

Five Campuses. One Vision. Global Excellence

The Division of Student Affairs & Enrollment Management is pleased to provide you with the *Student Handbook and Resource Guide*. You will find important information about our community standards, campus policies, the student code of conduct, your rights and responsibilities as a student, and other important information to support your success on our campus. We ask you to take time to review the contents of this document and pay particular attention to the University policies and procedures as we expect students to be responsible for their own behaviors, in addition to holding their peers accountable for being good citizens. More importantly, it is our hope that the information found in this document will serve as a resource guide to assist you with your transition and adjustment to the Southern University and Agricultural & Mechanical College community.

NEED MORE INFORMATION?

Please contact the following for more information:
Division of Student Affairs & Enrollment Management
Southern University and Agricultural & Mechanical College
213 Smith Brown Memorial Union
Campus Box 13405
Baton Rouge, LA
(225) 771-3922

The statements in this document are for informational purposes only and do not constitute a contract between Southern University and Agricultural & Mechanical College and any student. Southern University reserves the right to change, add to, or discontinue any provision in this document at any time without prior notice to students. For a complete listing of all campus policies, please visit www.subr.edu. Further information about Southern University's academic programs and the cost of tuition, room, board and other fees can be found in the **Southern University Undergraduate Catalogue**.

EQUAL OPPORTUNITY POLICY

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state and local laws, Southern University and Agricultural & Mechanical University forbids discriminating or harassing conduct that is based on any individual's race, color, religion, sex, ethnicity, national origin, ancestry,

age, physical or mental ability, sexual orientation, gender identity, gender expression, genetics, veteran or military status, membership in uniformed services and all other categories protected by applicable federal and state laws. This commitment applies, but is not limited to, hiring and promotion, the administration of educational programs, and athletic or other University administered programs. Discriminatory acts of any kind are strictly forbidden.

2019-2020 Important Dates

FALL SEMESTER 2019

August 12-16	New Student Orientation & Welcome Week
August 16	Registration Ends
August 19	First Day of Classes
August 19	ADD/DROP Period Begins (Late Registration)
September 2	Holiday Labor Day – Campus Closed/No Classes
September 3	ADD/DROP Period Ends
October 3-4	Fall Break – No Classes
October 7	Classes Resume at 8:00 am
October 7-10	Midterm Examinations
October 21	Academic Advising for Spring 2020 Begins
November 2	Homecoming
November 11	Registration for Spring 2020
November 27-29	Holiday Thanksgiving – University Closed
November 29	Last day of classes
November 29-Dec 1	Bayou Classic
November 30-Dec 2	Concentrated Study Period
December 2-6	Final Exam Week
December 6	Semester Ends
December 6	Residence Halls Close at 5:00 PM
December 13	Fall Commencement
December 20	UNIVERSITY CLOSED until January 2, 2020

SPRING SEMESTER 2020

January 2	University Opens
January 13	Residence Halls Open at 9 AM – 5 PM
January 15	Classes Begin
January 15	ADD/DROP Period Begins (Late Registration)
January 20	Holiday Dr. Martin Luther King Jr. Day – No Classes
January 21	Classes Resume
January 24	ADD/DROP Period Ends
January 29	Last Day to Apply for Graduation
February 14-16	Family Weekend
February 24-25	Mardi Gras- No Classes- Residence Halls Open
February 26	Classes Resume
March 9	Founder's Day 140 th Celebration
March 9-13	Midterm Examinations
March 16	Classes resume at 8 AM
March 17	Founders Day Celebration
April 6-10	Spring Break – University Open – No Classes – Residence Halls Open
April 13	Classes Resume
April 24-27	Concentrated Study Period
April 27	Last Day of Classes

April 28- May 4
May 4
May 15

Final Examinations
Residence Halls Close at 5 PM (*First-Year, Sophomore, Junior Students*)
Commencement

SOUTHERN UNIVERSITY

BATON ROUGE ADMINISTRATION

Dr. Ray Belton	President- Chancellor
Dr. James Ammons	Executive Vice President & Executive Vice-Chancellor
Dr. Bijoy Sahoo	Associate Vice-Chancellor of Academic Affairs
Dr. Kimberly Scott	Vice Chancellor for Student Affairs & Enrollment Management
Ed Willis	Assistant Vice-Chancellor, Student Success
Montrice O'Neal	Dean of Students
Benjamin Pugh	Vice Chancellor for Finance & Administration
Dr. Michael Stubblefield	Vice-Chancellor for Research & Strategic Initiatives
Dr. Gabriel Fagbeyiro	Vice President & Chief Information Officer

ACADEMIC DEANS

Dr. Calvin Walker	Interim Chancellor/Dean of Agricultural Research Center & College of Agricultural, Family & Consumer Sciences
Dr. Donald Adrews	Dean, College of Business
Dr. Diola Bagayoko	Dean, Dolores Margaret Richard Spikes Honors University
Dr. Emma Bradford Perry	Dean, John B. Cade Library
Dr. Sandra Brown	Dean, College of Nursing & Allied Health
Dr. Patick Carrier	Dean of Sciences & Engineering
LTC Melvin Chisolm	Military Science
Dr. Cynthia Bryant	Dean, College of Humanities & Interdisciplinary Studies
Dr. Barbara Carpenter	Dean, International Education & Director of Continuing Education and Center for Service Learning
Dr. Damien Ejigiri	Dean, Nelson Mandela School of Government & Social Sciences
Dr. Habib Mohamadian	Interim Dean of the Graduate School

MISSION STATEMENT

The Mission of Southern University and Agricultural & Mechanical College, a historically Black, 1890 land grant institution, in Baton Rouge, Louisiana, is to provide a student-focused teaching and learning environment that creates global leadership opportunities for a diverse student population where teaching, research, service, scholarly and creative expectations for students and faculty are achieved through the bachelor's master's, and doctoral programs offered at the institution via different instruction modalities and via public service.

UNIVERSITY HISTORY

In 1879 P.B.S. Pinchback, Theophile T. Allain and Henry Demas proposed founding a higher education institution "for the education of persons of color at the Louisiana State Constitutional Convention. In March 1880, the Louisiana General Assembly chartered what was then called Southern College, originally located in New Orleans. Southern College opened its doors on March 7, 1881 with 12 students.

In 1890, the legislature designated Southern as a land grant University or black people, establishing an Agricultural and Mechanical Department, to support higher education for all students in the state and to meet federal requirements under the land grant program. The institution moved to Scotlandville in 1914 to meet the growing needs of the University. Dr. Joseph Samuel Clark served as the first president of Southern University at Baton Rouge.

In 1974, a special session in the Louisiana Legislature established the Southern University and Agricultural & Mechanical College System under the leadership of Jesse N. Stone, President. The Southern University System consists of five campuses: Southern University and Agricultural & Mechanical College (SUBR), Southern University at New Orleans (SUNO), Southern University at Shreveport (SUSLA), Southern University Law Center (SULC), and Southern University Agricultural Research and Extension Center (SUAREC). Today, Southern University and Agricultural & Mechanical College System is managed by a 16-member board, of which 15 members are appointed by the Governor with consent from the Louisiana Senate. A student member is selected annually from one of the five campuses to serve as the student representative to the Board.

UNIVERSITY PRESIDENTS

Ray L. Belton	2015–present
Ron Mason Jr.	2010–2015
Ralph Slaughter	2006-2009
Edward Jackson (Interim)	2005-2006
Leon R. Tarver	1997–2005
Delores R. Spikes	1988- 1996
Joffree T. Whisenton	1985-1988
Jesse N. Stone	1974-1985
G. Leon Netterville	1969-1974
Felton J. Clark	1938-1969
Jospeh Samuel Clark	1914-1938

UNIVERSITY COLORS

The Southern University and Agricultural & Mechanical College colors are light blue and gold.

A Message from the President Chancellor



Welcome to Southern University and Agricultural & Mechanical College, where every student is valued as an important part of our higher education community. I am happy that you have joined the Jaguar Nation. I know this is an exciting time in your life, and we are excited that you will spend the next four years of your educational journey here at Southern University. Please allow me to share a little about what makes Southern University such a special place.

Our students are the number one priority here...and every student is important to us. You will never be a nameless face at Southern University. Our campus is home to students from all over the nation and world, and SU professors and staff genuinely care and want to see you succeed.

It is our goal to ensure you have a wonderful experience, with more than 34 undergraduate programs and 22 graduate career focused majors and programs, 13 scholarship athletic sports, over 100 student organizations, a huge variety of co-curricular activities, and a beautiful campus. Our staff and student ambassadors love to share their Jaguar experiences and answer any questions you have to ensure you feel right at home. I encourage you to get connected early on with our outstanding faculty members and staff who are committed to making you feel welcomed and informed.

At Southern University, you will get an education that prepares you to succeed and build a network of lifelong friendships. More importantly, you will find the support you need to succeed in University and beyond. Welcome to The Bluff!

Best Wishes,

Ray L. Belton

Ray L. Belton, Ph.D.
President-Chancellor

A Welcome from the Executive Vice-President & Executive Vice-Chancellor

Dear Student:

Southern University and Agricultural & Mechanical College is a land-grant institution which is a member of America's oldest and only historically Black university system. This system has campuses in Baton Rouge, New Orleans and Shreveport, Louisiana. Southern University has a history of educating, nurturing and empowering citizens of the world who are focused on global change, leadership and service.

We are an institution focused on providing an affordable education in a student-centered atmosphere. All of the ingredients necessary for an outstanding educational experience are in place at Southern University, including a beautiful campus overlooking the Mississippi River, strong faculty who believe in teaching and learning, and a plethora of academic and other support services. More importantly, we provide you with an opportunity to prepare for a career with engaged employers who want to hire our students. We also ensure that our students are prepared for graduate and professional school. Southern University is all about the student.



As you prepare for the Southern experience, we are hopeful that this student handbook will be useful in helping you to navigate our processes, activities and procedures in the area of student life. Southern University is a great place to prepare for your future. Make every day count by being engaged in what Southern has to offer.

Sincerely,

James H. Ammons

James H. Ammons, PhD.
Executive Vice-President/Executive Vice-Chancellor

A Welcome from the Vice-Chancellor for Student Affairs & Enrollment Management

Dear Jaguars,



I want to welcome our new and returning students to the 2019-2020 academic year. We are a unique community of scholars committed to leading social and global change. You will find that the Southern University experience builds character, promotes leadership development, and engages you in critical thinking. You will be challenged to grow as you expand your awareness, open your heart to various campus programs and initiatives, and refine your personal, academic, and leadership skills. Your destiny is our legacy as the next four years will be spent preparing you for global leadership and service.

Getting involved and staying connected via campus activities and events are excellent ways for you to meet new friends while engaging in all that Southern has to offer. There are many opportunities for you to share your time and talents and to connect with the people, traditions, and culture that are uniquely Southern.

We have created this Student Handbook and Resource Guide to provide you with immediate access to information about important resources that support the academic mission, objectives, processes, functions, and general operations of Southern University. In addition, you will find the Code of Conduct which presents the University's behavioral expectations for students. Every student is expected to model civility and engage as a good citizen on campus, in the community and/or as you involve yourself in leadership and service beyond the Southern University campus. In addition, it is expected that you will hold your peers accountable for being good citizens and upholding the high standards of Southern University on and off campus.

On occasion, you may find yourself in situations where you may need assistance with managing academic, personal, and other questions and concerns. I want to encourage you to visit me in the Office of the Dean of Students if you have questions or concerns regarding your adjustment to Southern, your living environment, relationships with others, or health and wellness concerns. Our Dean of Students is able to assist you with identifying a plan of action and/or support that will help you to successfully navigate your Southern University experience.

As I close, I want you to know that everyone here at Southern University is dedicated to helping you to become a successful global leader. I encourage you to contact me or the Dean of Students anytime at (225) 771-3922 or via e-mail at studentaffairs@subr.edu. I am very much looking forward to getting to know you and to partnering with you to enhance the Southern University and Agricultural & Mechanical College experience.

Warmest regards,

Kimberly M. Scott

Kimberly M. Scott Ph.D.

Vice-Chancellor for Student Affairs & Enrollment Management

A LETTER FROM THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION

Greetings SU23 and Jaguar Nation!

I am Donald R. Dunbar Jr., a senior business management major from Baton Rouge, Louisiana, and I serve as the 2019-20 Student Government Association President. I would like to welcome you to the GREATEST institution in the world! You have truly made

one of the best decisions for your life by choosing to attend The Southern University and A&M College. At Southern, we take pride in our academics, athletics, band and community while instilling a family environment. It is my hope that this letter will ease some of the anxiety you may have as you transition to the University and also remind you that you will not be alone at Southern.

I am very EXCITED to meet each of you, and I am even more excited to see you grow through your first year. I will strive to make your freshman year one to remember and ensure that you have everything you need to succeed. Although this upcoming year may be very trying as your first time on your own, with many of you being miles away from home; do not let worry or doubt get in the way of accomplishing your dreams and goals for your first year.

I can promise that you will have lots of fun, meet great people and make life-long relationships, but I also want you to remember that you came to Southern University to obtain a valuable education and to graduate in four years. This institution is full of possibilities and opportunities for you to achieve your dreams and you should take full advantage of everything offered. Your peer assistant leader, professors, staff members and our administration will all be great resources for you on campus. Southern is a family, and we are big on student involvement to make us even closer. You will not be just a regular student; you will become a member of the Jaguar Nation. Many greats have walked these sacred grounds before you and have done amazing things. Now, it is time for you to uphold that legacy!

Lastly, do not be afraid to ask questions if you find yourself needing assistance. Please feel free to stop by the Office of Student Leadership & Engagement and/or the Student Government Association Office on the 2nd floor of the Smith Brown Memorial Student union. My team and I will be willing to help and assist you. The student body enthusiastically waits for your arrival. Congratulations, and welcome to The Southern University and A&M University, where you will embody EXCELLENCE, PRIDE, and TRADITION.

Yours in Gold and Blue,
Donald R. Dunbar, Jr.
76th Student Government Association President
Website: <http://www.subr.edu/sga>.
SGA Office: Smith Brown Memorial Union, 2nd Floor



Student Rights & Responsibilities

Student rights and responsibilities are provided to give students general notice of some of their rights and responsibilities at Southern University. Additional rights and responsibilities are outlined in the Student Handbook & Resource Guide, University Catalogue, residence hall agreements, and academic department guidelines. It is the students' responsibility to be aware of all University policies and procedures. Students should seek advice from the Dean of Students, FYE/SYE Experience, and/or Academic Coaches should they have questions about the purposes or intent of University policies and procedures.

By enrolling in the University, students accept responsibility for the Code of Conduct and other University expectations and responsibilities. It is the responsibility of students to act honorably in all phases of student life and to understand student rights and responsibilities as well as procedures and consequences when their behaviors do not conform to University policies and procedures.

Student Rights

Southern University is a community of learning that supports freedom of inquiry, freedom of thought, freedom from discrimination, freedom of expression, and much more. The University seeks to maintain and support an environment where students have rights. The following is list of published rights.

Expression. Students are able to freely examine and exchange diverse ideas in an orderly manner inside and outside of the classroom.

Association. Students can associate freely with other individuals, groups of individuals and organizations for purposes that do not infringe on the rights of others.

Access. Students with a disability have the right to request reasonable accommodations ensuring equal access to courses, course content, programs, services, and facilities.

Freedom from Discrimination. Students can expect to participate fully in the University community without discrimination as defined by federal, state or University regulations.

Safe Environment. Students have a right to learn in a safe campus community.

Discipline. Students can expect a hearing, discipline and sanctions for misconduct.

Campus Resources. Students have access to resources which support intellectual, emotional and social development.

Counseling. Students have access to mental wellness services and programs.

Grievance Process. Students have access to established procedures for respectfully presenting and addressing their concerns or complaints to the University.

Learning Outside the Classroom. Students have access to variety of activities beyond the classroom that support intellectual, spiritual and personal development.

Education. Students have access to extraordinary education that includes excellent faculty, academic technology, classrooms, libraries, and other resources necessary for the learning process.

Personal Growth. Students live and study in an environment that emphasizes personal growth.

Service to the Community. Students have opportunities to provide service to the University community and beyond.

University Governance. Students are expected to participate in the governance of the University.

Responses from Administration. Students have the right to expect courteous responses from the University's academic and administrative departments.

Academic and Administrative Policies. Students can expect academic and administrative policies that support intellectual development, learning, and growth.

Student Responsibilities

Students have a responsibility to uphold the Code of Conduct as well as other policies and procedures that govern the institution. When students behave contrary to University policies and procedures, the University will take appropriate action to maintain order and to exclude students who are disruptive of the educational experiences.

CAMPUS LIFE

Campus life takes many forms, the greatest of which is academic excellence and the enduring connections and friendships that are at the core of the Southern University experience. Southern is a dynamic and inclusive environment with 7100 students from 49 states and 15 foreign countries. Our community empowers students to engage our community and inspires a commitment to positive social change through service.

There are approximately 100 student-led organizations in the Southern University community. In addition, there are opportunities to audition and become a member of academic clubs, organizations, and experiences such as drama and dance, the Human Jukebox Marching Band, the Gospel Choir and the jazz ensemble, all of which create a laboratory for exploring the theories and concepts learned in class. GET INVOLVED – DISCOVER, CONNECT, and LEAD!

Smith Brown Memorial Student Union

The Smith Brown Memorial Student Union is home to many student services operations. The first floor houses a Barber Shop, a bowling alley, Ricoh Copy and Mail Center, Conference & Event Services, automatic teller machines (ATM), vending machines, student meeting rooms, a variety of spaces for relaxing, and the Food Court which is home to Burger King, Chick-Fil-A, Louisiana Home Grown, Mexigo, and the Jaguar Express for shopping.

The Student Government Association, Miss Southern & Court, Association of Women Students, Men's Federation and the Class Council offices are located on the second floor with the Office of the vice chancellor for student affairs and enrollment management, dean of students, Office of Student Leadership & Engagement and New Student Orientation.

Student Government Association (SGA)

The Student Government Association is a group of elected student representatives who serve as a liaison between the student body and the Southern University faculty, staff, and administration. The purpose of SGA is

- To promote better understanding and cooperation between students, faculty, administration, and others.
- To provide an opportunity for members of the student body to develop and maintain University programs that support their intellectual, physical, social, economic, and spiritual welfare.
- To assist in the coordination of activities and services for the benefit of the student body and the entire University community.

76th Student Government Association President

Website: <http://www.subr.edu/sga>.

SGA Office: Smith Brown Memorial Union, 2nd Floor

Please visit the Student Government Offices in the Smith Brown Memorial Student Union, 2nd Floor.

Student Member of the Board of Supervisors

The Board of Supervisors is responsible for the governance of Southern University and Agricultural & Mechanical College, basic educational and fiscal policy, granting of degrees, election of the president, and the promotion and tenure of faculty based on the recommendation of the provost and president. The student member of the Board serves as a voting member of the Board of Supervisors, and is expected to act primarily with the best interest of the University at all times. All Board of Supervisor members, including the student member, are stewards of the institution and are expected to dedicate time and resources while displaying attributes of leadership, selflessness, integrity, maturity, objectivity, accountability, openness, and honesty. The student member serves as a role model for other students and is expected to maintain the highest standards of conduct and scholarship.

STUDENT ORGANIZATIONS

Student organizations are a critical part of the collegiate experience for students. Student organizations provide a unique opportunity for students to gain practical skills and enhance the out-of-classroom experience, fostering lifelong skills and experiences that will enhance their effectiveness as citizens of the world.

In support of the academic mission of the University as well as individual student success, this regulation will establish requirements for student leadership and membership in Registered Student Organizations, as well as establish procedures for registering student organizations.

Classification of Organization Type

Registered Student Organizations are voluntary associations organized by Southern University and A&M College students, which are legally independent of the University. Registered Student Organizations may access certain University-controlled benefits and resources, such as facilities and equipment, are accountable to the University for compliance with University Policies, Regulations and Rules, and may seek funding assistance from the Office of Student Leadership and Community Engagement. Registration is an annual requirement governed by the Office of Student Leadership and Community Engagement. In order to be an active Registered Student Organization, groups must:

- A. Adhere to the requirements for registration of student organizations as set forth by the Office of Student Leadership and Community Engagement; a prerequisite for receipt of university controlled benefits, resources and services.

- B. Comply with University policies, rules and regulations, including the Code of Student Conduct.
- C. Refrain from denying membership to any and all students based on age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation and/or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria.

Organization Categorization: All student organizations are governed by the Office of Student Leadership and Community Engagement and are classified under the following categories:

- **College/Departmental/Academic** - Organizations designed for students interested in a particular career or academic field that want to establish networks and further develop their skills in that area.
- **Multicultural/International** - These organizations focus on ethnic, cultural, and other diversity issues in addition to meeting the needs of under-represented people and providing opportunities to participate in campus activities with other like students and to share their experiences with others.
- **Fraternities and Sororities** - These civic and service-oriented groups work to foster the ideals of friendship, leadership and personal character development based upon the mutual support of the members.
- **Governing/Representative** - These groups serve as governing bodies for students, including residence life councils.
- **Graduate School** - These groups are primarily comprised of graduate students, and designed specifically to meet the needs of graduate students in their specific areas of study or interest.
- **Honorary** - These groups are organized for the purpose of recognizing and promoting outstanding scholastic achievement by students within particular academic areas or fields of interest.
- **Intramural/Club Sports** – These groups are formed by individuals with a common interest in a sport and/or recreational activity that involve both physical and mental components in the pursuit of recreation and/or competition.
- **Religious Affiliated** – These groups provide spiritual and/or religious development and support.
- **Service** - These organizations provide volunteer opportunities for civic-minded students as well as participate in projects that benefit both the campus and the community.
- **Special Interest** – These groups are created to meet the needs of students' varied interests not otherwise represented.
- **Student Government Association**- The Student Government Association (SGA) is the largest student organization on campus. All full-time students are automatically members of this organization.

Procedures for registering/renewing Registered Student Organizations

Registration/Renewing is an annual process. Once an organization is registered, renewals must be completed every year that permits the organization to operate during the academic year. Any organization that promotes clandestine relationships or permits the violation of school regulations forfeits its privilege to function on the campus.

The registration/renewal window will occur annually May 1 through August 15. Registrations submitted at other times will be processed for the following academic year. The Office of Student

Leadership and Community Engagement will notify organizations by emailing the president and advisor when the renewal period is approaching.

The following should be submitted to be consider for registration/renewal:

- A. Registration/Renewal Application
- B. Most recent copy of the organization's constitution
- C. Advisor Agreement
- D. Membership Roster

Annual Registration: When registering a student organization, ALL required/requested documents MUST be submitted in order for the packet to be considered complete. If the student organization fails to complete one of the registration requirements by the deadline, the organization will lose its status for the remainder of the semester.

New Registered Student Organization

Should you believe there is a need for an additional organization, students should submit a proposal which includes the following information:

- A. A letter of request and justification on why the organization should be created.
- B. The organization's proposed constitution and bylaws (include national constitution if affiliated with a national organization).
- C. A completed student organization registration packet
 - a. New Student Organization Application
 - b. Membership Roster
 - c. Advisor Agreement
 - d. Proposed Schedule of Events

Proposals for new Registered Student Organizations are accepted August 1 to September 15 to be eligible for the following spring semester and November 15 to February 1 to be eligible for the following fall semester.

Although proposals and packets are accepted, please note that it may take up to 30 working days to review, evaluate, and respond to the proposal. Review will not begin until the completed packet/proposal has been received including all required/requested documents. Once the proposal is approved for the establishment of the organization, the requester will be notified with further instructions to complete the registration process as outlined under the organization registration guidelines.

Membership in Registered Student Organizations

Membership in Registered Student Organizations is limited to students enrolled for at least 12 credit hours at Southern University and A&M College. Students that are cross-registered (and not fully enrolled at Southern University) or enrolled in online degree programs are not eligible to participate in student organizations. SUBR-SUSLA Connect students are eligible to participate in student organizations; however, they are not eligible to run for Student Government Association positions. Additionally, in order to be a member in a Registered Student Organization, an individual:

- A. Must be full time, degree-seeking enrolled students at Southern University and A&M College;
- B. Must be in good academic standing with the University and therefore have a minimum 2.0 cumulative Grade Point Average at time of membership.
- C. Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of Conduct and University policies

Leadership of Registered Student Organizations

To establish standards for participation in student leadership that are consistent with the academic mission of the university and the goals of out-of-class learning, the following eligibility criteria are required for student leaders elected or appointed as officers of Registered Student Organizations:

- A. Must be enrolled as full-time students at Southern University and A&M College at the time of the election or appointment;
- B. Must have a minimum 2.5 cumulative Grade Point Average at time of election/appointment is required;
- C. Must not be on academic probation as defined by the University at the time of election or appointment;

If upon review of registration documents it is determined that a student leader falls below these minimum requirements, the Office of Student Leadership and Community Engagement staff will advise the student leader (and the organization advisor, if applicable) that the student is not eligible to serve in the leadership role. The organization will then need to supply the name of an eligible student to serve in the vacated leadership position in order for the registration to be properly maintained.

7. Registered Student Organization Advisors

An organization advisor must be a full-time faculty or staff member of Southern University and A&M College. Undergraduate and/or graduate students may NOT advise student organizations.

A registered student organization's advisor must:

- A. Represent the interests of Southern University and A&M College at meetings and activities of the Registered Student Organization with regard to compliance with regulations and policies.
- B. Assist the Registered Student Organization in developing realistic goals, strategic planning, and training for the academic year.
- C. Provide guidance regarding the operation of the Registered Student Organization and its activities.
- D. Approve all activities, events, and programs of the Registered Student Organization.
- E. Attend all approved activities, events, and programs of the Registered Student Organization.
- F. Attend quarterly advisor trainings sponsored by the Office of Student Leadership and Community Engagement

8. Rights and Responsibilities

Flyer Approval and Posting

All flyers, posters, or other advertising materials must be approved (via stamp) by the Office of Student Leadership and Community Engagement before posting or distribution on the Southern University and A&M College campus. There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or University signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Office of Student Leadership and Community Engagement. Any materials that remain posted for up 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or fines placed on the student's account. This is inclusive of student elections and organizational programs and weeks.

Scheduling Activities

All organizations' calendars of events must be approved by the Office of Student Leadership and Community Engagement at the beginning of each semester and on a monthly basis as events are added. Organizations failing to meet these requirements will face sanctions. All activities must be scheduled in accordance with University policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off-campus must have the approval of the Director of Student Leadership and Community Engagement.

Use of University Facilities and Grounds

The use of University facilities for extracurricular activities is a privilege, not a right. Only Registered Student Organizations are permitted to hold meetings and activities in campus facilities. Facilities are assigned on a first-come, first-served basis through the University's building request process. Building request forms must be submitted 7 business days prior to the scheduled event. Failure to complete and submit a building request form in the time frame set could result in access to the facilities being denied.

Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property which occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three business days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied. Organizations claiming areas on campus must receive approval from the Office of Student Leadership and Community Engagement before placing any materials in and/or area campus.

Any organization that has a designated area (i.e. tree) on the Southern University and A&M College campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the University within the areas. Student organizations must gain proper permission from the Office of Student Life before placing anything on the campus. The Office of Student Life will coordinate with the proper University authorities on space planning and proper protocol of such areas.

Conduct at Activities

Organizations are responsible for the conduct of those attending their activities. It is the responsibility of the organization to incur the cost of any security needed. Organizations may be suspended for the misconduct of their members and event guests.

Lines of Authority

The president and advisor serve as official representatives of student organizations and must ensure that all University regulations are followed. Members should channel any concerns through the president and/or advisor of the organization.

FRATERNITY & SORORITY LIFE

The Office of Student Leadership and Engagement offers undergraduate students an experience that complements the mission of the University. In partnership with faculty, staff, alumni, and national organizations, the Office of Student Leadership and Engagement challenges and educates students in the areas of integrity, commitment, accountability, leadership, scholarship, and civic responsibility. Southern University and A&M College recognizes that Greek-letter organizations are an integral part of the campus community and can have a positive impact for members and the campus community as a whole.

This *Greek Life Code of Conduct* governs the actions of Greek-letter organizations at Southern University and A&M College. The Office of Student Leadership and Engagement may create procedures and standards to implement this policy and any other rules and standards. The Director of Student Leadership and Engagement (or designee) has the right at any time to exercise his or her authority in regard to any Greek-letter organizations when deemed appropriate. The Dean of Students is responsible for the interpretation of this *Greek Life Code of Conduct*. Should any person wish for an interpretation of any provision of this policy, that party should contact the Office of the Dean of Students and the Dean of Students will render an opinion in response to the inquiry. The interpretation by the Dean of Students will be final.

General Policies

The Office of Student Leadership and Engagement has outlined the following statements regarding Greek Life at Southern University and A&M College:

1. Greek-letter organizations and their members will abide by all rules and regulations of the University as published in this policy, the *Student Code of Conduct*, and local, state, and federal laws.
2. Greek-letter organizations will establish alumni support for the purpose of providing community, information, training, discipline, and leadership.
3. Greek-letter organizations will promote academic excellence for members and promote an environment conducive to learning.
4. Greek-letter organizations will participate in campus activities and contribute to campus life.
5. Greek-letter organizations will encourage and support the involvement of its members not only in fraternity/sorority leadership positions, but leadership positions throughout the campus community.
6. Members of Greek-letter organizations must recognize that, by virtue of enrollment, they are at Southern University and A&M College primarily for an academic education. The basic relationship between the student and the University cannot be altered by co-curricular activities such as membership in a Greek-letter organization.
7. Members must recognize that Greek-letter organization membership is a privilege, and by voluntarily associating with a Greek-letter organization, agree to conduct themselves responsibly at all times in accordance with the policies and guidelines of Southern University and A&M College and their organization.
8. Members will participate thoughtfully in the business of their organizations, accept responsibility for their organization, and embrace and support the policies and goals of Southern University and A&M College and their organization.
9. Greek-letter organizations will be subject to the authority of the Office of Student Leadership and Engagement and other entities as specifically outlined in this policy.

10. The Office of Student Leadership and Engagement will determine and implement any rules or guidelines not covered by this policy.

Membership Criteria

Recognition as a Greek-letter organization is the formal process by which Southern University and A&M College permits a fraternity, sorority, or other organization to function on campus, conduct membership intake, and be considered a part of the campus community.

Membership Requirements

1. Membership Intake Requirements
 - a. Candidates must be a full-time, currently enrolled student at Southern University and A&M College.
 - b. Earned 30 credit hours at the time of membership application
 - i. Transfer students must have earned 12 of the 30 credit hours from Southern University and A&M College.
 - c. Overall GPA of 2.75 (Overall includes institutional and transfer)
 - d. Fifteen (15) community service hours. Must be verifiable by Southern University and A&M College.
 - e. Does not have any outstanding *Student Code of Conduct* violations.
 - f. Must complete the Greek Life Perspective Workshop (Greek Life educational program facilitated by the Office Student Leadership and Engagement) prior to the chapter's submission of a *Request for Membership Intake by NPHC Organization*.
2. General Membership Requirements (once initiated)
 - a. Maintain a 2.5 cumulative GPA (no rounding).
 - b. Must be a full-time, currently enrolled student at Southern University and A&M College.
 - c. Be in good standing with Southern University and A&M College.
 - d. Complete a minimum twenty (20) hours of community service through Southern University and A&M College.

Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

1. Organizations must petition the University to be considered for membership intake.
2. Organizations must ensure that membership intake activities will not interfere with the academic progression of candidates.
3. In the selection of new members, organizations must ensure that the process is free of any form of hazing.
4. Chapter advisors must be present at ALL membership intake activities.
5. Organizations must complete ALL required paperwork.
6. Organizations are allowed to initiate no more than 50 aspiring students per membership intake period.

Membership Intake Period

1. Greek-letter organizations may conduct membership intake during the Spring semester. *Organizations may petition for Fall intake if the chapter is in jeopardy.*
2. Membership intake activities may only be conducted during the following days/times for the approved intake period:

- a. Monday – Thursday: 5:00pm – 10:00pm
 - b. Friday: 5:00pm – 12:00am
 - c. Saturday: 8:00am – 12:00am
 - d. Sunday: 8:00am – 10:00pm
 - e. No membership intake activities can take place during Spring Break
3. The specific membership intake period will be announced by the Office of Student Leadership and Engagement prior to the start of the spring semester.

New Member Presentations

All Greek-letter organizations must note the following regarding all new member presentations

1. The date/time/location of all new member presentations must be approved by the Office of Student Leadership and Engagement
2. “Death marches” are prohibited.

Prohibited Activity

Alcohol

Greek-letter organizations will comply with the following rules, in addition to those stated in the *Student Code of Conduct*:

1. The possession, sale, use or consumption of alcoholic beverages during on-campus events, sponsored or endorsed by a Greek-letter organization, or at any on-campus event an observer would associate with a Southern University and A&M College Greek-letter organization is prohibited.
2. The purchase of alcoholic beverages through or with organizational funds is prohibited. Additionally, the purchase members or guests be undertaken or coordinated by any member in the name of or on behalf of an organization is prohibited.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.

Hazing

The potential for hazing typically arises as part of a student’s initiation in a Greek-letter organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. No Greek-letter organization, student or alumnus shall conduct nor condone hazing activities. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities are not consistent with academic achievement, this policy, the *Student Code of Conduct*, or applicable local, state, and federal laws. Such activities and situations include, but are not limited to:

- Marching in line
- Forced or extreme physical activity
- Forced or involuntary spending
- Standing for a length of time
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts of humiliation or degradation
- Interruption or interference of academic commitments
- Paddling in any form

Sexual Abuse and Harassment

Southern University and A&M College will not tolerate or condone any form of sexually abusive behavior on the part of members of Greek-letter organizations, whether physical, mental or emotional. This is to include any actions, activities or events, whether on or off campus which are demeaning to individuals, including but not limited to verbal harassment or sexual assault by individuals or members acting together. All members of Greek-letter organizations are subject to the provisions concerning sexual harassment/misconduct contained in the *Student Code of Conduct*.

Financial Responsibility

Poor financial management for any student organization is likely to have negative effects on the ability of the organization to have a positive influence on the campus community. Organizations must note the following:

1. Organizations are only approved to have on-campus financial accounts.
2. By September 15 of each year, each organization will submit an annual budget that has been approved by the membership of the organization. The budget will cover the period from August 1 to the following July 31.
3. Each organization will maintain good financial standing with its national office. Paperwork to certify such must be submitted annually the Office of Student Leadership and Engagement
4. Organizations may engage sponsors only with the prior written approval of the Office of Student Leadership and Engagement.

Meetings and Social Events

Southern University and A&M College sets forth requirements for hosting meetings and social events on or off campus in an effort to foster a safe environment for organization members and guests. Such regulations are designed to complement national organization risk management programs.

1. Organizations that intend to host an event/activity must complete and submit a building request form as well as an program proposal to the Office of Student Leadership and Engagement no later than 10 business days before any planned event.

Tree Designations

Organizations should note the following regarding tree designations and other campus property:

1. Only National Pan-Hellenic Council organizations are approved to have designated tree areas on campus. No other requests will be entertained.
2. Any changes to designated tree areas must be approved by the Office of Student Leadership and Engagement and the Director of the Physical Plant.
3. Organizations are responsible for the primary care of their designated area. Organizational area not properly maintained will be subject to fines.

Academic Performance Standards

1. The average GPA for each Greek-letter organization (Chapter GPA) must be 2.75 or higher each semester for chapters to remain in good standing with the University.
2. Organizations failing to meet the 2.75 GPA requirement at the end of each semester (excluding summer) will be required to develop an academic improvement plan.
3. Organizations failing to meet or exceed the 2.75 academic standard for two consecutive semesters (not including summer terms) are subject to sanctions from the Office of Student Leadership and Engagement.

Educational Programming

To enhance the individual and personal development of the campus community, all Greek-letter organizations must engage in at least two (2) programs/workshops per academic year (not counting summer terms). Organizations will select which program(s) best meet their particular needs by integrating their mission throughout programming structure. Organizations may co-sponsor educational programs. Programs must have 75 percent of the organization's membership present to qualify.

Programs centered on student health must be co-sponsored with or have the approval of the Student Health Center and/or University Counseling Center, for liability purposes.

Community Service

Organizations should be committed to developing citizenship through service. Southern University and A&M College offers many opportunities for students to serve the local community. It is imperative that organizations strengthen the campus Greek community by supporting each other's service events. All organizations are required to demonstrate their commitment to service as follows:

1. All Greek-letter organizations will engage in a minimum of two community service projects per semester. Service projects must be coordinated through the University.
2. Each academic year (not counting summer terms), all organizations must cumulatively acquire an average of 12 service hours per member, with greater than 75% of the membership actively volunteering.
3. Each organization will submit a report to the Office of Student Leadership and Engagement by last day of each semester as listed on the academic calendar (not including summer term) detailing their compliance with the community service requirement.

Campus Activities

Organizations should be committed to forming connections with other non - Greek-letter organizations and persons not part of the campus Greek community. Each organization will participate in/host at least two (2) all-campus activities each academic year (not counting summer terms). Organizations may co-sponsor events.

Risk Management

Greek-letter organizations must work with their national organizations to develop individual organization risk management policies. These policies will be submitted to the Office of Student Leadership and Engagement annually by September 15, along with other relevant insurance certificates.

Sanctions

Organizations that fail to meet any or all provisions of this policy or the *Student Code of Conduct*, fails to comply with any conditions of probation or suspension, the Office of Student Leadership and Engagement may impose sanctions, including, but not limited to, the following:

1. Censure: A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. Restitution: An organization shall be required to make reparations for damages or expenses associated with the actions or entities involved.
3. Fines: An organization shall be required to make a monetary payment by a specified date. The amount will be \$50 - \$500.
4. Social Probation: Organization are prohibited from participating in any social activities both on and off campus during the probationary period. Restrictions include limitations related to access to the plot, the type and amount of programming permitted, and possible loss of having intake.

5. **Disciplinary Probation:** Organizations are under severe restrictions during the probationary period. Specific restrictions are customized based on the type and severity of infraction/s. When placed under disciplinary
6. **Suspension:** An organization restricted from all activities normally permitted to a student organization. The length of the suspension will be determined by the Office of Student Leadership and Engagement.
7. **Expulsion:** An organization will lose all rights as a Greek-letter organization recognized by Southern University and A&M College. This sanction will be for an indefinite period of time.

Educational Sanctions

1. **Educational Workshop:** An organization will be required to participate in a program of an educational nature. The exact form of the program will be determined by the Office of Student Leadership and Engagement.
2. **Philanthropic Service:** An organization shall be required to participate in a service project.

Additional Information

Any Southern University and A&M College faculty, staff, or student may initiate a complaint against a Greek-letter organization for an action that might lead to a sanction pursuant to this policy or the *Student Code of Conduct*. The complaint must be filed with the Office of Student Leadership and Engagement. Upon the implementation of any sanction by the Office of Student Leadership and Engagement, the sanctioned organization may appeal its sanction upon notice to the Vice Chancellor for Student Affairs 48 hours after the Office of Student Leadership and Engagement has sent notice to the organization's representatives of its sanction.

When an organization's activities may be a threat to the health, safety or welfare of Southern University and A&M College campus community, all or some of its activities may be immediately, temporarily suspended. This suspension may include, but is not limited to, all campus activities, University sponsored events, or other activities of the organization. The Director of Student Leadership and Engagement and/or the Vice Chancellor for Student Affairs and Enrollment Management has the authority to order such suspension. No hearing or inquiry is necessary prior to said suspension. In addition, the Office of Student Leadership and Engagement will enforce any sanctions given to Greek-letter organizations by their national office.

HOUSING & RESIDENCE LIFE

All first-year students are required to live on campus, as we believe the academic experience is enhanced by the residential and co-curricular learning experiences. The Office of Housing and Residence Life is responsible for general operations and administration of housing, residential education, and living and learning programs. The Housing & Residence Life office is located:

University Apartments, Building 300, Suite 3125
P.O. Box 9460
Baton Rouge, LA 70813
Phone:
Email: Reslife@subr.edu

Each of our apartments and residence halls offers opportunities for students to meet people from diverse backgrounds and cultures and to develop a sense of community within their own residential

building. Our residence halls are staffed with resident hall directors and resident advisors who live on each floor and work diligently to support students in all aspects of their University lives. The resident advisors are paraprofessional staff who encourage student engagement on campus. A variety of innovative and creative, social, educational, and cultural programs are provided to support the personal, social, academic, and emotional development of Southern University students.

Group living is built on the foundation of individual respect for other students and the facilities. Students have a responsibility to contribute to a positive community environment and to maintain the integrity of the residential facilities. In addition to the Code of Conduct, students living in the residence halls are subject to Housing and Residence Life policies and procedures. Students are encouraged to review the residence hall policies that govern our on-campus living and learning environments at www.Southern.edu/housing.

COURTESY & QUIET HOURS

Apartments and residence halls are group living environments. Therefore, it is expected that every student respect other student's right to study, to be in a quiet environment and to be able to achieve adequate rest in preparation for the next day.

Courtesy Hours

Courtesy hours are enforced 24 hours each day. During courtesy hours, residents are expected to act in a manner that demonstrates respect for the rights of others to study and sleep in their rooms. The right to reasonable quiet shall, at all times, prevail in the residence halls. Residents are expected to work together cooperatively to establish acceptable and respectable noise levels.

Quiet Hours

Quiet hours are posted in each building at the beginning of each academic year. During quiet hours, noise should be audible only in the resident's room with the door closed. The noise should not extend beyond the resident's closed door. Quiet hours are enforced 24 hours a day during final exams.

GUEST & VISITORS POLICY

The following is the residential policy on guests and visitors.

A. Visitation refers to the privilege of having guests in your room and/or in the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. The guidelines and timeframes for visitation will be communicated to all students at the start of the academic year. In the event of an emergency, crisis, staffing concern, or major campus function, Housing and Residence Life and/or the University Police reserve the right to limit or modify designated visitation hours.

B. A guest is defined as any person who is not assigned to live in a specific residence hall room and/or residential area, whether the guest is a residential student, commuting student, or non-student of Southern University. Non-student guests must present photo identification and register when entering a residential area. A non-student guest must be escorted by a host at all times in residential areas.

C. Students and their guest(s) are expected to comply with the policies and procedures and reasonable requests of the Housing and Residence Life staff. Guests must abide by all policies and procedures of the University Residents will be accountable for the behaviors of their non-student

guests, and will face possible conduct action through the campus conduct system for violating the Code of Conduct.

D. Students must exercise good judgment when hosting a social gathering. Moreover, students are encouraged to make special efforts to maintain the University's community standards. The Residence Life & Housing staff will promptly disband all disruptive activities and require all visitors and guests to vacate the residential facilities.

HOUSING AGREEMENTS

All housing agreements are for one full academic year, both fall and spring semesters. Students receiving room assignments are required to electronically sign a housing contract to confirm their room for the academic year. The student, parents and/or legal guardian are responsible for paying the housing fee for the full academic year which represents the term of the contract.

FIRE DRILLS

Fire drills will be scheduled periodically in each residence hall. Fire captains and lieutenants will assist Public Safety personnel with administering the fire drills. The fire doors are not to be used except in the case of an emergency. Activating fire alarms or using fire extinguishers outside of an emergency is a serious crime, and offenders will be appropriately prosecuted in accordance with the Baton Rouge/Louisiana ordinances, in addition to going before the Community Standards Review Board for a violation of the Code of Conduct.

HOUSING CANCELLATION PROCESS

You must submit a cancellation request form to the Office of Housing and Residence Life if you no longer plan to reside on campus. The priority deadline for housing cancellation requests is June 15. Students who submit cancellation requests after these deadlines may be assessed full room and board fees for the semester even if a cancellation is approved. At a minimum, students who are approved for cancellation will forfeit the \$200 housing deposit paid prior to arrival to campus.

A mid-year release from the housing agreement will only be considered for those students who have extenuating circumstances that can be supported by appropriate formal documentation.

HOUSING EXEMPTION

Southern University requires first-year students to reside on campus. There are some compelling circumstances that may require a review for release from the residency requirement. A first-year student may request a housing exemption from the residency requirement by completing the appropriate online application and submission of required supporting documentation to the Office Housing and Residence Life.

HOUSING WAIT LIST

The University has limited on-campus housing options available to students. Therefore, students without housing are able to submit their names to a waiting list in the Office of Housing and Residence Life. Room assignments will be made in chronological order after confirmation that the student has met all financial obligations to the University. The Office of Housing and Residence Life is unable to guarantee on-campus accommodations to students placed on the Housing Waitlist.

MOVING INTO THE RESIDENCE HALLS

Students with room assignments are expected to take occupancy of their rooms by 5:00 p.m. on the first day of classes of each semester. Students will be responsible for the payment of room and board charges for the entire academic year upon completion of the Housing Application and Housing Agreement.

REMOVAL FROM UNIVERSITY HOUSING

The Director of Housing and Residence Life and/or the Dean of Students may remove a student from University housing for serious misconduct violations. The student will be given up to 72 hours to vacate her residence hall unless a special exception is made by the director of Housing and Residence Life. Items remaining in the room will be discarded or donated to a local charity as the items will be considered abandoned property if not removed from the residence halls by the specified date and time.

RESPONSIBILITY FOR PERSONAL PROPERTY

Students and/or their parents are encouraged to purchase appropriate insurance coverage to address any personal property loss. Students who use community storage areas in their residence hall do so at their own risk. The University does not assume any legal or financial obligation for any student's personal property that may be lost or damaged in its academic and residential buildings and grounds.

HEALTH & SAFETY INSPECTIONS

Housing & Residence Life will conduct periodic room inspections occurring at least once per semester. The purpose of these inspections is to ensure that safety devices are working properly, address unsafe conditions and to give general information that might be helpful as students encounter situations. Though not the primary focus of a health and safety inspection, search and seizure of any items found which violate public law, University regulation, Housing & Residence Life policy and/or the terms and conditions of the Housing Contract is permissible. In such circumstances, appropriate referral for conduct violation may be initiated.

ROOM CHANGES & ROOMMATES

The Office of Housing Residence Life reserves the right to change room assignments, assign roommates, and consolidate vacancies at anytime. All requests for housing changes must be approved by the residence hall director and/or the Office of Housing and Residence Life.

Occupancy Violation

Room assignment changes must be initiated and approved by the residence hall director. Students who move without approval will be identified as illegally occupying a space without official notification to the Housing and Residence Life staff, and may be subject to referral for a community standards violation. If a resident or non-resident occupies a room without the approval of the Office of Housing and Residence Life, the student will be required to vacate the residence hall room. In addition, she will be subject to possible referral for a community standards violation.

Roommate Conflict

Conflict is a normal part of any communal living environment. As such, we understand that roommate conflicts may occur sometime throughout the academic year. The Housing and Residence Life staff will work with students to develop a Roommate Agreement to address the conflict and living arrangements and expectations to assist the residents with maintaining a harmonious living environment.

The Housing and Residence Life staff will immediately address intentional roommate conflict(s) that reflect a resident purposefully behaving in a hostile manner toward her roommate(s). A student intentionally creating conflict is referred to as a hostile roommate. The "hostile" roommate(s) will be subject to re-location or removal from housing. In addition, the hostile roommate will be referred to the Community Standards Review Board for a violation of the Code of Conduct violation.

TEMPORARY HOUSING POLICY

The University makes every effort to offer housing based on capacity. Because Southern University has limited on-campus housing, students are sometimes assigned to temporary living accommodations at the beginning of each semester until a permanent room assignment can be arranged.

TUITION & ROOM AND BOARD FEES

All returning residential students will be required to have their balance paid in full by the stated University deadlines. If you have opted for the deferred payment plan, 50% of the semester's fees must be paid by the identified deadline. Residential students who do not meet their institutional financial obligation by the stated deadline may be subject to removal from the assigned residence hall space and placed on a housing waitlist. Students will be notified of the change in residence hall status via phone contact and electronic communication. The Office of Housing and Residence Life will not guarantee on-campus accommodations once students are placed on the housing waitlist.

CAMPUS RESOURCES

The following is a list of University resources available to Southern University students. For a more comprehensive list of all University resources, please visit the Southern University website for current students at www.subr.edu where you can obtain a variety of information on the available student services.

The following is a list of University resources available to Southern University students.

Academic Coaching

Location: Harris Hall, 1st Floor, Suite 1080
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-4040

Academic Coaches provide coaching and academic support for students 0-30 credit hours and who do not yet meet the admission requirements for one of the University's degree-granting majors.

Admission & Recruitment

Location: T. H. Harris Hall
Hours of Operation: Monday – Friday 8:00 AM – 5 PM
Phone: (225) 771-7827

The first official contact with the University is usually through the Office of Admission & Recruitment. The department is charged with recruiting, admitting, and serving an eligible, diverse student population regionally, nationally, and internationally. Responsibilities include the development of effective school relations with high schools and community University s, recruitment of prospective first-year and transfer students, evaluation of academic credit, admission of resident and non-resident students, and serving as a source of information regarding university admission and recruitment events.

Campus Bookstore

Location:
Hours of Operation: Monday – Friday 8:00 AM – 5 PM
Saturday 12 PM – 4 PM
Summer hours
Monday – Friday 9 AM – 4 PM
Phone: (225) 771-4330

The Southern University Bookstore provides a convenient location for students to rent or purchase required textbooks and course materials and academic supplies. The bookstore is also your source for official Southern University apparel and merchandise. In addition to carrying all texts and manuals required or recommended for courses at the University, the bookstore has a large assortment of fiction and nonfiction books, and gladly accepts special orders at no additional charge. School supplies, toiletries, sweatshirts, gift items, general greeting and contemporary cards, film, and a variety of snacks are also available.

Counseling Center

Location: Next Door to the Baronco Student Health Center
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-2480

The Counseling Center promotes the social, emotional, and psychological well-being of students through the provision of behavioral and mental health services. We provide a safe and confidential environment for students to explore and resolve issues and concerns that may affect their emotional health and function, in addition to hindering their academic success. The department officers individual therapy and group counseling, group therapy, outreach and consultation, and career planning and assessment (SIGI 3). It is recommended that students call to schedule an appointment.

Dean of Students

Location: Smith Brown Memorial Union
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-2130

The Dean of Students Office is responsible for planning, coordinating, and implementing a variety of programs and services which are designed to assist and support students in achieving academic and personal success. The dean of students provides general student advocacy and administration, assists with resolving University -related concerns, complaints, and administering the Code of Conduct and other selected policies and procedures which can be found in the Student Handbook. Students are encouraged to read this document to understand the academic and behavioral expectations in the Southern University community. In addition, the Dean of Students is responsible for the Traffic & Parking Committee which hears parking violation appeals.

Questions about policies, violations, and/or the student conduct administration process are welcomed and encouraged. Students may also report any campus and/or community concerns involving the health, safety and welfare of a student to the dean by visiting the office, e-mailing dos@subr.edu or contacting the office at the phone listed above. The dean of students is also available on Facebook and Twitter.

Dining Services

Location:	Mayberry Dining Hall	Dunn Dining Hall
Office Hours	Monday – Friday 8:00– 5:00pm	Monday-Thursday 8:00- 5:00 pm Closed on Friday-Sunday

FOOD – It's how we relate, refresh, and connect with others on a daily basis! Southern University partners with Aramark Dining Services to provide you with nutritionally balanced food and high-quality meals prepared from scratch, using only the freshest ingredients. Students can enjoy an abundant variety of fresh foods, fresh prepared foods in a fun and engaging all-you-care-to-eat atmosphere! Treat yourself to traditional home-style meals, hot and hearty soups, freshly prepared salads, fruit, and sandwiches, create-your-own stir-fry, flavorful vegetarian and vegan entrees, hand-tossed pizza and homemade desserts.

Hours of Operation

Monday – Thursday

Breakfast	7 AM – 9 AM
Continental Breakfast	9 AM – 10:30 AM
Lunch	11:30 AM – 2 PM
Dinner	4:30 PM – 8 PM

Friday

Breakfast	7 AM – 9 AM
Continental Breakfast	9 AM – 10:30 AM
Lunch	11 AM – 2 PM
Dinner	4:30 PM – 7 PM

Saturday & Sunday

Brunch	11 AM – 2 PM
Dinner	4:30 PM – 7 PM

Food Court Location: Smith Brown Memorial Union, Lower Level

Phone: (225) 270-5280 or (225) 581-0700

Southern University, in partnership with Aramark Dining Services proudly operates Java Juice, Burger King, Chick-Fil-A, Louisiana Home Grown, Mexico and Jaguar Express retail store in the Smith Brown Memorial Union Lower Level and Library. Join us for excellent food, exceptional customer service, and easy access in a fun and relaxing atmosphere.

Allergens & Dietary Restrictions

Students with food allergies or special dietary needs are encouraged to reach out to the dining services general manager to ensure a safe and pleasant dining experience. We invite you to view our dining website where more detailed information can be found to help meet your needs and address general questions.

Dining Services Inclement Weather Policy The dining hall will remain open and accessible to the campus community with limited hours of operation, staffing and menu variety in cases of weather-related emergencies or disasters. Students will receive notices of all changes to hours of operation via campus e-mail, social media such as Instagram, and the Dining Services webpage at www.Southerndining.com. Hours of operation will also be posted near the Dining Services entrance to provide the most accurate information for members of the community.

Disability Services

Location:	Counseling Center
Hours of Operation:	Monday – Friday 8AM – 5 PM
Phone:	(225) 771-3949

Southern University is committed to affording students with disabilities full and equal access to services, facilities, programs and activities. As required by law, students requesting accommodations or a documented disability must initially self-identify as a student with a disability by registering with the Office of Disability Services. Only students who are registered with the Office will be eligible to request accommodations and be recognized by the institution as a student with a disability. Reasonable and appropriate accommodations are approved by the Accessibility Policy & Procedures Committee on a case-by-case basis, and may require additional or updated documentation to be submitted.

Financial Aid, Scholarships & Work-Study Employment

Location: T. H. Harris Hall
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-2790

Student Financial Services provides financial aid, scholarships, student employment, Federal University Work-Study, general student employment and off-campus jobs. Southern University administers many types of financial aid to help students and their parents manage expenses resulting from the costs for higher education. Financial assistance is determined annually.

All requests for financial aid are processed through the Student Financial Services Office. Students may expect to receive their financial assistance in subsequent years of undergraduate study, if they continue to remain in good academic and community standing and their computed financial need meets the federal, state, local, and Southern University financial aid guidelines. Each student must reapply for financial aid administered by Southern University by completing the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) with the federal government. Students will receive notification of their financial assistance award in the late spring.

Federal regulations require an institution to establish, publish, and apply reasonable standards of measuring whether an otherwise eligible student is maintaining satisfactory progress in their course of study. Students who fail to meet standards of progress automatically will be notified about their eligibility for continued financial assistance each semester after grades are released

First Year and Sophomore Year Programs

Location: T. H. Harris Hall, Room 1075
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-4501
E-Mail: fye@subr.edu

The FYE/SYE Programs are designed to help students prepare for the transition from high school to college. The office is home to Emerging Jags, Transfer Student Services, Freshmen Seminar, and the Peer Mentoring Program. The goal of these programs is to provide vital information that will ensure student success throughout your educational journey on The Bluff.

Housing & Residence Life

Location:
Hours of Operation: Monday – Friday 8 AM – 5 PM

Living on campus is a big part of your education at Southern University. The Office of Housing and Residence Life is responsible for general operations and administration of housing, residential education, and living and learning programs that contribute to developing community on campus. Our residence halls are staffed with resident hall directors and resident advisors who live on each floor and work diligently to support students in all aspects of their University lives. The resident advisors are paraprofessional staff who encourage student engagement on campus. A variety of innovative and creative, social, educational, and cultural programs are provided to support the personal, social, spiritual, academic, and emotional development of Southern students

Student Health Services

Location: Baranco Student Health Center
Hours of Operation: Monday – Friday 8:00 am until 5:00 pm
Phone: (225) 771-4770
Pharmacy Phone: (225) 771-2025

Southern University offers comprehensive health care services for all students. Students may obtain urgent care from the Department of Student Health Services. For more routine or less serious

health problems, physical exams, gynecological exams, breast exams, pregnancy tests and contraceptive refills, the student should schedule an appointment with the medical provider. All services performed in the Student Health Services are free of charge to the student with the exception of immunizations and laboratory services which are processed through the student's health insurance plan. Student Health Services maintains strict confidentiality of our students' health records. Information will be disclosed only to the extent necessary to protect the health and safety of the student.

Health Emergencies

Students should contact University Police at (225) 771-XX for any and all after hours urgent and emergent situations for transportation to the nearest hospital for emergency services and are encouraged to follow-up with Student Health Services during regular hours.

Student Leadership & Engagement

Location: Smith Brown Memorial Student Union
Hours of Operation: Monday – Friday 8AM – 5 PM
Phone: (225) 771-3951

The Office of Student Leadership & Engagement provides a variety of out-of-classroom activities that enhance the Southern University academic experience. The staff provides programs, events, activities and over 80 clubs, organizations, fraternities and sororities and community service initiatives that give students a variety of opportunities to get involved. Student leaders share responsibility for coordinating campus movies and concerts, planning Homecoming, Family Weekend, late-night programs, and many other exciting activities! Student Leadership & Community Engagement also works closely with academic and other departments to offer a range of programs that include cultural heritage months, lectures, film screenings, art exhibits, and co-sponsorship of a variety of campus programs including concerts, conferences and workshops.

Student Media

Location: T. H. Harris Hall, Room 1064
Hours of Operation: Monday – Friday 8:00 am until 5:00 pm
Phone: (225) 771-2231
E-mail: studentmedia@subr.edu

The Student Media office prepares student leaders to be journalists. Students are prepared for careers in journalism as they develop a student led newspaper and yearbook that is completely designed, written, and edited by students. Every issue of the newspaper is designed to capture the essence of Southern University.

Student Success

Location: Harris Hall Annex, Suite C
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-4312
E-Mail: success@subr.edu

The Center for Student Success provides comprehensive learning support to ensure students are equipped with the necessary tools for academic success.

Tutoring Services

Location: Stewart Hall, Room 155
Hours of Operation: Monday – Friday 8 AM – 5 PM
Phone: (225) 771-2206

The Center for Student Success offers free academic tutoring for those student seeking to improve or maintain their knowledge base in first-year, sophomore, and some junior and senior level courses. Tutoring is a support service to help students further understand course materials when students have attended class. Tutoring is designed to The Center offers brand new computers, study space and tutors who pride themselves on being friendly, knowledgeable, and experienced.

Wellness & Recreation

Location: Horace Moody Intramural & Recreation Center

Hours of Operation: Monday – Friday 7:00 am until 11:00 pm

Saturday & Sunday-12:00 pm until 7:00 pm

Phone: (225) 771-3412

The Horace G. Intramural Center is a 33,000 square foot facility designed to promote student health, nutrition, fitness and wellness. In addition to general management of fitness and gym facilities, the center offers aquatic aerobics (in separate location), fitness and wellness education, and intramural and club sports. Whether you enjoy working out in a state-of-the-art fitness center or prefer intramurals and other recreation, we have something for you. So if you're looking for a way to relieve stress, stay in shape, and make new friends then check out the Wellness & Recreation Center.

CODE OF CONDUCT

Philosophy on Student Responsibility

As a member of Southern University and Agricultural & Mechanical College, you have voluntarily entered into a community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off campus. The University has developed the Code of Conduct, and other policies and procedures to support its academic mission, objectives, processes, functions, and general operations. These standards represent the core values of integrity, fairness, respect, community, and responsibility.

The premise of our student conduct administration process is that we expect students to take responsibility for their behavior, in addition to holding their peers accountable for being good citizens. The student conduct administration process allows the University to address behavior that has a negative impact on individuals and/or the campus community. The Code of Conduct is designed to clearly communicate behaviors that negatively impact our community.

Purpose of the Code of Conduct

Southern University is committed to the development and personal growth of students. Students are encouraged to reflect on the University values and behavioral expectations as they engage in their academic studies and co-curricular activities. Research has demonstrated that students who are active participants in the University and surrounding communities are more likely to uphold University policies and maintain a positive community environment. Conduct occurs in the context of a community of scholars dedicated to seeking excellence in academics, personal learning and leadership.

The student conduct administration process, including the right to appeal, is established to support the rights and responsibilities of each student, to sustain the University's values and behavioral expectations, in addition to determining future privileges as a member of the Southern University community. This is accomplished by holding individual students and student organizations responsible and accountable to the University's stated values and behavioral expectations.

Student Conduct Administration Values

The following are the values of the student conduct administration process:

1. **Integrity** – All members of our community are expected to exemplify honesty, respect for truth,

and congruence with University standards and behavior expectations in all exchanges and interactions.

2. **Responsibility** – Members of our community are expected to take ownership of individual choices and any subsequent consequences.
3. **Respect** – All community members are expected to honor and esteem the rights and freedoms of each unique individual, and to understand the value and worth of University property and the property of others, and to demonstrate care for individuals and property.
4. **Fairness** – Members of the community are expected to follow all published rules and guidelines in good faith as the University is committed to developing consistent, honest, and just systems.
5. **Community** – Learning to live as a member of a community is an important part of the personal development of our students. Each individual must learn to respect other individuals. As members of the Southern University community, students are provided numerous venues to voice their own expectations and concerns about community life. It is the University's expectation that students will use available campus resources to resolve differences and conflicts peacefully.

Student Code of Conduct

All members of the Southern University community are expected to be responsible adults, representatives, and ambassadors of the University. Students are accountable for all behaviors and actions at all times. Because we exist in the larger society, the University does not provide immunity from city, state, or federal law.

University Violations

The following conduct and any attempt to engage in the following conduct will be subject to intervention and disciplinary action:

1. Academic Integrity*

Any form of academic dishonesty which may include, but is not limited to:

- A. Cheating
- B. Collusion/assisting any student or member of the University community in violating any of the Academic Integrity policies and/or procedures.
- C. Fabrication, falsification, and dishonesty
- D. Misrepresentation of facts or unethical behavior designed to persuade any individual to alter a grade(s).
- E. Plagiarism
- F. Unauthorized permission to use the signature of another person on academic and other University documents.
- G. Unlawfully accessing and/or securing tests

*Refer to University Bulletin for the full Academic Integrity policy and procedures.

2. Actions Against Members of the University

- A. **Abusive conduct** that includes any words or acts that cause physical injury, threaten any individual, or interfere with any individual's rightful actions.
 - I. **Harassment** or any physical, verbal, graphic, written, or electronic communications that are sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of an individual to function in the University community.
 - II. **Human Dignity** – physical, verbal, graphic, electronic or written conduct based on race, ethnic origin, gender, age, religion, disability, or sexual orientation that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to

participate in or benefit from the services, activities, or privileges provided by the University.

III. Injury or Harm – Intentionally or recklessly causing physical or mental harm to any person or to self, and/or intentionally or recklessly causing reasonable apprehension of such harm. The alleged victims' consent or acquiescence to physical mistreatment is not an acceptable defense by any individual or group in the Southern community.

IV. Sexual Assault/Rape – Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

V. Sexual Misconduct – Non-consensual, intentional physical conduct of a sexual nature. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

VI. Sexual Harassment – Unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature which is made either explicitly or implicitly as a term or condition of an individual's employment, academic advancement, or ability to participate in or benefit from the services, activities, or privileges provided by the University. While sexual harassment most often takes place in situations of a power differential between the persons involved, the University also recognizes that sexual harassment may occur between persons of the same or lower University status, which includes students creating a hostile environment for a faculty member.

VII. Stalking – Any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, following another person, acts that threaten or intimidate another person through fear of bodily injury or harm to property.

VIII. Using online communities and electronic communications such as email, websites, Facebook, Twitter, Instagram, Snap Chat, and texting for the purpose of harassing, threatening, or engaging in behaviors that ridicule, belittle, or harm individuals or groups, regardless of your intent.

3. Actions against oneself and/or displaying behaviors that could endanger self.

4. Alcoholic Beverages and Other Drugs or Narcotics

- A. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on Southern University property or sponsored events.
- B. Being under the influence of alcohol and/or intoxicated in public and/or in the residence halls or any Southern University facility or sponsored event (including individual residence hall rooms). This includes reported off-campus behaviors.
- C. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound, or other controlled substance or drug-related paraphernalia on University premises, except as expressly permitted by law.
- D. Being under the influence of illegal drugs and/or intoxicated in public and/or in the residence halls or any University facility or sponsored event (including individual residence hall rooms).

5. Breaching Campus Safety and Security, False Information, Destroying or Damaging Property

- A. Forgery/furnishing false information, including knowingly providing false information to the

University, faculty, and/or staff either verbally or written, and/or the unauthorized alteration of financial, academic, and/or nonacademic documents.

- B. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the University community.
 - C. Intentionally damaging property of the University, a member of the University community, or those contracted with the University.
 - D. Unauthorized entry into, use or occupancy of University facilities. This includes unassigned residence hall rooms and unauthorized access to University facilities.
 - E. Unauthorized possession of University keys or master keys, and access cards to University offices or residential facilities; duplicating University keys or access cards;
 - F. Propping open fire doors, security doors, and/or secured doors;
 - G. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University -sponsored or supervised functions.
 - H. Unauthorized use of checks, personal records information, credit cards, or calling cards.
6. **Complicity** – Helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Student Code of Conduct.
7. **Disorderly Conduct** or any offense involving disturbance of the public peace, lewd and indecent behaviors. This includes belligerent behavior toward students, faculty and/or staff in the performance of their duties. Belligerent behaviors include aggressive, argumentative, quarrelsome, loud-mouthed, confrontational, threatening remarks or gestures, foul and/or abusive language.
8. **Disruptive Activity** includes participation in an activity that interferes with teaching, research, administration, student conduct proceedings, other University functions including public-service functions and off-campus activities. Representative actions include:
- A. Leading or inciting others to disrupt scheduled and/or normal activities on University premises.
 - B. Classroom behavior that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.
 - C. Any behavior in or out of class, which for any reason materially disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the University.
9. **Failure to Comply**
- A. Failure to comply with policies, procedures, and/or directions imposed by any University official in performance of his/her duties.
 - B. Failure to comply with reasonable instructions from a University official.
 - C. Failure to respond to written and/or verbal communication from a University official in performance of his/her duties.
10. **Firearms, Weapons, Fire, and Explosives**
- A. Use or possession of weapons, including handguns, firearms, knives (2 inches or longer), ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on University premises or at a University -sponsored event.
 - B. Attempting to ignite and/or igniting fire on University and/or personal property and/or property of others either by intent or as a result of reckless behavior that results in damage to persons or property on University premises or at a University -sponsored event.
 - C. Arson with intent to destroy persons or property.

Please Note: Possession of weapons, including handguns is prohibited, even for licensed handlers. The University reserves the right to confiscate firearms and other weapons, explosives and fireworks.

11. Fire Alarms, Emergencies and Fire Safety

- A. Tampering with fire alarms, fire extinguishers, or fire signs and prevention equipment or failing to comply with other safety rules.
- B. Making false emergency calls and destruction of emergency signs on University premises.
- C. Attempting to ignite and/or igniting University and/or personal property on fire either by intent or as a result of reckless behavior that results in damage to persons or property on University premises or at a University -sponsored event.
- D. Failure to exit or evacuate the building during a fire alarm or fire drills.
- E. Inducing panic and causing the evacuation of any public place, or otherwise causing serious public inconvenience or alarm. Representative actions include the following:
 - I. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false
 - II. Threatening to commit any offense of violence
 - III. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.

12. Hazing – Any activity that is intentional, or unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers or is likely to endanger the student's mental and/or physical health or safety **regardless of a student's willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.** This activity is commonly associated with the student's membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities. The definition includes, but is not limited to;

- A. Physical brutality, whipping, beating, striking, branding, paddling, kicking, choking, scratching, and electronic shocking and placing harmful substance on or in the body;
- B. Sleep deprivation, exposure to elements, and confinement in a small space, aerobic exercising, duck walking and weight lifting;
- C. Any activity involving the excessive consumption of food or non-appropriate foods and liquids, alcohol, liquor, drugs (this includes ingesting foreign objects or substances);
- D. Any activity that intimidates, ostracizes, and/or subjects students to extreme mental stress, shame, and/or humiliation or anything that adversely affects the student's mental health such as:
 - Screaming at an individual or group
 - Belittling or humiliating participants
 - Using derogatory, profane, or obscene language toward participants
 - Requiring participants to engage in morally degrading or humiliating games (as perceived by the University community and/or participants)
 - Embarrassing activities
 - Reputation-damaging activities
 - Disheveling hair, tearing clothes

- Using participants' cars, money, clothes, or other personal items
- E. Treasure hunts, scavenger hunts, road trips, or other activities that require participants to travel long distances and find their way back from isolated areas with insufficient financial resources or that otherwise endanger a participant;
 - F. Any activity in which hazing is either condoned or encouraged by members, officers, and/or alumnae of the organization;
 - G. Gifts of any form to any individual or organization prior to the intake process or during the membership intake process; and
 - H. Engaging in any activity that is prohibited by law or by the policies of the University.

It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that the participant voluntarily assumed the risks or hardship of the activity, or that no physical or mental injury was suffered.

Complainants who are non-victims and present, but not involved, during a hazing incident may not be subject to a charge of a violation of the hazing provision of the Community Standards and Code of Conduct. However, failing to report incidents of hazing contributes to a culture of hazing and abusive conduct, and perpetuates acts which threaten the health, safety, security, and welfare of our community. Engaging in such behaviors will result in necessary and appropriate intervention and other actions by the University to assist the student with understanding the impact of hazing behaviors to self and to the Southern community.

Finally, having knowledge of the planning of such activities or knowledge that an incident of this type has occurred, and failing to report the behaviors to the Dean of Students or any University officials is also a violation of University policy. See full Anti-Hazing policy on page 29.

13. **Hindering, obstructing or interfering with the Student Conduct Administration Process** – Action or conduct that hinders, obstructs, or otherwise interferes with the implementation and/or enforcement of the Student Code of Conduct and student conduct administration processes.
 - A. Failing to comply with the directions of University officials or law enforcement officers acting in performance of their duties
 - B. Failure to appear for a University student conduct hearing to respond to allegations or to appear as a witness when reasonably notified to do so. This includes student conduct hearings, University investigations, and appeals hearings as requested by the Hearing Officer
 - C. Withholding material information from the University, misrepresenting the truth in a student conduct hearing, and making false statements to any University official
 - D. Failing to present valid identification upon the request of a University official
 - E. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion, or other emergency concerning the University and University -sponsored activities
 - F. Retaliation or harassment of complainant or other person alleging misconduct, including but not limited to intimidation and threats
 - G. Knowingly violating the terms of any student conduct sanction, including failing to complete the sanction, meet the specified deadlines and/or committing a violation of University policies while serving a probationary sanction, imposed in accordance with University policies
14. **Host Responsibility** – Students and student organizations are responsible for their guests or visitors' behavior and compliance with University policies and procedures in academic and non-academic buildings, on University -owned property, and at University -sponsored events. Any student's failure to fulfill his/her responsibilities will be subject to fines/charges for any damage and possible disciplinary action. Non-members of the Southern community whose behavior is

detrimental to the University may lose their visiting privileges and/or be subject to charges of trespassing on Southern University property.

15. **Housing and Residence Life** – Violation of any policy, procedure, notification, regulation, or condition established within the residence halls, (this includes published and non-published materials) and/or any rules established by majority vote of the residents.
16. **Information Technology Acceptable Use** – Use of computer resources is reserved for University-related purposes for which they were authorized. As with all University equipment, use of the computer resources, including the University network, for private or commercial purposes is prohibited, except as expressly authorized. Reasonable minimal personal use is permissible within the guidelines of this policy when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with University policy. Further limits may be imposed on personal use by units or departments. The following actions are prohibited:
 - A. Unauthorized use of computing and/or networking resources
 - B. Unauthorized accessing and/or copying of programs, records, or data belonging to the University and/or other user, or copyrighted software, without permission
 - C. Use of computing and/or networking resources for unauthorized or nonacademic purposes
 - D. Attempted or actual breach of the security of another user's account and/or computing system
 - E. Attempted or actual use of University computing and/or networking resources for personal or financial gain
 - F. Attempted or actual transport of copies of University programs, records, or data to another person or computer without written permission
 - G. Attempted or actual destruction or modification of programs, records, or data belonging to the University or any other user or destruction of the integrity of computer-based information
 - H. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer)
 - I. Electronic copyright infringement – using intellectual property without authorization from the owner, including downloading, uploading, or sharing copyrighted material without permission
17. **Parking** – Failure to purchase and display a valid decal/parking permit while parking on campus
18. **Pets**– Pets and other animals are prohibited in all University buildings, with the exception of those identified as service animals or those approved for guided assistance or emotional support.
19. **Publicity/Posting Policy** – Posting flyers or other media used for marketing or event purposes that are not approved or aligned with individual building and University publicity and posting policies
20. **Sales and Solicitation** – Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, or offering any other comparable event admission, materials, and privileges. Likely violations include, but are not limited to:
 - A. Promoting sales in person or by handbills, through email and/or Internet, or by posters or similar materials without the approval of the Office of Student Leadership & Engagement, appropriate building coordinator, and/or residence life and housing staff
 - B. Soliciting and selling for private or commercial gain
 - C. Door-to-door solicitation in academic and nonacademic buildings, including residential facilities.

D. Commercial stuffing of student mailboxes

21. **Smoking** – Smoking in campus buildings, on patios, in or around entryways, windows, HVAC systems, and other public places is prohibited.
22. **Violation of Published University Policies and Procedures** – Violating published materials, policies, procedures, and guidelines provided by University departments
23. **Violation of law** – Violation of any city, county, state, and/or federal law or municipal ordinance

Anti-Hazing Policy

Southern University does not condone hazing in any form. The University prohibits hazing and takes all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education; and training. We are committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety and respect for one's self and others. We take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

I. INTRODUCTION

In accordance with Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature ("Louisiana Hazing Laws"), the Southern University Board of Supervisors hereby adopts this Uniform Policy on Hazing Prevention ("Policy").

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

An **organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Appropriate authority includes:

- (i) Any state or local law enforcement agency.
- (ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- (iii) Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

II. COMPLIANCE WITH LAWS

Southern University complies with applicable laws and regulations, and supports laws and regulations, including but not limited to the following:

- (A) Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;
- (B) Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and
- (C) Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's postsecondary institutions, requires BOR to adopt a uniform policy on hazing prevention, requires Southern University to adopt and expand on the Board of Regent's uniform policy in a manner consistent with the laws and policy.

Failure to comply with any applicable laws and regulations, including those listed above, shall constitute a failure to comply with this Policy.

III. MEASURES TO PREVENT AND ADDRESS HAZING

A. Prevention and Education Programs

1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
2. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
3. Each organization as defined above in this Policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members

and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.

4. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

B. Duty to Seek Assistance

In accordance with Act 637 of 2018, codified at R.S. 14:502, our policy shall require any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Each institution's policy and educational information shall include the criminal penalties for failure to seek assistance in violation of R.S. 14:502.

C. Enforcement of Laws, BOR Policy and Institutional Policy

Southern University will enforce with full fidelity and consistency the Hazing Laws as listed above, the Board of Regents' Policy and its own policy. Failure to enforce or inconsistencies in enforcement shall constitute violation of the Hazing Laws and the Board of Regents Policy.

APPENDIX A ADDITIONAL RESOURCES

1. Hazing Prevention Presentation at the 2018 Louisiana Board of Regents Campus Safety Conference
<https://regents.la.gov/divisions/legal-external-affairs/la-safe/lasafe-presentations/>
2. <https://www.stophazing.org/>
3. *We Don't Haze* Discussion Guide for Students:
https://www.stophazing.org/blog/sdm_downloads/discussion-guide-for-students/
4. *We Don't Haze* Discussion Guide for Faculty/Staff:
https://www.stophazing.org/blog/sdm_downloads/discussion-guide-for-facultystaff/
5. *We Don't Haze* Companion Prevention Brief for College and University Professionals:
https://www.stophazing.org/blog/sdm_downloads/companion-prevention-brief-for-college-and-university-professionals/
6. *We Don't Haze* Bystander Intervention Handout:
https://www.stophazing.org/blog/sdm_downloads/bystander-intervention-handout/
7. HazingPrevention.Org (www.hazingprevention.org)
8. Online Course: Hazing Prevention (<http://www.prevent.zone/>)
9. National Hazing Prevention Week Resources
<https://hazingprevention.org/home/prevention/national-hazing-prevention-week/>
10. Cornell University Hazing Information Site (<https://hazing.cornell.edu/>)
11. Fraternal Law Partners Greek Anti Hazing Hotline <http://fraternallaw.com/contact/anti-hazing-hotline/>
12. National Federation of State High School Associations Hazing Information:
<https://www.nfhs.org/hazing.aspx>
13. Hazing Prevention Bibliography:
<http://hazingprevention.org/wp-content/uploads/HPO-bib.pdf>

Uniform Policy on Campus Free Speech

I. POLICY STATEMENT

Southern University deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all public postsecondary education institutions in the state, subject only to reasonable time, place and manner restrictions. All postsecondary institutions under the management and control of Southern University activities by students, administrators, faculty members, staff members and invited guests in accordance with all applicable laws and this Policy.

II. INTRODUCTION

In accordance with Act 666 of the 2018 Regular Session of the Louisiana Legislature, codified at R.S. 17:3399.31 through 3399.37 ("Louisiana Campus Free Expression Law"), Southern University hereby adopts this policy on Campus Free Expression ("Policy"). This Policy was developed in collaboration with the Louisiana Board of Regents (BoR) and applies to all postsecondary education institutions under the management and control of Southern University Board of Supervisors. All institutions subject to this Policy shall adopt an institutional policy in accordance with all applicable laws and this Policy. Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any subsequent changes to laws and regulations. Each institution (or a management board for each of its member institutions) shall begin establishing policies and procedures in full compliance with this Policy no later than the beginning of AY 2018-19. The institutional policy of each of member institution shall be forwarded to the Southern University Board of Supervisors and BoR by September 15, 2018.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Act 666 of 2018, codified at R.S. 17:3399.31 through 3399.37. Southern University Board of Supervisors will amend this Policy to reflect any subsequent changes to these statutes. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in an institution's policy.

III. COMPLIANCE WITH LAWS

Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any changes to such laws and regulations. Each institutions' policy must contain, at a minimum, the following:

- (1) A statement that each institution shall strive to ensure the fullest degree of intellectual freedom and free expression.
- (2) A statement that it is not the proper role of an institution to shield individuals from speech protected by the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana, and other applicable laws, including without limitation ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.
- (3) A provision that students and faculty have the freedom to discuss any topic that presents itself, as provided under the First Amendment of the Constitution of the United States of America and Article I, Section 7 of the Constitution of Louisiana and other applicable laws permit and within the limits on time, place, and manner of expression that are consistent with this Part and that are necessary to achieve a significant institutional interest; such restrictions shall be published and provide ample alternative means of expression.

- (4) A provision that students and faculty may assemble and engage in spontaneous expressive activity as long as such activity is not unlawful and does not materially and substantially disrupt the functioning of the institution, subject to the requirements of this Part.
- (5) A provision that any person lawfully present on a campus may protest or demonstrate there. Protests and demonstrations that infringe upon the constitutional rights of others to engage in or listen to expressive activity by creating a substantial and material disruption to the functioning of the institution or to someone's expressive activity shall not be permitted.
- (6) A provision that the public areas of campuses of each institution are traditional public forums that are open on the same terms to any speaker.
- (7) A provision that the policy supersedes and nullifies any provision in the policies and regulations of any institution that restricts speech on campus and that any such provision is therefore inconsistent with this policy on free expression. Each institution shall remove or revise any such provision in its policies and regulations to ensure compatibility with this policy on free expression.

Failure to comply with any applicable laws and regulations, including those listed above, shall constitute a failure to comply with this Policy. Each member institution shall make all due diligence efforts to comply with applicable laws and regulations, including those listed above. While the provisions of the laws listed above are mandatory components of the institutional policy, institutions may supplement the provisions of this Policy as necessary, but any such supplemental provision shall comply with the laws and this Policy.

Uniform System Policy on Service and Assistance Animal Residential Housing Policy

PURPOSE

Southern University and A&M College System is committed to providing access to housing and programs. This policy establishes the process and procedures to enable students living in university housing with a documented disability to reasonably introduce their assistance or service animal into the on-campus housing community. It establishes requirements for animal behavior, animal health and well-being, and animal cleanliness. Students must submit prescribed forms a minimum of 30 days prior to move-in day for the semester that the assistance or service animal will arrive on campus. Updated forms are to be submitted within 24 hours of any change in the information about the animal.

Policy:

This policy applies to all students, live-in staff and their assistance or service animal that resides, or is seeking to reside, in the residential facilities of on any campus within the Southern University and A&M College System (hereinafter "University").

Effective Date/Review:

This policy is effective upon approval by the Southern University and A&M College System Board of Supervisors. This policy shall be reviewed every five years.

Responsible Official(s):

System Executive Vice President in conjunction with the System General Counsel and each campus Vice Chancellor for Student Affairs.

Terms:

“Assistance Animal” will be used in accordance with the Fair Housing Act (hereinafter “FHA”) and will be considered synonymous with the following terms often used in referring to an assistance animal: Comfort Animal, Companion Animal, Emotional Support Animal, Support Animal, Therapy Animal, etc.

“Service Animal” will be used in accordance with the Americans with Disabilities Act as amended (hereinafter “ADA”).

Guide	Service Animals	Assistance Animal
<i>Federal Mandate:</i>	<i>ADA</i>	<i>FHA</i>
Emotional Support Coverage:	Excludes Emotional Support	Includes Emotional Support
Where can you take the animal?	Anywhere on Campus	Housing areas Only
Reason for the animal:	Access	Reasonable accommodations
Is approval Necessary:	Automatically allowed	Approved Needed
Type of Animals Allowed:	Dogs	All Animals

Note: Emotional distress resulting from having to give up an animal because of a “no pets” policy does not in and of itself qualify a person for an accommodation. Appropriate documentation of a disability is required.

I. DEFINITIONS

- a. **“Disability”:** The term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. (42 U.S.C.A. § 12102)

Major Life Activities includes, but is not limited to:

Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

“Being regarded as having such an impairment”:

An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental

impairment whether or not the impairment limits or is perceived to limit a major life activity.

Impairments that are transitory and minor do not qualify. A transitory impairment is defined as an impairment with an actual or expected duration of 6 months or less.

- b. **“Assistance Animal”**: Animals that work, provide assistance, or perform tasks necessary to afford an individual with a disability an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program; or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person’s disability. (Source: U.S. Dep’t of Hous. & Urban Dev., HUD Handbook 4350.3: Occupancy Requirements of Subsidized Multifamily Housing Programs (2009)).

Further, there must be a relationship, or nexus, between the individual’s disability and the assistance the animal provides. The individual with a disability may be permitted to keep an Assistance Animal as a reasonable accommodation in housing facilities that otherwise impose restrictions or prohibitions on animals.

In order to qualify for such an accommodation, the Assistance Animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program.

An Assistance Animal is not a Service Animal and unlike a Service Animal, an Assistance Animal does not require training to assist a person with a disability with activities of daily living.

- c. **“Service Animal”**: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (there is a separate provision regarding miniature horses). The work or tasks performed by a Service Animal must be directly related to the resident student’s disability.

Examples of work or tasks include, but are not limited to:

Assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. (28 C.F.R. §36.302(c)).

- d. **“Pet”**: A domesticated animal kept in the home for pleasure and companionship, rather than for the purpose of assisting persons with disabilities. A pet is not considered a Service Animal or Assistance Animal, and, therefore, is not covered by these requirements and related policies. (24 C.F.R. § 5.306(1)) **Residents are not permitted to keep pets on university property or in university housing facilities.**
- e. **“Student Partner”**: As referenced in this Policy, refers to the individual who benefits from the Assistance Animal’s use or Service Animal’s training.
- f. **“Handler”**: Refers to the student partner of the Assistance/Service Animal as well as any other person who is charged with control of the Assistance/Service Animal, e.g., a guest or personal attendant.

II. APPROVAL AND REGISTRATION PROCESS

A **Service Animal** may reside in a University Residence Hall/Apartment with its student partner provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other University community members. Disruptions, including noise levels, will be addressed by Residential Life staff in the same manner as with all students. A service animal is permitted in all areas of the University where the person it serves is permitted.

An **Assistance Animal** may reside in a University Residence Hall/Apartment with its student partner only after the student partner has submitted required forms and has received written approval by the campus’ Office of Disability Services provided that its behavior and care does not create unreasonable disruptions for residents, employees, and other University community members. Disruptions, including noise levels, will be addressed by Residential Life staff in the same manner as with all students. An Assistance Animal is not permitted in other areas of the University (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classroom, labs, individual center, etc.).

Pets and any dangerous, poisonous, unregistered, unlicensed, and/or illegal animals are not permitted. Fish in aquariums of 20-gallon capacity or less are allowed in accordance with the campus’ Department of Residential Life policy.

- a. **Service Animal Approval and Registration**: A Service Animal does not need approval, as long as it is readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability, but to reside in student housing, the dog must be registered with the Department of Residential Life. The student partner is still required to complete the required forms outlined below.
- b. **Assistance Animal Approval and Registration**: An Assistance Animal may be permitted to reside in a University Residence Hall/Apartment with its student partner only after the student partner has submitted required forms and received written approval by the campus’ Office of Disability Services.

An Assistance Animal will be approved for an individual provided the following conditions are met:

- The person has a documented disability as recognized by the campus' Office of Disability Services.
- The Assistance Animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable.
- There is an identifiable relationship or nexus between the disability and the assistance the animal provides.
- All required forms are submitted to the campus' Department of Residential Life.
- The campus' Office of Disability Services provides approval of the request.
- The Assistance Animal does not impose an undue financial and/or administrative burden.
- The Assistance Animal does not alter an essential element of the University housing policies.
- Assistance Animal does not pose a direct threat to the health and safety of others nor is there a reasonable basis to believe the animal could potentially cause substantial property damage to the property of others, including, but not limited to, Residential Life property.

Residential Life may consider the following factors, among others, to assist in housing assignments, and as evidence to determine whether the presence of the Assistance Animal is necessary to accommodate the disability of the student partner:

- The size of the animal is too large for available assigned housing space;
- The animal's presence would evict another individual from individual housing (e.g., serious allergies);
- The animal's presence otherwise violates another individual's right to enjoyment;
- The animal is not housebroken or is unable to live with others in a reasonable manner;
- The animal's vaccinations are not up-to-date;
- The animal poses or has posed a direct threat to the student partner or other individuals, including but not limited to, aggressive behavior, which may or may not include personal injuries, toward the student partner or others;
- The animal causes or has caused damage to campus' Residential Life property beyond what is normally considered reasonable wear and tear.

c. Required Forms

Requests for Assistance or Service Animals in campus' residential facilities are made by completing the following and submitting to the campus' Department of Residential Life:

1. **Registration:** Complete the Assistance and Service Animal Registration Form.

2. **Verification of a disability and accommodation request (Assistance Animal only):** Attending healthcare provider for the disability must complete the attached Assistance Animal Disability & Accommodation Verification Form.
3. **Veterinarian Verification Form:** Veterinarian must complete the attached form, which may then be submitted by the student partner.
4. **Personal Attendant Agreement Form:** If applicable, personal attendant must complete the form and the student partner submit.
5. **Roommate Acknowledgement Form:** This form is to be completed if the roommate is known; otherwise the form will be forwarded to the student partner's roommate(s) for completion prior to finalization of assignments.

d. **Process**

The student must complete and submit all of the necessary forms listed above to the campus' Department of Residential Life. Upon receipt of all required information, Residential Life will forward the documentation to the appropriate persons for further review and required approval.

Assistance Animal Request: Disability Services will retain the Assistance Animal Disability & Accommodation Verification form in its files. If the request is approved, the Office of Disability Service will sign the Assistance and Service Animal Registration form and return all remaining original forms to the Department of Residential Life for final approval.

Service Animal Request: Office of Disability Services will review the request and return all original forms to the Department of Residential Life for final approval.

The Department of Residential Life will provide a decal for the room/apartment door once an animal has been registered.

III. CONFLICTING CONDITIONS

Students with medical condition(s) that are affected by the animal's presence (e.g., respiratory diseases, asthma, and severe allergies) should contact the Department of Residential Life to address any health or safety related concerns associated with their exposure to the animal. The Department of Residential Life will seek to make reasonable accommodations for individuals with such medical conditions that require accommodation when living in proximity to Assistance/Service Animal in a timely manner.

The Department of Residential Life will make reasonable efforts to notify the members of the residential community when an Assistance/Service Animal is present. The conflicting conditions, needs and/or accommodations of all persons involved will be considered and coordinated to the best of the department's ability in the approval process.

IV. EMERGENCY RESPONSE

Should an emergency situation occur which requires evacuation or other action from the student partner, and an emergency response team be called, the team will attempt to keep the animal and Student Partner together. However, the team's primary efforts will be toward ensuring the safety of the student partner and all other students, which may necessitate leaving the animal behind in certain emergency evacuation situations.

V. APPEALS AND GRIEVANCES

Any person dissatisfied by a decision concerning an Assistance/Service Animal may appeal the decision to the campus' Vice Chancellor for Student Affairs.

VI. PUBLIC ETIQUETTE TOWARDS SERVICE OR ASSISTANCE ANIMALS

It is okay to ask someone if she/he would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following practices:

- Petting an Assistance/Service Animal, as it may distract them from the task at hand.
- Feeding the Assistance/Service Animal.
- Deliberately startling the Assistance/Service Animal.
- Separating or attempting to separate a Handler from his/her Assistance or Service Animal.

VII. COMMUNITY STANDARDS

a. Animal Behavior:

1. The Assistance/Service Animal (animal) must be under the control of its student partner or Handler at all times while on University property, including, but not limited to, within the University Residence Halls/Apartments. It is expected that the animal will be controlled by a leash, harness, or appropriate device (tank, cage, etc.) at all times while on or in University property, unless performance of the animal's work or tasks related to the student partner's disability require the animal to be off-leash/harness. The animal may be off-leash/harness or outside of an appropriate device within the confines of the student partner's bedroom, but must remain under the control of the student partner or Handler and must be leashed/harnessed/confined at all times when outside of the bedroom or apartment if living alone, or if a roommate(s) requests leashing/harnessing/containment. When the animal is unattended, it must remain in the student partner's bedroom, or apartment if living alone, and kenneled or housed in an appropriate device (tank, cage, etc.).
2. The Department of Residential Life may exclude/remove an Assistance/Service Animal in its sole discretion when it 1) poses a direct threat to the health or safety of others; or 2) results in an alteration of an essential element of a University program. Additionally, the Department of Residential Life has the ability to relocate the student partner/handler and the animal as necessary when the animal poses a direct threat to the health and/or safety of others, or if the failure to do so would force a relocation of another student under a contractual agreement, or for any other reason the Department reasonably believes warrants relocation.
3. The Department of Residential Life has the authority to temporarily or permanently exclude an Assistance/Service Animal from its grounds or facilities if the animal's behavior is unruly or disruptive, in ill health, or habitually unclean. The Department of Residential Life has adopted a "one-bite policy" which requires an Assistance/Service Animal be removed from University property after a single occurrence of biting or other aggressive behavior. If the animal is deemed an immediate threat to the health and safety of others, the decision to exclude an Assistance/Service Animal from the residential facility will be made exclusively by the campus' Director

for Residential Life & Housing. If not considered an emergency, the decision to remove the animal will be made by the campus's Vice Chancellor for Student Affairs after evaluating information collected from all parties involved.

4. An Assistance Animal must be contained within the privately assigned individual living accommodations (e.g. room, suite, or apartment if living alone) except to the extent the student partner or handler is taking the animal out for natural relief. When an Assistance Animal is outside the private living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any University facilities other than the residence hall or apartment (e.g. rooms, suites, apartments, etc.) to which the student partner is assigned.

b. Animal Health and Well-Being:

1. All animals must have all veterinarian-recommended vaccinations necessary to maintain the animal's health and prevent contagious diseases. Student partners are expected to submit documentation of vaccinations before August 1 for the fall semester and December 1 for the spring semester. The University reserves the right to request updated verification at any time during the animal's residency. Documentation shall be maintained at the residence at all times.
2. If taken outside the residence, animal must wear identification tags with the student's name, a campus address, and a current rabies tag.

Note: The University may prohibit the use of Service Animals in certain locations for health and safety reasons (e.g., where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, utility rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, rooms with heavy machinery and all other areas considered inaccessible to animals under Louisiana law. Service Animals are prohibited from kitchens and food-preparation areas, not including public dining areas (e.g., the Union), except those in apartments and other University residential facilities.

3. Assistance Animals (as defined by the Fair Housing Act) are only allowed in a student's residence, common areas, and room or apartment after a request has been submitted and approvals granted. Assistance Animals are not allowed to be outside of the residence hall or apartment environment except for exercise or relief. Unlike a Service Animal, Assistance Animals are not allowed in other campus facilities.
4. Animals that are ill should not be taken into public areas. A student partner with an ill animal may be asked to leave University facilities or remove the animal from campus. Upon reasonable suspicion that the animal is ill, Residential Life may require temporary and exclusive examination by a veterinarian.

c. Animal Cleanliness

1. Student partners are responsible for properly containing and disposing of the animal's solid waste (e.g. feces).
 - a. Indoor animal waste, and/or used litter, must be disposed of in an outside trash dumpster. The litter must be changed weekly with pet waste separated from the litter twice each week or more frequently to avoid odors. Litter boxes must be placed on mats to minimize contamination of carpeted surfaces.
 - b. Outdoor animal solid waste must be immediately retrieved by the Handler, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster.
 - c. A designated pet walk area may be provided in certain residential areas.
 - d. In the event that the student partner is not physically able to clean up after the animal, it is then the responsibility of the student partner to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
 - i. Always carry equipment sufficient to clean up the animal's feces when the animal is on campus
 - ii. Properly dispose of waste and/or litter in appropriate containers, (e.g., an outside trash dumpster).
2. Student partners are responsible for providing appropriate cleaning supplies, all basic necessities for the Animal, including food, water, medicines, and all other supplies necessary to ensure its health and safety within the confines of their bedroom/apartment if living alone.
3. An animal's food should be kept in a closed container within the student partner's bedroom, or apartment if living alone.
4. If the animal vomits, urinates, leaves solid waste, and/or becomes incontinent, it is the responsibility of the student partner to clean and sanitize the contaminated area immediately. If the contamination occurs indoors, clean-up must include disinfectant of the area and carpet or floor treatment to minimize damage to the facility. All matter must be disposed of in an outside trash dumpster.
5. Regular cleaning to avoid significant odors and/or to manage shedding is expected. Handlers may use showers/tubs within the University residential community if they live in a space with a private bath to bathe or clean their Assistance/Service Animal, otherwise an off-campus service must be used.

6. Student partners are responsible for taking effective precautions to avoid flea and tick infestations. If the animal is found to have fleas or ticks, the student partner will be responsible for eliminating the fur coat infestation and laundering all pet bedding. Residential Life may monitor and inspect for possible infestations. If fleas, ticks or other pests are detected on the animal and/or within the residence it will be treated using approved methods by a university approved pest control service. The student partner will be billed, as are all students, for the expense of any required pest management due to the animal's presence.

d. Student Partner Responsibilities

1. The student partner must provide the Department of Residential Life with a completed "Assistance/Service Animal Registration Form" and the Veterinarian Verification indicating the animal has all veterinary-recommended vaccinations to maintain the animal's health and prevent against contagious disease.
2. The student partner is responsible for ensuring that the animal does not interfere with the routine activities of the University, its surrounding property or cause difficulties for other students who residing in the residential community. Sensitivity to residents, staff and faculty with allergies, and to those who fear animals, is an important consideration for the student partner in order to ensure a community environment that supports the individual needs of all who reside or work at the University. When a student partner is informed of a person with a medical condition that is affected by the animal, s/he will refer him/her to the Residential Life Coordinator for their community to whom any health or safety concern about exposure to the animal may be addressed with.
3. The student partner is financially and legally responsible for any injuries, which the student partner, guests in its home, or any third person who may have contact with the animal, may sustain, including, but not limited to: illness, personal injuries, and damage to property caused by the animal beyond what is considered ordinary wear and tear, including, but not limited to, any replacement of furniture, carpet, drapes, or wall covering. The student partner is responsible for reimbursing these costs upon repair and/or move-out. If a repair is made prior to move-out, charges will be posted to the student's University account for payment.
4. The student partner is responsible, as are all students, for any expenses that are required due to costs incurred for cleaning or repair to the residence or surrounding property, which is not considered ordinary wear and tear. The Department of Residential Life reserves the right to bill the student partner's account for all damages or deficiencies with the room condition.
5. If fleas, ticks or other pests are detected within the residence it will be treated using approved fumigation methods by a University-approved pest control service. The Student Partner will be billed, as are all students, for the expense of any required pest management.

6. To be a roommate of the student partner, the student roommate must agree to allow the Assistance/Service Animal to be in residence with them, and sign a Roommate Acknowledgement to demonstrate their consent. In the event that a roommate does not want to, or cannot, live with the Assistance/Service Animal in the shared residential unit, either the student partner or the roommate(s) may be moved to a more suitable location. In the event that one or more roommates, suitemates, apartment-mates do not approve, either the resident and Assistance/Service Animal or the non-approving roommates, suitemates, or apartment-mates, as determined by the Department of Residential Life, may be reassigned to a more suitable location if space is available.
7. The student partner agrees, as all students do, to continue to abide by all other Residential Life policies. Having an Assistance/Service Animal does not preclude the student partner from following all other requirements found in the Residential Life contract and Living on Campus Handbook. Any violation of the above rules and requirements by any student will be reviewed by Residential Life. The student will be afforded appropriate review per Student Conduct & Residential Life policies and may be referred to Office of the Dean of Students/Office of the Vice Chancellor for Student Affairs as a violation of the Code of Student Conduct.
8. Assistance/Service Animals may not be left overnight in University housing to be cared for by any individual other than the student partner. If the student partner is away from his/her residence hall or apartment overnight or longer, the animal must accompany the student partner. The student partner is responsible for ensuring that the animal is contained appropriately when the student partner is not present during the day while attending classes or other activities.
9. The student partner must consent to the disclosure of information regarding the request for and presence of the Assistance/Service Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Disability Services personnel, Office of Facility Services personnel, Residential Life personnel, other University staff that may be required to enter the residence hall or apartment, and any potential or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the student partner's disability.
10. Should the Assistance/Service Animal be disqualified or removed from the premises for any reason, the student partner will remain responsible for the terms and conditions of the housing contract for the remainder of the term of the contract.

Student Conduct Administration Process

Student Conduct Administration Process

The following section outlines the student conduct process at Southern University as related to violations of the Community Standards and Code of Conduct.

University Jurisdiction

University jurisdiction relative to community standards and student conduct administration shall include conduct:

- That occurs on University premises
- That occurs at University -sponsored or University -supervised events regardless of where they occur
- That occurs off University premises when the behavior may adversely affect the Southern community and its interests as an academic community
- That relates to any facet of the relationship between the student and Southern
- International study abroad and other off-campus academic or recognized programs

Reporting

Any member of the Southern University community may file a written Incident Report regarding the misconduct of a student, group, or student organization. A report must be prepared in writing and directed to the Office of the Dean of Students. Incident Reports should be submitted immediately, preferably within 24 hours, though complaints may be possible sometime after a violation, depending on the circumstances. The dean of students, housing and residence life staff and Public Safety will determine if the case requires further investigation. In cases involving more complex behaviors, the dean of students will consult with the behavioral intervention and risk assessment team to determine the process for addressing student behaviors.

Investigation

Upon receipt of a report or other information about an alleged violation of the Community Standards and Code of Conduct, preliminary investigations may be conducted by Public Safety, dean of students, and/or housing and residence life staff to determine the following:

- If the report has merit
- If there is a need for a formal violation notice to be filed
- If the alleged behavior can be appropriately resolved by an informal meeting
- If the information is insufficient to a degree that no formal violation notice will be filed.

Formal Notice of Violation

Students will receive a formal written notification of a violation and asked to appear before a hearing body when there is reasonable basis to believe that the student may have committed a violation of the Community Standards and Code of Conduct.

Notice of conduct proceedings and related materials will be expediently sent to the student's email address and/or local address which is listed in the Office of the Registrar. It is the student's responsibility to provide accurate information to the University and to update this information when appropriate.

Major Violations

Incidents involving serious misconduct that potentially or actually endanger the health, safety, and general well-being of others, that damages property, that interferes with the Community Standards Review Board process, and/or that involves the possession, use, sale, manufacture or distribution of drugs shall be treated as major violations of the Community Standards and Code of Conduct. In such cases, the responsible student will typically receive a sanction that includes probation, suspension, or expulsion/dismissal, any of which may be issued following a single occurrence.

Responsibility for Addressing Conduct Violations

A time will be set for a hearing, not less than three (3) to fifteen (15) University business days after the student has been notified of the violation of the Community Standards and Code of Conduct. The time limits for the scheduling of hearings may be changed for reasonable cause at the discretion of the hearing officer. On occasion, as a result of the timing of a report or the University calendar, it may

not be possible for the dean of students or other hearing officer to convene a hearing or the appropriate hearing board. on such occasions, the dean of students will determine the appropriate alternative hearing format to be used.

After reviewing an incident report, the dean of students or other hearing officer will determine how the incident will be addressed. The incident may be addressed as follows:

- a. The case may be dismissed or discharged
- b. The dean of students or other hearing officer may request to meet with the parties involved to obtain more information
- c. A hearing with a hearing officer or hearing board may be assigned

Student Conduct Administrators

The following are the representative hearing bodies on the Southern University campus responsible for hearing violations of the Code of Conduct.

1. Dean of Students
2. Director, Housing & Residence Life
3. Hall Directors
4. Community Standards Review Board
5. Dean's Hearing Board
6. Appeal Boards
7. Vice Chancellor for Student Affairs & Enrollment Management (Appeal)

Student Rights in the Hearing Process

This information applies to both complainant and the accused student, except where noted. Every student has the right:

1. To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
2. To request in writing to the dean of students that separate hearings are conducted, if more than one student has been accused of a Code of Conduct violation arising out of a common incident.
3. To hear testimony and/or see written statements concerning the complaint.
4. To be informed of all witnesses who will provide oral and/or written statements, unless the dean of students makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party to fully respond to the testimony/written statement.
5. To refute oral and/or written statements made by witnesses and other parties.
6. To have a fair and prompt hearing, and to have any delays in scheduling explained.
7. To be notified promptly of the resolution of the complaint.
8. To be advised of the appropriate appeal process. Complainants do not have the right to appeal all types of violations.

Governing Principles for Hearing Processes

Students have the right to fundamental procedural fairness within an impartial conduct administration system. The following outlines principles of the campus hearing processes.

1. Hearings will be conducted in private.
2. All conduct hearings will be recorded by the University using a digital recording device, and this shall be the only record of the proceeding.
3. A hearing officer or Hearing Board member who is unable to hear a case in an unbiased manner

must excuse her/himself from the case.

4. Admission of any person to a University Hearing process will be at the discretion of the hearing officer or board members.
5. Students may only be found in violation if the evidence brought forward during the investigation and/or hearing persuades the majority of the Hearing Board members that it is more likely than not that the accused student's action is a violation of the Code of Conduct.
6. The hearing officers and Hearing Board members may have access to records of previous disciplinary actions to assist with the determination of sanctions.
7. Where there are suspected patterns of serious offenses, records of previous similar violations of the Code of Conduct may be considered during the hearing and sanctioning process.
8. Witnesses and evidence that is not disclosed in advance of the hearing may be excluded at the discretion of the hearing officer and/or board members.
9. If the accused student has been provided a copy of the complaint and fails to attend the hearing, the hearing board may, at its discretion, proceed with the hearing and arrive at a resolution or hearing outcome.
10. The complainant and accused are permitted to present no more than three (3) material witnesses, all of whom may be questioned by the Hearing Board members and parties represented in the case.
11. The dean of students may also contact witnesses to appear at a hearing. The hearing may proceed even if all witnesses are not present.
12. The complainant and accused student each have the right to have one adviser present at the hearing proceedings. The adviser must be a current full-time student, faculty, or staff member of the Southern University. The adviser cannot be an attorney, law student, or relative.
13. The Hearing Board will determine the case outcome and provide notice of sanctions within 5–7 business days.
14. A resolution or hearing outcome reached by a hearing board may be appealed by the accused student(s) or the complainant(s) to the Community Standards Appeal Board.

Appeal Procedures

Southern University will allow one (1) appeal of a hearing case outcome and sanctions. The complainant and/or accused student have the right to appeal the case outcome based on the following:

1. New evidence, unavailable during the original hearing that could determine a different outcome
2. Hearing procedures deviated from the written procedures in the Student Handbook which is perceived to have significantly impacted the fairness of the hearing process
3. Sanction(s) are perceived to be grossly disproportionate to alleged offense
4. The case outcome is not aligned with the evidence
5. Perceived bias on the part of a hearing board member that deprived the process of impartiality

The appeal must be typewritten and addressed to the Community Standards Appeal Board, and submitted to the Office of Dean of Students within three (3) business days from the issuance of the decision letter. The student who is placed on an interim suspension will continue under the provision and/be subjected to limited privileges while awaiting the outcome of the appeal.

Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals serve as a review of the written evidence to determine the validity of the appeal and are not intended to serve as another hearing of the case.

The Community Standards Appeal Board will take one of the following actions:

1. Uphold the decision of the Community Standards Review Board
2. Grant the appeal with special provisions or with the removal of some or all sanctions

The appeal decision will be shared with all parties involved in the case, with the expectation for compliance with the decision of the Community Standards Appeal Board.

If an appeal is not filed within three (3) business days of the date the parties received the decision from the hearing officer or hearing board, the right to appeal is waived and the original decision will become final.

Sexual Misconduct & Discrimination Complaints

For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim/survivor is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or pre-recording the student testimony. In addition, the following provisions will be supported:

1. The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such evidence is determined to be highly relevant by the Chairperson. All such evidence sought to be admitted into the hearing process will be presumed irrelevant.
2. The alleged victim/survivor in any complaint alleging sexual misconduct will be notified in writing of the outcome and sanction. The student will be informed of the status of appeal.

Student Conduct Administration System Limitations

In recognition of the limitations of the Student Conduct Administration System, it is important to note that students have a right to file civil and/or criminal charges in the Louisiana judicial system for any crimes committed. Members of the University Police and staff in the Office of the Dean of Students can assist students with making contact with the appropriate justice agencies, in addition to providing support to the student throughout the process. Students should be aware that the staff of the University may be bound by law to report certain offenses to the criminal justice authorities.

LEVELS OF VIOLATIONS & SANCTIONS

Level I Violations

The following are examples of the most common Level I violations and possible outcomes for offenses:

- Improper Disposal of Trash
- Guest and Visitor Policy
- Pet Policy
- Quiet, Courtesy Hours, and Noise
- Room Inspection Policy
- Overnight Guests/Guest Room Policy
- Posting Policy

Possible sanctions for Level I violations, include but are not limited to:

- Letter of Warning
- Counseling
- Education Project

Level II Violations

The following are examples of the most common Level II violations and possible outcomes for offenses:

- Use/Abuse of Student ID

- Security Violations
- Smoking
- Solicitation and Sales on Campus
- Technology Misuse or Abuse
- Second “Level I” Violation within a 12-month period
- Violation or Conviction of Violation of Local, State, and/or Federal Law

Possible sanctions for Level II violations, include but are not limited to:

- Counseling
- Education Project
- Special Assignment
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation

Level III Violations

The following are examples of the most common Level III violations and possible outcomes for offenses:

- Alcohol/Underage Drinking Policy Violation
- Electronic Copyright Infringement Policy Violation
- Disorderly Conduct
- Disorderly Intoxication
- Fire Safety – Minor (candles, halogen lamps/bulbs, coil appliances, incenses)
- Failure to Appear before a Student Conduct Officer or Hearing Board
- Furnishing False Identification and/or Information
- Gambling Policy
- Hazing/Inappropriate Behaviors by Student Organization
- Illegal Entry/Trespassing
- Intimidation
- Keys – Duplication and Unauthorized Possession
- Second “Level II” Violation within a 12-month period
- Sexual Misconduct
- Theft, Attempted Theft, Possession of Stolen Property (under \$150.00)
- Third “Level I” Violation within a 12-Month Period
- Violation Committed While on Living Unit or Disciplinary Probation
- Violation or Conviction of Violation of Local, State, and/or Federal Law

Possible Sanctions for Level III violations, include but are not limited to:

- Education Project
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal

- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

Level IV Violations

The following are examples of the most common Level IV violations and possible outcomes for offenses:

- Academic Integrity Violation
- Assault
- Concealed Weapons
- Drugs – Possession, Use, Sale and Drug Paraphernalia
- Failure to Comply with a Student Conduct Administrative or Hearing Board Decision
- Failure to Comply with University Official/Law Enforcement
- Firearms/Firecrackers
- Fire Safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth “Level I” Violation within a 12-month period
- Harassment
- Malicious Destruction of Property
- Second “Level III” Violation within a 12-month period
- Sexual Assault and Sexual Violence
- Theft, Attempted Theft, Possession of Stolen Property (\$150.00 or more)
- Third “Level II” Violation within a 12-month period
- Violations Committed While on Living Unit or Disciplinary Probation
- Violation or Conviction of Violation of Local, State, and/or Federal Law

Possible Sanctions for Level IV violations, include but are not limited to:

- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Loss of Privileges
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension
- Expulsion/Dismissal

Level V Violations

The following are examples of the most common Level V violations and possible outcomes for offenses:

- Two Level IV Violations within One Year
- Any Offense or Series of Offenses That Pose a Threat to the Health, Safety, and Well-Being of a Student, to the University, or to the Community

- A Violation or Conviction of Violation of Local, State, and/or Federal Law Can Also Be Considered a Level V Violation

Possible Sanctions for Level V Violations, include but are not limited to:

- Suspension
- Dismissal

Case Outcome Sanctions

The following are examples of sanctions that may be assigned in response to students found in violation of the Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions.

1. **Administrative Fees** – Fees may range from \$35–\$300.
2. **Counseling** – The student may be required to attend counseling sessions with a member of the Counseling Staff or referred to a professional off campus.
3. **Dismissal/Expulsion** – Dismissal/expulsion requires that the student completely sever any and all connection with Southern University within 24 hours of notification. Students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the Southern University Catalogue.
4. **Educational Project** – The student is required to conduct research or a project in an area relevant to the offense.
5. **Housing Dismissal** – Students who are permanently dismissed from housing will be required to vacate their residence halls within 24 hours of notification of the disciplinary action. In the event of suspension, students will be charged the full housing fee for the entire semester. The student may not reapply for residency.
6. **Housing Relocation** – If a student is living in a residence hall, she may be required to move to another floor or into another residence hall.
7. **Housing Suspension** – Students who are suspended from University housing will be required to move out of housing within 24 hours of notification of the disciplinary action for the length of time specified by the hearing officer.
8. **Loss of Privileges** – Denial of specified privileges for a designated period of time. This may include limited access to residence halls, participation in clubs, organizations and/or activities, intercollegiate athletics and/or activities, loss of opportunity to participate in housing lottery process, loss of privilege to participate in special weeks organized by Class Council(s), and loss of privilege to participate in Commencement activities (seniors only).
9. **No Contact Order** – A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another person. The student will be asked to refrain from making contact in person, via phone, cell phone, text message, instant message, communication via friends or other third parties, etc.
10. **Official Warning** – The official warning is notification to the student(s) that she has been found responsible for a violation and that any other violations will result in more serious sanctions.
11. **Parents/Guardian Notification** – Parents and legal guardians may be notified of violations of University policies pertaining to alcohol and drugs, potentially life-threatening emergencies, incidents involving hospitals or police agencies, and violations of the any federal, state or local laws. In addition, parents and legal guardians will be notified in cases of suspension or expulsion/dismissal.
12. **Probation** – Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that her behavior conforms to University

standards of conduct. Student conduct violations are cumulative. Therefore, all subsequent violations of the Code of Conduct will be subject to suspension or dismissal.

13. **Restitution** – The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.
14. **Suspension** – Students will be removed from the University within 24 hours of notification of the disciplinary action. While a student is suspended, she is not to return to the campus, programs, facilities, and activities of the university without written permission from the vice president for student affairs or dean of students. In the event of suspension, students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the University Bulletin. All other fees and charges are forfeited. If a student is suspended from the University a letter will be sent to her parent(s) or legal guardians with notification of the suspension. The student is not eligible for transient status or enrollment at another AUC institution.
- 15 **Suspension of University Recognition**

Suspension of University recognition refers to the termination of University recognition as a registered student organization for a specific or indefinite period of time.

DEAN OF STUDENTS ADMINISTRATIVE OPTIONS

In certain circumstances following an incident of serious misconduct by an individual or group, the dean of students may impose a suspension, expulsion/dismissal, or other sanctions without a formal hearing process. The dean of students may also take the following actions:

1. **Interim Suspension** – When imposed, the student may be temporarily separated from the University until such time as the incident is resolved before a hearing officer or hearing board, and until a final decision including any appeal is issued. This interim action may be imposed if there is any reason to believe that it is necessary
 - a. to ensure the safety and well-being of members of the Southern University community;
 - b. to ensure the student's own physical or emotional safety and well-being;
 - c. if the student poses a threat of disruption of or interference with the normal operations of the University; or
 - d. when a felonious act has been committed. The interim suspension may also include other losses of privileges.

Examples of behavior that may lead to immediate suspension are, without limitation, physical violence, sexual assault, disruption of the educational mission or civil living environment of the University, larceny, severe damage to property, and possession and distribution of controlled substances.

2. **Administrative Withdrawal.** Southern University offers Counseling, Disability Services and Student Health Services to assist students with managing emotional and other health and wellness needs. Students may sometimes be referred to off-campus facilities and service providers to assist with managing health and wellness concerns. However, students who cannot adequately be helped by the available facilities and/or refuse to accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or University community, without harming themselves, others, or disrupting the University community, may be required to separate from the University for a prescribed period of time.

Boards & Committees

There are four (4) boards and committees that serve the Division of Student Affairs.

1. **Community Standards Review Board** – The Community Standards Review Board will conduct

disciplinary hearings in referred cases. The Board will be composed of one student and faculty and staff member(s) of the University community who are selected from a pool of trained and experienced members of the Board. There will be no more than five members for each actual hearing. A quorum consists of three (3) members.

2. **Dean's Hearing Board** – The Dean's Hearing Board is a minimum three-person hearing board comprised of faculty and staff members. The Board will be composed of member(s) from the University community who are selected from a pool of trained and experienced members of the Board. There will be no more than five members for each actual hearing. A quorum consists of three (3) members.
3. **Community Standards Appeals Board** – The Community Standards Appeals Board will convene to review written appeals of the Community Standards Review Board case outcome. The Board will be composed of one student and faculty and staff member(s) of the University community who are selected from a pool of trained and experienced members of the Board. A quorum consists of three (3) members.
4. **Policy and Procedures Committee** – The Policy and Procedures Committee is charged with reviewing and making recommendations regarding the *Student Handbook* and Code of Conduct. The Committee is selected by the dean of students and is composed of members of the University community.

Campus Resource & Administration

The Office of the Dean of Students administers the *Student Handbook*, the student conduct boards, and the Community Standards and Code of Conduct. The Office of the Dean of Students may also provide conflict mediation and restorative justice programs to assist with managing conflict in the University community.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of University students' educational records. Such records include, but are not limited to, academic, health, counseling, and disciplinary records. Southern University will not permit the release of educational records or other information about a student, other than directory information, without the student's written consent. Exceptions to this policy are as follows:

1. Members of the faculty or administration of the University who have a legitimate educational interest
2. Officials of other schools in which the student wishes to enroll
3. To support the student's application for receipt of financial aid
4. Organizations conducting studies for or on behalf of educational agencies
5. Accrediting agencies to carry out accrediting functions
6. To comply with a judicial order or lawfully issued subpoena, provided the student is notified before compliance with the order or subpoena when consent is required. This release must be in writing, signed, and dated by the person giving consent, and shall include:
 - a. Specification of the record to be released
 - b. Reason for the release
 - c. Names of parties to whom the record is to be released

A record will be kept of the parties who have received access to a student's record

Directory information will be furnished to those requesting such information unless the student notifies the University annually not to release this information. Directory information consists of the following:

1. Student enrollment

2. Dates of enrollment
3. Classification
4. Degree earned (if any) and dates
5. Major
6. Honors
7. Local and home address and telephone numbers

If a student does not wish to have any of the above information released, she should notify the Registrar's Office. If you would like additional information about FERPA, please see the *Southern University Bulletin* at www.Southern.edu.

Grievance Policy

A grievance is a complaint against a person for a perceived unjust or unfair act. Grievances can be filed in the Office of the Dean of Students. The Dean of Students will forward the student grievance form and maintain copies of all pertinent files and records. All other grievances will be addressed on a case-by-case basis.

The Student Grievance should state and specify the following information:

- A. Name of person or persons involved in the perceived unjust or unfair act
- B. A detailed description of the grievance identifying the dates, times, locations, and actions that were perceived to be unjust and/or unfair
- C. Names of any witnesses and a typewritten statement detailing a description of actions witnessed
- D. Suggested recommendations for solutions or actions you believe the University should take. Recommended actions must be consistent with University policy

The written grievance must be signed by the student and filed immediately following the alleged unjust or unfair actions/incident. The Office of the Dean of Students will investigate the concern and/or refer the case to the dean of undergraduate studies, appropriate department head, and to the Office of Human Resources for review and determination of "reasonable fairness" in seeking to resolve the matter. All parties involved in the alleged incident will be notified and will be allowed an opportunity to provide pertinent information in an effort to address the grievance.

The investigation process generally is completed within thirty (30) University business days from when the written complaint is filed. A written determination as to the validity of the grievance and a summary of the outcome and/or resolution will be issued by the dean of students, appropriate dean or director or chair, to the student filing the complaint and/or grievance. The case decision will be final.

The right of a student to a prompt and equitable resolution of the complaint filed will not be impaired by the student's pursuit of other remedies, such as filing of a complaint with the responsible federal department or another agency. Once the resolution is finalized, the process is complete.

Human Dignity Policy

Southern University requires that the members of our campus community must respect all persons regardless of race, color, creed, gender, gender identity, religion, national origin, age, or disability. While we realize that acts of intolerance may be the result of ignorance and that a significant part of our mission is to confront ignorance with education, we cannot allow these acts to harm another person. We are committed to the continual task of combating both subtle and obvious intolerance.

Southern University regards as unacceptable conduct on the part of its students any words or actions that are intended to be, or that are reasonably foreseeable to be, threatening, intimidating, or harassing to any member of the University community. This includes behavior or actions taken against students, faculty, staff, guests, and contracted service employees on the basis of age, race, ethnic

origin, gender, sexual orientation, religion, physical or mental condition, marital status, protected veterans status, genetic tests, genetic information, or any other legally protected status.

Photography

Southern University and its representatives on occasion take photographs for the University's use in print and electronic publications. This serves as public notice of the University's intent to do so and as a release to the University of permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by filling out a form in the Office of the Dean of Students.

Student Complaints

Non-academic student complaints are addressed through the Dean of Students and files are housed and secured in the office of the Dean of Students. Students can initiate a complaint using the Student Complaint Form found on the Dean of Students website.

Academic Student Complaints are received through the "Jags Hotline and housed in the Student Advocate/Ombudsperson's Office. The Jags Hotline is a 24-hour phone line created as a support service to address student and stakeholder academic concerns related to course issues, instructors and/or facilities. The hotline is monitored daily by the Student Advocate/Ombudsperson with complaints being received and logged within 24 hours of the call or email. The type and severity of the complaint determines the appropriate amount of time to resolve the matter.

Student complaints, once resolved, are housed in the following offices:

Academic Affairs - Ombudsperson

Student Affairs - Dean of Students Office

Title IX, ADA - General Counsel

The following elements are in each of the student complaint files:

Name of Student

Gender

Date of Complaint

Issue

Resolution

The Student Advocate/Ombudsperson maintains a copy of non-academic and academic student cases. This excludes Title IX cases.

Title IX

Title IX is the federal law prohibiting discrimination on the basis of sex in educational institutions, programs and activities. The Title IX Officer is responsible for coordinating the University's compliance with Title IX. Title IX covers access to higher education including athletics, career education, education for pregnant and parenting students, employment and learning environments, math and science, sexual harassment, and standardized testing and technology.

Title IX & Compliance Director

Southern University is committed to providing an environment free from discrimination, including discrimination based upon sex. The Title IX Officer is responsible for coordinating the University's compliance with Title IX, including overseeing all complaints of sex discrimination, including sexual violence, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Questions or concerns may be directed as follows:

Cedric Upshaw, JD

Title IX Coordinator

August C. Blanks Hall, Room 244

Campus Box 9887

Baton Rouge, LA 70813

Phone (225) 771-5565

Email: titleix@subr.edu

Web: www.subr.edu

Deputy Title IX Coordinators

Akai Smith

Deputy Title IX Coordinator

T. H. Harris Annex, Room 101

Campus Box 9231

Baton Rouge, LA 70813

Phone (225) 771-4955

Email: akai_smith@subr.edu

Karmen King

Deputy Title IX Coordinator for Athletics

A. W. Mumford Fieldhouse, 2nd Floor

Campus Box 9942

Baton Rouge, LA 70813

Phone: (225) 771-3046

Email: karmen_king@subr.edu

Web: www.gojagsports.com

Conduct Covered Under Title IX

Cyberbullying. Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or e-mails, rumors sent by e-mail or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles of a sexual nature.

Dating Abuse/Dating Violence. A threat or an act of violence within the context of a dating relationship.

Hazing. Any activity intentional, or unintentional, due to reckless behavior occurring on or off campus, directed against a student that endangers or is likely to endanger the student's mental and/or physical health or safety *regardless of a student's willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.* This activity is commonly associated with the student's membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities.

Intimate Partner Violence. Intimate partner violence is physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

Sexual Assault. The oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered

unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.

Sexual Misconduct. Sexual misconduct is non-consensual, intentional physical conduct of a sexual nature. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

Sexual Harassment. Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature which is made either explicitly or implicitly as a term or condition of an individual's employment, academic advancement, or ability to participate in or benefit from the services, activities or privileges provided by the University . While sexual harassment most often takes place in situations of a power differential between the persons involved, the University also recognizes that sexual harassment may occur between persons of the same or lower University status, which includes students creating a hostile environment for a faculty member.

Stalking. Stalking is any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, following another person, acts that threaten or intimidate another person through fear of bodily injury, or harm to property.

Consent

Consent involves knowingly and voluntarily agreeing to engage in sexual activity. Consent must be freely given and can be withdrawn at any time. Consent is as follows:

- A voluntary, sober, creative, wanted, informed, mutual, honest, and verbal agreement.
- An active agreement. The absence of "no" does not mean "yes."
- Does not involve coercion.
- Never implied and cannot be assumed, even in the context of a relationship.
- Being in a relationship does not mean that you have permission to have sex with your partner.
- Consent is a process. Consent must be obtained at every phase of the sexual activity.

Circumstances in which a person CANNOT legally give consent:

(No matter what he or she might verbalize):

- Severely intoxicated or unconscious as a result of alcohol or drugs
- Physically or developmentally disabled
- Once a person says "no." It does not matter if sexual behavior has happened in the past, or what kind of activity has occurred in the current event, earlier that day, or daily for the past six months. It does not matter if it is a current long-term relationship, a broken relationship, or marriage. If one partner says "no," and the other forces penetration, it is sexual assault.
- The victim is under the age 13 or is elderly.

If consent is not obtained prior to each act of sexual behavior (from kissing to intercourse), it is not consensual sex.

Reporting Sexual Violence

It is important that students report sexual violence and sexual harassment and other kinds of discrimination to the University.

Take Action

Any student who believes that she has been the victim of sexual violence should take the following actions:

- **Say No.** Tell the person that the conduct is unwanted and that you want it to stop immediately
- **Keep a Record.** Keep track of dates, times, places and events to help present factual evidence in support of your case
- **Tell Someone.** Report the incident immediately to the Title IX Officer or Public Safety

Sharing Incidents with Faculty & Staff

Faculty, staff, and organization advisors are considered a “Responsible Employee” and a “Campus Security Authority (CSA)”.

Responsible Employee

A Responsible Employee is someone a student could reasonably believe has authority and knew or should have known about sexual violence. The Responsible Employee has the duty to report sexual violence to the Title IX Officer.

Campus Security Authority (CSA)

A Campus Security Authority is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, campus police/security, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This may be a student, faculty or staff member. In addition, it includes housing & residence life staff, student life & engagement staff, and advisors to student organization.

Any faculty member, administrator, or staff member who observes sexual violence and sexual harassment of a student or receives a report of sexual harassment or other discrimination from a student must report it to the Title IX Officer or Public Safety *no matter how insignificant the incident may seem*. The University will conduct a confidential investigation of all reports of sexual violence and sexual harassment. If it is determined that sexual violence, sexual harassment, or other discrimination has occurred, the University will take immediate and appropriate action to end the problem and to prevent its recurrence. Employees or students who have engaged in violent, harassing, or discriminatory conduct will be subject to appropriate disciplinary action, up to and including termination of employment or suspension or dismissal from the University. The student making the complaint will be advised of the results of the investigation.

Statement Regarding Privacy & Confidentiality

The University is committed to protecting the privacy of all individuals involved in a report of sexual assault and harassment. Every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review and investigation of any allegation of such violations. *The privacy of the parties will be respected and safeguarded at all times.* All University employees who are involved in the University’s Title IX response, including hearing board members, receive specific training and guidance about safeguarding private information. Privacy and confidentiality have distinct meanings under this policy.

Privacy

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual. Those campus and community professionals include medical providers, mental health providers, ordained clergy, and rape crisis counselors, all of whom have legally protected confidentiality. These

individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

Campus Facilities Use

Registered student organizations have use of campus facilities and services as available. AUC student organizations must work with a Southern University registered student organization to sponsor programs and use University facilities. Sorority and/or fraternity programs must be co-sponsored by a registered Southern University sorority. All organizations are required to comply with the Office of Student Leadership and Engagement and general University policies and procedures.

Posters, Signs, & Exhibits Policy

Student organizations wishing to display flyers and posters in the Manley University Center must receive approval by the Office of Student Leadership and Engagement. Organizations and vendors requesting to display posters and flyers on Southern University property must be approved by the Office of Student Life and Engagement or the department responsible for the bulletin board(s) in a particular building. Posters, flyers, pictures, and lettering of any kind may be displayed on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster or flyer. Posters advertising alcohol and drugs, obscene and lewd advertisements, as well as advertisements for functions, events, and displays that are not consistent with the mission of the University will not be approved to be displayed on Southern University property.

Registered student organizations are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. The Office of Student Leadership and Engagement reserves the right to fine registered organizations for violations of this policy.

Travel Policy

All travel by a Registered Student Organization must be approved by the director of Student Leadership and Engagement. Individual students or groups traveling off-campus, out of state and abroad are required to obtain, complete and submit the **Travel Packet** to the appropriate department with a copy to the Office of the Dean of Students and University Police. All student travelers must provide the appropriate contact information prior to the travel date to assist the University with managing student travel, potential emergency and other situations.

Business Etiquette

There are a number of practices that will enhance your own personal excellence. To make the best impression, it is suggested that you purchase business cards and stationery. Business cards with your name, e-mail address, major, and organizations will make a statement to prospective employers and professors. You may offer your card and keep a file of the ones that you collect. Write on the back of collected cards where you met the person, the date and other information that you discussed.

Thank you notes are also one of the greatest and most powerful secrets to opening doors of opportunity and influencing people to help you time and again. After a meeting, reception, or event, send the person a handwritten note indicating that you enjoyed meeting them and that you look forward to connecting again in the future. The same kind of thank you note should be sent following an internship or job interview. Keeping this kind of communication open can be invaluable in your future success.

During your University career, you will receive countless invitations to events on- and off-campus. Where indicated on an invitation, students must R.S.V.P. or extend the courtesy of a response regarding attendance. Always call your host on or before the stated deadline to indicate whether you will be attending the event. Food and accommodations can be costly and the R.S.V.P. is the most

appropriate and courteous response to allow your host to prepare the appropriate seating and refreshments. .

E-Mail Addresses & Voicemail Messages

Does your e-mail address and voicemail message give the right impression to other students, faculty, staff, and/or potential employers? It is important to have a professional and appropriate e-mail address and voicemail message that will characterize you as a focused, dedicated and committed student. Students should have a simple e-mail address and basic professional message on your residence hall, home answering machine, or cell phone voicemail. It is recommended that you avoid background music. If music is used, be very selective, opting for jazz or soft music. Prospective employers and others may not share your taste in music and may use this interaction as part of their evaluation of your character as a potential candidate.

Websites & Online Communities

Students should be mindful that content posted on websites and online communities are considered public information. Many employers dedicate staff to research and review sites to gather additional information about the character of potential employment candidates.

Online communities and tools like Facebook, Twitter, YouTube, Snap Chat, etc., are great innovations that offer opportunities to interact with an extraordinarily expansive universe of new people. Individuals with particular social identities or hobbies can use it to find friends with common interests. Our basic humanity is, for better or for worse, vulnerable to context, circumstance, and interpretation.

It is important to remember that online communities and tools create as many obligations as they do opportunities for expression.

1. There are various safety and security risks to consider when using online communities. Students often display their full names, e-mail addresses, profiles, instant-message screen names, cell phone/other numbers and class schedules online for public viewing. Online communities can be used as a device to stalk another person. A potential stalker may have little hesitation sending harassing or threatening electronic communications to a victim. Cyber bullying and/or stalking generally involves harassing or threatening behavior that an individual engages in repeatedly.
2. Online communities are advertised as a private environment that is closed to the public because its members must be invited and must log in with a username and password. Students must remember that the internet is an open, unlimited international community. Online communities are open to students, faculty, staff, alumnae, and employers. ***Therefore, students are encouraged to consider the number of faculty, staff, employers, and alumnae who may have access or be provided information from websites and online communities that may impact decisions about employment, scholarships, leadership positions, and/or other opportunities.***

Facebook, Twitter, YouTube, Instagram, Snap Chat and other online communities and tools represent a variety of forums in which you can make choices about how you choose to represent yourself publicly. However, that freedom does not suggest that you can do so without impunity. Because we live in a society in which expression is judged in legal, policy, and even personal ways, it is important to remember the consequences of such expression no matter how fun it might seem in the moment.

Consequences for Online Community Violations

Students are encouraged to think about future consequences for their actions before posting any information that might be threatening, harassing, intimidating, or just plain inappropriate, as it may be a violation of the University Code of Conduct which outlines community standards and behavioral expectations. Certain behaviors may also be an actual law violation.

