

Code of Student Conduct

2022-2023

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I. INTRODUCTION

Communities are vital to developing growth and maturity in individuals. Living in a community requires knowledge, integrity, and mutual respect. A strong and effective community helps individuals mold habits and values that enable them to achieve personal satisfaction and contribute to a better world. University rules and regulations are designed to protect individual liberties and the values stated in the University’s mission statement, especially the commitment to “develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective ... while adopting the highest standards of integrity and accountability, and committing [the University] to excellence through continuous self-improvement.” See page 19 of this document for the full mission statement of Coastal Carolina University.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A. General Information

Responsibility for good conduct rests with students as individuals. All members of the campus community are expected to use reasonable judgment in their daily lives to show concern for the welfare and rights of others. Educational institutions are not sanctuaries from the jurisdiction of the civil and criminal laws of the communities and states where such institutions exist. If in violation of city, state, or federal laws, the student may be accountable to those authorities, as well as to University authorities, if the conduct violates University standards. Some prohibited conduct may necessitate response through both the academic and nonacademic processes of the Code of Student Conduct.

Students are entitled to safety and privacy, but the University will conduct facility inspections for maintenance, health, or safety purposes. Also, the University may conduct search and seizure operations when the health and safety of persons or property are involved.

To serve the interests of all students, the University may decline admission, suspend enrollment, or administratively withdraw a student from the University based on violations of the Code of Student Conduct. A student is not in good disciplinary standing with the University while suspended, on disciplinary probation, or past due on sanctions/action plans.

Students agree to abide by all rules and regulations of the University as a condition of admission. Any violation of the Code of Student Conduct that occurs between the time of acceptance and enrollment at the University may be subject to review by the Dean of Students Office.

B. Rights of the Respondent

1. Persons alleged to have violated the University's rules and regulations (respondents) have the following rights:
 - a. Written/electronic notice of alleged violation(s), account of the conduct resulting in alleged violations, and notice of the scheduled hearing.
 - b. The right to a hearing.
 - c. The right to a timely student conduct process and decision.
 - d. The right to challenge the admissibility of information.
 - e. The right to appeal.
 - f. The preponderance of the information is the standard of proof used to determine if a violation has occurred.
 - g. The right to a personal advisor, whose role is to advise the student rather than actively represent.
 - h. The right to participate in the conduct hearing or remain silent.
 - i. The right to present witnesses and a reasonable number of character statements.
 - j. A written decision specifying the violation, outcome, and right of appeal.
 - k. The right to challenge the seating of any hearing officer for good cause.
 - l. The right to have the case heard only on the misconduct for which they have been given notice.
 - m. The right to question all available witnesses.
 - n. The right to request a reasonable postponement of the hearing.
 - o. The right to face their accuser. (Special conditions may be imposed in sensitive cases.)
2. The University will make every effort to protect the rights and dignity of persons responding to or victims/complainants of violations of this code within limits provided by the Family Educational Rights and Privacy Act (FERPA) and other federal, state, and local laws. In accordance with FERPA, prior consent is not required to disclose personally identifiable information to schools at which a student intends to enroll. Regarding these requests, the University will make an attempt to notify the students that records are being provided.

C. Rights of a Person Filing a Complaint and/or Victim of Offense

1. A person who has filed a complaint or is the victim of an offense will have the following rights:
 - a. The right to review the statements of the student who is the subject of the alleged violation.
 - b. The right to present information supporting the victim's/complainant's version of the alleged violation.
 - c. In cases of violence and sex offenses, the right to know (or have next of kin know if appropriate) the outcome, including elements of the action plan from the hearing.
2. The University will make every effort to protect the rights and dignity of victims/complainants of violations of this code within the limits provided by FERPA and other federal, state, and local laws.

III. ACADEMIC INTEGRITY CODE

A. Statement of Community Standards

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity, and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.

B. Expectations of Community Members

All members of our community – students, faculty, staff, and administrators – share responsibility for promoting a culture of academic integrity. Each group plays a different role, and, together, cultivates mutual respect and ethical behavior.

1. Students:
 - a. Understand and abide by the Code of Student Conduct.
 - b. Take responsibility for personal behavior.
 - c. Actively oppose every instance of academic dishonesty.
2. Faculty members:
 - a. Serve as mentors, advisors, and educators for students.
 - b. Uphold and enforce University rules and guidelines.
 - c. Clarify academic expectations for students.
3. Administrators and staff:
 - a. Educate the campus and surrounding communities about academic integrity.
 - b. Ensure reasonable and consistent enforcement of standards.

C. Honor Pledge

Students will receive the honor pledge, learn what it means, and commit to the statement of community standards. The following is the University's honor pledge:

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity, and personal responsibility. As members of this community, we are accountable for our actions and are committed to creating an atmosphere of mutual respect and trust.

On my honor, I pledge:

- *That I will take responsibility for my personal behavior.*
- *That I will actively oppose every instance of academic dishonesty as defined in the Code of Student Conduct.*

From this day forward, my signature on any University document, including tests, papers, and other work submitted for a grade, is a confirmation of this honor pledge.

D. Prohibited Conduct

1. Plagiarism, cheating, attempted cheating, and all other forms of academic dishonesty.
 - a. Examples of plagiarism include, but are not limited to, the following:
 - Borrowing words, sentences, ideas, conclusions, examples, and/or organization of an assignment without proper acknowledgment from a source (for example, a book, article, electronic document, or another student's paper or work, visual or audio representations, or computer software programs).
 - Submitting another person's work in place of his/her own.
 - Allowing someone else to revise, correct, or edit an assignment without explicit permission of the instructor.
 - Submitting work without proper acknowledgment from commercial firms, websites, fraternity or sorority files, or any other outside sources, whether purchased or not.
 - Allowing another person to substitute any part of a course for them, including quizzes, tests, and final examinations.
 - Submitting any assignments done with the assistance of another without explicit permission of the instructor.
 - Submitting work that was originally prepared for another class without explicit permission of the instructor.
 - Knowingly aiding another student who is engaged in plagiarism.
 - b. Examples of cheating and attempted cheating include, but are not limited to, the following:
 - Using or intending to use unauthorized information, materials, or assistance of any kind for an assignment, quiz, test, or final examination.
 - Knowingly aiding or attempting to aid another student who is engaged in cheating.
2. Furnishing false information to any University official, faculty or staff member, University office, or other outside party to obtain academic advantage.
3. Forging, altering, or misusing any University document or record to obtain academic advantage.

E. Resolution Process for Academic Violations

1. Alleged academic violations should be reported in writing to the instructor of the class or to the Office of Academic Integrity within 10 business days of receiving knowledge of a possible violation. The report may be submitted by anyone who is aware of the alleged violation, including the student who committed the alleged violation or any student, faculty, or staff member who observed or has knowledge of the alleged violation. The faculty member, or other reporting party, will report the alleged violation through the Office of Academic Integrity. (Case files are maintained by the Office of Academic Integrity.)
2. Reports of academic violations should include the following information:
 - a. Name of the respondent.
 - b. Type of violation.
 - c. Name(s) of witness(es).
 - d. Name of person filing the complaint.

Note: Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve as the sole basis for disciplinary action. Intentionally making a false accusation violates this code.

3. A student who has been charged with an academic violation may not withdraw from the class or the University without the permission of the academic integrity officer or designee.

4. Hearing Process

a. Student-Faculty Meeting

- Within 10 business days of receiving knowledge of a possible violation, the student will receive notice in writing of:
 - The alleged violation.
 - A summary of student rights and responsibilities.
 - The date, time, and location of student-faculty meeting, which will take place no later than 10 business days from the date of notice. If the violation occurs within the last two weeks of a semester or during a period between semesters, the meeting will occur as soon as is practical the following semester. Faculty may give a grade of incomplete for the course if a violation is pending.

Note: Unusual circumstances may warrant adjustments in the timeline.

- At the student-faculty meeting, the alleged violation(s) and possible outcome(s) will be reviewed. The student may respond to the alleged violation(s) in writing in advance of the meeting and/or may respond verbally at the meeting. If a student does not attend the meeting, the meeting may proceed in the student's absence.
- Participants at a student-faculty meeting will include the instructor and the respondent, and may also include the student(s), faculty member(s), or staff member(s) who observed and reported the infraction. At the request of the faculty member or student, an academic integrity officer may be present at this meeting. The chair of the department of the course in which the incident occurred should not attend this meeting, as the chair may be involved in the resolution process if the student decides to appeal the decision of the instructor.
- Following the student-faculty meeting, the faculty member (or in instances of reports from non-instructors or violations outside of an academic course setting, the Office of Academic Integrity through a College Academic Integrity Committee (CAIC) will determine if the student is in violation of the alleged misconduct.
- If the student is found in violation, the faculty member will determine a sanction (see Section F). One of the following will occur:
 - The student agrees with the faculty member's decision.
 - The student does not agree with the faculty member's decision, feels that the imposed penalty is too severe, or believes that the University process has been violated. The student may submit a written request for an appeal hearing to the academic integrity officer. This letter will include a brief explanation of the alleged violation and the specific reason for requesting the appeal. The request for an appeal hearing must be made within five calendar days of receiving the decision of the faculty member from the student-faculty meeting.
- The Office of Academic Integrity will receive all reports of alleged violations. Students who have been found in violation of a previous offense will be referred to the College Academic Integrity Committee for sanctioning. More serious sanctions will automatically be considered for students with more than one violation.

b. College Academic Integrity Committee (CAIC)

- The CAIC consists of both faculty from the appropriate college and student representatives (two faculty members for every student representative). The student representative will be selected from a list of nominees developed by the Student Government Association. The student appointee must be in good disciplinary standing, meaning that the student is not on probation and/or has no incomplete sanctions. Also, the student member must have completed at least 30 credit hours, be a full-time student, and have a GPA of 2.5 or better.
- The Office of Academic Integrity will notify the respondent in writing of the date, time, location, and purpose of the hearing. At the hearing, the CAIC will review the case. The instructor of the course will be present to

summarize the incident, and the student will have an opportunity to respond. If the student does not respond to the notification, the hearing may proceed in the student's absence.

- The CAIC may uphold or modify the decision from the student-faculty meeting. In second offense cases, the CAIC will not issue a sanction at a level lower than what was assigned in the student-faculty meeting.

c. Appeal Process

If the student believes that due process has failed or that substantive issues related to the case were not reviewed at the CAIC hearing, the student may submit a written appeal to the dean of the college in which the course under consideration was offered. Appeals must be submitted within five days of receiving the decision of the CAIC. The decision from the dean is the final step in the resolution process.

F. Academic Sanctions

1. Following the student-faculty meeting, the faculty member (or in instances of reports from non-instructors or violations outside of an academic course setting, the Office of Academic Integrity through a CAIC) may impose one or more of the following sanctions when a student is found in violation:
 - a. Written warning.
 - b. Grade of F on the assignment.
 - c. Grade of F in the course.
 - d. Grade of FX in the course. (If a penalty grade of FX is imposed in the course, the student will not be able to drop the course, petition a grade change, or use the grade forgiveness policy.)
 - e. Requirement to complete an academic integrity workshop.
 - f. Other educational sanctions (in consultation with the academic integrity officer).

Any academic integrity violation that does not reflect positively upon the standards or image of Coastal Carolina University, or conduct that is an egregious violation of the Academic Integrity Code, even if a first offense, may be directed to a CAIC by the academic integrity officer and may subject the offending student to the sanctions outlined in F2 below.

Students who do not complete required sanctions may be referred to a CAIC for additional sanctions outlined in F2 below.

Multiple academic integrity violations by a student will subject the student to the sanctions outlined in F2 below through a CAIC (as mentioned in E4 above.)

2. The CAIC or dean of the college or designee may impose one or more of the following sanctions when a student is found in violation:
 - a. Any student-faculty meeting sanctions.
 - b. Disciplinary suspension from the University.
 - c. Permanent dismissal from the University.

Students who do not complete required sanctions will have a hold placed on their student accounts and may be referred to the CAIC for additional sanctions.

IV. NONACADEMIC CONDUCT CODE

A. General Guidelines for Nonacademic Violations

1. The dean of students has primary responsibility and authority for the administration of student misconduct for nonacademic violations. Further delegation of this authority may be made by the dean of students to the associate dean of students, University Housing staff, and other staff members.
2. Anyone may initiate a complaint regarding a University student by submitting the following information through an incident report (please refer to the Dean of Students Office website for information):
 - a. The name(s) of the respondent(s).
 - b. A clear, signed statement explaining the nature and circumstances of the complaint.
 - c. The names, addresses, and telephone numbers of those filing the complaint.
3. Anonymous reports may alert an administrator to an existing problem, but it is unlikely that these reports will provide sufficient information to initiate disciplinary action.
4. Any student who is arrested for any alleged offense other than a minor traffic violation must notify the Dean of Students Office within 72 hours of the arrest.
5. Any student who becomes a registered sex offender prior to or during the student's tenure at the University will be subject to permanent dismissal.
6. The Dean of Students Office maintains student conduct files, which are considered education records as defined by FERPA. The current or former student's conduct file may contain copies of all necessary and appropriate correspondence; name(s) of the hearing officer(s); Student Conduct Board and appeal decisions; recorded sessions; as well as other documentation pertinent to any case for which a student was found responsible for a violation of the Code of Student Conduct. The terms "file" or "record" mean any information relating to a current or former student that is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained. A password-protected, electronic software system is used to maintain the student conduct records. Hard copy files are stored in a locked file cabinet that can only be accessed by authorized University personnel. Disciplinary records not involving a suspension or permanent dismissal from the University are maintained for a period of seven years. Records resulting in a separation of a student will be retained indefinitely.
7. The University prohibits retaliation. Any individual who, in good faith, reports what is believed to be student misconduct, or participates or cooperates in, or is otherwise associated with any investigation shall not be subjected to retaliation. Individuals who believe they have been the target of retaliation by a student for reporting should contact the Dean of Students Office. A student found to have engaged in retaliation shall be subject to disciplinary action appropriate for the nature of the retaliatory behavior.
8. Individuals who intentionally give false statements to a University official, or who submit false complaints or accusations through the complaint process, including, but not limited to, during an investigation or hearing, shall be subject to disciplinary action pursuant to this code.

B. Jurisdiction of the Code

Violations of University policies, rules, or regulations, or of federal, state, or local laws, may constitute a violation of this code and result in disciplinary action. The University has authority over misconduct that occurs on University premises and reserves the right to consider the behavior of students off-campus when it is determined that the off-campus behavior is

detrimental to the University and its educational mission.

1. Violation of Law and University Disciplinary Proceedings
 - a. The procedures provided in this code are not intended to be equivalent to the process of federal, state, or local criminal laws. Criminal procedures do not address the academic mission of the University. University disciplinary proceedings may be initiated against a student who has been charged with a violation of law if the conduct may also violate this code. The University reserves the right to proceed under this code prior to, concurrent with, or subsequent to civil litigation, criminal arrest, or criminal prosecution. The University may work to coordinate with the court system to ensure no duplication of services, penalties, or outcomes. The University cooperates fully with law enforcement agencies to the extent permitted by law.
2. Off-Campus Violations and University Disciplinary Proceedings
 - a. The primary types of off-campus violations addressed by the Dean of Students Office include, but are not limited to, the following:
 - Felony charges.
 - Assault charges.
 - Driving under the noticeable effect of alcohol/drugs or charges of driving by individuals under the age to possess alcohol.
 - Repeated (more than one) misdemeanor charges not listed above.
 - Activities of a student or group of students that clearly conflict with the University's interests and mission, including, but not limited to, patterns of behavior that put the health and safety of others at risk or show disregard for the policies of the University.

C. Prohibited Conduct

1. Abuse of the student conduct system. Abuse includes, but is not limited to, the following:
 - a. Failure to inform a hearing officer of student's choice not to appear for a pre-hearing conference or before a hearing body when proper notice is given.
 - b. Falsification, distortion, or misrepresentation of information before a hearing officer, hearing body, or University official prior, during or after a student conduct proceeding.
 - c. Disruption of or interference with the orderly conduct of a student conduct proceeding.
 - d. Attempting to discourage an individual from participation in or use of the student conduct system.
 - e. Attempting to influence the impartiality of a member of a Student Conduct Board, staff associated with the conduct process, a witness, complainant/victim, or respondent prior to, throughout, or after a student conduct proceeding.
 - f. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
2. Accessory to Prohibited Conduct
Acting as an accessory to any illegal activity and/or conduct that is deemed a violation of University policy.
3. Alcohol
 - a. Possession, sale, distribution, consumption of, and being in the presence of alcohol on campus regardless of age. (Refer to the current Coastal Carolina University Alcohol and Drug Policy for specific guidelines and limited exceptions.)
 - b. Possession, sale, distribution, and consumption of alcohol off campus for those under the legal age to possess alcohol.
 - c. Sale or distribution of alcohol to those under the legal age to possess alcohol.
 - d. Driving while under the noticeable effect of alcohol.
 - e. Any behavior that is the direct result of alcohol consumption. Any student found to be visibly impacted by alcohol consumption will be found in violation of the alcohol policy.

- f. Possession of any items that provide for the common distribution of alcoholic beverages on property owned, occupied, or leased by the University or in University facilities. Furthermore, empty containers of alcohol (beer cans, beer bottles, wine bottles, distilled spirits, etc.) are a violation of the alcohol policy.
- g. Consumption from or the possession of an open container of alcohol in public, off-campus locations, regardless of age, except at licensed events or establishments.

NOTE: Please refer to the Medical Amnesty Policy for additional information.

4. Hostile Conduct

- a. Physical assault – attempting and/or physically striking another being or beings.
- b. Conduct that threatens or endangers the health or safety of any being or any act that unreasonably interferes with, impedes, or harasses other being or beings.
- c. Conduct including, but not limited to, physical acts directed at a particular person or persons based upon that person’s or persons’ race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, or any class protected by law that creates a hostile environment or that results in excluding participation in, or denies the benefits of, any educational program (including research opportunities) or working opportunity (including professional development for that person or persons).

5. Hostile Communication

- a. Threatening another individual physically, verbally, or by any other means in a manner to make that individual reasonably believe that the threat or threats are likely to be carried out; harassment; intimidation; or coercion by any means, including electronic communication.
- b. Verbal or written threats, coercion, or any other communication that is based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, or any class protected by law, that, by design, intent, or recklessness, incites reasonable fear of physical harm or otherwise unreasonably interferes with another’s ability or opportunity to participate in work, education, research, or other activities.

6. Disorderly Conduct

- a. Disruptive behavior or other conduct that, taken alone or considered in the aggregate, interferes with the institution’s operations or with the ability of faculty, staff, or students to work or learn.
- b. Conduct that disrupts the academic and social environment of the campus or surrounding areas may be deemed disorderly. Examples include, but are not limited to, obscene conduct and/or indecent exposure, disruption of social and/or academic functions, excessive vulgarity, and the use of fighting words.

7. Drugs

- a. Illegal selling, manufacturing, distribution, possession, delivery, and/or medically unsupervised usage of prescription drugs, hallucinogenic drugs, and controlled substances or being in the presence of such substances. (Refer to the current Coastal Carolina University Alcohol and Drug Policy for specific guidelines.)
- b. Sale, possession, and/or distribution of drug paraphernalia, including, but not limited to, hookahs, bong, pipes, etc.
- c. Driving while under the noticeable effect of drugs.
- d. Behavior that is a direct result of drug consumption. Any student found to be visibly impacted by the usage of drugs will be found in violation of this policy.

NOTE: Please refer to the Medical Amnesty Policy for additional information.

8. Failure to Comply

The University requires compliance with its policies and procedures, and the lawful directions of law enforcement officers and/or University officials, including the request to identify oneself. Students must also comply with the action plans that are issued through the student conduct process.

NOTE: All University policies are available on the University's policy page at coastal.edu/policies.

9. Fire and Emergency Safety

- a. Attempting to set, setting, or adding to unauthorized fires on property owned, occupied, or leased by the University.
- b. Tampering with, damaging, or misusing any fire protection and/or emergency equipment. In addition to University disciplinary action, the student may be subject to criminal prosecution. This includes tampering with emergency buttons.
- c. Possession and/or usage of any explosive devices, materials, or dangerous chemicals. This includes, but is not limited to, all types of fireworks.

10. Misrepresentation of Information

- a. Possession or use of a false, forged, borrowed, or altered identification card of any kind or the use of the identification of another person.
- b. Altering, falsifying, or other misuse of a student's documents, University documents, or records. Additionally, this may include, but is not limited to, furnishing false information to the University or other parties; forgery; unauthorized alteration of any documentation, medical excuses, or legal documents; or misuse of a University official's signature.

11. Hazing

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain; discomfort; humiliation; embarrassment; or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new or current members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership.

12. Information Technology

Unauthorized access to or abuse of University network and computing systems, or any other violations of the University computer use policy, including, but not limited to:

- a. Unauthorized entry into a file for any purpose.
- b. Unauthorized transfer of a file.
- c. Use of computing facilities and resources in violation of copyright laws.

13. University Housing Policies

See *Community Living Guide*.

14. Tobacco

Use of all forms of tobacco and smoke-related products, including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, water pipes (hookahs), bidis, kreteks, smokeless tobacco, electronic cigarettes, and other devices allowing for the ingestion, combustion, inhalation, or other use of tobacco is prohibited in or on all University property.

NOTE: Please refer to the Tobacco-Free Campus Policy for additional information.

15. Theft

Unauthorized taking, misappropriation, or possession of any property or services owned or maintained by the University, any person on campus, or any person attending a University-related function. In addition, it is a violation of University policy to possess stolen personal or public property belonging to others outside the University community.

16. Unauthorized Entry or Usage

Unauthorized entry into or usage of a University facility and/or property or elsewhere. This includes unauthorized solicitation and/or distribution of marketing materials. Additionally, this policy applies to unauthorized possession, duplication, or use of keys or access cards to any University premise.

17. Vandalism

Willful abuse or damage of property owned, occupied, or leased by the University, as well as the property of others.

18. Weapons and/or Dangerous Instruments

- a. Illegally possessing firearms or ammunition, whether operable or inoperable, loaded or unloaded.
- b. Possessing and/or using a dangerous instrument, including decoys and replicas. Any instrument may be defined as dangerous if it is used, attempted or threatened to be used, or is readily capable of being used to cause physical injury.

19. Sexual Misconduct or Gender-Based Misconduct

Including, but not limited to, dating/domestic violence, sexual exploitation, sexual violence/assault, sexual harassment, and/or stalking.

NOTE: Detailed definitions pertaining to prohibited sexual misconduct are outlined in University's Title IX Policy (UNIV 468). The University's Title IX Policy supersedes this policy when jurisdictional requirements in that policy are met and a formal complaint is made by the complainant. Allegations outside of the jurisdiction of that policy will be adjudicated by the procedures outlined in this Code of Student Conduct. Specific questions about Title IX should be directed to titleIX@coastal.edu.

20. Nuisance

Conduct of a student who uses, owns, occupies, or leases any building or residence where the behavior or misconduct at that location either disturbs the public peace or violates University policies so that the building, business, or residence may be viewed by the community or the University as a nuisance.

21. Citizenship Conduct

Students and their guests are expected to engage in responsible social conduct that reflects positively upon the Coastal Carolina University community and to model good citizenship in any community.

22. Other

Violation of federal, state, or local laws on University premises, at University-sponsored or University-supervised activities, or elsewhere, including off-campus locations, if such conduct adversely affects the University community, is a violation of University policy.

D. Disciplinary Hearing Process

1. Preliminary Investigation

- a. The Dean of Students Office or designee will investigate reports of alleged violations of the Code of Student Conduct or local, state, or federal laws.
- b. After completing a preliminary investigation, and if the information supports an alleged violation, the student will be notified by email and/or in writing of alleged violation(s) and notice of further action. Further action is defined as one of the following:
 - Informal Resolution – An informal resolution may be conducted for certain incidents with low impact to the campus community. Informal resolutions are not reflected on a student's conduct record. In an informal resolution, the hearing officer will notify the student by email of the incident and corresponding outcome. If

the student wishes to challenge that outcome, the student can request the formal resolution process. Once a student requests a formal resolution, the case becomes part of the student's record and follows the conduct process as outlined in section D2.

- Formal Resolution – The formal resolution process is initiated through the pre-hearing conference. See section D2 for a full review of the pre-hearing conference.
- c. In certain circumstances, based on campus or external incident/police reports, the dean of students or designee may impose a no-contact order (CSC.IV.H.13), residence hall suspension (CSC.IV.H.8), or interim separation prior to the hearing.
- Interim Separation – Interim separation is an action requiring that a student immediately leave the campus and property owned, occupied, or leased by the University. It may be imposed upon a student by the dean of students or designee when there is reasonable cause to believe, based on available facts, that the student poses a threat to self or others. This is done because the immediacy of the danger caused by the student's presence on campus makes it impossible to follow the normal disciplinary procedures. When a student is separated on an interim basis, a notice is given with the reasons for the separation, the duration, and any special conditions that apply. Efforts will be made to initiate the conduct process for a student who is separated on an interim basis within 10 business days of the interim separation. In certain circumstances, such as incarceration of the respondent, when an intricate investigation is required, or due to lack of communication from a respondent, the 10-day window may be adjusted. Any student who is separated on an interim basis and returns to the campus and property owned, occupied, or leased by the University during the separation will be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (i.e., to take an exam, to consult with the dean of students or designee, or to participate in disciplinary procedures) may be granted in writing by the dean of students or designee.
- d. A student who has violated or is alleged to have violated any nonacademic regulation of the University will need to request the permission of the dean of students or designee to withdraw from the University. Such requests will be reviewed by the dean of students or designee and may or may not be granted, based on the severity of the precipitating incident. A notation of the circumstances under which the respondent was permitted to withdraw will be entered in the student's conduct record. The withdrawal of a student with or without such approval will not deprive the University of the power to adjudicate the student's alleged violations of policy, and, in the event of being found in violation, the University may restrict the student's readmission on such terms or under such circumstances as it may prescribe.
- e. The University's action shall be independent of civil and/or criminal proceedings pending in city, state, or federal court. The outcome of court proceedings has no bearing on the University's student conduct process or action plans. At a disciplinary hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply.
2. Pre-Hearing Conference
- a. A hearing officer will conduct the conference. The complainant may or may not be present.
- b. This conference will occur as soon as possible after the report, complaint, or request from an informal resolution process is received. The hearing officer will inform the respondent of these facts:
- The alleged violation(s) of policy.
 - The disciplinary hearing options.
 - Possible action plans involved.
- c. At the pre-hearing conference, a hearing officer will provide the respondent:
- A written notice of the alleged violation(s) of policy and an outline of rights. In the event that additional alleged violations are evident, a further written notice must be forwarded to the student. A notice may be mailed, hand-delivered, or electronically mailed.
 - A review of all available information, documents, exhibits, and a list of witnesses.
 - The choice not to appear at the hearing. In that case, the hearing will be conducted in the student's absence.
 - Assistance by a personal advisor. The personal advisor provides the student moral support and may or may not be a member of the University community. The University has the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process. Upon

request of a student, the personal advisor may:

- Advise the student concerning the preparation and presentation of the case. The advisor may not speak for the student, except in exceptional circumstances with the discretion of the hearing officer.
- Accompany the student to all student conduct proceedings whenever possible.
- Not also serve as a witness.

d. At the conclusion of the pre-hearing conference, one of the following will occur:

- The hearing officer and the student agree to move into an administrative resolution.
- The hearing officer may delay completion of a review until further investigation is completed. The conduct case is referred by either the hearing officer or the respondent to a hearing with the Student Conduct Board. (Refer to Section E: Student Conduct Board.)

3. Student Conduct Administrative Resolution

- a. The respondent will be provided the opportunity to present information in response to the alleged violation(s).
- b. The hearing officer determines whether a violation has occurred, based on the majority of the information, and provides written documentation of the decision.

4. In cases of violence and sex offenses, the victim/complainant may have support person(s) present during the pre-hearing conference/administrative resolution and Student Conduct Board hearing. The support person(s) may not participate in the hearings in any way.

5. Appeal Process

Refer to Section G: Appeal Process for Nonacademic Violations for process.

6. Student Conduct Board Hearing

Refer to Section E: Student Conduct Board for the hearing process.

E. Student Conduct Board

1. Members

- a. The Student Conduct Board (SCB) will consist of 10 elected faculty at large; 10 administrative staff or faculty members appointed by the University president; and 15 students.
 - The chair of the SCB will be a faculty member, elected by members of the SCB. A vice chair (faculty/staff member) will also be elected and will serve in the absence of the chair.
 - The student members must be in good standing, have completed a minimum of 30 semester hours, carry a minimum of 12 hours per semester for the duration of their service, maintain a cumulative GPA of 2.5 or higher, and be appointed by the Student Government Association so that each academic college is represented. A student is not in good disciplinary standing while suspended, on disciplinary probation, or while having past due action plans.
 - If an SCB hearing is scheduled during breaks or summer sessions and the SCB appointees are not available, members will be appointed as follows: The president will appoint four members of the faculty and/or administrative staff. The president of the Student Government Association will appoint two students who are in good standing with the University.
 - If responsibilities are not being fulfilled by a member of the SCB, the dean of students or designee may recommend replacement of the member to the appointing body.
- b. A sitting panel will be selected for each case based on the availability of SCB members and will consist of two students and four of the faculty/staff members. In instances where the alleged violation(s) would not warrant a separation from the University, a modified panel may be used.

Note: Panels related to incidences of sexual misconduct or interpersonal violence may, at the discretion of the dean of students or designee, require a special panel composition.

- c. The dean of students or designee may serve as an advisor to a sitting panel and share the conduct record of the respondent.

2. Term of Service

- a. Elected faculty members will serve three-year staggered terms. Appointed members will serve a one-year term. SGA student members will be appointed for a one-year term.
- b. When a Student Conduct Board member resigns, vacancies will be filled as follows: The Faculty Senate Executive Committee will appoint or elect faculty for elected faculty vacancies; the University president will make a new appointment for appointed vacancies; and the SGA president will make a new appointment for student representative vacancies.

3. Jurisdiction

- a. The SCB will conduct hearings and appeals of students alleged to have committed violations of the Code of Student Conduct.
- b. The SCB has jurisdiction over alleged violations committed by University students other than academic violations, including by way of example, but not limited to: theft; assault; violations of alcohol/substance abuse policies and/or the Code of Student Conduct; and all matters arising under the Student Government Association Constitution as referred by the SGA, SGA advisor(s), or designee. (SGA impeachment proceedings will be held according to the procedures outlined in the SGA Constitution.)
- c. To accomplish fundamental fairness, the SCB may change or modify its rules and procedures to apply to particular facts, circumstances, or cases before it.
- d. Generally, a Student Conduct Board will be convened when one or more of the following conditions apply:
 - Suspension or permanent dismissal may be an outcome.
 - The University's Core Action Plans for Alcohol and Other Drugs do not apply.
 - The respondent disagrees with the charges as reviewed in the pre-hearing conference.

4. Referrals

The dean of students or designee may refer cases to the SCB.

5. Powers, Decisions, and Effects of Noncompliance

- a. The SCB has the authority to enforce its decisions and to impose action plans.
- b. In the event that a student called before the SCB fails to appear for the scheduled hearing, the hearing will be held in the student's absence. However, the board will not find the student in violation solely because the student did not participate in the hearing.
- c. The failure of a student to comply with the decision of the SCB may result in additional penalties. The Dean of Students Office, on behalf of the SCB, may notify the Provost's Office, Office of the Registrar, and other relevant University offices of noncompliance with any of its decisions.
- d. The dean of students or designee will monitor the compliance of SCB decisions.

6. Rights and Responsibilities of a Student Called before the Student Conduct Board

- a. All University students have rights and responsibilities. For a complete list, refer to Section II.
- b. A student called before the SCB will also have the following rights:
 - A notice of the date, time, place, and format of the hearing.
 - A written notice of alleged violation(s) and an outline of student rights and hearing options.
 - All hearings will be closed to parties not directly involved with the case.
- c. A student called before the SCB has the following responsibilities:
 - Prompt response to all delivered correspondence is necessary to expedite student conduct matters.
 - If the student does not respond to the notice letter by the date requested, the student forfeits the above rights, and the hearing will be heard in absence.

- d. During the SCB hearing, the responding student is entitled or subject to:
- Advisory assistance. The advisor may be any individual of the student's choice and may assist the student in all phases of the student conduct process. Only one advisor is permitted. The University maintains the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process. The advisor may not also serve as a witness.
 - Appear in person and to present witnesses and any information relevant to the case. Witnesses will be present only during the time they are testifying.
 - Present signed written statements from person(s) unable to attend the hearing.
 - Hear and question all witnesses and have access to all relevant information. Special conditions for questioning witnesses may be imposed in sensitive cases.
 - Challenge sitting panel members for cause. The removal of a panel member will be at the discretion of the chair of the panel.
 - Refuse to answer any question(s) or to make a statement. However, the panel will make its decision on the basis of information introduced at the hearing.
 - Elect not to appear at the hearing. The hearing will be conducted in the student's absence.

7. The Procedure of the Student Conduct Board

a. Prior to the Hearing

- Members of the SCB will be contacted by the Dean of Students Office regarding their availability for a case. A sitting panel will be chosen based on availability of members as noted in Section IV.E.1.a. Documents and details of the case will be available at the time of the hearing.
- The student who is the subject of the alleged violation(s) will receive notification of the time and place of the hearing.

b. General Information about the Hearing

- Members of the SCB may be removed or disqualify themselves from sitting on a particular case for reasons of conflict of interest, and a substitute may be appointed by the chair.
- The chair of the sitting panel will be responsible for conducting the hearing, ensuring that proper records are kept, and informing the appropriate officials of the decision and action plan.
- Statements, information, or comments given during hearings will be held in confidence by members of the panel.
- A record of all hearings will be made by the SCB via audio recording or another method determined by the board. These recordings will constitute the official record of all such proceedings.
- During the hearing, any mitigating or aggravating circumstances may be introduced by either side to the panel.
- Proceedings of the SCB will take precedence over all nonacademic activities and may, in extreme cases, need to take precedence over academic activities. Board members, students who are the subjects of a complaint, and all witnesses notified by the board will appear at the times designated by the board and will be excused from other obligations to participate in board proceedings.
- The chair will determine the appropriateness of questions and make decisions regarding procedural questions that arise during the hearing.

c. Procedures of a Student Conduct Board Hearing

- The chair will summarize the complaint and inform the student who is the subject of the complaint of the specific nature of the complaint or alleged infraction.
- The chair will call upon the dean of students or designee to present information to support violations of the Code of Student Conduct, documentation of past violations, and/or outcomes on the record of the respondent.
- The student who is the subject of the complaint may be present throughout the hearing and may consult with an advisor during testimony.

- The SCB may hear and question each witness separately.
 - The SCB may call any witnesses whose testimony bears on the case.
 - The SCB insists on honest and forthright responses to its questions and may issue decisions, including suspension or dismissal, for any witness who is not truthful or who intentionally misleads the board. All students who testify before the board may be required to sign a statement attesting to the truthfulness of their testimony.
 - The student who is the subject of the complaint may be required to submit questions for a witness in writing. The chair will determine the appropriateness of questions and may choose to direct questions to the witness in place of the respondent.
 - Decisions are based upon a majority vote from the SCB sitting panel. The SCB chair only votes in case of a tie.
- d. Post-Hearing
- Only sitting panel members and the dean of students or designee may be present and participate in the deliberations.
 - The dean of students or designee will be responsible for notifying the student of the SCB decision in writing, ensuring that proper record entries are made, and that appropriate follow-up on the action plan occurs.
 - After complaints of violence or sex offenses, the dean of students or designee will be responsible for notifying the victim and/or complainant (or next of kin if appropriate) of the decision, ensuring that proper record entries are made, and that appropriate follow-up on the action plan occurs.
 - SCB case files are maintained in the Dean of Students Office.
- e. Decisions and Appeals
- Refer to Section F: Hearing Decisions and Notification for Violations and Section H: Nonacademic Action Plans.
 - Refer to Section G: Appeal Process for Nonacademic Violations.
 - If a student is found in violation of the Code of Student Conduct, the Office of Financial Aid may be informed and subsequent financial aid decisions may be impacted.

F. Hearing Decisions and Notification for Violations

1. Finding of Not In Violation
 - a. A finding of not in violation as a result of a decision by any hearing body will resolve the matter with no further action. A finding of not in violation by any of the appellate bodies will result in a complete reversal and/or modification of action plans previously imposed and may not be appealed further. After a finding of not in violation in the case of an appeal, all records of the action plans previously issued will be removed from the student's record.
2. Finding of In Violation – Action Plans
 - a. Disciplinary action plans may be imposed upon students found in violation of the Code of Student Conduct. Elements of the action plan may be imposed either singularly or in combination. Action plans do not take effect until the completion of the appeal process, unless otherwise specified by the hearing officer reviewing the case or the Student Conduct Board.
 - b. The purpose of developing action plans is twofold: to protect the University community from behavior that is detrimental to the community, and to assist students in identifying acceptable limits and consequences of future behaviors that fall within the regulations of the University.
 - c. From the date of suspension to the date of return, the student does not have access to the petition process. The Office of the Registrar will inform instructors of a W or WF assigned for nonacademic reasons.
 - d. Action plans include, but are not limited to, those listed within Section H: Nonacademic Action Plans.

3. Notification
 - a. At the discretion of the dean of students or designee, and in compliance with FERPA, decisions of cases and action plans may be shared with the student's parents or guardian, the complainant, and/or the academic dean or other appropriate University officials on a need-to-know basis. In cases of violence and sex offenses, both the complainant/victim (and next of kin if appropriate) and the respondent will be notified of the outcome of the proceedings by the dean of students or designee.
 - b. Notifications and hearing decisions to the student will be in writing and electronically mailed, mailed on a certified/return receipt requested basis, or hand-delivered.

G. Appeal Process for Nonacademic Violations

1. The appeal authority will generally limit its review of the original hearing record to the following two issues: 1.) whether University disciplinary procedures were followed that provided notice of the alleged violation(s) and an opportunity to respond; and/or 2.) whether new information exists that is sufficient enough to alter the original decision and why such information was not available or not presented at the original hearing. In accordance with Title IX, the accuser has the opportunity to submit an appeal in Title IX cases.
2. The student must submit the appeal in writing and should be specific about which element of the action plan is being appealed. The appeal must be submitted within five calendar days of the decision.
3. All appeals are managed by the Dean of Students Office. The appeal officer differs as outlined below:
 - a. If a case was heard by a hearing officer from University Housing, the appeal will either be heard by the dean of students, associate dean of students, or their designee.
 - b. If a case was heard by a hearing officer from the Dean of Students Office (excluding the associate dean of students or dean of students), the appeal will be heard by the dean of students or their designee.
 - c. If a case was heard by the associate dean of students or dean of students, the appeal will be heard by the chair/vice chair of the SCB.
 - d. If a case was heard by the Student Conduct Board, the appeal will be heard by the vice president for executive initiatives, or their designee.

In any appeal review, the appeal authority may uphold the decision, modify the decision, or require a new hearing. The decision of the appellate body is final.

H. Nonacademic Action Plans

The University adheres to a core action plan for alcohol and other drugs. Exceptions to the core action plan must be approved by the dean of students or designee. Action plans issued for Code of Student Conduct violations include, but are not limited to, the following:

1. Warning

A written notice to the student that the student is violating or has violated University policy.
2. Fees

Requirement that a student remit a specific amount of money, typically in relation to services or items provided as a result of a violation (assessments, education programs, etc.).
3. Restitution

An order to make restitution is issued when a student has engaged in conduct injurious to the property of another (individual, group, or the University) for which monetary damages may be determined. For example, this may be an element of the action plan in cases of property damage, theft, fraud, deception, or misappropriation.

4. Community Service

Provide some type of community service to the University or community as a whole. The service should, where appropriate, be relevant to the nature of the violation. Service opportunities should have some educational value and should not be unduly burdensome to other staff or students. This element of the action plan may include, but is not limited to, service on campus, to the surrounding community, or to others in need. Service opportunities must be independent of any preexisting relationship (family, friends, student organizations, paid employment, etc.) and must be verifiable in order to fulfill action plan requirements.

5. Educational Programs

Assigned as an opportunity for personal development. This includes, but is not limited to, alcohol education, drug education, psychological assessment, reflection document, essay, presentation, development of publicity material, etc.

6. Conditions

Limitations upon a student's behavior and/or department privileges for a period of time, or an active obligation to complete a specified activity. This element of the action plan may include, but is not limited to, denial of the right to represent the University in any way, denial of the right to hold an office with a student organization, restriction of visitation privileges, restriction of contact with another person or persons, required attendance at a workshop, or participation in community service.

7. Disciplinary Probation

A designated period of review and observation during which a student is under an official warning that the student's conduct, although not serious enough to warrant a form of suspension, violated the code. Subsequent violations of University rules, regulations, or policies could result in a more severe action plan.

8. Residence Hall Suspension

Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

9. Loss of Housing

Permanent separation or separation for a designated time period of the student from the residence halls, including the revocation of guest privileges. Specific types of housing separations may include, but are not limited to:

- Conditional Loss of Housing: termination of housing privileges if certain educational outcomes are not met within a designated timeline.
- Limited Loss of Housing: termination of housing privileges for a period of time related to an academic term (i.e. one semester, one academic year, etc.).
- Permanent Loss of Housing: termination of housing privileges for the duration of a student's enrollment at the University.

10. Suspension for a Period of Time

Denial of enrollment, attendance, and other privileges at the University for a given period; conditions for readmission may be specified. When the action plan includes suspension, the student must leave the campus at the conclusion of the appeal process (or immediately if there is no appeal filed), and may not participate in academic, extracurricular, or other University activities except as may be authorized by the dean of students or designee. During the period of suspension, the student is denied the right to register for classes or to visit the University. The student is subject to arrest for trespassing should the student be found on property owned, occupied, or leased by the University. In extenuating circumstances, a suspension may be deferred. If the student is found in violation of any University policy during the time of deferred suspension, the suspension takes effect immediately without further review. An additional student conduct action plan appropriate to the new violation also may be issued. A student who has been issued a deferred suspension is deemed "not in good standing" with the University.

11. Permanent Dismissal

Involuntary separation of the student from the University without future readmission. The student must leave the campus and is not eligible to participate in classes or any University-sponsored or University-related activities. The student is subject to arrest for trespassing should the student be found on property owned, occupied, or leased by the University.

12. No-Contact Order

A no-contact order is a University directive that restricts contact between individuals in any way, including in person or via email, telephone, text messaging, social networking, or any other method of communication. Direct or indirect contact would be considered a violation of harassment (CSC.IV.C.5) and failure to comply (CSC.IV.C.8). This violation could be grounds for suspension or permanent dismissal.

Questions or concerns regarding this Code of Student Conduct should be referred to the Dean of Students Office. All University policies are maintained at coastal.edu/policies.

Addendum to the Student Code of Conduct, Section IV, D. 2. c.

Effective July 1, 2022 to June 30, 2023

The *italicized* language below has been added to the 2022-2023 Code of Student Conduct, in compliance with 2022-2023 South Carolina State Budget Proviso 117.162, outlining a responding student's ability to retain counsel, at the student's expense, when the alleged violations of the Code of Student Conduct arise from criminal charges.

In the event there is a conflict between the Code of Student Conduct and this addendum, this addendum will control. Specific questions regarding the added language should be directed to the Dean of Students Office.

For the purposes of this addendum, the following definitions apply:

Disciplinary Proceeding - The formal process under which alleged violations of the Code of Student Conduct are investigated and resolved, wherein a finding (in violation or not in violation) is entered and becomes part of the student's conduct record. Informal resolutions and contract-based processes are not considered disciplinary proceedings.

Retained Counsel - an individual enrolled as a member of the South Carolina Bar, pursuant to applicable court rules, or an individual otherwise authorized to perform prescribed legal activities by action of the Supreme Court of South Carolina.

2. Pre-Hearing Conference

c. At the pre-hearing conference, a hearing officer will provide the respondent:

- A written notice of the alleged violation(s) of policy and an outline of rights. In the event that additional alleged violations become evident after the initial notice is issued, a further written notice identifying the additional violations must be forwarded to the student. A notice may be mailed, hand-delivered, or electronically mailed.
- A review of all available information, documents, exhibits, and a list of witnesses.
- The choice not to appear at the hearing. In that case, the hearing will be conducted in the student's absence.
- Assistance from a personal advisor. The personal advisor provides the student moral support and may or may not be a member of the University community. The University has the right to disqualify a particular advisor when participation of that advisor allows the potential for disruption of the student conduct process. Upon request of a student, the personal advisor may:

- Advise the student concerning the preparation and presentation of the case. The advisor may not speak for the student, except in exceptional circumstances with the discretion of the hearing officer.
- *In incidents where an alleged violation of the Code of Student Conduct results from a criminal charge, the student may choose to retain counsel, at their expense, to provide full legal representation in all proceedings including, but not limited to, allowing counsel to appear on behalf of the student, speak on behalf of the student, question witnesses, protect the statutory and constitutional rights of the student, and to otherwise fully participate in all proceedings on behalf of the student. Counsel is defined as an individual enrolled as a member of the South Carolina Bar, pursuant to applicable court rules, or an individual otherwise authorized to perform prescribed legal activities by action of the Supreme Court of South Carolina.*

Students intending to utilize counsel as defined above must provide the Dean of Students Office with written notice at least 24 hours prior to any meeting. The University reserves the right to manage the timeline and efficiency of the student conduct process and will communicate directly with students regarding the time, place, and manner of all proceedings, regardless of counsel involvement.

- Accompany the student to all student conduct proceedings whenever possible.
- Not also serve as a witness.

Coastal Carolina University Mission

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the region, Coastal Carolina has a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to building undergraduate and graduate degree programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services. Coastal Carolina fully embraces its leadership role as a regional center of economic and intellectual resources, lifelong learning, cultural and recreational opportunities, and athletic programs.

As Coastal Carolina executes this mission, it recognizes its responsibility to be a role model to the community and to the professions by assuring fair and honest treatment of people with whom it interacts and sustainable stewardship of resources entrusted to it, adopting the highest standards of integrity and accountability, and in committing itself to excellence through continuous assessment and improvement.

Update adopted by the Coastal Carolina University Board of Trustees on July 19, 2014.

Update approved by the South Carolina Commission on Higher Education on Feb. 5, 2015.

Coastal Carolina University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, genetic information, mental or physical disability, or status as a disabled or Vietnam-era veteran in its admissions policies, programs, activities, or employment practices. For more information related to discrimination, please visit www.coastal.edu/titleix or contact the Title IX coordinator at titleix@coastal.edu; +1 843-349-2382; eeo@coastal.edu; or the U.S. Dept. of Education Office for Civil Rights at www2.ed.gov/ocr.