the student's COA and should allow for an increase in the Direct Graduate PLUS

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- (a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 - (b) Nothing in this Act or this part shall prevent an educational agency or institution from—
 - (1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;
 - (2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior or the student; or
 - (3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.
 - (c) Paragraphs (a) and (b) of this section will be strictly construed.

(Authority: 20 U.S.C. 1232g (b)(1)(i) and (h))

[53 FR 11943, Apr. 11, 1988; 53 FR 19368, May 27, 1988, as amended at 61 FR 59297, Nov. 21, 1996]

Loan or private loan to assist with those expenses provided all other eligibility and disbursement rules are met. The maximum amount that a student's budget can be increased for computer and printer expenses is \$2,000.

C. Study Abroad Opportunities

Charleston School of Law Students who gain approval to transfer study abroad credits towards their degree program may be able to borrow federal loans through a consortium agreement to help pay for their study abroad expenses and provide living expenses as determined by the "host" law school. Not all programs of study are deemed eligible for financial aid. Documentation related to the program of study such as dates of the program, length of the program and hours of enrollment along with a Study Away Request for Aid Form must be submitted to the Director of Financial Aid for review of eligibility. If the program is deemed eligible, the student must obtain academic approval as well as complete all other steps of the financial aid process (FAFSA, loan request forms, etc) before a consortium agreement will be sent to the host institution's Office of Financial Aid. Students interested should contact the Office of Financial Aid for more information about eligibility and the process.

D. Veteran Benefits

The Office of Financial Aid assists students who qualify for VA educational benefits in researching and navigating through the steps and guidelines established by the Department of Veteran Affairs governing all VA programs. The Charleston School of Law is a Yellow Ribbon participating institution. More information about establishing eligibility with the VA and other student responsibilities may be obtained from the Office of Financial Aid. Students seeking to utilize VA educational benefits are encouraged to contact the VA Benefits Center at 1-888-442-4551.

E. Helpful Student Links and Funding Sources

<http://www.fafsa.ed.gov/>

Go here to apply for federal loans by completing a Free Application for Federal Student Aid (FAFSA).

<http://www.pin.ed.gov/PINWebApp/pinindex.jsp>

Request a PIN, which is used as your signature on the FAFSA and sometimes for online loan applications.

<http://www.finaid.org>

This site is an overall guide to financial aid.

<http://studentaid.ed.gov/>

The government's financial aid resource website.

<http://www.gibill.va.gov>

Government site for Department of Veteran Affairs.

<http://mappingyourfuture.org/money/budget.htm>

Establishing a budget.

<http://mappingyourfuture.org/money/budgetcalculator.htm>

Budget Calculator.

<http://www.bankrate.com/brm/movecalc.asp>

"Cost of living" comparison calculator between cities.

<http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtm>

Receive and review credit report. Students are encouraged to review their credit report at least once a year for accuracy.

<http://www.myfico.com/CreditEducation>.

Information about credit scores.

<http://www.finaid.org/calculators/loancomp.phtml>

Compare different loan interest rates and better understand loan repayment schedules (great for debt management when repaying loans).

http://www.nsls.ed.gov/nsls_SA

Students can review all of their *federal* loan information (loan holders, balances, interest rates, etc.).

F. Scholarship Sites

http://www.salliemae.com/before_college/Students_plan/free_money/scholarships/scholarships.htm

Scholarship page that gives sources for possible outside scholarships, information on how avoid scholarship scams, and a multiple scholarship searches.

<http://www.fastweb.com>

A popular scholarship search engine.

<http://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>

Scholarship information from the Department of Education.

<http://www.princetonreview.com/scholarships.aspx?uidbadge=%07>

Under the heading “Try Online,” click on “Scholarship Search.” You will need to register with Princeton Review.

G. FERPA (Family Educational Rights and Privacy Act)

FERPA sets limits on the disclosure of personally identifiable information from school records and defines the rights of a student to review their records and request a change in their records. Visit

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for more details.

H. Charleston School of Law Foundation Student Loan Repayment Assistance Program

Purpose

Because public service is a major component of the mission of the School of Law and further because many Students graduate with significant financial indebtedness (i.e., student loans), the Charleston School of Law Foundation (“Foundation”) has established a program that recognizes those graduates of the School who have selected a career that is dedicated to public service and provides these graduates with one-time grants to assist them with the repayment of these loans.

Eligibility

Any graduate of the School of Law who is engaged in public service employment for a minimum of six continuous months, has been out of school for less than five years, and has an outstanding student loan is eligible to apply for a Student Loan Repayment Assistance Grant.

Criteria

Applicants must have accepted an offer of employment in an area of public service. For purposes of this award, *Public Service* is defined as “service that is performed for the benefit of the public, its institutions or its people, and is rendered in the public interest for the greater good of society.”

Applicants must submit verification from their employer that the applicant has successfully completed a minimum of six (6) months of continuous public service employment prior to the date of the application.

Financial need of the applicant will be considered in the determination of the amount of the grant. Accordingly, applicants must submit verification of current salary at the time of

application; must provide documented proof of the terms, costs, and current balance of all student loans; and may submit documentation of any other indebtedness the applicant wishes the Foundation to consider in making its award.

The Foundation will also consider the impact of the applicant's public service employment on the community; therefore, the applicant may submit supporting documentation of this impact.

Except under extraordinary circumstances, grants are made on a one-time, non-recurring basis.

Ultimately, it is hoped that these grants will be sufficient to cover one year's interest on the student loans of the selected applicants. Because of the limited availability of funds, however, this is an aspirational goal, since the actual amount of any grant awarded under this program will not exceed \$2,500.

The provision of grants under this program is at all times subject to the availability of funds.

Application Process

Applications for the Student Loan Repayment Assistance Grants are available from the Office of Financial Aid at the School of Law. Applications and all supporting documentation must be received by the Office of Financial Aid no later than April 1st for consideration by the Selection Committee during the current calendar year.

The Selection Committee of the Foundation will review completed applications and will notify applicants of the decision and amount of the grant, where appropriate, by May 15th. Grants will be disbursed to the successful candidates by July 1st.

XII. STUDENT ORGANIZATIONS

If you are interested in forming a Charleston School of Law student organization, please schedule a meeting with the Assistant Dean of Students.

Student Bar Association

Each student is a member of the Student Bar Association (SBA), by virtue of attending Charleston Law. The mission of the SBA is to serve as the collective voice for the student body and to help provide an exciting experience through social, academic and community service events. More specifically, the SBA administers the budget of student funds, recommends positive change to campus policy and provides the Weekly Dicta. Each semester the SBA collaborates with organizations on campus to help achieve its goals and expand its membership. Student committees contribute to the success of the SBA as it hosts memorable events like Fall Ball and Barrister's Ball.

The SBA is composed of an Executive, Legislative, and Judicial Branch and was formally created by a Constitution ratified by the SBA in 2005.

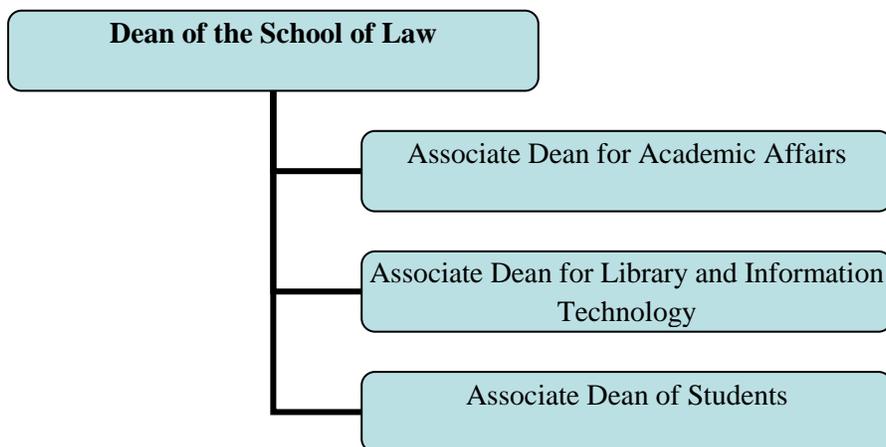
XIII. INCLEMENT WEATHER AND SCHOOL CLOSURES

The Emergency Preparedness Plan identifies a series of recommended steps and measures designed to protect the students, Faculty and staff of the Charleston School of Law. Depending on the severity of the emergency, these recommended procedures are subject to change at any time.

DECISION-MAKING IN CASES OF EMERGENCY

Chain of Command

Once the Charleston School of Law receives notice of a severe weather advisory or of any pending emergency situation potentially impacting the health and safety of the School, the Dean or, if unavailable, the next available Associate Dean will be immediately notified. In the event of any emergency, the decisions regarding the status of the School of Law will be made according to the following decision tree:



COMMUNICATION

Notifications

Emergency notifications and school closures are disseminated through the following internal and external communication channels:

- **e2Campus Text Alerts.** Urgent notifications sent via text message to Faculty, staff and student cell phones will appear from “CSOL Alert.” **To opt-in for this service visit www.e2campus.com/my/charlestonlaw/.**
- **Website.** Visit <http://www.charlestonlaw.edu> for updates.
- **Emergency Hotline.** Emergency or weather-related information will be recorded on the voicemail of the School’s Hotline, 866.599.4299.
- **Email Notifications.** An email with further instructions will be issued to the internal community via the “CSOL Alert” distribution list.
- **Social Media.** The official Charleston School of Law [Facebook](#) and [Twitter](#) pages will publish emergency information via status updates.
- **TWEN.** Information will be posted on School of Law community accounts under the “Announcements from Administration” folder.
- **Message Boards.** Internal message boards will alert students in the event of an emergency.
- **News Media.** Check local news outlets for updates on closures and delays.

These emergency notifications and updates will be drafted and published by a member of the Emergency Preparedness Team.

External Communications

The School of Law's Public Relations Consultant, Andy Brack, will act as spokesperson and serve as liaison between the School of Law and media in the event of an emergency.

ANNUAL REVIEW AND TEST OF RESPONSE SYSTEMS

The emergency notification systems, emergency response and evacuation plans shall be reviewed on a recurring basis and at least once annually. The Maintenance Supervisor and Fire Marshal test the alarm systems annually. Additionally, the Director of Security will review the names of floor captains regularly to ensure proper coverage for all facilities.

CHARLESTON SCHOOL OF LAW CLOSURE

The Dean of the School of Law will call for a closure when necessary. He will instruct all students, faculty and staff to secure their work areas if safety is not an issue. This includes but is not limited to the following: unplugging all equipment, moving all equipment to a higher ground if flooding is a concern and covering all furniture, books and computers. Upon completion of these tasks, the staff and Faculty will be asked to leave.

Once the School of Law is closed, the Dean will instruct students and non-emergency personnel to leave the School of Law and seek shelter outside of the Charleston area. The Charleston School of Law is not to be used as an emergency shelter.

STUDENT EVACUATION

If an emergency alert is declared and the Dean of the School of Law issues a mandate for the closure of the School, students may be advised to leave the campus and seek shelter inland. **The first priority is student safety. Students are responsible for their own travel and lodging arrangements in the event of inclement weather conditions and evacuations.** Campus buildings will be closed.

REMOTE CLASSROOMS, RESEARCH AND TECHNOLOGY SUPPORT

If the Charleston School of Law must physically close its facilities due to an emergency, classes will continue remotely. Faculty will record the class lectures using Audacity and then upload their lecture to Classcasters. The Associate Dean for Library and Information Technology will provide training to the Faculty. Librarians and IT staff will establish hours and an off-site phone line and email address for IT and research support. School of Law patrons will be able to access primary sources of American law as well as secondary sources electronically. Other materials can also be obtained by the library in electronic format and submitted as requested.

FLOOR CAPTAINS

Floor Captains utilize the "last person out" procedure. This means that they ensure everyone is out of each room, and off of each floor prior to their departure of the floor and building.

TYPES OF EMERGENCIES

A. SEVERE STORMS AND HURRICANES

1. Before the Storm

Understanding the differences between a weather watch and a weather warning is important for being prepared for severe weather conditions. The terms below are defined by the [National Hurricane Center](#):

- **Tropical Storm Watch**
- **Hurricane Watch**

***Watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.*

- **Tropical Storm Warning**

- **Hurricane Warning**

*****Warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.***

The Charleston School of Law will operate under four modes of preparation: ***Preparation, Threat, Watch and Warning***. The School of Law Community will be kept apprised of any important information or potential closings via the aforementioned communication channels.

2. After the Storm

The timeline to return to campus and/or reopen after a weather emergency will vary depending on the severity of the storm damage sustained. The Dean will determine and direct all recovery actions to include when the School of Law will reopen. Normal campus activities will resume once it is safe.

a. Students After the Storm

In the event of a School of Law closure, the following procedures will be used to disseminate information to students after the storm. Students should check all available communication channels and visit the School of Law's website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.

The Charleston School of Law will contact students via the emergency contact information provided on CSOL Access.

b. Employees After the Storm

In the event of a School of Law closure, the following procedures will be used to reach employees after the Storm:

- Employees will be required to check in with their immediate supervisor following the storm via telephone.
- If an employee is unable to reach their supervisor, he/she should check all available communication channels and visit the School of Law's website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.
- The Charleston School of Law may try to contact employees via email should systems allow them to do so.
- Employees will be required to return to work at the direction of the Dean of the School of Law. During the recovery period, employees may be asked to perform duties that are not included in their normal job descriptions.

3. Resources

To track the storm or find preparedness checklists and information please visit the following websites:

1. National Weather Service <http://www.weather.gov>
2. National Hurricane Center <http://www.nhc.noaa.gov/>
3. FEMA <http://www.fema.gov/hazard/hurricane/index.shtm>
4. Basic Disaster Supplies Kit <http://www.ready.gov/basic-disaster-supplies-kit>
5. National Hurricane Center <http://www.nhc.noaa.gov/prepare/ready.php>

B. TORNADO

During a tornado warning:

1. All School of Law students and personnel should disconnect electrical equipment and appliances.
2. Seek shelter in the lowest level of the building. Interior hallways or rooms are preferable, away from windows.
3. Take a flashlight, if available.
4. Assume a seated position on the floor with your head down and hands locked over your head. Stay close to the floor to avoid flying objects.

After the tornado has passed, evaluate the situation and if emergency help is necessary, contact School of Law Security at 4911, 843.377.4911, or call 911. Be aware at all times of the dangerous structural conditions around you.

C. WINTER WEATHER

In the event of inclement winter weather, the Dean will determine and direct all actions regarding closures.

1. The Dean or his designee will coordinate internal communications for the Charleston School of Law community regarding the potential for hazardous conditions and remind everyone to monitor the communication channels for more information.
2. All employees will take laptops offsite. Non-laptop users need to take copies of any critical data files with them.
3. Department heads and their staff members will secure all office equipment and furniture.
4. All students and non-essential personnel will evacuate.
5. Students, faculty and staff should check all available communication channels and visit the School of Law's website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.

D. FLASH FLOOD

Should a flood emergency occur, the Dean will determine and direct all actions regarding closures.

1. All students and employees should check the communication channels for important information and possible closures.
2. The Dean or his designee will coordinate internal communications for the Charleston School of Law community regarding the potential for hazardous weather conditions and remind everyone to monitor the communication channels for more information.
3. All employees will take laptops offsite. Non-laptop users need to take copies of any critical data files with them.
4. Department heads and their staff members will secure all office equipment and furniture.
5. All students and non-essential personnel will evacuate.

6. Students, faculty and staff should check all available communication channels and visit the School of Law's website so that they will be aware of all decisions regarding continued closings, projected openings and other pertinent information.

E. EARTHQUAKES

Earthquakes occur without warning, therefore it is important to take steps now to prepare, so that one knows how to respond.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment. Exit the building only after the shaking has stopped. Do not use the elevators.
2. After the initial shock, evaluate the situation and if emergency help is necessary, contact School of Law Security at 4911, 843.377.4911, or call 911. Protect yourself at all times and be prepared for aftershocks immediately afterwards.
3. Assist people, especially those with disabilities, to evacuate the building.
4. Once outside, move to a clear area away from buildings, utility poles, power lines or other structures.
5. After the earthquake is over, evaluate the situation and if emergency help is necessary, contact School of Law Security at 4911, 843.377.4911, or call 911. Be aware at all times of the dangerous structural conditions around you.

Resources:

1. Ready.Gov <http://www.ready.gov/earthquakes>
2. The National Earthquake Hazards Reduction Program
<http://www.fema.gov/hazards/earthquakes/nehrrp/>
3. U.S. Geological Survey <http://earthquake.usgs.gov/>

F. FIRE

If signs of smoke, flames and fire are detected in the building, take the following actions:

1. Pull the building fire alarm. The Charleston Fire Department has the primary responsibility of responding.
2. If a phone is available, dial 911 and give your location, name and reason you are calling.
3. Evacuate the building in a calm and orderly fashion, closing office and classroom doors as you exit.
4. Individuals should assist people who have disabilities to exit the building.
5. Once outside, walk quickly to designated evacuation areas. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

6. Notify an emergency official if someone is believed to be inside the building. **DO NOT RE-ENTER THE BUILDING.**
7. No entry into the building will be permitted until the Fire Department declares the area safe.

If there is a fire near you:

1. Stay low to the floor and crawl out of the building as quickly as possible.
2. Cover your nose and mouth with a wet cloth
3. If you come to a door that is closed, use the palm of your hand and your forearm to feel the door. Touch the lower, middle and upper parts of the door. If it is not hot, lean against the door and open it slowly. If there is no fire, proceed. If a door is hot when you touch it, do not open it. Look for another way to get out.
4. Smoke and gas rise to the ceiling first. Stay below the smoke at all times.

G. HAZARDOUS MATERIAL INCIDENT

A message will be sent through a communication channel if a hazardous material release (asbestos, chemical agents, chemical weapons or biological weapons, etc.) occurs outside or near the School. If conditions require an immediate evacuation from the building, directions will be sent. If conditions require everyone to remain inside the building you should:

1. Close and seal all exterior doors and windows.
2. Shut off any personal outside air system such as a window air conditioner.
3. Remain in the building until advised of further action by the School of Law, City of Charleston Police Department, Charleston Fire Department or HAZMAT personnel.

H. ACTIVE SHOOTER

A message will be sent through a communication channel if an active shooter is on campus. In the event of a sniper or an active shooter, seek cover immediately. If you are able, exit the building. Wait for authorities to advise if and when it is safe to re-enter the building. If cover is not available, seek concealment. If conditions require everyone to remain inside the building you should:

1. Contact School of Law Security at 4911, 843.377.4911, or call 911.
2. Barricade the door and turn out the lights.
3. If outside, cover with material or objects that stop small arms fire. For example, concrete walls, brick fences, big trees, etc.
4. Conceal behind objects that obscure you from view. If a shooter cannot see you, they cannot hit you. For example, behind bushes, lying down inside a vehicle, etc.

I. BOMB THREAT

The information the caller gives provides the information needed to evaluate the threat. If an office receives a bomb threat, the recipient of the call should:

1. Remain calm. Do not hang up on the caller until all vital information is obtained. Listen and do not interrupt the caller, and try to get a person close by to call 911 and initiate a trace without

alerting the caller. Respond in a matter-of-fact manner, asking the caller to repeat what he has said to you. Gather as much information as possible. Remember all details of the conversation.

2. Contact School of Law Security at 4911, 843.377.4911, or call 911.
3. DO NOT activate the fire alarm yourself. The device could be wired into the fire alarm. The decision to activate the alarm will be made by School of Law Security. The School of Law Security shift supervisor will contact the City of Charleston Police Department and School of Law administrators.
4. Officers at the bomb threat site will prepare the building for evacuation. Once the order to evacuate is given, evacuate immediately and take all of your belongings with you unless instructed otherwise. Floor Captains should ensure that everyone in their area has evacuated.
5. City of Charleston Police Department will conduct a building search for the bomb.
6. NO access to the building will be granted until the search has been completed, the suspicious package or device has been removed or deactivated and CCPD clears the building for reentry.

Emergency notifications and school closures will be disseminated through the following internal and external communication channels:

- **e2Campus Text Alerts.** Urgent notifications sent via text message to faculty, staff and student cell phones will appear from “CSOL Alert.” To opt-in for this service visit www.e2campus.com/my/charlestonlaw/.
- **Website.** Visit <http://www.charlestonlaw.edu> for updates.
- **Emergency Hotline.** Emergency or weather-related information will be recorded on the voicemail of the School’s Hotline, 866.599.4299.
- **Email Notifications.** An email with further instructions will be issued to the internal community via the “CSOL Alert” distribution list.
- **Social Media.** The official Charleston School of Law Facebook and Twitter pages will publish emergency information via status updates.
- **TWEN.** Information will be posted on School of Law community accounts under the “Announcement from Administration” folder.
- **Message Boards.** Internal message boards will alert students in the event of an emergency.
- **News Media.** Check local news outlets for updates on closures and delays.

XVI. IMPORTANT NUMBERS AND RESOURCES

Law Enforcement/Regulatory Agencies

Police/Fire/Ambulance	911
Arson/Explosives Unit (Non-Emergency)	803.252.3455
Charleston County Emergency Preparedness	843.746.3800
Charleston County Sheriff's Office	843.202.1700
City of Charleston Fire Department (Emergency)	843.720.1981
City of Charleston Police Department	843.577.7434
City of Mount Pleasant Fire Department	843.884.0623
City of Mount Pleasant Police Department	843.884.4176
City of North Charleston Fire Department	843.740.2616
Emergency Federal Bureau of Investigation	803.551.4200
Federal Bureau of Investigation	843.881.0194
Poison Control Center	800.222.1222
S.C. Emergency Preparedness	803.737.8500
S.C. Department of Health & Environment Control	803.898.3432
State Law Enforcement Division/24 Hour Emergency	803.896.7000
South Carolina Highway Patrol	843.953.6032

Public Utilities

South Carolina Electric & Gas (SCE&G)	800.251.7234
Natural Gas Leak Emergencies	888.333.4465

Hospitals

Bon Secours St. Francis Hospital (West Ashley).....	843.402.1000
East Cooper Regional Medical Center	843.881.0100
Medical University of South Carolina	843.792.2300
Roper/St. Francis Hospital	843.724.2000
Trident Medical Center	843.797.7000
Trident Summerville Medical Center	843.832.5000