2015 SPECTRA STUDENT HANDBOOK

SPECTRA
(Speedy Consolidation and Transition Program)
July 12 – August 15, 2015

*This handbook subject to change without notice*
# Table of Contents

- Division of Student Affairs Administration ................................................................. 3  
- HISTORY ......................................................................................................................... 7  
  - SPECTRA ......................................................................................................................... 7  
    - Participation in SPECTRA Program ........................................................................... 7  
    - Summer LEADer Qualifications ................................................................................. 8  
- RULES and POLICIES for the SPECTRA PROGRAM ...................................................... 8  
- Driving .............................................................................................................................. 8  
- Campus Boundaries .......................................................................................................... 8  
  - SPECTRA CAMPUS BOUNDARIES ............................................................................... 9  
- STUDENT CONDUCT ....................................................................................................... 11  
- DISMISSAL REPERCUSSIONS .......................................................................................... 12  
- DRESSING FOR SUCCESS ............................................................................................... 12  
- DAILY SCHEDULE .......................................................................................................... 14  
- SIGN-IN and SIGN-OUT .................................................................................................. 14  
- Activity Sessions ............................................................................................................. 14  
- CURFEW and QUIET HOURS .......................................................................................... 14  
- FAMILY & FRIENDS VISITATION WEEKEND ............................................................... 15  
- Weekends ........................................................................................................................ 15  
- Residence Hall Guidelines .............................................................................................. 16  
- CougarAlert Notification System .................................................................................... 17  
- Sexual Misconduct Policy and Procedure ....................................................................... 20
Division of Student Affairs Administration

Alicia D. Caudill, Ph.D.
Executive Vice President for Student Affairs

Jeri O. Cabot, Ph.D.
Associate Vice President and Dean of Students

Michael Duncan
Assistant Vice President and Director of Higdon Student Leadership Center

Office of Multicultural Student Programs and Services Staff

Teresa Smith, Ed.D.
Director

Ernest Brevard Jr, M.S.Ed.
Campus Outreach and Student Develop Coordinator

Christopher Gilliard
Administrative Assistant

Joshua K.A. Hall
SPECTRA Office Manager and SPECTRA LEADER for Student-Athletes

Nova Edwards
Graduate Intern

Heba Abdin
Student Office Assistant
SPECTRA LEADers

Casey Wadsworth
Head LEADer

Trent Dickerson
Shaenna Lambert
Assistant Head LEADers

Stephen Clay
Jasmine Curbeam
Rosie Escalante
Ivana Ford
Tatyana Ponds
Chelsea Powell
Anfernee Robinson
Octavia Sims
Raven Thomas Smith
Jimmy Worthy

SPECTRA LEADers

Bravada Hill

SPECTRA Honors College LEADer

Brandi Bell
Samaria Boyd

SCAMP LEADers
2015 SPECTRA Faculty

Sofia Agrest
Department of Mathematics and SCAMP Director
Kendall Deas
Department of Teacher Education
Jocelyn Evans
Department of Finance
Valerie Frasier
Department of English
Anthony Greene
Department of African American Studies
Jon Hale
Department of Teacher Education
Brent Laing
Department of Theatre
Gil Lauzon
Department of Mathematics
Michael Owens
Department of English
Dawne Taylor
Department of Chemistry
Joy Vandervort-Cobb
Department of Theatre
Patricia Williams Lessane

Avery Research Center for African American History and Culture
College Survival Skills Workshop Facilitators

Ernest Brevard Jr  
Campus Outreach and Student Development Coordinator  
Office of Multicultural Student Programs and Services

Cicely McCray  
Director of Recruitment, Marketing and Communications  
Graduate School, University of Charleston, South Carolina

Keith Merritt  
Director of Student-Athlete Academic Services  
Athletics

Deni Mitchell  
Ombudsperson  
Office of the Institutional Ombudsperson

Robert Reese  
Chief and Director  
Department of Public Safety
HISTORY

SPECTRA

SPECTRA (Speedy Consolidation and Transition) was created over 33 years ago. The program provides an academic and transition experience for multicultural and first-generation recent high school graduates who have been accepted to the College of Charleston and are enrolling for the fall semester. SPECTRA is a challenging program designed to assist underrepresented and/or first generation freshman students with making a smooth transition from high school to college. SPECTRA participants enroll in summer courses, which, upon successful completion, will apply toward their baccalaureate degree. In addition to the academic benefits, SPECTRA sponsors social, civic engagement, leadership, and culturally enriching activities. SPECTRA offers a balance of academics, student life, and student support services that provide its participants with a great foundation before entering college in the fall semester. The SPECTRA program is sponsored by the Office of Multicultural Student Programs and Services.

Participation in SPECTRA Program

SPECTRA students are not classified as college freshman, and a member of the Class of 2019 until they begin their fall semester. SPECTRA students will still be considered as recent high school graduates. Although not yet college freshman, SPECTRA students are expected to comply with the College of Charleston Student Handbook 2014-2015 (“Student Handbook”), including the Student Code of Conduct. SPECTRA students should review and be familiar with the guidelines in the Student Handbook, which can be found at http://studentaffairs.cofc.edu/honor-system/studenthandbook/documents-pdfs/2014-2015-student-handbook.pdf. In addition, SPECTRA students are expected to comply with the College of Charleston Guide to Residential Living 2014-2015 (“Residence Hall Guidelines”). SPECTRA students should review and be familiar with the Residence Hall Guidelines, which can be found at http://reslife.cofc.edu/policies-and-procedures/GuideToResidentialLiving%202014-2015.pdf.

As a SPECTRA student, you are expected to participate in all SPECTRA events and stay with the program for its duration. With the exceptions of dire emergencies, or extenuating circumstances, which will be handled on a case-by-case basis by the Director, students may not leave the College of Charleston during the SPECTRA program.
**Summer LEADER Qualifications**

Students applying for the SPECTRA summer positions are screened, and attend three intensive panel interviews before being selected as a LEADER. There are certain criteria that help students become effective LEADers for SPECTRA participants. Some of the criteria include being supportive, non-judgmental, good listener, willingness to help others, their academic standing, respect for diverse student group, ability to adhere to the FERPA laws and confidentiality. The LEADers go through an extensive training program and our standard of excellence bar is set **VERY HIGH** for them! In addition, the SCAMP LEADers have to be recommended by two professors from the School of Sciences and Mathematics and their SCAMP advisor.

We are very proud of the students selected to be SPECTRA LEADers for this year. However, please keep in mind that our SPECTRA LEADers are **NOT** trained for advanced mental health counseling. If there is a history of any mental health related conditions, you need to have the student arrange to see a professional at the Counseling Center, or refer them to a doctor at one of the hospitals in the vicinity of the college.

**RULES and POLICIES for the SPECTRA PROGRAM**

**Driving**

SPECTRA students **are not** permitted to have a car or any other motorized vehicle available for personal use while participating in the SPECTRA program. Riding in a vehicle, other than the one approved by the parent/guardian is also prohibited. You may not sit in or ride in any personal vehicle unless it is driven by the designated person listed on your vehicle permission form. There are no exceptions to this rule.

**Campus Boundaries**

SPECTRA LEADers will walk the participants throughout the boundary area. Students are not permitted to exceed the boundary area during the SPECTRA program. It is the student’s responsibility to ask questions he/she may have regarding the boundary areas. If boundary areas are crossed, students will receive sanctions which may include limitations on activities, and/or dismissal from the program.

The boundaries are **clear and defined**. Within those boundaries, students can go to any store, restaurant or shop with **at least one other** SPECTRA classmate. Students are not permitted to go anywhere alone even if it is within their boundaries. **This is for the students’ safety.**

**STUDENTS ARE NOT PERMITTED IN THE MARKET AREA ANYTIME AFTER 8:00 p.m.!**
**SPECTRA CAMPUS BOUNDARIES**

- St. Phillip Street to Vanderhorst Street
- Vanderhorst Street to King Street
- King Street to Warren Street (Juanita Greenberg and Joe Pasta)
- King Street to Calhoun Street
- Calhoun Street to East Bay Street
- East Bay Street to Meeting Street
- Meeting Street to Market Street
- Calhoun Street to Pitt Street
- Pitt Street to Wentworth Street
- Wentworth Street to King Street
- King Street to Market Street
- Market Street to Concord Street
- Concord Street to Waterfront Park

*Areas indicated on the boundary map (below) on thick BLACK line are prohibited after 8:00pm*
STUDENT CONDUCT

As a SPECTRA student, you are expected to maintain very high standards of conduct and follow the policies, procedures and guidelines outlined in the 2014-2015 College of Charleston Student Handbook and the 2014-2015 Guide to Residential Living in conjunction with the specific rules of the SPECTRA program. You are asked to be sensitive to the needs of others, to respect the rights of your fellow SPECTRA students, and to cooperate with the entire SPECTRA faculty, staff, LEADers, college personnel, or other authorities and to respect College property. Certain behaviors such as fighting or arguing in class, the residence hall or around the campus, using drugs or alcohol, having intimate relations with SPECTRA LEADers or other students, disrespecting faculty, staff, other SPECTRA students or your LEADers are incompatible with participation in the SPECTRA transition program and can result in your immediate dismissal from the program.

- Residence-hall night check-in hours—11:00 p.m. Sunday through Thursday, 12:00 a.m. Friday and Saturday nights—are to be strictly observed.
- Students must remain in their residence hall from nightly check-in to 7:00 a.m.
- Noise is to be reduced at 7:30 p.m. in the residence hall. From 11:00 p.m. (12:00 a.m. on Friday and Saturday nights) to 8:00 a.m., there is to be no noise in the residence hall.
- Students may not play athletic, unsafe, water sports or boisterous games in corridors, classrooms, or residence-hall rooms, on grounds immediately adjacent to a college building, or in such a manner as to damage the grounds or property.
- Students must stay within the designated boundaries at all times.
- Students may not attend parties sponsored by friends, fraternities, sororities, athletes or other students during SPECTRA.
- Students are expected to treat their rooms and common areas with respect or you will be billed for any and all damages incurred.

Understand that failure to abide by these rules, or to respect the authority of program LEADers in their enforcement, may result in sanctions including, but not limited to:

- limitations on activities
- restitution for property damage
- dismissal from the program
DISMISSAL REPERCUSSIONS

When a student is dismissed from the SPECTRA program, the student is required to leave campus immediately or within a reasonable amount of time as needed for pick-up. In addition, the student will be dropped from his/her summer classes. **The final grade will be determined by the professor** and is contingent upon how long the student is enrolled in the course. To begin college with failing grades and low GPA are huge burdens to carry in four years of undergraduate life. Students will be **responsible for all fees incurred** during the summer II session, if they are dismissed from the program. Withdrawal from classes may also seriously affect those students with scholarships, financial aid, and/or grants that have **specific** grade stipulations and course credit stipulations. Please note, the Director **WILL NOT** consider these repercussions when making a dismissal decision.

*All students are urged to adhere to the rules and regulations of the SPECTRA programs!*

DRESSING FOR SUCCESS

There is not an official dress code for the SPECTRA program, however as the Director, I would like to provide some guidelines that will help your student to exercise careful discretion in their clothing selections. **I realize that these guidelines may not be perfect; however, it is extremely important that everyone dresses in an appropriate manner and carry themselves properly at all times.**

We are constantly striving to provide the best possible environment for student learning and achievement, therefore any condition that distracts students from learning, is of serious concern. This sheet is designed to inform you the parent/guardian and your student about dressing for success. Clothing must be appropriate and modest. The SPECTRA program is a learning zone for all students and physical distractions may interrupt the academic flow.

During the months of July and August, the Charleston weather is **very hot and humid**; therefore, students are advised to wear comfortable, casual clothing to class. Clothing such as shorts, jeans, slacks, skirts, blouses, tee shirts (without offensive wording, slang, violence or obscene pictures), and casual shirts that are comfortable are appropriate. Classrooms are often cold due to the preset air-conditioners; therefore, a light jacket or sweater may be needed.

Do people at the College form an opinion about the way students dress? **ABSOLUTELY!** Does that mean that students should avoid any sense of individuality? **ABSOLUTELY NOT!** To this end, we would like the SPECTRA program environment to be relatively free of unnecessary distractions, to ensure that all gender students can learn, grow, and feel comfortable to excel.

**The SPECTRA staff reserves the right to ask a student to change clothes if it is determined that the clothes the student is wearing are deemed inappropriate.**
This information is applicable for both genders to use as a guide to determine appropriateness of attire.

**ATTIRE NEEDED FOR THE SPECTRA PROGRAM:**

- Students should bring clothes suitable for exercising if they enjoy working out in the gym.
- Students will need a bathing suit for activities at the waterpark and the beach.
- Students will need a **dressy ensemble** for the closing program on **August 15, 2015**. (Ties, slacks, dress suits, dress pantsuits, nice dress, or skirt and dressy top would be appropriate for this occasion).

**INAPPROPRIATE ATTIRE:**

- The wearing of jeans/pants/shorts below the waist line, which would show boxers, underwear, thongs, or the backside, is considered inappropriate attire. Clothing that reveals too much cleavage, the back, chest, stomach, or underwear is not appropriate attire.
- T-shirts, hats or other clothing with paraphernalia that may be offensive is inappropriate.
- Beachwear such as a thong or speedo is considered inappropriate attire.
- Extremely tight clothing, spandex, and net/see through garments are considered inappropriate attire. **Short**-short dresses, **short**-short skirts, and skirts, pants or dresses with thigh high splits are inappropriate.
- **Short**-shorts, **very short** pants, **short**-short cutoffs are inappropriate. How do you gauge the length? Put your arms straight down by your sides… the shorts cannot be any shorter than the tips of your fingers.
DAILY SCHEDULE
Your exact class schedule was sent to you via e-mail.

SPECTRA Participants can expect to be in workshops and classes from 8:30 a.m. until 4:00 (with a lunch break) Monday through Friday.

SCAMP Students can expect to be in class from 8:00 AM to 3 PM (with a lunch break) Monday through Friday.

Class attendance each day is mandatory.
Class attendance is crucial. Summer sessions are taught at a very fast pace. During the regular academic year, students have approximately 16 weeks to complete a semester. During the Summer II session, the 16 weeks are condensed into a four-and-a-half week term. Therefore, if a student misses one day of class, it could equal to missing three days of classes during the regular semester. During the weekday evenings, students are required to attend workshops, events, presentations and other activities. There is also mandatory library time throughout the week.

SIGN-IN and SIGN-OUT
All students must sign in and out when leaving and returning to the Residence Hall. When you leave campus, you MUST sign out. Signing out requires you to be in the company of at least one other student. All students must sign back in when returning to campus. You must give the exact location of where you are going. (I.e. King Street Station, not just “out”). You must carry your cell phone at all times while you are off campus. Make sure your phone is charged and turned on to receive calls or text messages. NO EXCUSES! NO EXCEPTIONS!

Activity Sessions
When time is allotted for activities, ALL STUDENTS MUST PARTICIPATE, unless time is needed to study for tests or exams (Case by case basis). Activity and bonding sessions help form close emotional ties between people. Bonding is a time when the group can come together as one to form a unique bond. A LEADer facilitates this time.

CURFEW and QUIET HOURS
Curfew:
- Sunday through Thursday:
  - Residence hall by 10:00 p.m.
  - Room check/Quiet Hour begins at 11 p.m.
- Friday and Saturday:
  - Residence hall by 11:00 p.m.
  - Room check/ Quiet Hour begins at 12 a.m.

Curfew means you must be in the building, and room check/quiet hour means you must be in your suite.

There is a curfew for SPECTRA students in the following areas of Charleston:
- King Street: 9:00 p.m.
- Market Street: 8:00 p.m.
FAMILY & FRIENDS VISITATION WEEKEND

SPECTRA is an intense and demanding experience. LEADers, Staff and students alike have a great deal to learn from each other; four and a half up to five weeks is not much time, and it will go by very quickly. For the safety of everyone in the Residence Hall and in the interest of your student’s suitemates’ privacy; parents, family & friends weekend visitation is on:

- Saturday, August 1, 2015  8:00 a.m. – 11:00 p.m.
- Sunday, August 2, 2015  8:00 a.m. – 6:00 p.m.

Parents/Family/Friends: when visiting a SPECTRA student, enter the Residence Hall and go to the front desk. Please call for the student room from the lobby to let him/her know you have arrived.

NOTE TO SPECTRA STUDENTS:

VISITATION IN ROOMS OF THE OPPOSITE SEX IS STRICTLY PROHIBITED. IF YOU NEED TO CONSULT OR CHAT WITH STUDENTS OF THE OPPOSITE SEX, YOU ARE REQUIRED TO MEET IN THE LOUNGES AND/OR OTHER COMMON AREAS, and NOT in the STAIRWELLS or THE BACK OF THE RESIDENCE HALL.

Non–SPECTRA participants are not permitted past the first floor lounge area.

Weekends

SPECTRA participants are required to stay on campus throughout the program. Participants are not permitted to leave for the weekend except in dire emergencies or extenuating circumstances, which must be approved by the Director. Activities have been planned and participation in all activities during the weekend is mandatory unless otherwise mentioned.
Residence Hall Guidelines

In the Residence Hall, you are under the general supervision of the SPECTRA LEADers staff. You are to respect their responsibility and authority. In addition to the rules and requirements in the Student Handbook and the Residence Hall Guidelines, the following rules help maintain a safe and positive living environment while you are here at the College:

1. No smoking, no candles, or incense burning in any part of the residence hall.
2. No playing sports, such as soccer, Frisbee, or football indoors.
3. No sliding down the stairs on mattresses, boxes or any other object that may injure you or others.
4. No rollerblading or skateboarding indoors.
5. No water guns, water fights, or throwing of other substances which could damage property or injure others.
6. Please refrain from bouncing basketballs in the residence halls (lobby, hallways, or in your room).
7. No throwing objects out of the windows.
8. Be respectful and courteous of LEADers and your peers at all times.

NOTE TO SPECTRA STUDENTS:

VISITATION IN ROOMS OF THE OPPOSITE SEX IS STRICTLY PROHIBITED. IF YOU NEED TO CONSULT OR CHAT WITH STUDENTS OF THE OPPOSITE SEX, YOU ARE REQUIRED TO MEET IN THE LOUNGES AND/OR OTHER COMMON AREAS, and NOT in the STAIRWELLS or THE BACK OF THE RESIDENCE HALL.

Non–SPECTRA participants are not permitted past the first floor lounge area.

Room Key

Each SPECTRA student will be issued his or her own set of keys by the College’s Residence Life staff. All locks and keys are the property of the College of Charleston, and each student is responsible for returning these keys at the conclusion of the SPECTRA program. In the event that a student loses his or her keys, a set of new keys will be made at the cost of the participant. If you lose your key, contact your LEADER immediately!

The student will be charged $65.00 to replace a lost key.

Residential Maintenance Supplies

Any supplies, such as toilet paper, light bulbs, and trash bags are available at the front desk of the residence hall.

Room Assignments

Room assignments were made based on responses from your questionnaires. Because meeting new people from other communities is an important facet of SPECTRA/SCAMP, roommate changes are quite rare and can be made only with the approval of the Director. Generally, only special medical needs are considered valid reasons for changing room assignments.
Room Decorations

Due to tight building maintenance scheduled on a campus that is occupied year round, you will not be able to permanently attach pictures, posters, or other objects on the walls of the residence hall. You may keep a small amount of food in your room, provided it is stored in closed containers. You may not keep any food or drinks in your room that might contribute to unclean and unhealthy conditions, or attract unwanted bugs. You are responsible for keeping your rooms and bathrooms clean.

Emergency Exits

Emergency Exits are marked and located throughout the residence hall stairwells. In case of an emergency, students should file out calmly through the emergency exits. The SPECTRA LEADers will check to determine that all of their students have evacuated and are accounted for. Students cannot reenter the building until instructed by fire safety and emergency medical service.

CougarAlert Notification System

The College of Charleston has an agreement with the Blackboard Connect Inc. [formerly The NTI Group, Inc. (NTI)] to use its Connect-ED communication software to provide an emergency notification system that is capable of reaching students, faculty, staff and parents within minutes of a campus crisis. This system is called CougarAlert.

Information for Students

The CougarAlert emergency notification system will contact up to six phone numbers for the student. Student may include family members numbers in their email address and phone number information.

All students should log onto MyCharleston to review their email address and telephone information and update as needed.

To access the address and telephone information, follow these steps:

1. Log on to MyCharleston
2. Click on the Academic Services tab
3. Click on the Banner Self-Service link in the third column
4. Click on the Personal Information link
5. Click on the Update Phones link
6. Click on the Update Email Addresses link

The CougarAlert system will pull the phone number in the following order – cell phone with text messaging option, cell phone without text messaging option, residence hall room phone number, mailing phone number, home phone number, parents phone number and parent 2 phone number.
If you do not have one of these numbers in your student record, the system will select the next number on the list.

To avoid issues related to timely communication of emergency messages to the proper places, every student must update his or her contact information in MyCharleston with current accurate information.

Contact Information
EMERGENCY PHONE DIRECTORY

Public Safety Emergency
843.953.5611

Public Safety Non-Emergency
843.953.5609

Emergency Information Hotline
843.725.7246

General Information/Operator
843.805.5507

Disability Access
Relay South Carolina
1.800.735.2905

TTY Text Telephone
843.953.1419
ULifeline

- ULifeline is an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding mental health and suicide prevention. ULifeline is available where college students seek information the most - at their fingertips on the Internet.
- ULifeline is a program of The JED Foundation, the nation’s leading organization working to prevent suicide and improve the mental health of college students, and is overseen by an expert board of mental health professionals. The Jed Foundation provides ULifeline to all colleges and universities free of charge, regardless of the size or type of institution. Currently, more than 1200 colleges and universities participate in the ULifeline Network.
- Since its inception, ULifeline and The Jed Foundation have reached millions of parents, students, administrators and those who have suffered in silence. We will continue to be vigilant in improving ULifeline and its ability to educate, raise awareness, and reduce the stigma associated with mental health seeking on college campuses.
Sexual Misconduct Policy and Procedure

College of Charleston Statement on Sexual Misconduct
It is the policy of the College of Charleston to respect the rights and the dignity of the individual. Sexual Misconduct, including sexual violence, violates this principle and will not be tolerated on College Property or in any Program or Activity conducted by the College. It is a violation of this policy to discriminate, harass, or abuse any student or applicant for admission to the College based on gender, sexual orientation, gender identity or expression. The College is committed to taking immediate, equitable and effective steps to respond to Sexual Misconduct, to prevent its recurrence, and to address its effects.

Defining Sexual Misconduct

Verbal:
Unwelcome sexual advances or requests for sexual favors based upon gender, sexual orientation, gender identity or gender expression; verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats; epithets; slurs; negative stereotyping (including “jokes”); repeated, unwelcome requests for social engagements; questions or comments about sexual behavior or preference.

Non-Verbal:
Display of sexually suggestive objects or pictures, leering, whistling, obscene gestures; written or graphic material (including communications by computers, cell phones, etc.) that defames or shows hostility or aversion toward an individual or group because of gender, sexual orientation, gender identity, or gender expression.

Acts of sexually-based Intimidation:
To place another person in reasonable fear of bodily harm and/or emotional distress through the use of threatening words, repeated and/or severe aggressive behavior or other conduct or both, but without displaying a weapon or subjecting the person to physical attack.

Acts of sexually-based coercion:
Use of explicit or implicit force, threats, unusual pressure or intimidation to make somebody do something against his or her will.

Acts of sexually-based threats:
An expression of intention to inflict injury, harm or damage.

Stalking:
Engaging in a course of conduct directed at a specific person that would cause a reasonable person; I) fear for their safety or the safety of others; or II) suffer substantial emotional distress.

Non-consensual sexual contact:
Any intentional sexual physical contact with any object, including touching, pinching or brushing the body; that is without consent and/or by force.
acts of physical aggression, including non-consensual sexual intercourse.

“Non-consensual sexual intercourse” occurs when a student engages in sexual intercourse, however slight, with another student without that person’s consent. “Sexual intercourse” includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger. It also includes oral copulation (mouth to genital contact or genital to mouth contact). Non-consensual sexual intercourse also includes the sexual conduct known as sexual assault or rape, whether forcible or non-forcible. Forcible rape is the most severe form of sexual assault. Either males or females can be aggressors in sexual assault, and sexual assault can occur in same-sex relationships. For more information, see discussion on consent in section 2.8.

Sexual exploitation.
Sexual exploitation is taking sexual advantage of another for one’s benefit.

Age
Anyone under 16 years of age is not legally capable of giving consent for any sexual contact.

Relationship/Dating Violence.
The terms relationship and dating violence mean violence is committed by a person – I) Who is or has been in a social relationship of a romantic or intimate nature with the complainant; and ii) Where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Consent and Incapacitation
Effective consent involves the presence of explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing. Silence, in and of itself, does not convey consent.

Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given. Previous relationships or prior consent cannot imply consent to future sexual acts.

Effective consent cannot be obtained through fraud or force, whether that force is physical or through threats, intimidation, or coercion. The presence of force is not demonstrated by the absence of resistance.

It is the responsibility of the initiator to make sure that they have consent from the other person. Use of alcohol or drugs by the respondent shall not diminish one’s responsibility to obtain consent.

Incapacitation is a state where someone cannot make informed, rational judgments and decisions because they lack the capacity to give knowing consent (e.g., to understand the who, what, when, where, why or how of their sexual interaction.)

Where alcohol is involved, incapacitation is defined with respect to how the alcohol consumed impacts the person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments.
Possession, use and/or distribution of any substances including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited and administering one of these drugs to another student is a violation of the Sexual Misconduct policy.

**Student Rights**

A Complainant has the right to:
- Be notified of options to notify law enforcement
- Have an Honor Advisor to assist in the campus process
- Be permitted to use an attorney as an Honor Advisor
- Be informed of the outcome of any disciplinary proceeding
- Be notified of counseling services
- Be notified of options for academic and living changes

A Respondent has the right to:
- Have an Honor Advisor to assist in the campus process
- Be informed of the outcome of any disciplinary proceeding
- Be permitted to use an attorney as an Honor Advisor

**Standard of Proof**

The level of proof used in campus Sexual Misconduct investigations and hearings is preponderance, which means more likely than not. It is a lower standard of proof than that of the legal system.

**Special Arrangements**

The Office can and will make special arrangements for hearings using technology to conduct the hearing with parties participating from different locations on campus. Arrangements can also be made for parties who are away at the time of the hearing on a case-by-case basis.

*Hearings are closed; parties are only permitted one Honor Advisor and one person of support.

**Filing a Complaint with the Office of the Dean of Students**

You can file a complaint of Sexual Misconduct within the student disciplinary process by contacting the Office of the Dean of Students by email, phone call, or in person. The Dean of Students who also serves as the Deputy Title IX Coordinator will request to meet with you to explain the disciplinary process, sexual misconduct policy, and gather information about the incident.

The Office of the Dean of Students has a responsibility to investigate certain incidents of sexual harassment/violence involving College of Charleston students. If you elect not to share relevant and detailed information, it will limit our ability to further investigate and respond.

The Office of the Dean of Students is not able to maintain the confidentiality of what you share. The Office can and will protect your privacy, and will only share your information on a need-to-know basis with a small group of key administrators. If you desire a confidential conversation, you should contact the Office of Victim Services.

You can suggest a suitable outcome for your complaint, but know that any complaint involving violence will be subject to the formal investigation process.

The Office of the Dean of Students understands the difficult nature of these cases and is committed to treating you with compassion, respect, and dignity. The Office of the Dean of
Students is responsible for gathering information and investigating complaints objectively and without bias. This task requires staff to ask difficult and sometimes personal questions. Recognizing the difficult nature of these investigations, all parties have the right to have an Honor Advisor and/or other support present with you at all stages of the process.

**Interim Measures**
The College of Charleston Sexual Misconduct Policy requires an interim investigation of your complaint. If this investigation finds due cause to protect you or the College of Charleston campus, interim measures may be put in place for respondent(s).

**No Retaliation**
The College of Charleston does not tolerate retaliation by respondents. If you experience retaliation behavior, contact the Office of the Dean of Students. In an emergency, call 911.

**Possible interim measures:**
- Orders of “no contact”
- Providing an escort to ensure that the Complainant can move safely between classes and activities
- Ensuring that the Complainant and the Respondent do not attend the same classes
- Moving the Complainant or Respondent to a different residence hall
- Providing counseling services
- Providing medical services
- Providing academic support services such as tutoring
- A ban from specific buildings or areas of campus*
- Adjustments to academic schedules
- Interim suspension and ban from campus*
- Any other action that the College believes is reasonable and appropriate under the circumstances

* These measures must be approved by the Executive Vice President for Student Affairs and may be appealed by respondents. They may also be reviewed and modified at any point during the investigation and hearing process.

**Investigation Process**
1. **Office of the Dean of Students receives a complaint**
The complainant receives an overview of the process, complaint form, connection to an Honor Advisor, and an information packet. Appropriate officials are notified. Respondent(s) is notified.

2. **Interim Investigation**
The Office conducts an investigation to determine any interim measures, all parties may be interviewed and all are notified of these measures. (24-48 hours)

3. **Preliminary Stage Investigation and Review**
The Title IX Coordinator appoints investigators who gather information from all parties and witnesses in interviews and other sources. A Preliminary Report is written and the case is either closed or referred for further investigation. All parties are notified and can review the report. (Length of investigation depends on the nature of the allegations)
4. Final Stage Investigation and Review
If referred for further investigation, more interviews may be conducted. The report is completed and reviewed for decision about referring to a hearing. All parties are notified and can review the report. (length of investigation depends on the nature of the allegations)

5. Referral to Hearing
If investigation is referred to a hearing, all parties will be notified and provided detailed information about hearing preparation and procedures. (24-48 hours)

6. Pre-Hearing and Hearing
All parties will review procedure and prepare for the hearing coordinated by the Office and attend a pre-hearing meeting with a hearing coordinator. All parties will be able to review the entire case file and may make statements, ask questions, request witnesses and suggest an outcome at the hearing. (5-10 business days)

**Reporting Sexual Misconduct**

You are encouraged to report any incident involving Sexual Misconduct to appropriate authorities, which include:

College of Charleston Public Safety
81-B St. Phillip Street, Charleston, SC
843.953.5611

Office of the Dean of Students
71 George Street, Charleston, SC
843.953.5522

Title IX Coordinator
175 Calhoun Street, Charleston, SC
843.953.5758

Ombudsperson
Randolph Hall, Room 207
843.953.5822

You are also encouraged to contact the Office of Victim Services who can offer you specialized assistance immediately.

Office of Victim Services
67 George Street
843.953.2273

**During the SPECTRA Program, report any incident involving sexual misconduct to your LEADER.**