STUDENT ORGANIZATIONS MANUAL

MUSC
Medical University of South Carolina

The Associate Provost must approve any changes to this manual for Education Innovation and Student Life.

The guidelines and policies contained within are intended to supplement but not to supersede or replace MUSC policies.

Updated on September 25, 2026.

Manual for Student Organizations

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I. Purpose and Introduction

MUSC recognizes the value student organizations add to the development of our students. Through their participation in student organizations, students have opportunities to advance leadership skills, expand professional and personal networks, learn from others, and develop time management skills. Recognized student organizations are a reflection of the MUSC Enterprise. Students, advisors, and others affiliated with a recognized student organization must comply with all MUSC policies as well as federal, state, and local laws and regulations. Receiving recognition status does not indicate the University's endorsement of the merits of an organization's mission, purpose, or activity.

The Manual for Student Organizations compiles policies, guidelines, and resources relevant to Recognized Student Organizations. All students and organizations will be accountable for the policies included herein and any policies in the individual college handbooks and departmental publications. Students are encouraged to access this manual as well as college information for complete policy definitions and guidelines in original policy documents. This manual will be updated as necessary. The most current version will be available online at bulletin.musc.edu. All policies, procedures, and guidelines are subject to change at any time with appropriate notification to the student population of MUSC.

The Office of Student Engagement (OSE) within Education, Innovation, and Student Life (EISL) is responsible for maintaining *The Manual for Student Organizations*. All questions or concerns regarding the policies, procedures, and guidelines included in this manual are to be directed to the OSE or the specific college to which an organization belongs.

II. Student Organizations at MUSC

All students are encouraged to enrich the MUSC campus and their own college experience by getting involved. One method of involvement is joining a student organization (the term "student group" will be used interchangeably). Student organizations foster interpersonal relationships, explore educational opportunities, develop professional skills, and enhance academic experiences by serving the campus community and cultivating leadership at MUSC.

At MUSC, students have the opportunity to join university-wide and/or college-specific organizations. In both cases, student organizations at MUSC can assume one or more of the following group identifiers: Interest Group, Service Group, Professional Development Group, Educational Group, or Community Outreach Group. Group identifiers allow those external to an organization to make a quick identification of a group's mission and purpose. Many student organizations have multi-faceted missions that often result in organizations using more than one group identifier. Only university-wide groups can use the identifier of "Affinity Group."

A. Affinity Groups

An Affinity Group is a student organization whose mission statement represents a minority identity, including but not limited to race, religion, ethnicity, gender, or any other identity that is not shared by the majority in any of the following locations: MUSC, Charleston, South Carolina, or the United States. Each recognized group should support recruitment, retention, education, advocacy, and community building. Affinity groups fall under the MUSC Student Government Association (SGA) umbrella and receive financial support from SGA. Unlike other recognized

student organizations, Affinity Groups are limited to MUSC students meaning residents, postdoctoral scholars, faculty, or staff members are not allowed membership. This provision ensures that the student activity fees managed by SGA are being funneled exclusively to student-oriented activities.

B. University-wide and College-specific Organizations

University-wide student organizations are independent of any particular college and are typically interprofessional. For university-wide student groups, the organization's executive board and advisor(s) are responsible for organizational oversight. The policies in this manual govern all student organizations and provide a foundation for recognition and organizational management; however, each academic college has additional policies, procedures, and guidelines that govern college-specific student groups.

College-specific student organizations serve one or more of the many academic or professional interests of the college and its students. Examples of college-specific organizations include, but are not limited to, academic or professional interest groups, discipline-specific honor societies, national organization student chapters (e.g., MUSC Chapter of the Student National Dental Association), professional fraternities, and class groups (e.g., College of Pharmacy Class of 2021 student group). Additionally, college-specific organizations can also be classified as an Interest Group, Service Group, Professional Development Group, Educational Group, and/or Community Outreach Group. The only identifier college-specific groups cannot assume is Affinity Group.

Refer to the MUSC Student Organizations Policy: Recognized Student Organizations for additional information.

C. Eligibility Criteria

Student organizations wishing access to University benefits must meet the following eligibility criteria. Receiving recognition from OSE does not indicate University endorsement of the merits of an organization's mission, purpose, or activity.

1. Nondiscrimination Statement

Because of the University's commitment to belonging, membership in a student organization must be non-discriminatory and open to the entire MUSC student community. To be eligible for official recognition from the University — and the privileges that accompany such recognition — a student organization must abide by the following:

Membership and participation in the organization must be open to all students regardless of age, race, color, national origin, ability, religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or gender.

Given the specialized nature of academic health science centers, an exception will be granted for academic groups and organizations that wish to select members based on academic program, academic achievement, college class, and/or professional specialization, so long as no student is excluded from membership or participation on the basis of their age, race, color, national origin, ability, religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or gender. Most organizations with selective membership criteria are housed within an academic college.

Groups seeking selective membership must receive the approval of the Executive Director of Student Engagement (for university-wide groups) or their Dean's Office (for college-specific organizations). All organizations seeking this exception are required to demonstrate that a selective member process is essential to the success of the group. The selection criteria should be openly advertised and non-discriminatory.

2. Non-Duplicative Purpose or Mission

An organization may not duplicate the purpose or mission of an existing student group. The activities of each organization should provide members of the campus community with unique engagement opportunities. This provision encourages students to work collaboratively when their interests overlap.

3. Prohibited Organizational Activity

Student organizations will not be eligible for recognition or access to University benefits if their charter, mission, or activities:

- Violates University policies or guidelines outlined in this manual
- Violates local, state, or federal laws
- Poses reputational or liability harm to the University
- Compromises the safety of members of the MUSC community or causes damage to University facilities
- Disrupts the normal operation of the University or clinical enterprise
- Promotes the financial gain of group members as a primary goal

4. Student Membership and Academic and Professional Good Standing

The primary goal of MUSC is to educate and train students to be competent, responsible, compassionate health care professionals. Pursuant to this goal, the University and its colleges maintain specific academic requirements of its students. Participation as an officer/leader in recognized student organizations is contingent upon three conditions: 1) being a currently enrolled, degree-seeking student; 2) being in good academic standing at the university; and 3) being in good professional standing with one's college. The minimum GPA requirement for officers/leaders in student organizations is 2.5. If a college does not have a GPA grading system, students wanting to participate in student organizations are required to meet the minimum academic requirements as outlined by their college. Additionally, some colleges, academic programs, honor societies, or organizations can require higher GPA minimums for participation in extracurricular activities. Although a 2.5 GPA is the University minimum for student organization officers/leaders, students should always defer to their college-specific academic requirements.

It is the responsibility of the organization's advisor to ensure members are enrolled and are in good academic and professional standing with the University and/or their academic college or program. For a first offense, student leaders who are not in good academic standing should be placed on organizational probation for the subsequent semester. While on probation, a student can still maintain organization membership,

but cannot assume a leadership position. If the same student does not meet minimum academic requirements for a second semester (does not have to be consecutive), their participation as an officer/leader in student organizations will be suspended until they gain approval by their Dean's Office to resume extracurricular activities.

III. Starting a New Student Organization

A. Application Process

Over 100university-wide and college-specific student organizations currently thrive at MUSC, and new organizations are recognized on an on-going basis. Students can create new organizations as long as the new organization is not similar to an existing, recognized group. Any group of students desiring University recognition must complete a New Student Organization Application. For college-specific guidelines regarding the creation of new organizations, consult the Student Services Coordinator in the college. All applications (University and college-specific) must be submitted to the Executive Director of Student Engagement.

B. Constitution and Bylaws

A constitution is the basic framework of an organization. It should: (1) state the purpose; (2) indicate the number of officers, their titles, and the method of their selection and removal; (3) list requirements for membership; (4) include a non-discrimination clause; and (5) include an anti-hazing clause. Detailed methods of doing business and specific rules belong in a document called the bylaws. For example, the constitution would establish the fact that dues are a requirement for membership and would outline the method of determining the amount of dues. The bylaws would state the specific dues structure. Refer to the **Constitution and Bylaws Template** for **guidance in writing the constitution and bylaws.**

C. Establishing Organization Financial Accounts

Students, faculty, and staff who manage funds related to student organizations are required to follow university, state, and federal policies when forming an organization, conducting fund-raising activities, establishing bank accounts, making purchases, and processing payments to ensure assets are protected and expenditures are processed according to policy.

Recognized student organizations have two options to make deposits and expend organization funds: an external bank account or an MUSC Agency Fund with an established MUSC UDAK (User Defined Accounting Key).

1. External Organization Bank Accounts

a) External accounts cannot use the MUSC name, address, or Federal Tax ID number.

b) The Dean's office of a specific college can institute stricter regulations on the establishment of external bank accounts for college-specific student organizations; organizations are required to receive written approval from their Dean's office before establishing an external bank account.

c) The Dean's office will retain a copy of all external bank account approvals.

2. MUSC Agency Fund with an established MUSC UDAK

Agency funds are funds held by MUSC as custodian or fiscal agent for other MUSC entities.

The MUSC Controller's Office, upon receipt of an approved request, will establish an Agency Fund with a designated UDAK for a recognized student organization. The UDAK is used to track deposits or expenditures from specific Agency Funds.

Expenditures for Agency Funds are processed through MUSC Procurement according to State guidelines.

Student organizations are required to identify a University employee (e.g., organization advisor, college or department business manager, etc.) to oversee the management of Agency Funds that includes, but is not limited to, making deposits, authorizing expenditures, generating balance inquiries, and reconciling the account according to MUSC policies.

3. Organizational Oversight

The recognized student organization advisor is responsible for organizational oversight to include compliance with the Student Organization Bank Account and Agency Fund Policy. Persons with questions regarding organization funds and bank accounts should contact their Dean's Office and/or the Executive Director of Student Engagement at 843-792-2693 for more information.

D. Student Organization Advisors

1. Role of Advisor

Given the myriad of purposes, activities, and objectives of various student organizations, the role of the advisor will and can vary significantly across organizations. As groups vary in their expectations and requirements, it is important that the advisor has a firm understanding of the organization's structure, mission, and purpose and is aware of their role and involvement within the organization. The advisor and group should agree on a set of expectations of one another from the onset. This understanding should be reviewed annually. To maintain a good working relationship, new and veteran advisors should feel comfortable discussing their relationship and role with student leaders.

It is a requirement that ALL student organization advisors must comply with Clery Act crime reporting and will be expected to complete annual Campus Security Authority training in compliance with the Clery Act.

The list below provides examples of some of the roles an advisor plays:

- Works with Dean's Office to ensure members are in good academic and professional standing
- Is aware of University policies governing recognized student organizations (see *The Bulletin*)

- Ensures the organization's officers and advisor contact information is up-to-date on all MUSC websites and media platforms
- Attends meetings when possible, but at least once a semester
- Assists with the planning of programs and activities, as appropriate
- Advises and consults organization officers on budgets and other financial affairs
- Meets with officers at least once a semester
- Provides continuity to the group by communicating the policies, regulations, roles, and responsibilities with group members, and assists with the transition of officers each year
- Encourages and assists the group in setting organization goals
- Is available to the officers of the organization for consultation
- Connects students planning events with the appropriate dean's office or Executive Director for Student Engagement for review and signature of required documentation when an event involves a contract or alcohol.
- Encourages the officers to maintain accurate records
- Provides guidance to group members regarding organization-related problems
- Stays up-to-date on what is happening within the organization
- Assists officers in understanding their duties and organizing programs
- Assists the officers with goal settings
- Promotes interprofessional collaboration within the organization
- Supports the organization according to the advisor's role as defined in the organization's constitution
- Meets annually with the executive officers to clarify duties, set expectations, and define levels of responsibility to serve the organization's mission and goals best

2. Benefits of Advising Student Organizations

There are numerous benefits associated with serving as an advisor to a student organization that includes:

- The satisfaction of seeing and helping students learn and develop new skills
- Developing personal, mentoring relationships with students
- Enhancing the professional development and leadership skills of diverse students
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences
- Furthering personal goals and/or interests by working with an organization that reflects your own interests
- Sharing your knowledge, perspective, and expertise with students

IV. Benefits as a Recognized Student Organization

The following benefits are available to student organizations that are registered with OSE and meet the eligibility criteria listed in Section II.C. These benefits are conditional on an organization's ability to maintain University recognition. Access to campus resources and organizational funding can be revoked should a group be found in violation of University policy, or any local, state, or federal law.

A. Use MUSC Facilities and Resources

Recognized student organizations can reserve space on campus. Classroom spaces can be reserved through the University online scheduling system. The online system can only be

accessed by an organization's faculty/staff advisor. Some buildings and shared spaces on campus have specific protocols and guidelines for reserving space or are not included as part of the online scheduling system. In these cases, the process starts with contacting the building's main office and speaking with an administrative assistant or office manager.

Below are contact numbers for several spaces that have individual reservation processes:

SGA Library (Harper Student Center Rm 224)
Managed by the Office of Student Engagement
To reserve:
- Call 843-792-2693, or
- Stop by the OSE office (Harper Student Center Suite 213)

MUSC Wellness Center Facilities
Managed by the MUSC Wellness Center
To reserve:
- Call 843-792-6751, or
- Stop by the Wellness administrative office

It is advisable to request a written confirmation of your space reservation.

B. Publish Organization Information and Maintain an MUSC Web Presence

Each recognized student group – university-wide or college-specific – is listed in the OSE Organization Registry on Engage. Each listing provides a basic description of the organization, the contact information for the current president(s) and advisor(s), rosters, constitutions/other documents, and more. Each page is customizable according to the student organization's needs.

Recognized student groups also can engage members and others within the MUSC community through Yammer, MUSC's social media platform.

C. Disseminate Information on Meetings, Programs, and Services

Please refer to the Student Communications website for a list of ways to disseminate information about your organization's activity through the University's communication channels. Examples include:
- Student Broadcast Email
- Engage Events & News Articles
- Posting Flyers on Campus
- Digital Advertising
- The Catalyst

D. Participate in the Student Activities and Volunteer Fair

Each September, the Office of Student Engagement hosts the Student Activities and Volunteer Fair. This is an opportunity for recognized student organizations to recruit new members, promote services, and publicize upcoming programs. Space availability for this event is limited, so organizations are encouraged to register for a table as soon as OSE provides notification.

E. Host Events and Activities

Recognized student organizations and groups can host events and activities both on and off-campus. Please refer to the Policy for Serving Alcohol at Student Events and Responsible Hosting Criteria for the policies and procedures associated with alcohol service at any student-sponsored event. Responsible Hosting Criteria includes a general event-planning guide to assist you in the event planning process. Representatives in the Office of Student Engagement can also aid in the event planning process.

F. Raise Funds

Recognized student organizations can collect dues, fundraise, and solicit charitable donations. Organizations must abide by University solicitation guidelines and the MUSC Industry Relations Policy**.** Any monetary transactions should be documented using a ledger system (e.g., Excel, QuickBooks, etc.), and all funds should be deposited into the student organization's Agency Fund Account or external bank account with 3-5 business days. (See Solicitation and Fundraising Guidelines in Section VI.G.)

Only recognized student organizations are allowed to conduct fundraising activities on campus.

G. Use of MUSC's Logo

Many student organizations want to reproduce the official MUSC logo on t-shirts, mugs, decals, etc. Recognized University entities (such as student organizations) can use the MUSC logo as long as they follow MUSC brand standards. The MUSC logo, University templates, and downloads can be found on the Brand Center secure site (NetID and password needed). Student organizations must gain approval from their faculty/staff advisor and consult with the MUSC Brand Manager before making purchases using the MUSC logo. For questions regarding the use of the MUSC logo, student organizations can reach the Brand Management Team at brandmgr@musc.edu or call 843-792-6409.

V. Maintaining Recognition

A. Annual Recognition Registration

All student organizations, to receive and maintain privileges on campus, must complete and submit an annual student organization registration by May 31st. This process takes place in the spring of each year and allows the University to retain the most up-to-date information for the OSE student organization listings.

The Annual Student Organization Registration form can be completed and submitted online through Engage.

B. Organization Inactivity

A student organization is considered "inactive" when the organization fails to register with the Office of Student Engagement. The following are guidelines for managing organization inactivity:

- When an organization misses the annual registration deadline, the Office of Student Engagement will contact the organization to inquire about their intentions to be active for the current academic year. If an organization fails to complete the annual registration by May 31st, the organization will be removed until the student leaders submit their organization registration for the current academic school year.
- If an organization misses the annual registration period, it will be considered inactive and lose all the rights and privileges given to recognized student groups (e.g., space use, logo use, funding, etc.) until the process is completed. The immediate past president and listed faculty/staff advisor(s) will be given notice before the organization officially goes into an inactive status.
- Inactive organizations seeking reactivation must go through the "annual registration" process that requires submitting an Annual Student Organization Registration, constitution, and bylaws on Engage.
- Affinity Groups: For affinity groups receiving funding from SGA, funds will not be released to the organizations until an annual registration form is submitted.

VI. Policies, Procedures, and Guidelines

A. University Policies

All students and all student organizations are accountable to the policies, including but not limited to the MUSC Policy on Professionalism and Standards of Conduct for Recognized Student Organizations, outlined in the MUSC Bulletin. *The Bulletin* includes academic, student personal conduct, and general University policies. Additionally, the Bulletin includes links to the student handbooks from all six colleges.

B. South Carolina Higher Education Policy Prohibiting Hazing

MUSC upholds the tenets of the South Carolina statute prohibiting hazing.

Article 6, Chapter 3 of Title 16 - ARTICLE 6 - Hazing

SECTION 16-3-510**.** Hazing unlawful; definitions.

It is unlawful for a person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to a person for initiation or admission into or affiliation with a chartered or non-chartered student, fraternal, or sororal organization. Fraternity, sorority, or other organization for purposes of this section means those chartered and non-chartered fraternities, sororities, or other organizations operating in connection with a school, college, or University. This section does not include customary athletic events or similar contests or competitions or military training, whether state, federal, or educational.

HISTORY: 1987 Act No. 73, Section 1; 2002 Act No. 310, Section 4, eff June 5, 2002.

SECTION 16-3-520. Unlawful to assist in or fail to report hazing.

It is unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by Section 16-3-510 or to fail to report promptly any information within his knowledge of acts made unlawful by Section 16-3-510 to the chief executive officer of the appropriate

school, college, or University.

HISTORY: 1987 Act No. 73, Section 2.

SECTION 16-3-530. Penalties.

Any person who violates the provisions of Sections 16-3-510 or 16-3-520 is guilty of a misdemeanor and, upon conviction, must be punished by a fine not to exceed five hundred dollars or by imprisonment for a term not to exceed twelve months or both.

HISTORY: 1987 Act No. 73, Section 3.

SECTION 16-3-540. Consent, not a defense.

The implied or express consent of a person to acts which violate Section 16-3-510 does not constitute a defense to violations of Sections 16-3-510 or 16-3-520.

§ 59-101-200. Hazing prohibited; penalties.
(A) For purposes of this section:

(1) "Student" means a person enrolled in a state university, college, or other public institution of higher learning.

(2) "Superior student" means a student who has attended a state University, college, or other public institution of higher learning longer than another student or who has an official position giving authority over another student.

(3) "Subordinate student" means a person who attends a state University, college, or other public institution of higher learning, which is not defined as a "superior student" in subitem (2).

(4) "Hazing" means the wrongful striking, laying an open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with the intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.

(B) Hazing at all state-supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished, as the president considers appropriate.

C. Social Media Guidelines

Social Media platforms are fundamentally changing the way organizations and individuals communicate. The MUSC Social Media Guidelines outline how MUSC as an organization will support the components of social media in terms of its institutional communication goals, as well as providing online communication guidelines for MUSC staff who engage in online discourse and identify themselves as MUSC employees.

All employees, students, physicians, volunteers, vendors, contract personnel, and other associates of the MUSC enterprise, hereinafter referred to as MUSC Community, should be aware of and follow the MUSC - MUHA & University Social Media Guidelines. These guidelines apply to the use of social media during work and non-work hours when the person's affiliation with MUSC is identified, known, or presumed. These guidelines do not apply to content unrelated to MUSC.

Any member of the MUSC Community who desires to set up a social media account to represent their area of the enterprise must have it approved by the Social Media Committee. To request an account, read and agree with the Moderator Terms and Agreement for MUSC Social Media Content Owners and complete the Social Media Request Form. The Social Media Committee will review all requests.

For additional information, visit the Office of Communications & Marketing.

D. Copyright Law and "Fair Use" Guidelines for Educational Settings

It is common for members of the University community to use copyrighted material for educational purposes. The federal government provides guidance on the "fair use" of copyrighted material in Section 107 of the 1976 Copyright Act. The "fair use" doctrine typically applies to the use of copyrighted work for criticism, news reporting, teaching, scholarship, or research. Students wanting to use copyrighted material should consider the following four conditions of "fair use":

1. **Purpose:** the purpose and character of the use, including whether such use is commercial or is for non-profit educational purposes;
2. **Nature:** the nature of the copyrighted work;
3. **Amount:** the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. **Effect:** the effect of the use upon the potential market for or value of the copyrighted work.

Even when considering "fair use" guidelines, the use of copyrighted material in educational settings is still limited. As stated in the MUSC Copyright Policy, "educators and students may perform or display (not copy) a copyrighted work in the course of face-to-face and distance education teaching at a non-profit educational institution in a classroom or other place normally devoted to instruction (codified in 17 U.S.C. §108)." Accordingly, using copyrighted material for non-instruction purposes could violate the University's copyright policy and federal law. Additional guidelines on "fair use" were provided in a report prepared during the 1998 Conference on Fair Use (CONFU).

The Federal Copyright Act also specifies that copyrighted materials must be properly licensed if they are to be used for a public performance. For example, if a student organization wishes to hold an event where the viewing of a movie is to take place, the organization is responsible for securing the proper licensing for a copyright compliant exhibition. For more information on securing the proper licensing, please contact the Office of Student Engagement.

MUSC does provide students access to library-provided and free multimedia resources. Student organizations can find free medical photos, videos, images, and audio clips on the MUSC Library Guide – Multimedia (Images, Video, and Audio).

For questions on copyright, please contact the Center for Academic Excellence and the Writing Center.

E. Advertising and Signage Guidelines

The Office of Student Engagement and the Student Government Association has 23 bulletin boards located across campus that can be utilized for advertising student organization activities. All materials must be approved by the Coordinator for Student Communications in the Office of Student Engagement (OSE). Please visit the OSE office at 45 Courtenay Avenue (Harper Student Center, Suite 213) to have your materials approved. Flyers may be no larger than 8.5" x 11" and are allowed to be posted for a maximum of two weeks.

Student organizations also have access to digital advertising. The SGA manages digital advertising on three TVs: two located in the Harper Student Center and one located inside the Colbert Education Building and Library. To advertise on the SGA TVs, organizations are required to submit the ad as a document orientated horizontally and no larger than 11" X 8.5" (i.e., landscape orientation on letter-sized paper). Submit the ad no less than one week prior to the run date and include the dates the ad is to circulate. Ads will be circulated for a maximum of two weeks. All ads must be emailed to stuinfo@musc.edu for approval and posting.

College-specific organizations should consult with the organization's advisor or contact their Dean's Office for guidance on the advertising and signage policy within the college. In most cases, colleges do not permit students or organizations to post flyers in elevators, on doors, or windows. Each college has access to bulletin boards for college-specific functions. College-specific student organizations should contact the Dean's Office for permission to post information on these boards.

If the organization is permitted to post flyers, flyers and tape/adhesive must be removed no later than seven days after the event.

F. Amplified Sound Guidelines

Student organizations should be mindful of their surroundings when hosting outdoor events that include amplified sound. Organizations should make every effort to host events during times and in locations that will not interfere with classroom instruction, patient care, the general functions of the University, and the well-being of the neighborhood where the event is being held. It is the organization's responsibility to monitor noise levels and respond to noise complaints.

G. Solicitation and Fundraising Guidelines

Recognized student organizations can collect dues, fundraise, and solicit charitable donations. When raising funds, organizations must abide by the MUSC Industry Relations Policy**.** Any monetary transactions should be documented using a ledger system (e.g., Excel, QuickBooks,

etc.), and all funds must be deposited into the student organization's Agency Fund Account or bank account within 3-5 business days.

1. Sample Student Organization Fundraising Checklist

Below is an example of a fundraising checklist, followed by a list of different fundraising methods. If an organization is considering raising funds in a way that is not listed below and has questions, students should check with their advisor or contact the Office of Student Engagement for more information.

- ❒ Discuss the purpose of the fundraiser (i.e., raise money for organization expenses, support a charitable organization, create a scholarship fund)
- ❒ Set a fundraising goal – the amount of money the organization wants to raise
- ❒ Determine the most appropriate type of fundraiser, one that would allow the organization to reach its fundraising goal
- ❒ Consider the time of year when the fundraiser could have its greatest impact
- ❒ If applicable, develop a timeline for how long the fundraiser occurs (is this a one-time event, will the fundraiser stretch over weeks or months?)
- ❒ Identify a space or venue to host the event; this could include making space reservations on-campus or contracting with an off-campus event space
- ❒ Make a list of all resources needed to execute the fundraiser
- ❒ Develop a creative marketing campaign for the fundraiser
- ❒ Host the event
- ❒ Deposit money collected during the fundraiser into the appropriate organization Agency Fund or external bank account
- ❒ If donating the proceeds to a charitable organization, work with your advisor to generate a check to present to the charity

2. Donations

Student organizations can ask individuals, non-profits, and local businesses for donations for events that benefit their organization. As stated in the MUSC Industry Relations Policies, student organizations may not solicit donations from corporations and companies in the Health Care Industry. Donations can be monetary, space, services, and/or merchandise. Any funds received should be documented and immediately deposited into the student organization's financial accounts before being used. Many of the colleges have set up MUSC Foundation Student Funds to utilize if a donor wishes to receive a tax receipt; organizations should contact their college Dean's Office for more information regarding a college-specific MUSC Foundation Student Fund.

It is a good practice to create a solicitation letter to provide to potential donors. At a minimum, the letter should state the organization's name, the purpose of the donation, and dates and times of the event or purpose.

3. Merchandise Sales

Student organizations may also sell items such as mugs, t-shirts, etc. to raise money for events and activities. Before making purchases that will include the use of the MUSC Logo, the organization must gain approval from the faculty/staff advisor and consult with the MUSC Brand Manager. Refer to Section IV.G. for more information on accessing the MUSC Logo and branding standards.

4. Auctions

If a student organization wants to hold an auction to raise funds, MUSC encourages the auctioning of items such as tickets to an event, gift cards, etc.

MUSC prohibits the auctioning of individuals or groups of people for services or a "date." MUSC regards this type of auction as an activity that contradicts the mission, values, and desired practices of the institution. Organizations should pursue numerous options for fundraising activities that do not involve the auctioning of individuals or groups.

5. Gambling

South Carolina State Law prohibits most forms of gambling or games of chance. However, if an MUSC student organization stays within the guidelines of the statute below, the organization can use non-profit raffles as a means to raise funds for charitable purposes. Charitable purposes mean religious, charitable, scientific, literary, or educational purposes. Student organizations are allowed to hold a fifty-fifty raffle, which is a raffle conducted by a non-profit organization qualified to operate raffles pursuant to Section 33-57-120*, and the proceeds collected by the sale of the raffle tickets are split evenly between the prize winner and the non-profit organization after the raffle drawing[4].

If there is a question about the legality of a particular type of a raffle, contact the Executive Director of Student Engagement for clarification at 843-792-2693.

*Chapter 57 of the South Carolina Code of Annotated Laws addresses non-profit raffles for charitable purposes. Section 33-57-100 states that lotteries or raffles are unlawful unless they are: (1) the Educational Lottery; (2) Charitable Bingo; or (3) Nonprofit Raffles for Charitable Purposes[1]. Charitable purposes mean religious, charitable, scientific, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals within the meaning of Internal Revenue Code Section 170(c)(2)(B)[2].

MUSC qualifies as a non-profit organization, and the definition of a non-profit organization is provided in 33-57-110(4)[3]. Student organizations are allowed to hold a fifty-fifty raffle, which is a raffle conducted by a non-profit organization qualified to operate raffles pursuant to Section 33-57-120, and the proceeds collected by the sale of the raffle tickets are split evenly between the prize winner and the non-profit organization after the raffle drawing[4]. "Raffle" is defined to mean a game of chance in which a participant is required to pay something of value for a ticket for a chance to win a prize, with the winner to be determined by a random drawing or similar process whereby all entries have an equal chance of winning[5].

Exemption from registration for the purposes of operating raffles is authorized for (a) raffles operated by a non-profit organization for charitable purposes, where a noncash prize is donated for the non-profit raffle and the total value of the prize or prizes offered for a raffle event is not more than five hundred dollars; and (b) fifty-fifty raffles where

the tickets are sold to members or guests of a non-profit organization, and not to the general public, and the total value of proceeds collected is not more than nine hundred fifty dollars[6]. An organization operating a raffle that is within an exemption authorized by the provisions of item (2) shall not operate more than one raffle every seven calendar days[7].

1 S.C. Code §33-57-100(2014).
2 S.C. Code §33-57-110(1)(2014).
3 S.C. Code §33-57-110(4)(2014).
4 S.C. Code §33-57-110(6)(2014).
5 S.C. Code §33-57-110(11)(2014).
6 S.C. Code §33-57-120(B)(2)(2014).
7 S.C. Code §33-57-120(B)(3)(2014).

6. Drawings

Student organizations may conduct drawings as a part of their programs and events. The difference between a drawing and a raffle is that there is no monetary transaction associated with the drawing, and there are no limitations associated with who is eligible to win the drawing. General attendance requirements, such as being in attendance to enter, and being present to win, can be implemented. A list of clear and concise official rules should be made available to all entrants and include the following information:

a. eligibility for participation
b. times the drawing is open
c. the method by which the winner is chosen
d. time and date, the winner will be announced
e. any additional stipulations of the drawing, such as the number of times an entrant can enter the contest.

H. Industry Relations Policy

It is not uncommon for student organizations to engage in fundraising and charitable donation activities. Facilitating these activities could mean occasionally soliciting help from members of the health care industry. The University has strict guidelines on how faculty, staff, and students should engage with members of the health care industry. All members of the MUSC community are expected to abide by the entire Industry Relations Policy. The list below highlights those sections of the policy which have the greatest relevance to student organization activities.

1. Educational Materials and Equipment

Donations of educational materials and equipment can be accepted. Such donations are expected to be used by faculty, staff, students, and trainees and are not expected to be used by a single Covered Person. Donations are expected to be given directly to an appropriate college or departmental official within the University or a University affiliate, and documentation of the donation, including the value of the equipment or materials donated and the date of the donation, should be retained. Donations of capital equipment (i.e., equipment that has a value of $5,000 or more and a useful life of more than one year) require the approval of the Executive Vice President for Academic Affairs and Provost, except in cases of sponsored research, in which equipment donations are managed by the Office of Research and Sponsored Programs.

2. Scholarships and other Educational Funding for Students and Residents

Industry support for student scholarships, residents, and fellows should be made in cooperation with the appropriate MUSC entity or University official. This may include the MUSC Foundation or the MUSC Foundation for Research Development, the Development Office, the Office of Research and Sponsored Programs, or senior leadership according to the Institution's policies and procedures. Covered Persons must obtain approval from the department chair, division director, or college dean before soliciting Industry for these purposes. The appropriate MUSC entity or University Official must manage and oversee the receipt of such industry support. The evaluation and selection of recipients of such funds and use of such funds must be at the sole discretion of the University, college, or department. All potential industry sponsors should be allowed to contribute.

3. Charitable Contributions

Charitable contributions from industry for the benefit of the University or any of its affiliates must be made through the appropriate University channels. This may include the Development Office, MUSC Foundation, or University leadership. The distribution of charitable contributions for their intended purposes will be the responsibility of the department, division director, college deans, and administration. Industry funding for sponsored projects (funding provided, which is subject to terms and conditions) is accepted and managed on behalf of MUSC by the Office of Research and Sponsored Programs (ORSP).

4. Food, Beverages, and General Hospitality

Except as noted below, Covered Persons should not accept food and beverages, support for social events, or other hospitality offered directly by Industry to the Covered Person. Industry support for food and beverages for college, department, division meetings, or retreats is prohibited.

Covered Persons attending an educational meeting or conference may participate in food, beverages, and social receptions sponsored by Industry as long as the invitation to these events is open to non-MUSC attendees as well, i.e., the event is open to all meeting attendees.

A Covered Person engaged in off-site consulting may accept food and beverages as a part of a reasonable compensation package for consulting services.

Covered Persons cannot participate in industry-sponsored food, beverages, and/or entertainment events that are provided only for a select invited individual or group of individuals if the primary purpose of the event is for marketing and promotional purposes. However, this restriction does not preclude allowable activities, such as site visits and meetings with potential vendors, which may occur when obtaining contracted goods and services; these activities are governed by state and MUSC and/or MUHA procurement guidelines. Covered Persons should recognize that attendance at an industry-supported event may cause their name and institutional affiliation to be

reported as required by federal regulation. This can be avoided by paying for one's own meal at such events and removing one's name from the attendance list.

I. Statement on Organization Liability

Risks can arise out of any decision or situation. Regardless of what organization or activity is involved, there always will be an opportunity for something out of the ordinary to occur. However, if decisions are made consistently and in good faith, and if reasonable precautions are taken, risks can be minimized.

For questions concerning event insurance requirements, please email eventinsurance@musc.edu.

J. Policy for Alcohol Service at Student Events

Sponsoring/hosting events where alcohol is served carries inherent risks. Refer to the Policy for Alcohol Service at Student Events for details.

The service and/or use of alcohol is prohibited anywhere on the MUSC campus at university-wide and college-specific events sponsored by students or student groups.

The service and/or use of alcohol at a university-wide or college-specific event is permitted if the event is held off-campus. Any off-campus student event that includes alcohol service must be approved. Student organizations are expected to abide by the Policy for Alcohol Service at Student Events and Responsible Hosting Criteria when planning an event in which alcohol will be served.

An Alcohol Service Request must be completed on Engage for any student event where alcohol will be served. If the event is specific to a college, the request will be submitted to the College Dean's Office for approval. If the event is university-wide, the Alcohol Service Request will be submitted to the Executive Director of Student Engagement. Within the request form, the event organizers will acknowledge that they have read the "Responsible Hosting Criteria." It is expected that the hosting students or student group will follow these criteria.

Events falling under the scope of the Policy for Alcohol Service at Student Events shall not be held until an Alcohol Service Request has been approved by the appropriate governing authority (i.e., the College Dean's Office or the Executive Director of the Office of Student Engagement).

The Responsible Hosting Criteria should be reviewed before event arrangements are made to ensure adherence to the guidelines and strategies. In addition, MUSC strongly encourages representatives from all sponsoring organizations to schedule a training session with a staff member from the MUSC Office of Student Engagement.

K. Guidelines on Contracts

Recognized student organizations are not permitted to engage in contract negotiations. Organization leaders should discuss contracts with their advisor before any decisions are made. Contracts involving university-wide student organizations must be initially approved by the organization's advisor and then forwarded to the University's General Counsel for review and approval. College-specific student organizations must have contracts approved by a designee in the Dean's Office before contracts are sent to the University's Office of General Counsel. The Office of General Counsel must approve all contractual agreements. During the event planning process, student organizations should factor in time for the contract approval process. The Office of General Counsel may require several weeks or more to approve a contract. This should be considered when planning an event.

L. Crisis Response Planning

While student organizations do everything in their control to avoid crises at events, groups must make crisis response planning a part of their event coordination efforts. Having a crisis protocol in place will allow the organization to respond effectively to emergencies. The crisis protocol should be a plan constructed with the aid of the organization's advisor and should adhere to University policies and local, state, and federal laws. All members should be educated on the crisis protocol and know what role(s) they assume when the plan is enacted. The guidelines below should not be considered an official University crisis protocol, but rather information to assist students and their advisors in the development of their own crisis response plan.

When crafting a crisis protocol, students should know that there are several University and local resources available to assist them: MUSC Public Safety, Engineering and Facilities, OSHA (Occupational Safety), Counseling and Psychological Services (CAPS), and the Title IX office.

General Crisis Protocol Guidelines

- Have a current list of emergency contacts for each member.
- Develop a crisis protocol prior to the event or program.
- Tailor the protocol to the type of event. Different events or programs may require additional crisis management steps.
- Develop a step-by-step protocol with detailed responsibilities for all those involved with the execution of the crisis plan.
- Review and update annually, or as needed, all crisis protocols
- Always include the directive to attend first to the needs of individuals who require medical attention. A list of emergency options and contacts (e.g., MUSC Public Safety at 843-792-4196, Poison Control Center at 800-922-1117, 911, etc.).

VII. Organization Review Process

Recognized student organizations are expected to conduct their activities in accordance with their constitutions, local, state, and federal law; and the policies, guidelines, and procedures outlined in this document. Organizations who have allegedly engaged in "Prohibited Organizational Activities" as outlined in Section 2 of this manual (Student Organizations at MUSC) are subjected to Organization Review. If an organization is found responsible for engaging in prohibited activities, the sanctions can

range from a written reprimand to organization suspension and forfeiture of the charter. Individual members will also be held accountable for actions that violate the policies of this manual, MUSC policies, and governing law; individual violations will be reported to the professional standards committee in the student's college.

A. Definitions

Authority: The right given to University offices and employees to administer the Organization Review Process.

Allegations: Reports provided to the Office of Student Engagement or to a Dean's Office that suggest a student organization has engaged in prohibited activities that violate MUSC policies, local, state, or federal law. The reporting of allegations initiates the Organization Review Process. Organizations cannot be found responsible for engaging in prohibited actions solely based on allegations.

Business Day: Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., are considered business days. For the purposes of due process (see the sub-section below on "Notice"), recognized University holidays that fall on normal business days will be treated as non-business days.

Hearing: Student organizations that are alleged with engaging in prohibited activities will have a meeting with a hearing authority. During this meeting, the organization will have the opportunity to present information and witnesses on their behalf.

Hearing Authority: The person(s) assigned to preside over a hearing.

Information Meeting: Before a hearing can take place, student organizations will have a chance to meet with the hearing authority to review the Organization Review Process. During the information meeting, an organization can review all documentation submitted to the hearing authority.

Involved Organization: The organization that is alleged to have engaged in prohibited activities.

Organization Review Process: This is the name of the conduct process for student organizations.

The preponderance of Evidence: A burden of proof often used in higher education administrative proceedings. *The preponderance of evidence* asks the hearing authority to ponder the following question, "Is it more likely than not that allegations presented are true?" *The preponderance of the evidence* is a lesser burden of proof than *beyond a reasonable doubt* that is used in criminal cases.

B. Due Process Rights

Student organizations at MUSC are afforded due process rights throughout the Organization Review Process. Due process guarantees the group a thorough review of facts pertaining to any alleged violation of MUSC policies, or local, state, or federal law.

Due process rights granted under the Organization Review Process include:

1. **Written Notice:** Student organizations will be given written notice of the alleged violation(s) and the information upon which the violation(s) is based.
2. **Information Meeting:** Student organizations will have an opportunity to meet with the hearing authority to review documentation related to allegations. Also, during this meeting, the organization will be briefed on the Organization Review Process.
3. **Hearing:** For major and/or repeated offenses, student organizations will have the opportunity to present information, including witness testimony and/or statements, during a fair and impartial hearing.

C. Authority

The Office of Student Engagement and the Dean's Office within each academic college have the authority to administer the Organization Review Process. These entities have the right to select individuals within their office to facilitate the Organization Review Process, which includes serving as hearing authorities.

Each governing authority shall determine if a violation of this manual warrants a full Organization Review. A formal warning (written reprimand) is acceptable for violations that are deemed minor. For repeated offenses or allegations that may result in the loss of organization benefits as outlined in Section IV of this manual, the full Organization Review Process must be followed.

D. Organization Review Procedures for College-specific Student Organizations

The Office of Student Engagement and the Dean's Office in each college is charged with implementing an Organization Review with integrity. The facilitation of this process should be congruent with the Treatment of Students Policy and shall not violate local, state, or federal law.

The Organization Review process in each college will have the following components:

- Established review committee
- Process for reporting the alleged misconduct
- Protocol to inform and communicate with the student organization, including written notification of the alleged infraction
- Information Meeting to review the alleged infraction and review of the Organization Review Process

Investigation process, which may or may not include a hearing to determine if misconduct has occurred

- A statement as to whether the organization may have a representative present at any meetings to include whether the organization's attorney is allowed to attend
- Procedure to determine sanctions
- Appeal process, including criteria under which appeals are allowed

E. Organization Review Procedures for University-wide Student Organizations

The Organization Review Process for university-wide student organizations will be led by the Office of Student Engagement under the leadership of the Executive Director.

1. Reporting

The Organization Review Process can be initiated when a report of alleged organization misconduct is received by the Executive Director of the Office of Student Engagement. Reporting can be anonymous. Below are ways in which alleged organization misconduct can be reported:

a. The receipt of a Public Safety report or police report alleging that the organization in question has engaged in prohibited or illegal activity.
b. A report of prohibited activity submitted through the University's online reporting system. Reports will be forwarded to the Executive Director of the Office of Student Engagement to determine if an Organization Review is necessary, or if alternative action (e.g., written reprimand) is more appropriate.
c. An email sent to a University employee alleging prohibited behavior by a student organization. Emails of this nature should be forwarded to the Executive Director of OSE to determine if an Organization Review is necessary.
d. In cases of alleged sexual misconduct, Organization Review authorities must immediately report allegations to the MUSC Title IX Coordinator. In these situations, the Title IX investigation should be conducted and concluded before any organization review takes place.

2. Notice

Organizations will be provided with written notice of any prohibited activity allegations. The notice will include the following information:

a. Sufficient detail of the allegation, including the source of information (unless reported anonymously), the specific alleged prohibited activity, and the name of individuals involved in the alleged incident.
b. An invitation to meet with the Office of Student Engagement for an information meeting, during which the group will have an opportunity to review all information related to the allegation and learn more about the Organization Review Process.

Information meetings should be scheduled <u>no less than three (3) business</u> days after receipt of the allegation report. Notice of an organization review hearing will occur at least five (5) business days before the hearing.

3. Hearings

a. Hearings are scheduled at the convenience of both the hearing authority and the organization involved.
b. All hearings are audio recorded for accuracy and will become official records of the University.
c. Members named in allegations will be called to appear before the hearing authority. It is also asked that the president of the organization (if not already named in the allegations) and the advisor of the organization attend the hearing. If members of the organization fail to attend the hearing, the opportunity to respond to the allegations will be forfeited, and a decision will be made without their input.

d. During the hearing, the involved organization will have a chance to present evidence and witnesses on their behalf. The hearing authority may call witnesses to provide testimony or statements during the hearing.
e. Organization advisors may not speak on behalf of the organization during hearings. Members are required to represent themselves. Advisors may be called as witnesses, by either the hearing authority or the involved organization. Advisors may also speak in their own defense if they were named in the allegations.
f. Attorneys are not allowed to be present during the hearing
g. Members of the involved organization may choose not to answer any and all questions posed by the hearing authority.
h. All hearings will use a "reasonable person standard" when assessing responsibility. Meaning, would a reasonable person find the involved organization responsible for engaging in prohibited activities. The determination of responsibility lies solely with the hearing authority.
i. Criminal Rules of evidence (i.e., "beyond a reasonable doubt") does not apply in University administrative proceedings.
j. The Organization Review Process may run concurrently with criminal proceedings in local, state, or federal judicial systems related to the same incident. The outcome of the Organization Review Process is not contingent upon the outcome of any related criminal proceedings.
k. Unrelated past behavior should not be considered during a hearing. Past offenses can be considered when determining the type of sanctioning.
l. Hearings should follow the outline below unless the hearing authority deems a change of order necessary:
    i. Presentation of the allegations.
    ii. Opening statement by the hearing authority and presentation of facts.
    iii. Opening statement by the reporting party, if applicable (e.g., MUSC Public safety, faculty or staff member, student reporting the incident, etc.). The reporting person can waive this right.
    iv. Opening statement by the involved organization. The organization can waive this right.
    v. Presentation of witnesses by the hearing authority, if applicable. The hearing authority will ask witnesses to provide their statements. The hearing authority may ask questions of the witnesses. The involved organization may ask questions of the witnesses as well. Witnesses will then be dismissed after all questions have been asked.
    vi. Presentation of witnesses by the involved organization, if applicable. To follow the same conditions as described in the item above.
    vii. The hearing authority will proceed with asking probing questions of the involved organization.
    viii. Closing statement by the hearing authority, followed by closing statements of the involved organization.
m. In administrative proceedings such as an Organization Review hearing, the outcome rendered will be *Responsible* or *Not Responsible* for engaging in a prohibited organization activity. The terms "guilty" and "not guilty" are not used in University administrative proceedings.
n. At the conclusion of the hearing, a written decision will be provided to the involved organization no later than ten (10) business days after the hearing proceedings.

This time limit may be extended if additional deliberation is needed by the hearing authority. The involved organization should be notified if an extension is needed.

4. Hearing Decisions

Hearing authorities have the right to render decisions. Decision letters should include a finding of facts and the rationale behind the decision reached. If an organization is found responsible for engaging in prohibited activities, the decision letters will include sanctions. Due date may be provided for sanctions that require specific organization actions. Information regarding appeals will be provided in decision letters that include sanctions. Lastly, if an organization is found not responsible, the decision letter will represent the final outcome on the matter, and the case will be closed.

5. Sanctions

The Medical University of South Carolina takes an educational approach when assigning sanctions during the Organization Review Process. Sanctions are not seen as punitive measures but are deemed as necessary steps to ensure student organizations make more responsible decisions in the future. Hearing authorities should consider sanctions that encourage organization members to think critically about personal and group accountability. During sanctioning, hearing authorities should also consider the overall safety and well-being of the campus community and all its members.

Listed below are sanctions that can be considered at the conclusion of an Organization Review hearing. This list is not intended to be exhaustive. Hearing authorities reserve the right to determine the most appropriate sanction(s) based on the facts of any particular case.

a. **Written Reprimand (Formal Warning).** It can be sent to an organization on University letterhead or via MUSC email. A written reprimand is considered for minor, first-time offenses.
b. **Official Apology.** Organizations may be asked to write a letter of apology to individuals or groups who have been impacted by the organization's behavior or conduct.
c. **Organization Training.** Some groups may benefit from completing online or in-person organizational training. It is the responsibility of the hearing authority to ensure the assigned training is available to the organization.
d. **Exclusion from Student Activities and Volunteer Fair.** Organizations may not be allowed to host a table at this event.
e. **Loss of Facility Privileges.** Organizations can lose the right to use certain spaces on campus. This sanction should be considered when organizations fail to abide by reservation policies.
f. **Loss of Fundraising Privileges.** This sanction should be considered for violations of the Fundraising and Solicitation guidelines as well as violations of the Industry Relations Policy.
g. **Loss of MUSC Logo Privileges**. Repeated misuse of the MUSC logo could result in an organization not being allowed to use the MUSC logo in the future. The period of time for this sanction will be up to one (1) academic year. Subsequent violations of logo policy could result in permanent loss of logo privileges.

h. **Freeze of Funds.** Under this sanction, organizations will not have access to their agency funds for a period of time determined by the hearing authority. This sanction should be considered in cases of agency fund mismanagement.
i. **Restitution.** Restitution applies only in cases involving damage to university property. Restitution must be submitted to the appropriate University department in a manner approved by that department.
j. **Organization Probation.** This sanction determines a period of time during which any further violation of *The Manual for Student Organizations* will result in more severe sanctions being imposed. During the probationary period, organizations may lose the right to host social events, recruit new members, or participate in professional development opportunities (e.g., attend organization conferences).
k. **Organization Suspension.** Groups on suspension are required to be inactive for a full year. Suspension starts the date the decision letter is written and ends a year after that same date. During the suspension, all rights outlined in Section IV (Rights of a Student Organizations) of this manual are forfeited. The decision to suspend an organization must be approved by the Executive Director of Student Engagement or the Dean of a particular college.
l. **Organization Charter Forfeiture.** The University no longer recognizes organizations that forfeit their charter. They forfeit all rights outlined in Section 4 of this manual. Organizations who forfeit their charter must wait two (2) academic years before they can reapply for recognition and are required to go through the "new organization" registration process as outlined in Section III of this manual (Starting a New Student Organization).

6. Appeal Process

Student organizations found responsible for engaging in prohibited activities may appeal the decision reached by the hearing authority. Appeals initiated by university-wide organizations will be heard by a panel of three uninvolved University employees appointed by the Executive Director of Student Engagement. Appeal requests must be submitted to the Executive Director of Student Engagement in writing within five (5) business days of an organization receiving their initial decision letter. The request must state the reason for the appeal.

For second-level appeals and decisions that result in the forfeiture of the charter, organizations may appeal to the Associate Provost for Educational Affairs and Student Life. The Associate Provost for Educational Affairs and Student Life is the final decision authority in all appeal situations.

The appeal is limited to the following reasons:

a. Due process errors that substantially impacted the outcome of the initial hearing.
b. A breach of impartially by the presiding hearing authority. Examples of such breaches include a conflict of interest, personal bias, violation of University discrimination policy, or external influence that affected the initial hearing.
c. Newly discovered, relevant evidence not available during the initial hearing that could have significantly affected the outcome of the initial hearing.
d. Sanction(s) that are deemed significantly disproportionate to the violation committed.

e. The evidence presented at the first hearing does not support the outcome. In these appeals, the facts of the initial hearing will be reviewed as well as any new discovery as outlined under bullet 6(c).

Below are the elements of an Organization Review appeal:

a. The appellate officer will review the original case file, and any new evidence presented.
b. The appellate officer may request more information from the student organization.
c. It is the prerogative of the appellate officer to decide if an appeal meeting is warranted to make a final decision.
d. If deemed necessary, an appeals meeting should take place no more than ten (10) business days after the appeal letter was received.
e. Appeal meetings are audio recorded and become an official record of the University.
f. The appellate officer may contact witnesses to gather more information.
g. The decision reached by a first-level appellate officer may be appealed to the Associate Provost for Educational Affairs and Student Life.
h. Appeals heard and decisions rendered by the Associate Provost for Education, Innovation, and Student Life are considered the final and official outcome of the University.

VIII. List of Cited Policies

Recognized Student Organizations Policy
Student Organization Bank Account and Agency Fund Policy
Policy for Alcohol Service at Student Events
MUSC Copyright Policy
Industry Relations Policy
Professionalism and Standards of Conduct for Students
Professionalism and Standards of Conduct for Student Organizations