STIR Policies & Procedures

Revised: 07/08/2015

Office location: Strom Thurmond Wellness & Fitness Center, Suite 302
Office hours: Monday – Friday from 8:30am to 5:00pm
Contact us: 803-777-3933 or SAPE@sc.edu

• After your hearing at the Office of Student Conduct, contact the SAPE Office within 2 business days to set up your initial STIR appointment. Once you schedule your appointment, you will receive a confirmation email with your scheduled appointment date and time.

• If you do not schedule your appointment within 5 business days of your hearing, a hold will be placed on your account. If there is a hold on your account for more than 5 business days, and you still have not scheduled your initial appointment, then your hearing officer will be notified and you may receive an additional charge of Failure to Comply.

• Please arrive to your initial STIR appointment 10 minutes early to complete a brief intake survey. You can expect to be at the SAPE office for up to an hour and a half. During this and all other appointments, we ask that you please silent your cell phone to minimize distractions.
  - At the conclusion of your initial appointment, you will be scheduled for a 2nd appointment to occur 2 weeks later.
  - You will be billed a $100 fee to be paid at the Bursar’s Office, located at 516/518 Main Street between Blossom & Wheat Streets. Office hours are Monday – Friday from 8:30am to 5:00pm.

• For the 2nd appointment, bring your STIR self-monitoring card and any additional homework as assigned by your STIR Coach. Your second appointment should last approximately one hour. Please review ‘What to Expect in STIR?’ at http://www.sa.sc.edu/sape/stir for further details.
  - At the conclusion of your initial appointment, you will be scheduled for a 3rd appointment to occur one month later. Your third/final appointment should last approximately 30 minutes.

• If you need to reschedule, you must notify the SAPE Office at least 24 hours before your appointment, and the new appointment must be scheduled within 7 business days. Court appointments and classes are the only acceptable reasons to reschedule an appointment.

• Students who miss an appointment will receive a registration hold until they attend a rescheduled appointment. Students who miss two appointments may receive an additional charge of Failure to Comply, may not be permitted to complete the STIR program, and may therefore be referred to LRADAC (or an equivalent agency) to complete an alternate assessment. Students will not receive a refund of fees paid.