

**LAW STUDENT
HANDBOOK
2011-2012**

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

CHARLESTON

S C H O O L O F L A W

Dear Students:

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

Student Affairs provides general support and guidance to over thirty (30) active student organizations and assists in the planning of academic lectures and student fundraising events for the School of Law. Student Affairs advises the Executive Leadership Council (ELC), which is comprised of all student organization presidents, law review editors, Chief Justice of the Moot Court Board, School of Law Deans, and Student Affairs staff. The ELC meets once a month and serves as an advisory council for the administration. The Department of Student Affairs also provides guidance to the Student Bar Association and its Executive Board. Student Affairs is charged with overseeing Student Policies and the Code of Conduct at the Charleston School of Law.

The Department of Student Affairs serves as a liaison between the students, administration, and faculty at the Charleston School of Law and seeks to enhance the quality of student life by coordinating student activities and school-wide events such as the Professionalism Series, the Lawyering Program and Awards Day. The Dean of Students works closely with the James L. Petigru American Inn of Court in Charleston and advises the Charleston County Bar Student Division. The Student Affairs team is committed to providing leadership programming and fostering leadership opportunities for all students.

The Department of Student Affairs is located on the third floor of 444 King Street. Please stop by and introduce yourself. We look forward to getting to know each of you.

With kindest personal regards, we remain

Sincerely yours,

Abby Edwards Saunders, Dean of Students

*Brett Barker, Assistant Dean of Students
for Evening Administration*

Jennifer Summers, Assistant Dean of Students

Betsy Marchant, Administrative Assistant

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Publication Date: August 15, 2011

DISCLAIMER: THIS HANDBOOK IS NOT A CONTRACT. The information in the 2011-2012 Law Student Handbook is accurate and current to the best of our knowledge available as of August 15, 2011. The Charleston School of Law expressly reserves the right to change any policies or guidelines or other matters described in this handbook with reasonable prior notice, in accordance with established procedures, and when such adjustments are made in response

to circumstances beyond the School of Law's control that are necessary to ensure sound operation of the Charleston School of Law. Therefore, information contained herein should not be considered to remain valid throughout an entire program of study. It may be necessary for the School of Law to update any policies and guidelines before the start of any enrollment period. Subsequent changes in this information may be found in updates to the Student Handbook made available on the Charleston School of Law website www.charlestonlaw.edu.

I. INTRODUCTION

CHARLESTON SCHOOL OF LAW MISSION STATEMENT

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

To teach students of high moral character and unquestioned personal integrity through a careful and refined study program;

To teach the practice of law as a profession, having as its chief aim providing public service;

To teach the law as a means of providing relief for those who suffer because they are helpless, weak, outnumbered, or because they are victims of prejudice;

To teach the law as a means of alleviating human misery and human suffering;

To teach the law as a means of making possible the continued processes of manufacture and commerce that brings realization to the twin goals of prosperity and peace in the world;

To institute and coordinate legal outreach programs to the South Carolina and American Bars, local, state, and federal governments, as well as to the general population; and

To encourage and foster legal reforms.

II. POLICIES & PROCEDURES

A. Diversity Policy

As the School of Law is committed to a policy of nondiscrimination in admissions and employment it has implemented a policy to assure equal educational and employment opportunities to qualified individuals without regard to race, color, religion, age, national origin, ancestry, disability, gender, sexual orientation, socio-economic background, and marital, parental, or veteran status. The School of Law is committed to diligently seeking out qualified members of minority groups for enrollment as students and employment as faculty and administrative staff.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, facilities use, access to course offerings, counseling and testing, financial aid, and employment. Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training, and termination. The School of Law does not tolerate discrimination, intimidation, or harassment of any kind by students, faculty or staff.

B. Harassment-Free Environment Policy

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

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

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

respect for one another and within the limits imposed by time and place, we recognize the right of anyone to express any idea and to disagree with another's point of view.

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

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

Equal Employment Opportunity and Harassment-Free Workplace Policy

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

C. Sexual Harassment Policy

Prohibited Discrimination and Sexual Harassment

The School of Law is committed to an environment that encourages the fair, humane, and beneficial treatment of all faculty, staff, and students. Neither sexual harassment nor sexism will be tolerated at the School of Law. The School of Law is also committed to equal employment opportunity, and prohibits discrimination based on race, color, sex, age, religion, national origin, height, weight, marital status, sexual orientation, handicap unrelated to ability to perform one's job, military status, or any other classes protected by law. It is expected that all members of the School of Law community will consider themselves responsible for proper observance of this policy. Please contact the Office of the Dean of the School of Law, the Associate Dean for Academic Affairs, or the Associate Dean of Students if you have a concern related to prohibited discrimination and/or sexual harassment.

Policy Against Sexual Harassment

The School of Law maintains an environment that is free from harassment based on race, color, religion, gender, national origin, age, disability, veteran status or any other classes protected by law. Such harassment in any manner or form by employees, faculty, staff, students, contractors, vendors, or visitors is expressly prohibited.

Sexual harassment, one example of prohibited harassment, is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, because of an individual's sex, when:

- submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or admission or is used as a basis for employment or admission decisions; or
- such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's or student's work performance by creating an intimidating, hostile, or offensive environment.

Sexual harassment includes prohibited harassing conduct toward a member of the same gender.

Definitions

While it is not easy to define precisely the types of unwelcome conduct that could be harassment, examples of conduct prohibited by this policy include the following:

- verbal conduct (for example, sexual advances or requests for sexual favors, racial or sexual epithets, foul language, unwanted sexual flirtation, commentary about a person's body or physical appearance, sexual or ethnic jokes, derogatory statements or slurs, suggestive, lewd remarks, and vulgar or offensive conversation and comments);
- physical conduct (for example, touching of a sexual nature or assault);
- visual harassment (for example, racially or sexually explicit or derogatory posters, magazines, calendars, cartoons, or drawings and obscene gestures);
- electronic means (for example, using email, voice mail, the Internet, or any other School of Law system to create, compose, store, send, or access offensive, harassing, embarrassing, indecent, profane, obscene, intimidating, or unlawful content).

Even if conduct does not rise to the level of legally actionable conduct, it is, nonetheless, prohibited at the School of Law.

Sexual Harassment Complaint Procedure

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

If a School of Law community member believes that he/she has been subjected to conduct which is prohibited by this policy, he/she must report it promptly so that, whenever possible, any problems can be investigated and remedied at the earliest

opportunity. The following individuals have been designated specifically by the School of Law to receive reports relating to conduct prohibited by this policy.

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

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

Reports may be made verbally or in writing. All reports of conduct prohibited by this policy will be promptly investigated, handled with discretion and dealt with appropriately. The School of Law will not tolerate and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct.

No Retaliation Policy

Threats or acts of retaliation or retribution against a School of Law community member who makes use of the complaint procedure in good faith will not be tolerated. Please use the procedures described above to report any such retaliatory actions.

D. Sexual Assault Policies

Sexual assault is a crime that will not be tolerated on or off of the School of Law campus. Sexual assault is defined as any unwanted sexual contact. It may include, but not be limited to the following:

- inappropriate touching;
- vaginal, anal, or oral penetration;
- sexual intercourse to which you say no;
- rape; and
- attempted rape.

If you are a victim of sexual assault:

1. Go to a safe place;
2. Contact the police, the Dean of the School of Law or the Associate Dean of Students immediately. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis;
3. You will not be judged for becoming a victim of sexual assault. The reporting of this crime is held with the utmost confidentiality. School of Law authorities will assist you in contacting the appropriate authorities if you request;
4. Preserve any physical evidence. You should not shower, urinate, bathe, eat, drink, smoke, or change clothes. Physical evidence can be obtained up to seventy-two

- (72) hours after an assault. After that time the quality of the evidence decreases; and;
5. It is very important that you receive the appropriate medical and psychological care immediately following the assault.

Please remember just because the crime has been reported does not mean the case will be prosecuted. The victim may make these decisions at a later date.

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

When allegations of a sex offense result in campus disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense (specifically, the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused). Potential sanctions are set forth in the School of Law Student Code of Conduct.

Sex Offender Registration

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

Security

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

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

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

COMMUNITY SERVICES AND EMERGENCY NUMBERS

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

Police

911

PAR (People against Rape)

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

(843) 745-0144 or (800) 241-RAPE

www.peopleagainstrape.org

MUSC Counseling Services for Charleston School of Law Students and Employees

Offers victim support and information concerning resources for School of Law students and employees. (843) 792-2848

The Ninth Circuit Victim Witness Program

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

(843) 958-1900

www.scsolicitor9.org/victim.htm

RAINN (Rape, Abuse and Incest National Network)

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

(800) 656-HOPE (4673)

www.rainn.org

National Center for Victims of Crime Helpline

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

1-800-394-2255 /1-800-211-7996 (TTY/TDD*)

*TTY: Teletype writer

TDD: Telecommunication Device for Deaf

www.ncvc.org

South Carolina Coalition Against Domestic Violence & Sexual Assault

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

(803) 256-2900 or (800) 260-9293

www.sccadvasa.org

My Sister's House

843-744-3242 or (916) 428-3271 [24 hour multi-lingual hotline]

www.mysistershouse.org

Center for Women

843-763-7333

www.c4women.org

Charleston School of Law

(843) 377-2301 – Dean Andy Abrams

(843) 377-2413 – Associate Dean of Students, Abby Edwards Saunders

(843) 377-2149 – Assistant Dean of Students for Evening Administration/Judicial Affairs Officer, Brett Barker

Prevention and Education

The School of Law offers crime awareness and prevention training sessions for students and employees on an annual basis. Important tips to remember are:

- Avoid walking alone. If you would like a security officer to escort you to your vehicle, please contact the on-duty security officer at (843) 377-4911.
- Have your keys ready when walking to your vehicle.
- Be aware of your surroundings.
- Do not loan your ID or keys to anyone.
- Report anyone who is loitering around Charleston School of Law buildings, entryways or parking areas to the on-duty security officer. Preventable thefts have occurred when no one reported loiterers. Please be vigilant in this matter.
- Do not let anyone inside any Charleston School of Law building unless you personally know they are a School of Law student, faculty, or staff member. Refer everyone else to the reception desk in the AT&T building at 385 Meeting Street or the door intercom at the library at 81 Mary Street. Preventable thefts

have occurred because unauthorized individuals were permitted entry into School of Law facilities.

- Everyone should have their School of Law identification card in their possession while on School of Law property. Immediately report loss of your School of Law identification card to security.

Please report suspicious individuals or activities to the Director of Security, AlliedBarton security personnel, School of Law administrators, or the City of Charleston Police Department after hours.

Members of the School of Law community are encouraged to attend crime prevention and awareness sessions at the School of Law. Additionally, School of Law security and crime awareness policies are published annually in the Law Student Handbook.

Students and employees may also attend annual Rape Aggression Defense System (“R.A.D.”) classes at the College of Charleston. The Rape Aggression Defense System is a program of self-defense tactics and techniques. The R.A.D. System is a comprehensive course for women, which begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on defense training. R.A.D. is not a martial arts program. The courses are taught by certified R.A.D. instructors and provide you with a workbook/reference manual. For R.A.D. class dates and times, please call the College of Charleston Public Safety at (843) 953-7840.

E. Threats, Violence and Weapons

The School of Law is committed to the safety and security of all persons. To ensure a safe place of work and study and to reduce the risk of violence, all employees and students should review and understand all provisions of this threats, violence, and weapons policy. The School of Law will not tolerate any threats, threatening behavior, or acts of violence committed by or against employees and students occurring on or off School of Law property. Violations of this policy will lead to appropriate disciplinary measures and students may be subject to sanctions under the School of Law Student Code of Conduct.

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

Enforcement and Discipline of Threats, Violence & Weapons Policy

Upon notification to the police, the Dean of the School of Law, the Associate Dean of Students, or the Assistant Dean of Students for Evening Administration/Judicial Affairs Officer, the person making threats, exhibiting threatening conduct, carrying a weapon, or

committing any other acts of aggression or violence on School of Law property shall be removed from the School of Law property as quickly as safety permits and shall remain off School of Law property pending investigation. The School of Law will not tolerate and will take appropriate action to correct violations of this policy including disciplinary measures pursuant to the School of Law Student Code of Conduct against any student or employee determined to have planned, conspired to commit, aided, or committed such acts. Individuals not associated with the School of Law engaged in violent acts on School of Law property will be reported to the proper authorities and fully prosecuted.

F. Emergency Notification and Timely Warning Policy and Reporting

In the event that a situation occurs on or off campus which poses a threat to the School of Law community, a notice shall be issued to the members of School of Law community. Notices may take the form of an emergency notification (when there is an immediate threat to the health or safety of students or employees on campus) or a timely warning (in the event of a non-immediate threat). Depending on the nature of the threat, notices of threats may be issued in the following manner:

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

Most emergency notifications will be issued through text alerts but, due to limitations on message length, may be supplemented through other notification methods listed above. Notices will be issued to all members of the School of Law community using the notification methods listed above unless there is a targeted threat which warrants a more narrow scope of notification. Such warnings may include the type of crime, date of crime, location of crime, as well as suspect information. In cases where the threat extends beyond the School of Law community, the Director of Security or his designee shall notify the local police department of the threat, to ensure notification to the larger community and coordinate efforts to alleviate the threat.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus, the School of Law will immediately notify the campus community unless issuing a notification will compromise efforts to contain the emergency. Notifications will be issued involving one of the methods listed above or a combination of those resources. The School of Law tests its emergency notification systems at the beginning of each school year.

Anyone with information about crime or threats to the School of Law campus is encouraged to notify the Director of Security or other AlliedBarton security officers at (843) 377-4911. AlliedBarton security officials have arrest powers on School of Law property and will exercise them in cases which may involve imminent harm.

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

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

Director of Security

Ron White
392 King Street, 2nd Floor
Tel: (843) 377-4911

444 King St., 3rd Floor
Tel: (843) 377-2149

Dean of the School of Law

Andy Abrams
385 Meeting St., 3rd Floor
Tel: (843) 377-2145

Assistant Dean for Career Services

Mark S. Moore
444 King St., 3rd Floor
Tel: (843) 377-4907

Associate Dean for Academic Affairs

Margaret Lawton
385 Meeting St., 3rd Floor
Tel: (843) 377-2423

City of Charleston Police Department

Tel: 911 or (843) 577-7434

Associate Dean of Students

Abby Edwards Saunders
444 King St., 3rd Floor
Tel: (843) 377-2413

Business Manager

Walker Spann
394 Meeting St., 1st Floor
Tel: (843) 377-2430

Assistant Dean of Students for Evening
Administration/Judicial Affairs Officer

Brett Barker

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

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

G. Alcohol Beverage Policy

Introduction

The guidelines set forth below apply to annual events hosted by the Charleston School of Law Student Bar Association (SBA), student organizations, and student committees.

A fundamental principle underlying this policy is that all members of the Charleston School of Law (School of Law) community are adults who are personally responsible for conforming their behavior to all governing laws and regulations. The Charleston School of Law strives to prepare students for responsible and productive lives in the legal profession.

The purpose and goal of this Alcohol Beverage Policy is to promote the health and safety of the members of the School of Law community and to foster alcohol awareness and responsible drinking practices. The Charleston School of Law will take reasonable steps to ensure that no illegal or excessive consumption of alcohol occurs on school property or at its institutionally-sponsored activities.

Throughout the academic year, the School of Law will conduct programs aimed at educating the community on the health dangers of alcohol abuse and the counseling services available to students through the Medical University of South Carolina. Our goal is to promote safety, personal and professional responsibility and accountability.

An individual's presence at the School of Law, or any function associated therewith, requires compliance with applicable laws and standards of behavior of the school community.

This policy is intended to meet minimum standards for event planning. Based on the nature of a proposed event, Charleston Law reserves the right to demand additional requirements.

When scheduling and planning an official School of Law function, please review carefully the Alcohol Beverage Policy. Failure to comply with this policy may result in the suspension or termination of the event(s) or such other terms and condition as the Managing Director, Dean, or their designees may impose.

It is the policy of the School of Law that alcohol will not be served or offered at any student sponsored or student-organized event on campus.

Only the Dean of the School of Law may grant exceptions to this policy for special events.

1. COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL LAWS

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

2. TRAINING

An Executive Board member or President's designee of an organization must attend the Executive Leadership Council training, wherein the Alcohol Beverage Policy will be distributed and discussed before an organization will be permitted to host an event where alcohol will be served.

3. STUDENT ORGANIZATION EVENT PLANNING FORM

Students and/or student organizations planning events at which alcohol will be served shall complete the attached form, which requires the organization's faculty sponsor's signature. The fully executed form shall be submitted to the Assistant Dean of Students **at least thirty (30) days prior to the event.** The *Student Organization Event Planning Approval Form* may be found here within and is available from the Department of Student Affairs.

4. SCHEDULING

Student organizations shall schedule all official Charleston Law events with the Assistant Dean of Students no later than thirty (30) days prior to the event.

5. ALCOHOL FUNDING AND INSURANCE

The School of Law **does not** allow the use of student funding for the purchase of alcoholic beverages. Student funding is defined as monies derived from the SBA or any other type of student organization, group, or cause.

The SBA and other student organizations are permitted to host events at off-campus establishments where the public is welcome and alcohol is served, and they may fund the purchase of food or non-alcoholic beverages at those events. Students who want to consume alcoholic beverages at such events must purchase their own drinks with private funds. Organizations must purchase a liability insurance policy through KennanSuggs. Please schedule a meeting with the Assistant Dean of Students in the Department of Student Affairs to complete the required paperwork for the insurance policy.

6. SALE OR PROFIT FROM ALCOHOL

Student organizations may not sell alcoholic beverages under any circumstances, nor may they profit from the sale of alcoholic beverages at an event.

7. IDENTIFICATION OF AGE

Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Student organizations must have a clear method of identifying guests 21 years of age and older (e.g., a definitive hand stamp or wrist band). Under no circumstances shall a guest under the age of 21 possess or consume alcoholic beverages. At every social event where alcohol is to be served, **all** attendees who drink alcoholic beverages shall be required to have a valid picture identification card with their date of birth listed.

8. EVENT COORDINATOR AND MONITOR

Organizations given permission to host an event off campus where alcohol will be served will be held responsible for the actions and safety of their guests. To promote personal responsibility and self governance, organizations that sponsor social events shall assume the responsibility of enforcing the Alcohol Beverage Policy. **Sponsoring student organizations must designate one (1) member of the organization as the event coordinator for each event and at least one (1) other individual (in addition to the event coordinator) to serve as an event monitor for the event.** Event monitors and event coordinators shall be responsible for the supervision of the amount of alcohol consumed by attendees of the social event and shall ensure that no one drives after consuming alcohol.

The **Event Coordinator** must be a current member of the student organization hosting the event and will be primarily responsible to ensure the following guidelines are followed:

- a. The event coordinator will **not** consume alcohol before or during the event.
- b. The event coordinator will ensure that:

- i. alcoholic beverages are not provided to anyone under 21 years of age;
- ii. the age of each attendee consuming alcoholic beverages is verified to be 21 years of age or older; and
- iii. there is a clear method of identifying those who are 21 years of age or older (i.e., a definitive hand stamp or wrist band).

The **Event Monitor** must be a current member of the student organization hosting the event and is responsible for the following:

- a. The event monitor(s) will not consume alcohol before or during the event.
- b. The event monitor with security shall deny entrance to any student or guest who arrives at the event in a visibly intoxicated state.
- c. The event monitor is responsible for overseeing and ensuring the safety of the event and adherence to the Alcohol Beverage Policy, including, but not limited to the following:
 - i. ensuring compliance with South Carolina state law;
 - ii. ensuring that alcohol is served in a controlled manner and not freely accessible;
 - iii. ensuring that no one under 21 or is visibly intoxicated is served;
 - iv. ensuring that alcohol does not leave the area of the event and;
 - v. ensuring that security and third-party servers comply with all Alcohol Beverage Policy guidelines.

9. CASH BAR

All alcohol must be served at a location with a state issued alcohol beverage license. The vendor shall provide a certificate of insurance. Alcohol may only be served by bartenders who are licensed, insured, and professionally-trained.

10. SERVINGS

Each glass of beer served must be twelve (12) ounces or less and each glass of wine served must be five (5) ounces or less. Appropriately sized cups must be used. Organizations must provide a pre-approved system for distribution of alcoholic beverages, such as tickets or stamping of hands.

11. SECURITY

At all events in which fifty (50) people or more are expected to attend, student organizations must employ one (1) security officer per every fifty (50) guests. Arrangements may be made with the local police department (i.e., the City of Charleston Police Department) or a private security company. The security officer(s) must be secured at least 30 days in advance of the scheduled event. In addition to being present and on duty during the entire event, the security officers must be on duty at least one half (½) hour prior to the event and (½) hour after the event. **The student organization shall be responsible for all security related costs.**

12. FOUR (4) HOUR TIME LIMIT

No student organization may sponsor an event where beer and wine will be sold or distributed that exceeds a four (4) hour time period.

13. TERMINATION OF DISTRIBUTION

The distribution of alcohol shall cease 60 minutes prior to the end of the event.

14. FOOD AND BEVERAGES

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

15. INTOXICATED PERSONS

No intoxicated individuals shall be allowed to enter or attend an event sponsored by the SBA or a School of Law student organization. The sponsoring group's Event Monitor is responsible for denying entrance to any student or guest who arrives at the event in a visibly intoxicated state. Likewise, the sponsoring group is responsible for denying service to any student or guest who is visibly intoxicated or whose behavior at the event warrants the refusal of service. The sponsoring group should involve event security in the denial of entrance or service or in the removal of students/guests for intoxication or conduct. **The sponsoring group must also report all offending parties to the Assistant Dean of Students for Evening Administration.**

16. TRANSPORTATION

If alcoholic beverages are served at a student organization event, the student organization must provide designated drivers or ensure transportation services (i.e., limo services and/or taxis) will be available after the event for those in attendance.

17. AWARDS AND PRIZES

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

18. ATTENDANCE

Attendance at events is limited to enrolled Charleston Law students, faculty, staff and their escorted guests with proper identification. The sponsoring organization shall be responsible for the behavior of all admitted guests.

19. ORGANIZATION OFFICERS

A list of the names of officers of the sponsoring group and their non-drinking representatives must be provided to the Assistant Dean of Students for Evening Administration at least two (2) weeks before the scheduled event. These individuals will be responsible for upholding state laws and the Alcohol Beverage Policy.

20. ADVERTISING

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

21. CLEAN-UP

The sponsoring group is responsible for clean-up of the area. The sponsoring group and its officers will be held responsible for damages to physical facilities incurred as a result of the event.

22. RESPONSIBILITY OF ORGANIZATION

The sponsoring group is responsible for compliance with all requirements. Violation of any of the above stipulations will subject the sponsoring group and its members to discipline under the Student Code of Conduct, including, but not limited to, the loss of privileges to the sponsoring group, or suspension or expulsion of individual members.

23. SANCTIONS

- a. Student organizations hosting an event shall be responsible for the conduct of all of those in attendance at the event. Student organizations that fail to comply with this policy will be sanctioned. Sanctions shall be imposed by the Dean of the School of Law and may include penalties up to denial of further enrollment at the school and/or dissolution of the student organization involved. The decision of the Dean of the School of Law shall be final.
- b. Any incident of intoxication and/or misconduct at any event or activity associated with the school is subject to disciplinary action under the Student Code of Conduct. This provision covers events and activities that are held on or off-campus. Legal infractions and conduct-related incidents that are linked to alcohol use may result in enhanced sanctions under the Student Code of Conduct.
- c. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action under the Student Code of Conduct including, but not limited to, suspension or expulsion from the school. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneous with, or following any civil or criminal proceedings.
- d. As outlined in the Student Code of Conduct and the Student Handbook, students who are arrested or charged in association with any legal incident outside of the law school have an affirmative duty to disclose this information to the school in a timely fashion. Specifically, disclosure of legal incidents must be made to the Assistant Dean of Students for Evening Administration within fourteen (14) days

of receipt of said charge or arrest. Failure to comply with disclosure requirements will be cause for additional sanctions under the Student Code of Conduct.

- e. When a student is found responsible for a Student Code of Conduct violation, a written determination is placed in the student's permanent academic file and is accessible to state bar examiners during subsequent character and fitness assessments

THIRD PARTY VENDOR EVENTS (Barristers Ball & Banquets)

The following guidelines also apply when a student organization hosts an event where a third-party vendor (bar or catering service) serves alcohol at the Barristers Ball and student banquets and dinners

1. **When using a third party vendor, only beer and wine may be served. Under NO circumstances are distilled spirits to be served or permitted inside the functions hosted by Charleston Law students, organizations and committees.**
2. All alcohol must be served through a cash bar operated by a third-party vendor.
3. The vendor shall provide a certificate of insurance. Bartenders/servers who are licensed, insured, and professionally-trained must serve the alcohol.
4. **Students must notify the third-party vendor with whom they contract for the event that the third-party vendor must ensure that the amount of alcohol to be provided at the event is a maximum of three (3) drinks per person for the duration of the event.**
5. Each glass of beer served must be twelve (12) ounces or less and each glass of wine served must be five (5) ounces or less. Appropriately sized cups must be used. Organizations must provide a pre-approved system for distribution of alcoholic beverages, such as tickets or stamping of hands.

H. Substance Abuse/Drug Free Workplace Policy

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

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

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

The School of Law reserves the right to conduct searches of School of Law property and personal property in order to enforce this policy. Pursuant to this provision, the School of Law shall search such property in its discretion, including but not limited to: lockers, desks, purses, briefcases, baggage, toolboxes, lunch bags, backpacks, or dorms and any other location in which illegal drugs or alcohol may be hidden while in or on School of Law property. The School of Law is also authorized to search any vehicle on School of Law property or any vehicle being used to conduct business on behalf of the School of Law (whether or not such vehicle is located on School of Law property). Searches may be conducted by School of Law officials, campus security, by local, state or federal law

enforcement, or by private corporations that specialize in the use of “drug-sniffing” dogs. Searches may be conducted whether or not the individual is present during the search. If the School of Law requests a search and an individual refuses, such individual will be denied access to or removed from School of Law property for violation of this policy. Anyone who is in violation of this policy may be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by this policy.

Information and Resources

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

SUBSTANCE ABUSE COMMUNITY AND EMERGENCY RESOURCES

**MUSC Counseling Services for
Charleston School of Law Students**
(843) 792-2848

**Charleston Center of Charleston County
Substance Abuse Services**
Offers a comprehensive array of inpatient,
outpatient, education and prevention
programs.
(843) 722-0100 - 24-Hour Helpline
www.charlestoncounty.org/departments/dodas

Tri-County Intergroup
3005 W. Montague Avenue, Suite D
North Charleston 29418
(843) 723-9633 - 24-Hour Helpline
www.area62.org/intergroup/tricounty.htm

Narconon
(800) 775-8750
www.narconon.org

**National Drug and Alcohol Abuse
Helpline**
(855)-378-4734
www.drug-rehabs.org

**The National Alcohol & Drug Addiction
Treatment Information Center**
(800) 784-6776
www.addictioncareoptions.com

**National Drug Information Treatment
and Referral Hotline**
(800) 662-HELP
www.samhsa.gov/treatment/index.aspx

SC Vocational Rehabilitation Department
(800) 832-7526
(803) 896-6500
www.scvrd.net/i_substance.html

United Way Hotline
211
www.211us.org

National Suicide Prevention Lifeline
1-800-273-8255
www.suicidepreventionlifeline.org

Carolina Region of Narcotics Anonymous
843-852-3001
www.crna.org

**South Carolina Al-Anon Family Groups
Information Service**
843-762-6999
www.al-anon-sc.org

**Charleston and Dorchester County
Mental Health**
(843) 852-4100
www.cdcmhc.org

**Berkeley Community Mental Health
Center**
843-761-8282 or (888) 202-1381
www.bcmhc.org

Depression & Bipolar Support Alliance
1-800-826-3632
www.dbsalliance.org

Mobile Crisis Assessment
843-414-2350

Poison Control Center
(800) 222-1222
www.aapcc.org

Coastal Crisis Chaplaincy
(843)724-1212
www.coastalcrisischaplain.org

I. Charleston School of Law Smoke-Free Workplace Policy

The School of Law is dedicated to providing a healthy, comfortable and productive work environment for our employees, students, faculty and staff. The Surgeon General has determined that cigarette smoke is harmful to your health. Those who smoke and would like to take this opportunity to quit, are invited to call 1-800-QUIT-NOW for free cessation information.

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

Smoking shall not be permitted in any enclosed School of Law facility or space. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee or student lounges, stairs, restrooms, company vehicles and all other enclosed facilities. This policy applies to all employees, students, faculty, staff, clients, contractors and visitors. Smoking shall be permitted only at a reasonable distance from outside entrances, operable windows and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco smoke does not enter those areas. Any questions regarding this smoke-free workplace policy should be directed to the Director of Human Resources at (843) 377-4904.

J. Bulletin Board Policy

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

- Library
 - AT&T Building-Third Floor
 - Chase Building- First Floor
1. Please do not affix anything to the walls, doors, ceilings, or any painted or non-painted area inside buildings. Only the bulletin boards are to be used for the posting of materials.
 2. Fliers should only be posted on the designated bulletin boards, (i.e. house for rent on the housing board). A posting may be moved if it has been placed in an undesignated area. The student or student organization will be notified that the flier has been moved due to posting in an improper location.
 3. Fliers will be posted for two weeks or until the end of the event, whichever comes first. Campus organizations are responsible for removing their outdated postings. If

postings are not removed after the event date by the organization, the School of Law reserves the right to remove them.

4. Organizations may lose posting privileges if outdated postings are not removed in a timely manner.
5. Academic and administrative departments shall control, manage and maintain their own bulletin boards.

K. Student Organization Website Policies and Guidelines

1. General

Each Charleston School of Law officially recognized Student Organization (“Organization”) is permitted to have a free web page for their organization on the School of Law website. The School of Law IT Department and the Department of Student Affairs hosts a training session for student organization content managers each year.

To apply for your organization’s web page, please complete the *Student Organization Web Page Request Form*.

2. Procedures

- a. Each organization will select one (1) content manager to maintain their web page.
- b. This content manager will attend a brief training and will be provided the *Student Organization Website Polices and Guidelines*.
- c. Edits and additions should be submitted for review by the Associate Dean of Students of her designee for final approval.
- d. Once approved, the Associate Dean of Students will publish your edits to the Charleston School of Law website.

3. Policies & Guidelines

The following policies and guidelines apply to maintaining a student organization website. Failure to comply with these policies and guidelines may result in the termination of a student organization web account.

- a. Student Organization web pages are to be used solely for the purpose of communicating information and events regarding the specific organization represented on the web page.
- b. Organization web pages may not be used for personal gain, business promotions, or outside advertisements.

- c. Each organization is entitled to one (1) account. Organizations must ensure that their web page is maintained only by the authorized content manager.
- d. All organization web pages must adhere to all applicable federal and state laws, specifically federal Copyright laws. Failure to comply with these laws will result in termination of the web page and possible disciplinary action.
- e. All organization web pages and content managers must adhere to all policies located in the *Law Student Handbook*. Links to external web pages and resources outside of the School of Law server must also comply with the *Law Student Handbook*.
- f. This policy governs all web content by student organizations at the School of Law.
- g. Organizations should exhibit web site etiquette when creating the web pages. All content should embody legal, ethical and professional conduct.
- h. **All organization content managers must ensure they do not post any personal or confidential information without the permission of that individual.**
- i. If an organization is no longer recognized by the Student Bar Association and/or the Charleston School of Law, the page will be terminated.
- j. All organizations must have the following information on their web page:
 - The organization's full name.
 - A link to the Charleston School of Law home page.
 - Disclaimer info at the bottom of your page.
- k. All organization web pages must identify the Charleston School of Law as such or as the School of Law. The School of Law may not be represented as "CSOL" or "Law School".
- l. All student organizations must update and maintain the web pages to reflect current information.
- m. The Dean of Students or his/her designee must approve all and any additions and revisions to student organization web pages before they are published to the School of Law website.

4. Suggestions For Your Web Page Content

- List your mission statement.
- List the officers of your organization.
- List contact information for your organization

- Provide a “Recent Events” or “What’s New” section.
- Provide a list or synopsis of activities.
- Keep pages short and simple.
- Avoid using too many graphics on one page.

Failure to comply with the Student Organization Website Policies and Guidelines, the Law Student Handbook, and Copyright Laws will result in termination of the web page and possible disciplinary action as outlined in the School of Law Student Code of Conduct. All questions regarding the Student Organization Website Policies and Guidelines should be directed to the Assistant Dean of Students.

III. STUDENT DISCIPLINARY RULES & POLICIES

A. Honor Code

The purpose of the Charleston School of Law is to educate students of a high moral character and unquestionable personal integrity. In furtherance of this purpose, the Honor Code provides a just standard demanding the utmost personal dedication to honest and fair dealing among the academic community. We acknowledge failure to attain or maintain such a standard shall be punished to the greatest degree allowed herein. The Law requires the highest standards of personal conduct and professional ethics embodied by the principles below, to which we hold ourselves accountable.

Ever mindful of the purpose of our founding, and in the interest of justice, we the students of the Charleston School of Law hereby adhere to an Honor Code that governs the ethical, moral, and legal conduct of the students, faculty, and administration.

Honor Code

The students of the Charleston School of Law shall not lie, cheat, steal, or tolerate those who do.

Honor Pledge

On my honor, I pledge that I understand the Honor Code, and I certify that this work conforms to the principles stated therein.¹

Honor Violations

An *Honor Code Violation* is the commission of any of the following sanctioned offenses as they pertain to school business.²

Lying: Presenting false information with the intent to deceive.

¹ If a professor does not require this pledge to be included with work submitted in his or her class, the pledge will be implied.

² “School business”: any activity, academic or otherwise, that constitutes a student’s work product from the time the Honor Oath is taken to the day of graduation or conclusion of that student’s tenure at the Charleston School of Law.

Cheating: Any practice, method, or assistance, whether expressly forbidden or unmentioned, that involves any degree of dishonesty, fraud, or deceit; plagiarism is cheating.

Stealing: Intentionally taking any property without right or permission, and without justification.

Toleration: Failure to report an honor violation, or withholding knowledge of a violation by another party who is bound by the Honor Code.

B. Rules of the Honor Council

Please contact the Chair of the Honor Council, Penn Ely or the Judicial Affairs Officer, Dean Brett Barker for the Rules of the Honor Council.

C. Charleston School of Law Student Code of Conduct

ARTICLE I – Student Code Authority

The Dean of the School of Law or his/her designee shall retain authority to develop policies for the administration of the student conduct system and procedural rules for the administration of Code of Conduct Hearings. The Dean shall appoint an administrator or faculty member as “Judicial Affairs Officer” to assist in student conduct matters. The Judicial Affairs Officer will serve at the discretion of the Dean and in all functions as outlined within this Code.

ARTICLE II – Proscribed Conduct

Jurisdiction

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

Violation of Law and Conduct Code

Students who are arrested or otherwise charged with a violation of law or ordinance outside of law school have an on-going obligation to disclose this information to the school in a timely fashion. Disclosure should be made in writing or in person to the Assistant Dean of Student

Affairs within fourteen (14) days of receipt of said charges. Students are also reminded to update their application with The Office of Admission.

Conduct Subject to Disciplinary Action

Preamble

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

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

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

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

2. Violation of any federal, state or local laws. The School of Law reserves the right to impose disciplinary action without regard to pendency or disposition of civil or criminal litigation. Proceedings under the Code of Conduct may be carried out prior to, simultaneously with, or following legal action in another forum. The nature of the disposition of legal action in another forum shall not be determinative of the outcome of disciplinary action under the Code of Conduct, but may be a consideration in reaching a determination regarding disciplinary action. The Judicial Affairs Officer shall reserve the right to stay a determination of probable cause pending legal disposition in his/her discretion.
3. Any disruption, abuse or obstruction of teaching, research, administration, disciplinary proceedings, technology systems, or other Charleston School of Law functions, or any act not specifically addressed above, nor regulated exclusively through the Honor Code, which undermines the mission of the School of Law. This shall include public service

activities on or off campus, externship programs, work placements, and non-Charleston School of Law activities when the conduct occurs on School of Law premises.

ARTICLE III – Student Conduct Code Procedures

Reporting Alleged Violations

Any member of the Charleston School of Law community may submit an allegation respecting a student for violations of the Code of Conduct. A person submitting an allegation shall be deemed the “complainant” as the term is used in the Code of Conduct. If a member of the School of Law community believes there has been a violation of the Code of Conduct, that person should report the violation to the Office of the Dean of the School of Law as soon as possible after the event takes place, preferably within five (5) business days, by completing an Allegation Form located in the Office of the Dean of the School of Law. Students who knowingly violate the Code of Conduct are expected to self-report to the Office of the Dean of the School of Law. If the violation is academic in nature, it should be directed to the Associate Dean for Academic Affairs for referral to the Honor Council. Upon receipt of an allegation of misconduct, the Office of the Dean of the School of Law shall forward the allegation to the Judicial Affairs Officer for review.

Probable Cause

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

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

If probable cause is found, the Judicial Affairs Officer shall issue a written notice to the accused student, the complainant, and the Dean of the School of Law of the disciplinary proceeding and inform the accused student of the right to a hearing. The accused student shall submit written request to the Office of the Dean of the School of Law for a hearing on the alleged violation of the Code of Conduct within two (2) business days of the probable cause determination. Upon receipt of the request for a hearing, the Office of the Dean shall forward the request to the Judicial Affairs Officer. Failure to request a hearing in a timely manner will be treated as a waiver of the right to a hearing unless the Dean of the School of Law determines that the failure

should be excused and accepts a late request for a hearing. Upon receipt of the request of the accused student, a hearing on the violation shall be scheduled by the Judicial Affairs Officer within thirty (30) business days unless the Judicial Affairs Officer issues an extension for good cause shown and includes a date certain for the hearing. Notice of the hearing, which shall include the identity of the chairperson of the Panel, shall be given to the accused, the complainant, and the Dean of the School of Law at least three (3) business days prior to the hearing. If the right to a hearing is waived, then the Judicial Affairs Officer should issue a written determination on the matter and recommendation to the Dean of the School of Law, and a copy should be forwarded to the accused and the complainant, if any.

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

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

Code of Conduct Panel Hearing

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

1. The Judicial Affairs Officer shall create a Panel consisting of two (2) members of the School of Law faculty or staff selected by the Judicial Affairs Officer and three (3) students from the Honor Council. The Judicial Affairs Officer will designate one of the members of the Panel as “chairperson.” The Judicial Affairs Officer shall not be part of the Panel, however may act in an advisory role to members of the Panel with respect to procedural matters.
2. Code of Conduct hearings shall be conducted in private and are confidential. Members of the Panel shall not discuss any details of the hearing with anyone outside of the Panel except as necessary to administer the Code of Conduct. Failure to uphold confidentiality may constitute a Code of Conduct violation.
3. When allegations involve multiple accused students, the chairperson shall have discretion in whether to proceed with joint or separate hearings for the accused students.
4. The complainant and accused student may be assisted by no more than two (2) advisors of their own choosing. All advisors must be students of the School of Law and shall not

be compensated for their involvement. The complainant and accused student shall be responsible for presenting their own information at the hearing and the advisors shall not be permitted to speak or participate directly in the hearing except at the discretion of the chairperson. Delays will not normally be allowed due to the scheduling conflicts of an advisor.

5. The complainant, the accused, and their respective advisors shall be allowed to attend the entire hearing at which information is received. Admission of any other person to the hearing shall be at the discretion of the chairperson.
6. The complainant, the accused and the Panel may arrange for witnesses to present pertinent information at the hearing. Generally, neither party shall present more than three (3) witnesses, to include their own testimony, unless otherwise authorized by the chairperson. Notice of potential witnesses shall be made to each party and the chairperson at least two (2) business days prior to the hearing with exceptions in the discretion of the chairperson. Witnesses, including the complainant and accused should provide information and answer questions from the Panel. The complainant and accused may suggest questions for the Panel, but shall not be permitted to make direct questioning of witnesses except in circumstances where the chairperson permits. The chairperson shall have discretion in the admissibility of testimony and all other evidence.
7. All procedural questions are subject to the final decision of the chairperson. The chairperson shall have the authority to permit continuances, but shall do so sparingly and only upon good cause shown. In granting a request for continuance, the chairperson shall consider the circumstances requiring the continuance of the matter, the timeliness of the request, and the inconvenience caused to the parties and Panel if the request is granted.
8. Upon receipt of all pertinent information, the Panel shall determine by majority, whether the accused has violated each section of the Student Code of Conduct with which the student has been charged. Deliberations shall be made privately outside the presence of the parties. The determination may be issued at the hearing or the Panel may adjourn for further deliberation. The determination shall be in writing and delivered to the Dean of the School of Law, with a copy of the determination delivered to the Judicial Affairs Officer. Upon receipt, the Dean of the School of Law shall present a copy of the determination to the accused and the complainant, and may include sanctions with the determination. In all cases the determination shall be issued within five (5) business days of the hearing unless an extension of time is permitted at the discretion of the Judicial Affairs Officer. The Panel may include recommendations for sanctions, though the imposition of sanctions is solely in the discretion of the Dean of the School of Law.
9. The standard of review in Panel hearings shall be whether it is more likely than not (a preponderance of the evidence) that the accused student violated the Code of Conduct. However, formal rules of process, procedure and/or technical rules of evidence as applied in criminal or civil courts do not apply in Code of Conduct hearings.

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

Sanctions

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

- **Warning** – A notice in writing to the student that the student is violating or has violated the Code of Conduct. Warnings shall include notice that continuing violation(s) may result in more severe sanctions but any warning issued to a student shall not appear on the student's permanent disciplinary record. Only warnings issued after a finding of probable cause should be considered a sanction resulting from a disciplinary proceeding.
- **Probation** – A written **private** reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- **Loss of Privileges** – Denial of specific privileges for a designated period of time.
- **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

- **Discretionary Sanctions** – Work assignments, essays, service to the School of Law, counseling or other rehabilitative services, and other related discretionary assignments.
- **Suspension** – Separation of the student from the Charleston School of Law for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The Dean of the School of Law has discretion in determining what access to campus facilities a student may have during a period of suspension.
- **Expulsion** – Permanent separation of the student from the Charleston School of Law. The Dean of the School of Law has discretion in determining what access to campus facilities a student may have upon expulsion.
- **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the Charleston School of Law may be revoked for fraud, misrepresentation or other violation of the Charleston School of Law standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withholding Degree** – The Charleston School of Law may withhold awarding a degree otherwise earned until the completion of the process set forth in the Code of Conduct, including the completion of all sanctions imposed, if any.

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

Interim Suspension

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

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

Appeals

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

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

ARTICLE IV – Interpretation And Revision

Any question of interpretation or application of the Code of Conduct shall be referred to the Dean of the School of Law or his designee for final determination. The Code of Conduct shall be reviewed on a regular continuing basis as mandated by the Dean of the School of Law.

To this end, the Dean of the School of Law designates a Judicial Affairs Committee comprised of students with faculty and/or administrative advisor(s) to regulate procedures under Article III of the Code of Conduct and recommend modifications to the other Articles of the Code of Conduct to the Dean of the School of Law as outlined below.

Judicial Affairs Committee Charter

Purpose

- The Judicial Affairs Committee (“Committee”) is a standing committee of students, faculty and staff that oversees procedural aspects of the Code of Conduct.
- Nothing in this Charter limits or contravenes the authority of the Dean of the School of Law to promulgate and enforce regulations governing student conduct.

Composition

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

Affairs Officer shall have permanent Committee membership throughout his/her appointment by the Dean of the School of Law under Article I.

Powers

- Exclusive power to adopt or modify bylaws specifying policies and procedures pertaining to Judicial Affairs Committee hearings. All such bylaws must be consistent with this Charter.
- Whenever the Committee adopts or modifies its bylaws, it shall inform the Dean of the School of Law.
- Any bylaw adopted or modified by the Committee can be overruled by the Dean of the School of Law.
- The Committee has the authority to adopt or modify procedures for Code of Conduct hearings under Article III.
- The Committee may also present recommendations of future modifications to all other Articles of the Code of Conduct to the Dean of the School of Law.
- Whenever the Committee adopts or modifies the Code of Conduct procedures under Article III or makes formal recommendations for changes to the other Articles, it shall inform the School of Law community and forward a text of the changes to the chair of the SBA Senate, the Faculty, the Dean of the School of Law and the Managing Director of the Charleston School of Law, LLC.
- Any adoption or modification of the Code of Conduct procedures under Article III can be overruled by the Dean of the School of Law.
- The Committee shall have the power to propose amendments to this Charter, which must be approved as specified below.

Procedures

- The Committee may conduct business only in the presence of at least four (4) members, provided at least three (3) students and a faculty member, administrator or the Judicial Affairs Officer are present.
- Actions of the Committee shall require a majority vote of those present and voting.
- The Committee shall have the power to adopt rules of procedure to govern its own actions, provided that a majority of those present and voting agree.

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

Amendment of Charter

- The provisions of this Charter are subject to amendment in any and all respects. Amendments shall be enacted by a majority vote of the Judicial Affairs Committee, and shall go into effect immediately upon approval by the Dean of the School of Law.
- No amendment by vote of the Judicial Affairs Committee changing the membership of the Committee, however, shall go into effect until the time of the next regular election of members.
- The Dean of the Law School maintains authority to unilaterally amend or dissolve the Judicial Affairs Charter and the Code of Conduct unconditionally and at any time.

ARTICLE V - Conflicts Of Interest

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

IV. PROFESSIONALISM SERIES REQUIREMENT

The Charleston School of Law Professionalism Series is designed to present students with real-world insight into the role of professionalism in the field of law. The goal is to instill in students an understanding of the practice of law as a profession aimed at providing public service. Guest speakers represent a wide range of well-respected judges and practicing attorneys.

There are at least six (6) lectures per semester. To meet **graduation requirements** and to receive credit for attending the professionalism series, full-time students must attend three (3) lectures and part-time students must attend two (2) lectures of their choice per semester.

The School of Law will record attendance by students signing in prior to each lecture. Any student who arrives more than ten (10) minutes late for the program will not receive credit for attending. A student may leave a program no more than fifteen (15) minutes before their next scheduled class. It is a potential Honor Code violation to sign the attendance form for the lecture and leave, outside of the exception above. **Actual attendance at the lectures is mandatory.** Students **may not** fulfill the Professionalism Series Requirement by attending additional lectures next semester or by checking out a video from the library.

Students who fail to meet the attendance requirement for a semester will be placed on Professionalism Probation until attendance requirements are remedied. Professionalism Probation requires a student to attend two (2) lectures next semester for every one (1) missed during the current semester. In addition students must complete a written assignment. If a student is on Professionalism Probation for more than one semester they may face sanctions, including suspension from the School of Law.

Students are responsible for keeping track of the number of programs they attend. There will be no reminder e-mails or letters sent out to students regarding their lecture attendance.

V. BAR ADMISSION & REQUIREMENTS

Bar requirements and subjects tested vary from jurisdiction to jurisdiction. All students are urged to determine as soon as possible in what jurisdictions they may be interested in practicing law. Students are encouraged to meet with the Assistant Dean of Students for Evening Administration, Dean Brett Barker, and to contact the bar in that state(s) to determine its character and fitness and bar admission requirements.

More information can be found on the National Conference of Bar Examiners website at <http://www.ncbex.org>.

VI. DISABLED STUDENT SERVICES

The Charleston School of Law provides assistance and guidance to students with a documented disability to ensure equal access to the School of Law. Students with a documented disability such as ADD, ADHD, a learning disability or a physical or psychological disability should visit <http://www.charlestonlaw.edu/v.php?pg=10032> and contact John Benfield, Associate Dean, in the Office of Admission.

VII. OFFICE OF ACADEMIC AFFAIRS

The Charleston School of Law is dedicated to preparing students to provide public service while pursuing productive and responsible careers in the legal profession. The Office of Academic Affairs, headed by the Associate Dean for Academic Affairs, oversees and administers the law school's academic programs and policies, including academic advising, academic scheduling for courses and examinations, hiring and evaluating of adjunct professors, orienting new faculty, and evaluating faculty performance. The Office of Academic Affairs is responsible for advising students as they progress toward graduation.

A. Office of Academic Success

The Office of Academic Success is a part of the Office of Academic Affairs. This office, headed by the Assistant Dean for Academic Success, provides academic counseling and support to students. The Office of Academic Success is dedicated to assisting and supporting all students in successfully achieving their individual academic and personal goals, in law school and beyond. To help achieve those goals, the Office provides regular programs specifically targeted to the academic needs and skills development of each law school class, including skills workshops, academic development sessions, bar preparation, as well as coordinated programs with other Charleston School of Law offices. The academic success staff is also available for one-on-one conferences. Additionally, the Office works very closely with the Charleston School of Law faculty, staff, and students on orientation, academic standards, teaching techniques, learning aids, technology usage, probation, professionalism, crisis response, and other issues.

B. Legal Research, Analysis and Writing Program

The Legal Research, Analysis and Writing Program is also a part of the Office of Academic Affairs. The Director of Legal Research, Analysis and Writing heads the program and is assisted by three full-time legal writing professors, as well as several adjunct professors who are practitioners in the community. In this full-year course, first-year students are instructed in the practice of legal research, writing and analysis; and, the writing of legal memoranda, pretrial motions, and appellate briefs, with emphasis on preparing and presenting legal arguments persuasively.

C. Bar Preparation Programs

The Charleston School of Law provides multiple resources to help students prepare for the bar. The Director of Bar Preparation Programs, which is a part of the Office of Academic Affairs, administers these programs, including teaching a three unit, pass-fail bar review course covering several frequently tested doctrinal subjects. The course gives students multiple opportunities to hone their essay-writing skills with simulated bar examination questions. Students are also introduced to methods for addressing multiple choice style questions that appear on the Multistate Bar Exam. In addition, a number of students avail themselves of one-on-one bar essay tutoring.

D. Office of the Registrar

The Office of Academic Affairs also oversees the Office of the Registrar, which administers registration, student schedules, the recording of grades, and the maintenance and certification of student transcripts. The Registrar's Office also processes requests for letters of good standing and enrollment verification, for permission to change status, for permission to withdraw from a course, and for permission for leaves of absence.

For any questions regarding the above information, please visit the Office of Academic Affairs located on the third floor of the AT&T building at 385 Meeting Street, Charleston, South Carolina 29403.

VIII. LIBRARY AND INFORMATION TECHNOLOGY

A. Sol Blatt Jr. Law Library

For more information regarding the Sol Blatt Jr. Law Library, please reference the 2011-2012 Charleston School of Law *Sol Blatt Jr. Law Library Law Student Handbook and Guide*. The Handbook is located on the library's web site at http://charlestonlaw.indigofiles.com/library/Using_the_Library/studentlibraryhandbook_final.pdf.

B. Information Technology

Student Computer and Telecommunication Systems Use Guidelines

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

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

1. Students are responsible for utilizing the Systems in an efficient, effective, ethical and legal manner in accordance with this Policy.
2. Only after equipment has been properly evaluated by the IT Department, will student laptop computers be permitted to connect to the Law School's wireless network only. No other student computing equipment will be allowed on any law school network without prior consent granted by the Director of Information Technology.
3. Students are responsible for the proper protection of any law school computing or phone equipment from physical hazards and loss. This includes, among other things, protecting equipment from food, fluids, including drinks, using a surge protector, logging off at the end of the day or when away from the computer for an extended amount of time and securing peripherals from theft.
4. The Systems, including hardware and software, are and remain at all times the property of the Charleston School of Law. As such, all data, documents, information and messages created, composed, stored, sent and received on the Systems are and remain the property of the School of Law.
5. The transmission or storage of commercial or personal advertisements, promotions, destructive programs (viruses and/or self-replicating code) or political material is prohibited.
6. The School of Law reserves the right, but not the duty, to retrieve, read and monitor all data, documents, information and messages created, composed, stored, sent and received on the law school Systems. You should have no expectation of privacy in anything created, composed, stored, sent or received on the Systems (except telephone conversations). Nothing which is created, composed, stored, sent and received on the Systems is considered personal, confidential or private except for confidentiality benefiting the School of Law. Use of the Systems by you constitutes your consent to the monitoring of data, documents, information, messages, and the Systems accesses by Students.
7. While the Systems may accommodate the use of passwords for security, the reliability of such for maintaining confidentiality cannot be guaranteed. You must assume that any and all messages may be read by someone other than the intended or designated recipient.
8. You should use the same care in drafting and distributing law school e-mail and other electronic documents and in sending voice mail messages as you would for any written communication.
9. Fraudulent, offensive, harassing, embarrassing, indecent, profane, obscene, intimidating or unlawful content shall not be created, composed, stored, sent or accessed using the law school Systems.

10. Students must comply with all School of Law software licenses. The copying of copyrighted materials is strictly prohibited. You may not install law school software onto your individual computer or to the network without first receiving authorization from the Law School's Director of Information Technology.
11. Your ability to access to connect to the files of other law school Users or to other computer systems through the network does not imply a right to access or connect to those files or systems or to use, alter or copy those files or systems unless specifically authorized by the User or operator of those files or systems.
12. Students are responsible for making certain that the documents kept on disc and/or hard drive memory are in compliance with the School of Law Document Retention Policy.
13. Violation of any of these guidelines could result in violation of the honor code and disciplinary action up to and including expulsion and/or legal action.

IX. CAREER SERVICES

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

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

To prepare students for transition from academic to work environments, the CSD designs workshops and special programs with students' needs in mind. Workshop topics offered include writing effective résumés and cover letters, successful interviewing techniques, and effective job search strategies. An ongoing Career Series brings practicing attorneys, judges, and members of the community to campus to discuss their careers and the legal profession. Speakers also focus on substantive legal practice areas, professionalism, law firm management, solo practice, and alternative careers for lawyers. The CSD also supports an annual summer Judicial Observation and Experience (JOE) Program and assists students in developing mentors in the legal community.

Available to students and alumni in the Career Services' library and online, the department offers publications and materials covering a wide variety of career-related

topics, including career planning, job search, résumé preparation, interview skills, legal practice areas and alternatives, and law firm practice and management. The CSD staff also work directly with students to navigate the online resources available, including Symplicity, Lexis/Nexis, Westlaw, PSLawnet, Law Student Jobs Online, and various databases.

First-year law students are strongly encouraged to focus on their adjustment to law school and academics during the first semester. For this reason and due to guidelines from The Association for Legal Career Professionals (NALP) and the ABA, the Career Services staff cannot provide individual career counseling to full-time, first-year students before November 1.

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

In addition to established models of career counseling and placement activities, Career Services is committed to developing innovative career opportunity strategies and programs to support our students and alumni in reaching their unique professional goals. Career Services is dedicated to assisting our students and graduates to capitalize on their diverse strengths and experiences to build a satisfying career path. The Career Services Department is located on the third floor of 444 King Street.

Pro Bono Program

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

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

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

form to the Career Services Department. To qualify for credit, the work must be law-related and supervised by a licensed attorney. Clerical work is appropriate only to the extent needed to carry out the overall legal task.

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

The Career Services staff has developed a list of approximately 127 pre-approved *pro bono* sites. The supervising attorney at these sites has agreed to allow students to contact him or her to inquire whether the student might be able to perform *pro bono* work for the attorney. To receive credit for performing any work at sites not on the pre-approved *pro bono* site list, students must obtain pre-approval from the Dean or the Director of Public Service and Pro Bono.

All students must complete a form on Sonis which addresses ethical and administrative issues regarding *pro bono* service every semester. Additionally, students must submit their hours on a separate *pro bono* form to the Career Services Department. Students may then check their records of *pro bono* service on Sonis. All **May graduates** must complete their requirement and submit their certification form by **April 1** of their graduation year. All **December graduates** must complete their requirement and submit their certification form by **November 1** of their graduation year.

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

X. STUDENT AFFAIRS

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

Student Affairs provides general support and guidance to over thirty (30) active student organizations and assists in the planning of academic lectures and student fundraising events for the School of Law. Student Affairs advises the Executive Leadership Council and provides guidance to the Student Bar Association and its Executive Board. Student Affairs is charged with overseeing Student Policies and the Code of Conduct at the Charleston School of Law.

The Department of Student Affairs serves as a liaison between the students, administration, and faculty at the Charleston School of Law and seeks to enhance the quality of student life by coordinating student activities and school-wide events such as the Professionalism Series, the Lawyering Program and Awards Day. The Dean of Students is a charter member and Vice President of the James L. Petigru American Inn of Court in Charleston and advises the Charleston County Bar Student Division. The Student Affairs team is committed to providing leadership programming and fostering leadership opportunities for all students.

The Department of Student Affairs is located on the third floor of 444 King Street.

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

Part of the effective use of the Charleston School of Law's brand is how it appears to the public in everything from letters, memos, business cards, fliers, newsletters and bumper stickers. It is important that the use of the School of Law logo, seal, and the School of Law name are consistent because they officially identify the Charleston School of Law.

1. Use of the Charleston School of Law Name

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

Please do not abbreviate with the letters "CSOL" on any paper-based communication. This acronym may be used for an individual's personal use and/or their personal casual conversation but should not be used when representing the School of Law in a formal document.

2. Use of the Charleston School of Law Seal

The Charleston School of Law seal may only be used with written permission from the Managing Director of the School of Law and **must be** approved before being distributed on any printed or published materials. The Seal Approval Form may be found under "Forms" here within. **This form must be submitted to the Assistant Dean of Students in the Department of Student Affairs.**

3. Use of the Charleston School of Law Logo

The School of Law logo may be used for all printed items. However, it is equally important that the logo is not distorted from its original form. All School of Law student organizations must have prior approval from the Department of Student Affairs or the Dean of the School of Law before printing, posting, or distributing any materials containing the School of Law logo.

To download the School of Law logo, please visit the School of Law website at www.charlestonlaw.edu. From the home page, click on the “Media Guide” section and then “logo farm”. There are several logo options from which to choose. For further questions regarding downloading the logo, please contact the Director of Special Events and Institutional Advancement.

4. Use of the Founders’, The Deans’, And Faculty Member Names

The five founders of the School of Law are as follows: The Honorable Robert S. Carr; The Honorable George C. Kosko; Professor Ralph C. McCullough, II; The Honorable Alexander M. Sanders, Jr.; and Edward J. Westbrook, Esquire.

Students and student organizations shall not use the Founders’ names or the individual name of a Founder, Dean, or faculty member when soliciting funds without written permission from that particular Founder, Dean, or a particular faculty member.

Students and student organizations shall not utilize the words “Founders”, “Dean” or “Faculty” or the Founders’, Deans’, or faculty members’ individual names when naming an event or competition without written permission from the Founders, Deans, or the particular faculty member.

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

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

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

C. Master Calendar & Room Reservations

The Charleston School of Law Master Calendar may be found on the School of Law's website at <http://www.charlestonlaw.edu/calendar/calendar.php>. Please review the calendar before requesting a room reservation.

How to make a room reservation:

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

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

D. Contracts

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

E. Lockers

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

F. Lost and Found

Lost and Found boxes may be found in the following locations:

Sol Blatt Jr. Law Library:

First Floor

Chase:

Debbie Wilkins, Second Floor

AT&T Building:

Office of Admission, First Floor
Department of Academic Affairs,
Third Floor

392/394 Meeting:

Organization Suite, Second Floor

All items left in the American Theatre will be taken to the Law Library

G. Student Mailboxes

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

H. Voter Registration

The School of Law encourages all eligible students to participate in the political process. South Carolina law requires those seeking to vote to register at least thirty (30) days prior to the election. School of Law students may register to vote where they attend law school only if they establish that they are a resident of this community. In establishing residency under this rule, students must demonstrate that they have a present intention to remain in the community where they attend school.

If you are not registered to vote, South Carolina Voter Registration applications can be obtained in the Department of Student Affairs as well as online at:

<http://www.scvotes.org>

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

Charleston County Board of Voter Registration

Post Office Box 71419

Charleston, SC 29415

Office Number (843) 744-8683

Fax Number (843) 974-6419

<mailto:bevr@charlestoncounty.org>

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

XI. STUDENT COUNSELING

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

MUSC’s services to students include but are not limited to the following: assessment services, therapy, mental health evaluations, and referrals to all School of Law Students. Services also include consultations, promotional materials and assessment services, up to five (5) therapy sessions following a student assessment, and appropriate referrals for treatment or follow-up.

All appointments are at MUSC with trained professionals. If counseling services are needed, please contact MUSC directly at (843) 792-2848.

Mandatory Assessments

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

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

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

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

⁸ Includes email correspondence or formal letter.

Remedial Action Plan

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

Family Notification Policy

The Charleston School of Law respects the privacy rights of its students as defined under the Family Educational Rights and Privacy Act (FERPA). Under extreme circumstances, it may be necessary to contact a student's parents or other family to provide support and assistance to the student.⁹ Family notification may occur in instances which the student: (1) has engaged in self-inflicted life-threatening behavior; (2) is a danger to themselves or others and is unresponsive to professional medical or mental health advice; or (3) the student has injured themselves and requires medical attention.

⁹ TITLE 34--EDUCATION

PART 99_FAMILY EDUCATIONAL RIGHTS AND PRIVACY--Table of Contents

Subpart D

May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?

Sec. 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in this Act or this part shall prevent an educational agency or institution from--

(1) Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;

(2) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student; or

(3) Disclosing appropriate information maintained under paragraph (b)(1) of this section to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.

(c) Paragraphs (a) and (b) of this section will be strictly construed.

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

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

XII. OFFICE OF FINANCIAL AID

The Office of Financial Aid strives to help students understand the process of applying for financial aid so they can make wise financial decisions and explore all resource options for funding their legal education. To that end, the Office of Financial Aid will help students understand how to best utilize their resources: scholarships (private and also institutional); private loans; federal loans (Direct Stafford loan and Direct Graduate PLUS loan); and Veterans Benefits. The Office of Financial Aid assists students by helping to answer financial questions so students are informed before, during, and after their education at the School of Law.

The Office of Financial Aid is located on the first floor of 394 Meeting Street. This building is positioned near the corner of Meeting and Mary Streets and is diagonal from the AT&T building. The Office of Financial Aid is open from 8:30a.m - 5:00 p.m., Monday through Friday. Drop-ins are welcome, but students with appointments are guaranteed to meet with a financial aid counselor to receive the help assistance they need.

A. Financial Aid Resources

Funding a legal education can be a daunting task, especially when students are responsible for financing their law school education and living expenses themselves. Need-based scholarships and merit scholarships are awarded by the School of Law to selected students, but the largest form of financial aid for law students is educational loans. Even if a student receives a sizable scholarship, they may not be able to avoid substantial loan debt before they graduate, especially if the student has already accumulated student loans during their undergraduate or graduate education. Attaining a legal education is a significant investment of a student's time and financial resources. Students should be aware of all of their financial responsibilities and make wise financial decisions before, during, and after they attend School of Law. Students should realize that they are investing in their own futures by attending law school and that type of investment is the best one they can make. The investment can be considerable, so it is highly recommended that students borrow conservatively at all times and be diligent to budget their money wisely. Simply put: the amount of loan money students borrow now may affect their career and lifestyle choices when they finish their education at the School of Law. The popular adage says, "If you live like a lawyer while a student, you will live like a student when a lawyer." The Office of Financial Aid is ready to help students become aware and make informed financial decisions in all areas of student life: budgeting, loan comparisons, notifications of expected refund disbursements, explanation of the consequences of defaulting on student loans, and debt management and consolidation after graduation.

B. Cost of Attendance

Students are provided a cost of attendance budget that governs the amount of total aid (loans, scholarships, veteran's benefits, etc.) available to them for the nine month academic year. There are also cost of attendance budgets for Maymester and summer

session, including externships if students are enrolled in an externship course. Students are not allowed to exceed their cost of attendance budget. Student budgets are reviewed annually to make adjustments to reflect possible changes in living expenses or school-related expenses. The Office of Financial Aid realizes that students come to the School of Law from various backgrounds, experiences, and lifestyles; however, the student cost of attendance budget allows for a simple lifestyle—that of a graduate student. Federal regulations dictate that only education-related expenses are allowed in the cost of attendance budgets. Items such as tuition and fees, lodging and food, books and supplies, transportation, and personal/miscellaneous are expenses allowed to create a student's budget. Students who want to request a budget adjustment must complete a Request for Budget Increase Form and provide all necessary documentation required for the Office of Financial Aid to render its decision. The required form and all supporting documentation will become part of the student's financial aid file. Items the government will NOT allow in the cost of attendance budgets include moving expenses, prior loan debt, credit card debt, car payments, and expenses incurred outside of the student's actual period of enrollment. Budgets may be increased for the following allowable adjustments: students with disabilities to accommodate reasonable needs to attend classes; students paying dependent care or adult care expenses directly related to the student's attendance (not for job purposes); students who have medical/dental expenses not covered by insurance while enrolled; and a student's *one time* computer/printer purchase expense. All documentation and receipts are required with a student's Request for Budget Increase Form for the appeal to be reviewed. The maximum amount that a student's budget can be increased for computer and printer expenses is \$2,000. If approved, a student's budget will be increased by the documented cost of the computer equipment which will allow the student greater loan eligibility for a semester.

C. Helpful Student Links and Funding Sources

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

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

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

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

<http://www.finaid.org>

This site is an overall guide to financial aid.

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

The government's financial aid resource website.

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

Government site for Department of Veteran Affairs.

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

Establishing a budget.

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

<http://www.bankrate.com/brm/movecalc.asp>
“Cost of living” comparison calculator between cities.

<http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtm>
This is a great site to learn how to get a free annual credit report and how to try to correct errors and other helpful information. Students are encouraged to review their credit report at least once a year to review their information for accuracy. Another site with information about credit scores is <http://www.myfico.com/CreditEducation>.

<http://www.finaid.org/calculators/loancomp.phtml>
Compare different loan interest rates and better understand loan repayment schedules (great for debt management when repaying loans).

http://www.nslds.ed.gov/nslds_SA
Students can review all of their *federal* loan information (loan holders, balances, interest rates, etc.).

D. Scholarship Sites

http://www.salliemae.com/before_college/students_plan/free_money/scholarships/scholarships.htm
Scholarship page that gives sources for possible outside scholarships, information on how to avoid scholarship scams, and a multiple scholarship searches.

<http://www.petersons.com/finaid/file.asp?id=860&path=gr.pfs.scholarships&sponsor=1>
Site that offers a search engine for graduate school scholarships.

<http://www.fastweb.com>
A popular scholarship search engine.

https://studentaid2.ed.gov/getmoney/scholarship/scholarship_search_select.asp?13817
The Student Aid on the Web Scholarship Wizard.

<http://www.princetonreview.com/scholarships.aspx?uidbadge=%07>
Under the heading “Try Online,” click on “Scholarship Search.” You will need to register with Princeton Review.

<http://www.brokescholar.com>
Free scholarship search through Broke Scholar.

E. FERPA (Family Educational Rights and Privacy Act)

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

- Students have the right to review their educational records.
- Students are allowed to amend inaccurate information contained in their records. If a request is denied, the school allows the student to request a hearing to challenge the contents of the educational records.
- Students have the right to provide consent for the disclosure of their records.
- Directory Information can be provided without student consent or the information can be blocked for students who make their requests in writing to the school.
- Schools may provide information without consent to key parties, such as school officials, accrediting agencies, state and local authorities, etc.

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

F. Study Abroad Opportunities

Charleston School of Law students who gain approval to transfer study abroad credits towards their degree program may borrow federal loans to help pay for their study abroad expenses and provide living expenses as determined by the “host” law school. Students interested in a study abroad over the winter or summer sessions should contact the Director of Financial Aid to set up a consortium agreement between the two law schools to assist students in attaining federal loans for their session.

G. Charleston School Of Law Foundation Student Loan Repayment Assistance Program

Purpose

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

Eligibility

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

Criteria

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

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

Financial need of the applicant will be considered in the determination of the amount of the grant. Accordingly, applicants must submit verification of current salary at the time of application; must provide documented proof of the terms, costs, and current balance of all student loans; and may submit documentation of any other indebtedness the applicant wishes the Foundation to consider in making its award.

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

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

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

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

Application Process

Applications for the Student Loan Repayment Assistance Grants are available from the Office of Financial Aid at the School of Law.

Applications and all supporting documentation must be received by the Office of Financial Aid no later than April 1st for consideration by the Selection Committee during the current calendar year.

The Selection Committee of the Foundation will review completed applications and will notify applicants of the decision and amount of the grant, where appropriate, by May 15th.

Grants will be disbursed to the successful candidates by July 1st.

XIII. FUNDRAISING GUIDELINES

A. General Guidelines

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

Students, student organizations, SBA committees, faculty, staff, departments, alumni, or other friends of the Charleston School of Law may raise money through two avenues with adherence to the following guidelines.

1. An individual or group may raise money on behalf of the Foundation, donations to which are tax-deductible. The funds raised must be used for a narrow range of very specific purposes as required by federal law.
2. An individual or group may also raise money for the School of Law, a student organization, a student committee although donations are *not* tax-deductible. This money may be used to cover general operating expenses of the School of Law or the particular group raising the money¹⁰

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

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

In order to coordinate fundraising efforts by various constituent groups at the School of Law, to maximize effectiveness of efforts, and to avoid conflicts of timing and/or

¹⁰ Additionally, where an individual or group affiliated with the School of Law seeks to raise money or obtain other gifts of value that will ultimately be donated in whole or in part to a non-school related group or entity, prior to initiating any fundraising activity, the individual/group must first meet with the Department of Student Affairs and/or the Executive Director of the Foundation, regarding the details of the contemplated activity.

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

B. Fundraising for Student Organizations, Committees and Outside Organizations

This policy applies to all students, student organizations, SBA committees, faculty, staff, departments, or other non-student groups who want to engage in fundraising activities.

All fundraising events must be approved by the Assistant Dean of Students in the Department of Student Affairs prior to the start of the campaign. This includes all campaigns where items or monies are being raised for any cause. This includes collection drives and bake sales. **Violations of this policy could result in loss of fundraising privileges.**

1. Students, Student Organizations and SBA Committees should submit a fully completed *Student Organization Event Planning Approval Form* to the Assistant Dean of Students four (4) to six (6) weeks prior to the event. Incomplete forms will not be reviewed.
2. If solicitations outside of the School of Law are being sought, the students or student organization, or SBA Committee will need to disclose the specific names and/or businesses from which they wish to solicit with their *Student Organization Event Planning Approval Form*. (The Department of Student Affairs maintains a spreadsheet of all businesses and law firms from whom students and student groups have previously requested funds. It is imperative that students provide this information to the Assistant Dean of Students for tracking purposes.)
3. Once the form is submitted, meet with the Assistant Dean of Students to review event. All written and printed items must be approved prior to the commencement of the fundraising campaign.
4. **No student may enter into a contractual agreement on behalf of the Charleston School of Law, LLC. The contracts should be signed by the Dean of the School of Law or the Managing Director. The student is not a legal representative of the Charleston School of Law.**

5. Ensure that you have the funds to cover any costs associated with your fundraising campaign. If needed, attend the SBA Budget Hearings and/or meet with the Treasurer to review your account.
6. As a reminder, donations made to the School of Law or a School of Law Student Organization are *not* tax-deductible.

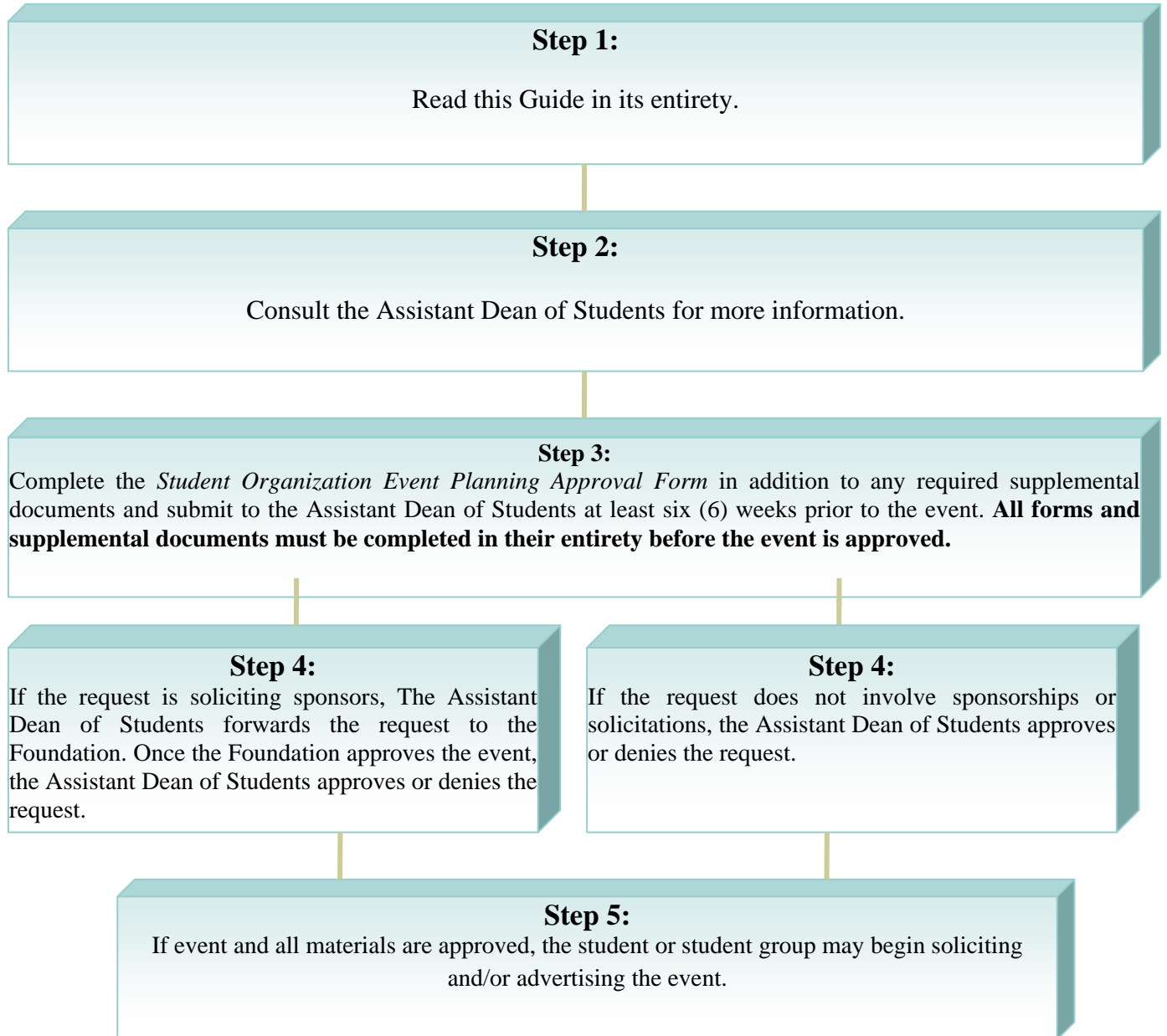
C. Fundraising For The Charleston School of Law Foundation

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

For more information on fundraising for the Foundation, please contact the Director of Special Events and Institutional Advancement.

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

Charleston School of Law Fundraising Guidelines



XIV. OFFICE OF SPECIAL EVENTS AND INSTITUTIONAL ADVANCEMENT

The Office of Special Events and Institutional Advancement was created in the fall of 2010 to 1) develop and facilitate effective communication strategies at the Charleston School of Law, 2) help build and maintain positive, productive relationships with the law school's constituents and donors, and 3) plan and implement many of the law school's special events, including convocations, commencements and fundraising events. The Office of Special Events & Institutional Advancement can serve as an adviser and resource for students and student organizations as they plan and promote School of Law approved and sanctioned programs and events. The office can also assist students seeking to promote news and events through the law school's publications, website, message boards and social media platforms.

In addition, the Director of Special Events and Institutional Advancement serves as support staff for the Charleston School of Law Foundation, a 501(c)3 nonprofit organization whose mission is to generate support for the Charleston School of Law's mission to provide high-quality legal training and to instill a sense of public service in its students by giving back to the communities that have played a key role in their personal and career development. As a nonprofit organization, the Foundation can receive, raise and invest tax-deductible contributions to provide much-needed funding for scholarships and other programs that promote academic excellence at the Charleston School of Law.

A. Social Media Guidelines

Because they offer easy-to-use platforms, abundant access and timely information, social media provide many effective communication channels. And, for these same reasons, social media also embody a range of risks, misuses and unintended consequences when not used appropriately.

In accordance with the its mission and Code of Conduct, the following guidelines were developed to guide students and student organizations in developing social media platforms in a way that ensures these media are used in an appropriate, productive and lawful manner in keeping with other School of Law policies and standards, while promoting the school's core mission and reducing the risks of miscommunication, falsehoods and content that is not in keeping with the school's mission.

The Charleston School of Law fully respects the legal rights of its students, faculty, employees and stakeholders. However, activities that affect the school's business interests and core mission are a proper focus for school policy. If a user is found to be in violation of these guidelines, the Charleston School of Law reserves the right, within its own discretion, to remove or edit comments at any time or refuse posts from specific email addresses, IP addresses or user names. Violations of this policy will lead to appropriate disciplinary measures and students may be subject to sanctions under the School of Law Student Code of Conduct.

Promoting Charleston Law news and events or the accomplishments of its faculty and students through social media is an easy, efficient and inexpensive way to engage the campus community and build the school's brand. Faculty, staff, students, alumni and others are encouraged to repost and share information with their friends by linking to the original source. To optimize the productive aspects of social media while minimizing negative or unintended consequences, all members of the Charleston Law community should adhere to the following guidelines.

Maintain a High Standard for Professionalism

1. Be respectful. Express differences in opinion in a professional manner and tone. Avoid participation in nonproductive exchanges. Never use ethnic slurs, personal insults or obscenity or engage in any conduct that would be unacceptable in a face-to-face exchange.
2. Be informed. Get your facts straight before posting them on social media. This is especially important if posting on behalf of the law school in any capacity.
3. Use social media to open doors, not close them. Ask yourself if the image you are projecting through your content one by which you want your friends, colleagues, potential employers, family and others to know you?
4. Understand that what you post as an individual will reflect on the law school. One's online activities, whether on a personal or school-related site, should not interfere with one's studies nor reflect negatively on the law school.
5. Charleston Law social media platforms should not be used for personal marketing efforts outside the school's direct interests.
6. Do not use your School of Law email address for personal or private social media activity.
7. Never discuss personnel or staff matters in a social media forum.
8. Do not present your posts or opinions as those of the Charleston School of Law unless you are authorized to do so.
9. Do not post chain letters or other spam.

Understand the Reach of Your Posts and Your Responsibilities

10. Be aware that those reading your posts could, and probably will, include current and prospective students, faculty, staff, future employers, Charleston School of Law Foundation donors, alumni, legislators, parents and the news media.
11. Understand that everything you write or receive on a social media site is public. Always assume that all social media posts and activities will create a permanent written record of what you say and do.
12. Postings, tweets, photos, videos, etc. – even when intended to be viewed only by close friends or family – can easily be circulated beyond your intended audience. Your posts represent you and, by association, the law school to the outside world. “Personal” and “private” are not synonymous concepts in social media. Information you post may be personal, but it should never be considered private.
13. As with any student's conduct on or off campus, students can be held accountable for conduct that negatively impacts the law school's mission. This may include postings that inappropriately share information related to the law school or make inappropriate

- or unprofessional statements that could negatively impact the school or members of its community.
14. Be honest about your identity. Do not post anonymously, use someone else's name, or use a fake profile. Likewise, do not allow other individuals or entities to use your identify to post or view content. Do not post content under multiple names.
 15. You are, and always will be, responsible for everything you post, whether on your site or others'.

Apply the Same Rules to Social Media as You Would to Traditional Media

16. Do not post material that is threatening, harassing, illegal, obscene, defamatory, libelous or hostile toward any individual or entity. Posters have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous or obscene.
17. Do not post material that infringes on the rights of the Charleston School of Law's or any individual's or entity's rights to privacy, intellectual property or publication rights.
18. Attribute all content deserving thereof. Cite and link your sources whenever possible. While linking to another's website is encouraged, you may not repost copyrighted material to social networks as your own work without permission.
19. Do not post confidential or proprietary information about the Charleston School of Law, its students, employees or alumni. Use good ethical judgment and follow school policies and federal requirements such as HIPPA and FERPA.
20. Conform to applicable School of Law branding and communications guidelines (available at <http://www.charlestonlaw.edu/v.php?pg=189>) to ensure that both the integrity and uniformity of the school's brand is maintained through all social media channels. Do not use the law school's name, logo or seal to promote or endorse a product, cause or candidate, other than as stipulated in its branding policy. Use of the school's seal is regulated online as it is in print.
21. Students and student organizations are well advised to have no expectation of privacy regarding information posted on social media platforms.

Student organizations should carefully create strategies for their social media communications. To begin with implementation – rather than research and strategy – risks engaging many of your constituents and then proving unable to either deliver on the promise of that engagement or make the most of that engagement to support their objectives. Student organizations should establish only those sites that they are committed to doing well.

Ideally, and whenever possible, an individual unit's site should link back to www.charlestonlaw.edu. This will help you by keeping your posts brief while redirecting a constituent to content that resides on the law school's website. No student's or student organization's page should give the impression that its site represents the Charleston School of Law as a whole. Consider this when naming your pages or accounts.

Following are useful steps in creating communication strategies using social media:

- **Define Your Goals.** Make a list of what you want the site(s) to accomplish. Are you delivering information or engaging potential supporters?
- **Define Your Audience.** Decide whom you wish to inform or engage. Determine how you will initially engage people to join your audience.
- **Define Responsible Parties.** Assign who will have or share responsibility for populating, maintaining and monitoring each platform in your social media plan. Ensure they have the skills and time to do so.
- **Define How You Will Measure Your Success.** Know what you want to be the result of your social media site. Define success, determine how and when you will measure it, and how you will respond or make changes to ensure that goals are met. Social media are labor intensive.
- **Determine Your Content.** Once you've thought through the above questions, you can begin to determine your content, images, videos, audio, links, etc. Keep the content a two-way communications process; allow opportunities for the audience to engage, participate and respond. Social media are more about connecting with people than disseminating information.

B. Photography Consent Guidelines and Form

Consent of Photographed Subjects

Generally speaking, it is not necessary to obtain the consent of subjects in a photograph if the individuals were in a public place when the photograph was taken. For instance, photographs taken of people at an awards ceremony or reception, in a classroom, or walking down the street may be used without consent.

As part of its standard operating procedures, the Charleston School of Law includes a notice in the student handbook given to each entering student that states that the School takes photographs and videos routinely to use in school publications and promotional media, and if they want to opt out, they should contact the Director of Special Events and Institutional Advancement. Students, faculty, staff and special guests are reminded annually, at the beginning of the Fall academic term, that the School routinely photographs School and public events without requiring photography releases.

The law does recognize, however, that in some circumstances it may be an invasion of privacy to use photographs of an individual without permission. Such invasion of privacy can fall into two major categories:

1. Invasion of an individual's personal privacy: If a person is photographed in a private situation without his or her knowledge or consent, and if those photographs are disseminated, it can constitute an invasion of privacy. Such invasion is decided by the courts using a reasonable person standard.

2. Commercial use of a public figure's image: If an individual has some public image, and if a picture of that person is used without consent to further a financial or business enterprise, such use may be legally prohibited.

Copyrighted Photographs

Photos generally are copyrighted whether or not they carry a copyright notice. This legal protection includes photos reproduced for computer transmission, such as in web pages and electronically reproduced documents.

Photography and videography of an educational lecture or program (i.e., a Commencement speaker) raise different copyright issues. In this context, the creator of the filmed presentation has copyright in the expression of the artistic or educational work itself. The photographer or videographer should obtain written consent of the creators of the presentation, giving permission to the Charleston School of Law to film and show the presentation in other contexts.

If you reproduce a photo from another publisher or publication, you have no guarantee that the proper permissions have been obtained. As with all photo or video reproductions, be sure to obtain written permission from the copyright holder and be prepared to pay the necessary permission fees.

Rights and Permissions

No photographs, drawings, images, video, sound clips, or copyrighted or trademarked materials may be used on Charleston School of Law web pages without the permission of the holder of reproduction rights.

The *Photography Release Form* may be found in the Forms section here within. This Form must be signed when applicable. Violations of this policy will lead to appropriate disciplinary measures and students may be subject to sanctions under the School of Law Student Code of Conduct.

C. Transfer Request Form

Students or Student Organizations that record a guest speaker, must have the speaker sign a *Transfer Request Form*. This Form may be found in the Forms section here within.

XV. STUDENT ORGANIZATIONS

If you are interested in forming a Charleston School of Law Student Organization, please schedule a meeting with the Assistant Dean of Students or contact the Student Organizations Chair of the Student Bar Association.

The Student Bar Association (“SBA”) is the student government of the School of Law and is the representative body for the members of the Student Bar Association. The SBA is composed of an Executive, Legislative, and Judicial Branch. The students formally created the SBA by a Constitution ratified by the SBA in 2005.

The Executive Branch, also known as the Executive Council, includes the offices of President, Vice President, Secretary, and Treasurer. The Executive Branch carries out the day-to-day functions of student government and enforces legislation, decrees, rules, and judgments as created by the Legislative and Judicial Branches. Below is the list of the Executive Board for the Student Bar Association for the 2011-2012 Academic Year.

- Elizabeth Fulton, President
- Roy Willey, Secretary
- Ashton Daley, Vice President
- Hal Cobb, Treasurer

The Legislative Branch, consisting of the Senate, is responsible for the legislative functions of the Student Bar Association, including the creation of bylaws, resolutions, approving the budget, and other legislative functions as needed.

The Judicial Branch has two components: the Honor Council and the Judiciary. The Honor Council consists of the Honor Court, whose main function is to handle Honor Council infractions and provide self-governance of the student body from honor code violations. The Judiciary consists of student judges whose main function is to serve as disinterested parties to oversee and interpret the SBA Constitution and legislation.

The SBA has the primary purpose of serving student needs and all students are encouraged to bring their questions and concerns to the SBA. The SBA recognizes the need to have individuals of diverse talents and skill sets to function effectively and all students are encouraged to become involved. The SBA assists with Orientation and other school events, acts as advocates for the students and student issues, and coordinates social and professional activities on campus.

Charleston School of Law Student Organizations

Alliance for Equality	Environmental Law Society	Phi Alpha Delta
Alternative Dispute Resolution	Estate Planning Society	Phi Delta Phi
American Constitution Society	Federal Courts Law Review	Real Estate Society
Black Law Students Association	Federalist Society	Resolved
Business Law Society	Health Law & Bioethics Society	Street Law
Charleston County Bar Student Division	Honor Council	Student Animal Legal Defense Fund
Charleston Law Review	Intellectual Property Society	Student Trial Lawyers Association
Children's Advocacy & Family Law Society	International Law Society	Tax Law Society
Christian Legal Society	Juris One	Women in Law
Criminal Law Society	Law Democrats	
	Law Republicans	
	MALABU	
	Maritime Law Society	
	Military Law Society	
	Moot Court	

XVI. INCLEMENT WEATHER POLICY

Should inclement weather arise in Charleston directly affecting the operation of the Charleston School of Law, a notice will be posted on the School of Law's website and all students will be notified by e-mail, TWEN, and e2campus text alert. The School of Law will make every effort to announce any closings as soon as they become effective to all major television and radio stations. If you are still unsure about closings, please call the School of Law at 843-329-1000.

Due to the coastal location of Charleston and its possibility of tropical storms and hurricanes, please find a checklist below in the event of named storms.

Students are able to track the storm and find preparedness information by visiting the following websites:

- **National Weather Service** <http://www.weather.gov>
- **National Hurricane Center** <http://www.nhc.noaa.gov/>
- **FEMA** <http://www.fema.gov>

- Students are responsible for their travel arrangements. **In the event of an official closure of the School of Law, students are encouraged to notify friends and family members of emergency plans during an evacuation.**
- Pack valuable papers in a waterproof container to take with you in the event of an evacuation, i.e., insurance cards, prescriptions, birth certificate.
- Contact the School of Law Emergency Hotline, Review the School of Law Emergency Blog, review TWEN, and the Charleston School of Law home page on the World Wide Web for the most up to date emergency information.
- Be sure to get cash from an ATM or your local bank. Without power you will be unable to access cash money.
- Ensure that your vehicles are full of gas.
- Store or tie down all outdoor objects i.e., garbage cans, patio furniture, etc.
- Tape or board up all windows.
- Fill your bathtub with water.
- Have a battery operated radio and/or TV and spare batteries.
- Monitor radio and television for storm conditions and evacuation information.
- Do not forget about your pets, as shelters do not take pets.
- Have on hand a ten (10) day supply of all medications that you are taking.
- Prepare a list of medical conditions and medications you are taking.
- If you and/or your family leave your home, turn off the power and gas supply.
- Determine if your home is in a flood zone or if it will be affected by the storm surge. If so, move all items to higher ground.

- Maintain emergency lighting supplies, i.e., flash light, spare batteries, portable lanterns, and fuel. Remember gas lanterns cause toxic fumes. Use said items only in well ventilated areas. Candles or open flame lamps may present fire hazards.
- Maintain a first aid kit in your home, especially if you remain in your home during the storm.
- Secure boats if docked in the Marina.

Further, if you plan to ride out the storm, make sure you keep these items on hand in an Emergency Survival Supply Kit

- | | |
|---|---|
| <input type="checkbox"/> Have a five (5) to ten (10) day supply of non-perishable food and water. | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Batteries of all sizes | <input type="checkbox"/> Camera and film (this will be needed for insurance purposes before clean-up) |
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Toilet paper/paper towels |
| <input type="checkbox"/> Plastic containers to hold dry foods | <input type="checkbox"/> Duct tape |
| <input type="checkbox"/> A non-electric can opener | <input type="checkbox"/> Sewing kit |
| <input type="checkbox"/> Paper products | <input type="checkbox"/> Hat or work gloves |
| <input type="checkbox"/> Plastic cups & utensils | <input type="checkbox"/> Waterproof container for camera and important documents |
| <input type="checkbox"/> Trash bags | <input type="checkbox"/> Basic tool kit |
| <input type="checkbox"/> Matches | <input type="checkbox"/> Personal hygiene products (soap, toothbrush) |
| <input type="checkbox"/> Pet food if you have pets | <input type="checkbox"/> Cleaning supplies |
| <input type="checkbox"/> Insect repellent | <input type="checkbox"/> Babies' items (diapers, formula, bottles, medications) |
| <input type="checkbox"/> Charcoal or full propane tank | <input type="checkbox"/> Elders' items (canes, oxygen tank, contact lenses, denture needs, medications) |
| <input type="checkbox"/> Ice and cooler | |
| <input type="checkbox"/> Unscented bleach or other water purification aides | |
| <input type="checkbox"/> Books and games for children | |

XVII. IMPORTANT NUMBERS AND RESOURCES

Law Enforcement/ Regulatory Agencies

Police/Fire/ Ambulance.....911

City of Charleston Fire Department(843) 720-1981

City of North Charleston Fire Department.....(843) 740-2616

City of Mount Pleasant Fire Department.....(843) 884-0623

City of Charleston Police Department.....(843) 577-7434

City of North Charleston Police Department.....(843) 554-5700

City of Mount Pleasant Police Department.....(843) 884-4176

Charleston County Sheriff’s Office.....(843) 202-1700

South Carolina Highway Patrol..... (843) 953-6010

Federal Bureau of Investigation.....(843) 722-0135

Charleston County Emergency Preparedness.....(843) 202-7400
After Hours(843) 202-1700

South Carolina Emergency Preparedness.....(803) 737-8500

South Carolina Department of Health & Environmental Control.....(803) 898-3432

State Law Enforcement Division/24 Hour Emergency No.(803) 896-7000
Arson/Explosives Unit (Non- Emergency).....(803) 896-7003

Poison Control Center (800) 222-1222

Hospitals

Emergency Medical Services.....911

Medical University of South Carolina.....(843) 792-2300

Roper Hospital.....(843) 724-2000

Charleston Memorial Hospital.....(843) 792-1414

East Cooper Regional Medical Center (Mt. Pleasant).....(843) 881-0100

Bon Secours St. Francis Hospital (West Ashley).....(843) 402-1000
Trident Medical Center.....(843) 797-7000
(843) 847-4000
Trident Summerville Medical Center(843) 832-5000

Public Utility

South Carolina Electric & Gas (SCE&G).....(800) 251-7234
Natural Gas Leak Emergencies.....(800) 815-0083

FORMS

STUDENT ORGANIZATION EVENT PLANNING APPROVAL FORM

Organization Name: _____

Name of Event: _____

Date of Event: _____ **Start Time:** _____ **End Time:** _____

Purpose of Event: _____

Event Coordinator: _____ **Email:** _____

Event Monitor: _____ **Email:** _____

Faculty Sponsor: _____ **Signature:** _____

Event Location & Address: _____

Expected attendance: Students _____ Outside Patrons _____

Is this event a fundraiser? YES NO

If yes, who is the recipient of your efforts? _____

How will funds be solicited or generated? _____

How much of the proceeds are you giving to the above? _____

Do you have potential sponsors or donors? YES NO

If yes, the list must be attached to this form before the event may be reviewed and/or approved.

Do you have any written materials associated with this fundraising campaign? YES NO

If yes, all materials must be attached before the event may be reviewed and/or approved.

Are you using the School of Law Seal? YES NO

If yes, the Seal Approval Form must be attached before the event may be approved.

Are you contracting any third-party services (i.e., DJ, Band, photographer, rentals, speaker, etc.)? YES NO

If so, whom? (Name of individual and company) _____

(Please keep in mind that students or student organizations to include the SBA may not sign contracts on behalf of the Charleston School of Law. All contracts verbal, written or otherwise must be reviewed by the Department of Student Affairs and then signed by Dean Abrams.)

Will tickets be sold for your event? YES NO
What is the ticket price? _____ What does this include? _____

Does your event include printed posters, tickets, awards, programs or T-shirts? YES NO
If yes, the drafts must be attached before approval of your event.

Will alcohol be served at this event? YES NO

If yes, have you reviewed the Alcohol Beverage Policy? YES NO

The alcohol at our event will be served:

- By a professional bartender at a location with a state issued alcohol beverage license.
(Bar or Restaurant)

- By a third party-vendor cash bar (Catering Company, Bar Service)

If it is served by a third-party, I understand and have notified the third-party that they are to serve beer and wine only. YES NO

I have notified the third-party vendor that the vendor is responsible to ensure that the amount of alcohol to be provided at the event is the maximum of three (3) drinks per person for the duration of the event. YES NO

I have attached the vendor's Certificate of Insurance to this form. YES NO

I have ensured that food and non-alcoholic beverages will be available at the event for an estimated 50% of the total in attendance. YES NO

I have provided the following transportation to be available at the event _____

Please list the name of the company you have contacted. _____

I have retained security for the event. YES NO

Please provide officers' names and company. _____

Please note, your organization is responsible for the costs associated with Security.

By signing below, I _____ agree that the above is correct and truthful. I understand and agree to follow the Charleston School of Law Alcohol Beverage Policy when organizing and executing my event. I understand that I am responsible for this event.

Signature: _____ Date: _____ Telephone #: _____

DEPARTMENT OF STUDENT AFFAIRS USE ONLY

Received: _____
Approved: _____
Meeting Held: _____
Comments: _____

By: _____
By: _____
By: _____

**SEAL, FOUNDERS, DEAN, & SCHOOL OF LAW
NAME USE APPROVAL FORM**

Requester's Name _____

Date _____

Organization _____

I/we are requesting to use:

- Charleston School of Law **Name**
- Charleston School of Law **Seal**
- Founders' names
- Dean's name
- Other _____

REASON: _____

- APPROVED
- DENIED

Comments _____

Ralph C. McCullough, Managing Director

Date

For student use, all forms should be submitted to the Assistant Dean of Students. All other requests should be submitted to the Director of Special Events and Institutional Advancement. Please attach a draft copy of any and all relevant materials related to this request.

CHARLESTON

S C H O O L O F L A W

COPYRIGHT TRANSFER FORM

I, _____, am participating in a School of Law lecture that is organized and sponsored by _____. This program will be held/taped on _____. I will be making a live presentation on the date of the program.

I hereby agree to the following:

- Grant permission to the Charleston School of Law to record my presentation at this program by audio and/or visual equipment;
- To reproduce and distribute the materials above either individually and/or as part of a collection of materials prepared by me and/or other authors;
- To broadcast my presentation at this program by any means.

I hereby further agree to allow my written materials and my video/oral presentation to be reproduced, adapted and distributed by the Charleston School of Law, LLC as described above.

Participant/Author: _____ Date: _____

Please return this form to:

Leigh J. Handal
Director of Special Events & Institutional Advancement
Charleston School of Law, LLC
PO Box 535
Charleston, S.C. 29402
E-mail: lhandal@charlestonlaw.edu

CHARLESTON
S C H O O L O F L A W

PO Box 535, Charleston, SC 29402
(phone) 843.329.1000

PHOTO RELEASE/CONSENT

Date: _____

Participant's name: _____

E-mail: _____

Year of Graduation: _____ **Cell phone:** _____

Conditions (if any):

I authorize the Charleston School of Law to make use of photographs taken of me for Charleston School of Law printed and electronic materials.

I acknowledge that the Charleston School of Law is the sole owner of the reproduction. My likeness can be used in advertising or promotional materials for the School, but not as an endorsement of any product or service except as an endorsement of the Charleston School of Law.

I represent that I am 18 years of age or older and have the right to enter into this agreement.

Signature

Date

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