



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE
OFFICE OF STUDENT CONDUCT

Student Code of Conduct and Other Student-Related Policies

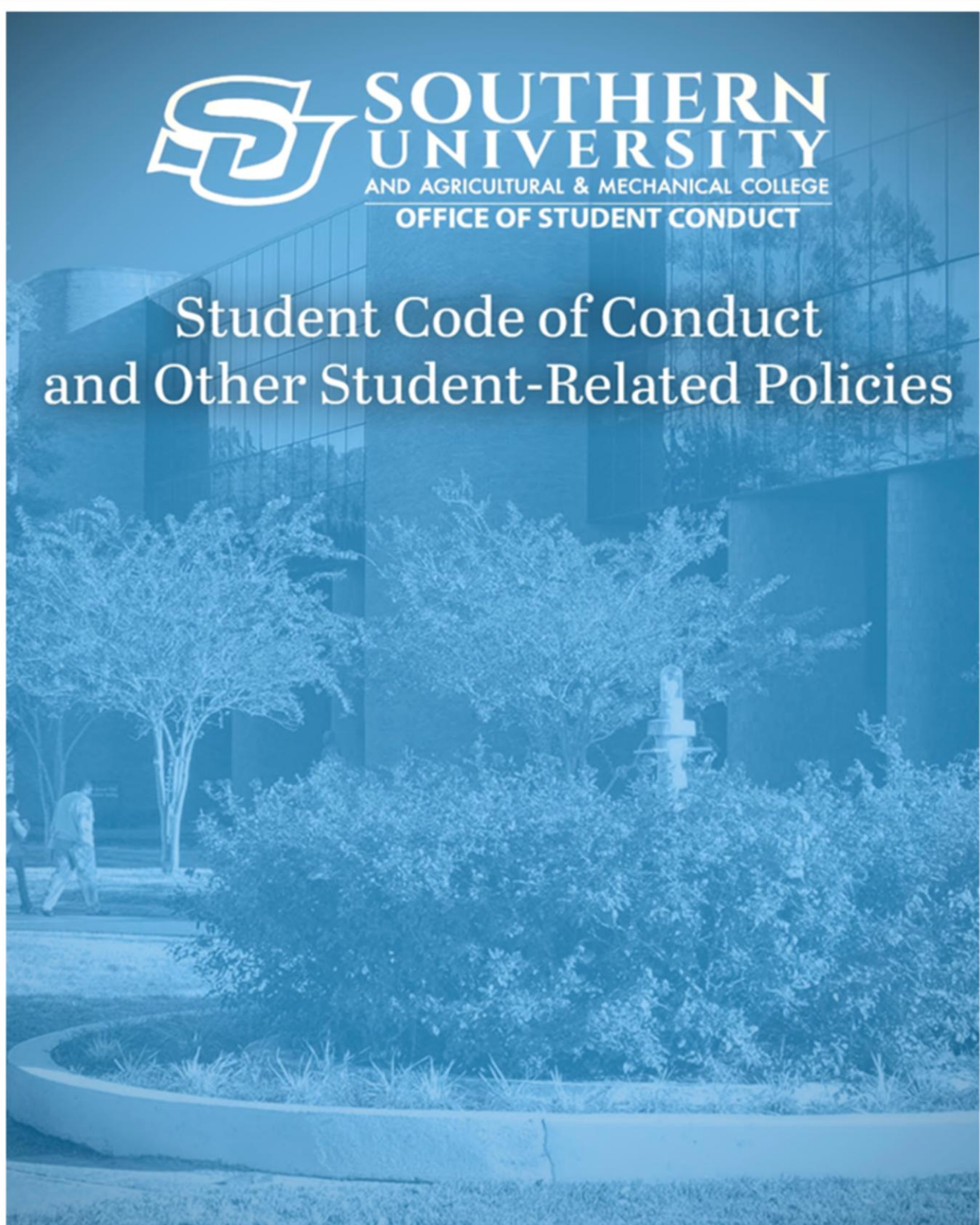


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Purpose

Southern University and A&M College (herein also referred to as SUBR and/or the University) Student Code of Conduct is published for the expressed purpose of providing to the University community, students in particular, the published and official policies, rules and regulations regarding students' rights and responsibilities, student code of conduct, and disciplinary, judicial and appellate procedures.

All information contained herein sets forth, in a concise and uniform manner, responsibilities which members of the University community are indebted to one another. The Student Code of Conduct also sets forth administrative and conduct procedures whereby those students who are accused of violating rules, policies, and regulations may be afforded due process and fair and just outcomes. Southern University and A&M College is committed to protecting the full constitutional rights of its students. Southern University and A&M College and the members of its community have equal obligations to one another in protecting the educational environment. The University has equal obligations to protect the integrity of its educational mission and the interests of its student body.

The following policies, regulations, and sanctions have been established to protect the rights and interests of all members of the University community. The Student Code of Conduct is updated periodically, as laws in higher education change and state laws regarding the rights of students attending a state institution in Louisiana are enforced. The current Student Code of Conduct supersedes any previously published Student Code of Conduct. It is intended for internal distribution (i.e., use within the University community).

The University reserves the right to change the Student Code of Conduct at any time during the academic year.

Students' Rights and Responsibilities

Students enrolled at Southern University and A&M College have the same rights, privileges and freedoms granted to every United States citizen. With these rights, privileges and freedoms comes the responsibility to obey federal, state and local laws, as well as abide by the rules and regulations of the University.

Essential to the effective functioning of the University is the protection and promotion of a special set of interests and purposes which include:

- the opportunity for students to attain their educational objectives;
- the maintenance of an intellect
- and educational atmosphere throughout the University;
- the protection of the health, safety, welfare, property, and human rights of all members of the University community; and
- the protection and reputation of the University itself.

Students enrolled at Southern University and A&M College must ultimately assume full responsibility for their actions and must adhere to the code of conduct regulations as set by the University. Violations of these regulations or a demonstrated unwillingness to obey the rules governing conduct may lead to sanctions or disciplinary action by the University.

University Jurisdiction

Students enrolled at Southern University and A&M College are subject to all federal, state, and local laws. In addition, students are subject to appropriate and reasonable disciplinary action, which includes suspension or expulsion, for breach of any of the University's rules, regulation and policies.

The University reserves the right to exercise jurisdiction for an offense committed off campus when:

1. The victim of such an offense is a student, faculty member, or staff member;
2. The occurrence is at a university sponsored or sanctioned event; or
3. The accused student used his or her university status to assist in the commission of the offense, i.e., using a student ID card to write a worthless check; or the offense seriously impairs pursuit of the University's goals/objectives.

Scope of Rights

Every student has the right to:

- full and proper respect of faculty, staff, and the administration;
- seek assistance from any instructor without being humiliated, i.e., appropriately express his or her views in class or make an error without insult from the instructor or fellow students;
- initiate a grievance against students, faculty, staff, policy, or administration with assurance that his or her interests will be protected; and
- the provision of places on campus to study, relax, and socialize.

Scope of Authority: Students

A student admitted to Southern University and A&M College accepts the responsibility to conform to all rules and regulations as published by the University. Any student who fails to meet this obligation shall be subject to disciplinary sanction as may be provided for, including, but not limited to, expulsion, suspension, probation, warning, or the imposition of reasonable fines.

The Division for Student Affairs will make reasonable effort to make regulations available, but students are ultimately responsible for becoming familiar with such regulations and are held accountable for misconduct even in the absence of such familiarity. "Ignorance of the law is no excuse."

Definitions

- **Accused Student:** A student charged with violations of the Student Code of Conduct or any other University policy.
- **Adjudication:** The giving or pronouncing a judgment or decree in a cause; also, the judgment given.
- **Administrative File:** All documents and evidence in the University's possession or control relevant to the alleged violation and the University's investigation including, but not limited to, exculpatory evidence, documents submitted by any participant, and the University's choice

of video recording, audio recording, or transcript of any disciplinary hearing ultimately held in the matter. The file shall not include privileged documents or internal memorandums that the University does not intend to introduce as evidence at any hearing on the matter.

- **Advisor:** A person who gives information, advice, or opinions.
- **Allegation:** The assertion, declaration, or statement of a party to an action, made in a pleading, setting out what he expects to prove.
- **Alleged Victim:** A student who is the purported victim of an accused student's alleged offense.
- **Amnesty:** Student safety is of utmost importance to the University. To encourage Students to make responsible decisions, the University recognizes the need for amnesty from University sanctions in certain situations. Amnesty under this policy, when granted, excuses a Student or RSO from University sanctions under the Code. Amnesty is intended to promote action when an emergency situation is present. It is not intended to excuse any student or organization causing the emergency situation or unsafe condition. The decision to grant amnesty will be determined by the Dean of Students and/or Vice Chancellor of Student Affairs on a case-by-case basis. Amnesty under this policy is limited to violations of the Code and has no bearing on actions taken by any law enforcement agency, including SUBR Police. To qualify for amnesty, a Student or RSO is encouraged to: 1. report any incident or medical emergency by contacting the appropriate University officials, including law enforcement, SUBR Police or 9-1-1, when appropriate, 2. remain with any student needing attention or emergency treatment, 3. cooperate with University or emergency officials, 4. coordinate with University officials after the incident, and 5. cooperate with any University investigation. Medical Amnesty. The University recognizes the need for emergency response amnesty ("Medical Amnesty") in certain alcohol, drug, physical, and emotional distress related emergencies and situations. Medical Amnesty may be available in the following situations: • a Student seeking medical attention for themselves • a Student seeking medical attention on behalf of another Student • an RSO seeking medical attention for a Student for Medical Amnesty will not be granted for other policy violations (outside of alcohol and drug related violations) that may have occurred during the incident. In order to qualify for Medical Amnesty, the Student or RSO must comply with University requests for an educational conversation, assessment, and any potential referrals for additional services or treatment and/or outcomes to address the

behavior. Non-Medical Amnesty. The University recognizes the need for amnesty in certain behavioral situations which do not require immediate emergency medical response (“Non-Medical Amnesty”). In order to qualify for Non-Medical Amnesty, the Student and/or RSO must notify the University of the specific concerns in advance of the University having knowledge of the incident for which Non-Medical Amnesty is sought. In order to qualify for Non-Medical Amnesty, the Student or RSO must agree to comply with appropriate educational outcomes to address the behavior. Non-Medical Amnesty is also available to a Student or RSO who proactively seeks clarification of University rules prior to engaging in questionable conduct.

- **Appellate:** Pertaining to or having cognizance of appeals and other proceedings for the judicial review of adjudications.
- **Business Day:** A Day of normal business operation as designated by the University, generally Monday through Friday during the hours of 8:00am to 5:00pm.
- **Campus Community:** Refers to any administrator, faculty, staff, or student of Southern University and A&M College, which includes all land, buildings, facilities, streets, parking lots, sidewalks, and other property in possession of or owned, used, or controlled by Southern University and A&M College.
- **Clear and Convincing Evidence:** To demonstrate that the existence of a disputed fact is highly probable, that is, much more probable than its nonexistence.
- **Complainant:** Any person who submits a report alleging that a student violated the Student Code of Conduct or any other University policy.
- **Conduct Hold:** Prevents the student from conducting business at the University (i.e., any form of registration or obtaining transcripts).
- **Contempt:** Show of willful disobedience to or open disrespect of conduct proceedings. Acts include but are not limited to failure to appear and failure to adhere or comply.
- **Faculty Member:** Any person hired by the University to conduct classroom instruction or research activities or who is otherwise considered by the University to be a member of its faculty.
- **Fully Participate:** includes the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to provide the alleged victim or accused with support, guidance, and advice.

- **Hearing Body/Board:** Any person or persons who have been authorized by the University to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a student is found responsible for violating the Student Code of Conduct.
- **Interim Measure:** The University's ability to take a reasonable interim measure necessary to ensure the physical safety of members of the campus community during a timely investigation and adjudication of a student disciplinary issue including but not limited to:
 - The ability to make adjustments in student housing arrangements;
 - Imposition of conditions of mutual no contact between the accused student and alleged victim;
 - Suspension of a student; or
 - Banning from campus.
- **Institutional Prosecutor:** Personnel appoint by the Vice Chancellor of Student Affairs to prosecute student misconduct matters.
- **Legal Counsel:** An attorney who gives advice regarding law.
- **Mediation:** The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case.
- **Mediator:** Any neutral member of the University community who assists parties in reaching a mutual agreement to resolve their differences.
- **Not Responsible:** When an alleged student has not been found responsible (not guilty) for the alleged violation(s) of the Student Code of Conduct.
- **Preponderance of Evidence:** Taking the evidence as a whole, the fact to be proved is more probable than not.
- **Responsible:** When an alleged student has been found responsible (guilty) for violating a provision(s) of the Student Code of Conduct.
- **Sanction:** A penalty imposed upon a student after the student has been found responsible for violating the Student Code of Conduct.
- **Student Organization:** An administrative and functional structure of persons enrolled at the University that is officially registered with the Office of Student Organizations.
- **University:** means Southern University and A&M College located in Baton Rouge, LA.

- **University Conduct Process:** Actions designed to safeguard a student's right to due process. Observance of state or federal courtroom procedures is not required of the University's conduct process. The imposition of such rigid standards and time-consuming processes may interfere with administration and due process.
- **University Official:** Any person employed by the University, performing administrative or professional responsibilities.
- **University Premises:** All buildings, land, facilities, and any other property owned, leased, controlled, or supervised by the University.
- **University Sponsored Activity:** Any activity on or off campus which is initiated, aided, authorized, or supervised by the University.
- The word **Can** is used in the permissive sense.
- The word **May** is used in the permissive sense.
- The word **Shall** is used in the imperative sense.
- The word **Will** is used in the imperative sense.

Enforcing the Student Code of Conduct

In accordance with the Student Code of Conduct, violators of this policy will be subject to appropriate disciplinary sanctions. The responsibility for the enforcement and communication of this policy rests with all members of the University community. Any member of the University community may and is expected to identify violators of this policy.

Persons identifying a student violation should follow these steps:

- Obtain the violator's full name or ask for their student ID card; and
- Report the incident to the Office of the Dean of Students or the Office of Student Conduct using the following link/webpage: [Incident Reporting Form \(https://cm.maxient.com/reporting.php?SouthernUnivAM\)](https://cm.maxient.com/reporting.php?SouthernUnivAM).
 - All Power-Based Violence/Title IX reports should be made to the Office for Compliance via its online portal www.subr.edu/compliance. The Office for Compliance can also be contacted by phone at (225)771-2008 or by e-mail at subrtitleix@sus.edu.
 - Individuals should contact the Southern University Police Department when:
 - The violator is non-compliant;
 - It is outside of normal University business hours; or
 - There is a perceived threat of violence or an act of violence.
 - The Southern University Police Department and the Office of Residence Life and Housing will forward all reports received to the Dean of Students and the Office of Student Conduct.

Residence Life and Housing staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including, but not limited to, parking lots, walkways, courtyards, building entrances, and exits by:

- Reminding the person of this policy;
- Requesting immediate compliance with this policy;
- Obtaining the violator's full name/or asking for their student ID card; or
- Imposing appropriate fines.

Staff for other facilities and programs will be responsible for addressing violations where they occur and are expected to enforce the policy following the aforementioned procedures and the detailed procedures created for their particular facility or program.

Academic Misconduct

Academic Dishonesty: Any deliberate attempt to gain an unfair advantage in academic work. This includes, but is not limited to committing fraud, providing information, material, or other assistance with the knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

Cell Phone and other electronic devices usage: The use of cell phones or other electronics are strictly prohibited inside official testing sites, being used during the administration of a test, or is prohibited. Personal cell phone use is strictly prohibited inside of an Instructor's class during class time. Cell phone is required to be in the OFF position during the entire class timeframe except if a professor requires the use of cell phones for classroom work. Students are not allowed to go in and out of the classroom to receive telephone calls. No text messaging is allowed. If a student is expecting an emergency telephone call, it is the student's responsibility to discuss this matter in advance with the Instructor, and the instructor may allow the student to place his or her cell phone on VIBRATE ONLY, in order to receive the emergency call. There will be zero tolerance for using cell phones or texting during class time-frames. Violation of this policy may result in the student being asked to remove himself or herself from the class and the instructor reserves the right to mark the student absent for that class period.

Cheating: Unauthorized use of information, notes, study aids, or electronic devices (smartphones, smartwatches, tablets, laptops, etc.) on an examination; altering graded assignments; or submitting work done by another person. Misleading an instructor as to the condition under which the work was prepared, including, but not limited to, substituting for another Student or permitting another person to substitute for oneself on any academic work.

Cheating includes but not limited to:

- Submitting material that is not yours as part of your college performance, such as copying from another student's exam, allowing a student to copy from your exam;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a cell phone, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;

- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat; or
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be regraded; or communicating with any person during an exam, other than the exam proctor or faculty.

Collaboration: Unauthorized communication or interaction between two or more individuals on any academic work by giving, receiving, or otherwise sharing information without permission of the Instructor.

Electronic Devices: Cellular phones and other electronic devices should not be activated or operated in classrooms, laboratories, libraries, business offices, convocations, and assemblies unless express written permission to activate or to operate the devices have been authorized by the classroom instructor or the University administrator or supervisor in charge of the facility/area in question. Refer to course syllabi for additional information.

Falsification of information: Intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an examination.

Plagiarism: Lack of appropriate citation, or the unacknowledged inclusion of someone else's words, structure, ideas, or data; failure to identify a source, or the submission of essentially the same work for two assignments without permission of the Instructor. Additionally, plagiarism is the presentation or submission of work (in part or in whole) by someone else, as if it were one's own.

Plagiarism includes:

- Directly quoting the words of others without using quotation marks or indented format to identify them and
- Using sources of information (published or unpublished) without identifying them.

Unauthorized access to academic or computer systems: Viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.

Unauthorized Materials: The use of any material, cell phones, or other device is prohibited during the administration of tests and assignments unless authorized by the professor.

Unfair advantage: Receiving, stealing, reproducing, or circulating examination materials prior to an examination; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; unauthorized collaborating on an academic assignment; failure to return assignments or an examination as instructed; intentionally obstructing or interfering with

another student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair academic advantage over other students.

Using Electronic Device (Cell Phone) to Tape An Instructor's Lecture: Students are required to discuss and obtain permission from the Instructor in advance, prior to using any electronic device to record and Instructor's lecture.

Reporting Academic Misconduct

Southern University and A&M College expects students to uphold truth and honesty in protecting the validity of their Southern University education. Students are expected to complete original academic work. The following information addresses procedures to be used by faculty members in instances of academic misconduct:

- If an instructor accuses a student of committing an act of academic misconduct, the Instructor is responsible for taking appropriate action initially. The Instructor may give the student a penalty grade of "F" for the assignment, exam, or course if there is sufficient evidence to determine that the student is responsible for committing academic misconduct. The penalty grade may also be a reduced score or grade for the assignment or a reduced grade for the course.
- The Instructor shall report the misconduct to the Academic Dean's Office and the Office of Student Conduct.
- The penalty grade process is as follows when a student is found responsible for a violation of the University's policy on academic misconduct:
 - For the first penalty grade issued by an instructor, the responsible student will receive a letter from the Office of Student Conduct informing them of being placed on disciplinary probation for one academic year.
 - For the second penalty grade, the responsible student will be suspended from the University for one full semester. The Office of Student Conduct will inform the student of their rights in writing and the student will be afforded due process as defined in the Student Code of Conduct.
 - For the third penalty grade, the responsible student will be expelled from the University for repeated violations of academic misconduct. The student will be informed of their rights and due process afforded as prescribed by the Student Code of Conduct.
- An instructor is required to report all incidents of academic misconduct to the Office of Student Conduct using the following link:
https://cm.maxient.com/reportingform.php?SouthernUnivAM&layout_id=1
- When the Office of Student Conduct makes a judgment, a sanction in addition to, or other than, a penalty grade (e.g., suspension from the academic program, or the University), the decision is final. The final determination is then forwarded to the Instructor and the department chairperson.
- No student may be dismissed from a course, program of study, or the University without due process as outlined by the Student Code of Conduct.

Academic Misconduct Sanctions

- Alleged students found responsible for engaging in the act of exchanging test information with peers during the course of an exam shall receive the penalty grade “F” on the exam or for the course.
- Alleged students found responsible for engaging in the use of prohibited instruments, such as cheat sheets or forbidden electronic devices during an exam shall receive the penalty grade “F” for the course.
- Alleged students found responsible for using a “stand-in” student to take an exam for a student enrolled in a course, the student enrolled in the course shall receive the penalty grade for the course and will be suspended from the University for one year (two semesters and a summer term). The “stand-in” student, if enrolled in the University, shall be suspended from the University for one year (two semesters and a summer term).
- Alleged students found responsible for using non-original academic work, exam materials, or other graded assignments, or the manipulation of official class records shall receive the penalty grade “F” for the course and are subject to be expelled from the University.

Disruption of the Academic Process

Southern University and A&M College broadly defines disruption/obstruction as any major/minor action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity.

Disruption in the Classroom

Disruptions that affect the academic process will be broadly defined as the acts of a student in a teaching environment, which at the determination of the Instructor, prohibits other students from fully engaging in the academic process. More specifically,

- acts that direct attention from instruction, such as noisy distractions; persistent, disrespectful, or abusive interruptions of lectures, exams, or academic discussions; or
- acts that present a danger to the health, safety, or well-being of the individuals present. Students with disabilities or other impairments that may cause disruptions of the academic process are subject to the regulations that are outlined by the Office of Disability Services but will not be allowed to disrupt the academic progress of other students.

Sanctions for Disruption in the Classroom

Sanctions for disruptions in the classroom are subject to the seriousness of the disruption and range from a warning to dismissal (administrative withdrawal) from course. Serious instances of disruption shall result in suspension or expulsion from the University.

Commencement Conduct

Southern University and A&M College’s Commencement is held primarily for graduates and their families. It is an occasion honoring important educational accomplishments. It is celebratory, yet formal affair that requires dignity and professionalism from all attendees. The ceremony is formal out of respect for the effort that graduates put into earning their degree and the family members who have come to witness their success. Understanding and cooperation from all attendees in keeping the ceremony formal and free of distractions, such as pranks, unwarranted behavior,

excessive celebrations, dancing or “strolling” down the aisle and vocal disruptions, will help make the event worthwhile.

Southern University and A&M College maintains a proud tradition of announcing each graduate’s name. The last graduate is as important as the first. Once graduates have entered the floor of the arena, they must remain seated until they are signaled to proceed to the stage. After leaving the stage, graduates are expected to remain seated until the conclusion of the ceremony. Courtesy, attention and decorum are important and expected by graduates, their families and guests.

Cellular phones must be silenced out of respect for your fellow graduates. Individuals arriving to Commencement intoxicated or dressed inappropriately will not be allowed to participate. Graduates are required and expected to dress in business or business casual attire. Any decoration of mortar boards must be done appropriately and in keeping with the dignity and professionalism of the occasion.

Failure to comply will result in immediate removal from the ceremony by the student’s respective College Marshall or SUBR Police.

Behavioral Misconduct

The following acts are defined by Southern University and A&M College to be unacceptable, with violations subject to disciplinary action as prescribed. The judiciary body shall have the authority to impose a sanction equal to or less than specified for a given code category. A student who commits several related violations at one time will have one hearing.

Code One Offenses

A student found responsible of any of the following acts will be subject to disciplinary sanctions including, but not limited to, expulsion, suspension, removal from University housing, removal from any student organization or court. The severity of each offense shall determine the appropriate sanction to be imposed. The information and evidence presented in a case shall determine the appropriate sanction to be imposed.

1.1. Aiding and Abetting: Knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or participation could be used to violate the Student Code of Conduct.

a. **Conspiracy:** Assisting or attempting to assist another in any act(s) that violate(s) the Student Code of Conduct.

1.2. Arson: Intentionally burning or attempting to burn public or private property belonging to another, with or without intent to defraud, obstruct security, or endanger human life.

1.3. Bribery: Offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive University property, grades, or services for oneself or another, or so as to gain an advantage or special treatment for oneself or for another.

1.4. Coercion: The use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. This also includes administering a drug, intoxicant, or similar substance with the intent to impair that person’s ability to consent prior to engaging in an activity, including sexual activity.

1.5. Destruction of Property: Damaging, destroying, defacing, abusing, tampering, or misusing property belonging to another person or entity, or attempting to do so. This includes any attempt to destroy or alter the function or performance of University equipment or property and includes misuse of the University name, logo, or seal.

1.6. Discrimination: Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, or any other categories protected by applicable state and federal laws.

1.7. Disruption/Obstruction: Any action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity; throwing or causing the projection of any object or substance which may damage or deface University or private property; or causing personal injury or disruption, including but not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.

- a. **Disorderly Assembly:** Participating in a demonstration, riot, or an activity, whether on or off campus, which disrupts the normal operations of the University or infringes on the rights of other members of the University community; or leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
- b. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
- c. **Disruptive Behavior:** Disruption of a class, curricular or University activity or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly conduct or functions of the University or the rights of other members of the University community.

1.8. Falsification of Information, False Testimony, and Fraud: Furnishing false or misleading information or identification to a University official; failing to provide accurate information to a University official; any unauthorized reproducing, copying, possession, submission, misuse, or attempted misuse of University documents; forging, falsifying, tampering, altering, or attempting to alter University documents; or misrepresentation of a University official.

- a. **Misuse of Identification:** The transfer, alteration, falsification, or forgery of a University student ID card.

1.9. Failure to Comply: Failure to follow a directive made by a University official performing his or her duties, which could potentially endanger or endangers the safety of persons or property.

- a. **Contempt:** Willful disobedience to, or displaying open disrespect for a University Official performing judicial duties or the failure to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information in a hearing; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to or during the course of the judicial proceeding; or failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
- b. **Disrespect for Authority:** Not complying with reasonable or lawful requests or directives of a University official.

- c. **Failure to Appear:** Failure to appear before an University official or board conducting a judicial proceeding or investigation.
- d. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.

1.10. **False Reporting of an Emergency:** Intentionally making a false report of a bomb, fire, or other emergency regarding property or personal injury, including abuse of 911 and fire alarms.

1.11. **Harassment:** Actions that involve deliberate interference, or a threat to interfere, with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities or behaviors, which causes another person to have a reasonable apprehension that such harm will occur.

- a. **Bullying:** Aggressive behavior or intentional harm that is carried out repeatedly over time and occurs within an interpersonal relationship characterized by an imbalance of power.
- b. **Cyberbullying:** Occurs when an individual is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person using the Internet, social media, or other interactive and digital technologies.
- c. **Gender-Based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. This includes situations where students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity.
- d. **Stalking:** Any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to, repeated following of another person, repeated monitoring or surveillance of another person, and repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, electronic mail, written letters or notes, unwanted gifts, etc.

1.12. **Hazing:** Any willful act by any one student alone or acting with others, directed against any other student that:

- Subjects the student(s) to indignity or humiliation;
- Intimidates the student by threatening or ostracizing him/her in public;
- Submits the student to shame or disgrace among fellow students;
- Humbles, or is calculated to humble the pride, stifle the ambition, or blight the courage of the student attacked;
- Discourages the student from remaining at the University, or causes the student to leave the University rather than to submit to such acts; or
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other act of physical violence, or even seriously threatening to do such acts.

Examples of hazing include, but are not limited to:

- Paddling, beating or branding;
- Forced consumption of food, liquor or other beverages, or drugs;
- Forced deprivation of sleep or rest;
- Forced exclusion from social contact; or

- Forced conduct which could result in embarrassment to any person

LOUISIANA STATE ANTI-HAZING LAWS

Louisiana Revised Statute §17:1801

A. Hazing in any form, or the use of any method of initiation into organizations in any education institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

B. Whoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activities.

C.(1) If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the institution with which it is affiliated. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.

(2) When the institution receives a report of an alleged incident of hazing pursuant to the provisions of Paragraph (1) of this Subsection, the institution shall do both of the following:

(a) Report to law enforcement as required by R.S. 14:40.8. The information reported to law enforcement shall include all information and details received by the institution relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report.

(b) Document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the institution's investigation, processing, and resolution of the incident.

(3) The Board of Regents, in consultation with the public postsecondary education management boards, shall develop the following:

(a) A standardized form that organizations shall use in making the reports required by Paragraph (1) of this Subsection.

(b) A standardized form that institutions shall use to document such reports, reports made to law enforcement as provided in R.S. 14:40.8, and the manner in which each hazing incident is handled and resolved at the institution level.

(c) A policy relative to making available to the public certain information relative to hazing that is documented pursuant to this Paragraph.

• Hazing in any form at publicly-funded educational institutions is illegal.

• Individuals or groups found responsible face expulsion, suspension, or dismissal and may face criminal prosecution.

- Additional penalties for certain hazing acts may apply as specified in criminal statutes.

ACT 174: Anti-Hazing Education: Enough Is Enough Act (2025):

C. Each organization as defined in R.S. 17:1801 shall, as a condition of operating at an institution, adopt the hazing prevention policy that the institution has adopted pursuant to Subsection A of this Section, which shall include possible institutional sanctions against the organization in the event of a reported or confirmed hazing incident, and a policy that prohibits hazing. Each organization shall provide annually at least two hours of hazing prevention education that includes education relative to such policies to all members, prospective members, and anyone who is employed by or volunteers with the organization. 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, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education. The institution shall terminate the organization's operation on campus if it fails to comply with the provisions of this Subsection and shall submit a report to the House Committee on Education and Senate Committee on Education upon such termination.

- All students involved in organizations must complete an anti-hazing course as a condition of membership.

- Each organization must annually provide at least one hour of hazing prevention education and submit compliance reports to the university.

- Establishes the Caleb Wilson Hazing Prevention Task Force, aimed at reviewing and improving statewide hazing prevention.

UNIVERSITY POLICIES: SOUTHERN UNIVERSITY AND A&M COLLEGE

Zero Tolerance: Hazing is strictly prohibited in any form (physical, psychological, or emotional) at Southern University and A&M College.

Policy Scope: Applies to all students, organizations, and employees. Covers activities both on and off campus.

Compliance: Organizations must comply with university and state policies or risk dissolution and loss of university recognition.

Mandatory Forms: All organization members must annually sign an Anti-Hazing Compliance Agreement, confirming understanding and intent to uphold policies.

Students are hereby put on notice that La. R.S. 17:1801(A) states “[h]azing in any form, or the use of any method of initiation into organizations in any education institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.” Pursuant to La. R.S. 17:1801(B), “[w]hoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activities.”

Additionally, La. R.S. 14:40.8 defines the criminal act of hazing, which definition is also incorporated into this Student Code of Conduct as an additional definition for hazing.

1.13. Illegal Use of Alcoholic Beverages: Purchasing, selling, or making available to underage persons alcoholic beverages; or providing funding for alcoholic beverages in violation of state or local statutes or University policy. The University defines an alcoholic beverage as a beer, porter, cordial liquors, specialty drinks, brandy, whiskey, wine, rum, gin, or any fluid or solid capable of being converted into a fluid for human consumption and all similar distilled beverages having alcoholic content.

- a. **Unauthorized Use of Alcoholic Beverages:** Failure to comply with University regulations regarding the use and sale of alcoholic beverages on University-owned or -controlled property.

1.14. Indecent, Obscene, Immoral Behavior: Conduct which is disorderly, lewd, or indecent. Such acts include, but are not limited to, the use of obscene gestures, improper body exposures, other immoral acts or use of profanity to any faculty, staff, student, or University official, any unauthorized use of electronic or other devices to make an audio or video recording of any person or student without his/her knowledge or without his/her effective consent when such a recording is likely to cause injury or distress, and taking pictures of another person in a gym, locker room or restroom.

1.15. Intimidation: The act of making an individual timid, fill with fear, to overcome or cow, as through the force of personality or a superior display of strength which can control an individual's actions.

1.16. Moral Turpitude: An act of baseness, vileness, or depravity, which brings shame to the University and is in contradiction to the letter and spirit of the University's Student Code of Conduct, good citizenship, or ethics, is prohibited. Included in this are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.

1.17. Negligent Bodily Injury: Careless or reckless behavior resulting in bodily injury or could result in bodily injury to any person.

1.18. Negligent Destruction of Property: Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.

1.19. Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances: Knowingly possessing, using, distributing, selling, or manufacturing illegal drugs or controlled substances, including, but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.

- a. **Dangerous Drugs:** The use, consumption, possession, manufacturing, purchase, sale or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia when such possession would constitute a felony at law.
- b. **Possession, Distributing, Selling, or Manufacturing Counterfeit Drug-related Paraphernalia:** Knowingly possessing, distributing, selling, or manufacturing counterfeit drug or related drug paraphernalia.

1.20. Possession or Use of Weapons: The unauthorized possession or use of any type of firearm, ammunition, explosive, or other weapon. Weapons may not be stored in residence halls, campus buildings, or on University-owned or -controlled property. Items not considered weapons but are used with the intent to inflict bodily harm will be subject to interpretation by the police department and judicial board. The University defines a weapon as any device, apparatus, substance, or object

capable of causing or inflicting injury or death, whether designed or adapted specifically for use as a weapon.

1.21. **Repeated Offenses:** Repeated violations of the University's Student Code of Conduct or of any University policy for which a sanction has been previously imposed.

1.22. **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy or as retribution or revenge against anyone who has reported sexual misconduct or relationship violence or who has participated (or is expected to participate) in any manner in any University investigation or proceeding. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

1.23. **Sexual Assault:** Engaging, or attempting to engage an individual in one or more of the following sexual actions with or directed against another person, including 1) sexual penetration without the consent of the other person, 2) sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or 3) sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

1.24. **Sexual Exploitation:** A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Examples include, but are not limited to: pressure for a date or a romantic or intimate relationship; invasion of sexual privacy; pressure for or forced sexual activity; unnecessary and unwelcomed references to various parts of the body; belittling remarks about a person's gender or belittling remarks about a person's sexual orientation based in gender stereotyping; inappropriate sexual innuendoes or humor; videotaping and photographing someone or people without consent; obscene gestures of a sexual or gender-based nature; offensive sexual graffiti, pictures, or posters; sexually explicit profanity; and use of e-mail, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors.

1.25. **Sexual Harassment:** Unwelcome conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; 2) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or 3) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education or creating an intimidating, hostile, or offensive employment or educational environment and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex or gender, including harassment based on the person's nonconformity with gender stereotypes.

1.26. **Theft/Identity Theft:** Taking or attempted taking without consent or unauthorized use of funds or property. This includes the misuse or unauthorized use of University funds or student organization funds administered through the University.

a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.

1.27. **Unauthorized Access to Records, Equipment, or Telephone or Other Communication Devices:** Unauthorized use of, access to, or an attempt to gain access to University records, equipment, or telephone or other communication devices including, but not limited to, paper/computer files, computer systems/software, telephones, fax machines, etc.

1.28. **Unauthorized Access:** Attempted or unauthorized entry into any building, structure, or facility without prior approval to remain on the premises.

- a. **Improper use of keys:** Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building, or room without proper authorization; or failure to return University issued keys to the proper University officials.

1.29. **Unwelcome and Uninvited Contact:** A single behavior or act that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to 1) following another person, 2) monitoring or surveillance of another person, and 3) unwelcome communication, such as giving a face-to-face message, telephone call, voice message, electronic mail, written letter or note, unwanted gift, etc.

1.30. **Violations of Federal, State, or Local Laws:** The University incorporates into this Student Code of Conduct all federal, state, and local laws. Any alleged violations of federal, state, and local laws which occur on or off campus are subject to internal University investigation, review, and action in addition to any action by appropriate civil or criminal authorities. For a violation of this offense, the University must prove each element of the federal, state, or local law by clear and convincing evidence.

1.31. **Violation of University Housing and Dining Facilities Regulations and Rules:** Violation of any regulations and rules governing University housing and dining facilities. This includes, but is not limited to, policies governing room/bathroom maintenance, quiet hours, telephones, visitation, etc.

1.32. **Violent Behavior:** Conduct causing physical harm or injury; endangering the health, safety, or welfare of another or oneself; conduct causing severe emotional distress or endangering one's own health or safety; or any threat, attempt or offer to cause physical harm or severe emotional distress to another.

- a. **Fighting:** The act of an individual(s) engaged in a physical fight (physical assault), violence, or conflict.
- b. **Physical Assault:** The use of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; or threatened use of physical assault.
- c. **Threat of Physical Assault:** The attempted use or threat of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person, any attempt to intentionally inflict bodily injury upon any person, and threatened use of physical assault.

Code Two Offenses

A student found responsible of any of the following acts will be subject to disciplinary sanctions including, but not limited to, removal from University housing, removal from any student organization or court. However, a student found responsible of any of the following acts will not be subject to the disciplinary sanctions of expulsion or suspension. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed.

2.1. **Cell Phone Usage:** The use of cell phones inside the classroom, official testing sites and during an official assembly period is prohibited. This includes but is not limited to, placing or receiving calls or text messages as well as conversing on cell phones.

- 2.2. **Failure to Vacate:** The failure to vacate University facilities during hours of visitation, at closing, or at the directive of a University official.
- 2.3. **Gambling:** Wagering or assisting in the wager of money or any other item of value.
- 2.4. **Illegal Posting:** Posting of signs or other materials without authorization from the appropriate offices.
- 2.5. **Illegal Registering of Automobiles:** Registering an automobile for any freshman residing in on-campus housing who has not been authorized to operate a vehicle on campus.
- 2.6. **Illegal Use of Alcoholic Beverages by a Minor:** Possession or consumption of alcohol by a person who is under 21 years of age.
- 2.7. **Misuse of Property:** Misusing property belonging to another person or entity or attempting to do so. This includes, but is not limited to, any attempt to alter the function or performance of University equipment or property and the misuse of the University name, logo, or seal.
- 2.8. **Public Drinking:** Public drinking is the imbibing or drinking of alcoholic beverages in or on any campus street, alley, sidewalk, parking lot, right-of-way, park, playground, square, or unenclosed boundary of the University campus.
- 2.9. **Public Intoxication:** Appearing in public on the University premises while intoxicated or under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
- 2.10. **Profanity:** Use of abusive, vulgar, or irreverent language.
- 2.11. **Possession or Use of Fireworks:** Possession or use of fireworks of any description on university premises.
- 2.12. **Possession or Use of Marijuana:** Possession or use of marijuana.
- 2.13. **Tobacco:** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all campus property.
- 2.14. **Traffic or Parking Violations:** Violation of any of the University's traffic and parking rules and regulations.
- 2.15. **Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the University (including residence halls) or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.
- 2.16. **Unauthorized Occupancy in Residence Hall:** Residing in residence halls without paying security deposit and room rent.
- 2.17. **Unauthorized Posting or Distribution of Materials:** Unauthorized posting or distribution of materials; or failure to abide by University policies and regulations on posting and distribution of materials on University premises.
- 2.18. **Unauthorized Use of Loud Speakers:** Use of loudspeakers on University property without prior approval of the appropriate officials.

The Judicial Process

Cases that arise under the behavioral misconduct violations are handled through the Division of Student Affairs, Office of Student Conduct, and the Community Standards Review Board.

All hearings will be audio or video recorded by the Division of Student Affairs. No other person shall have the right to record any hearings. Hearings may be conducted in person or via video conferencing.

There is a six-month statute of limitations for any alleged violation of the Student Code of Conduct.

Parents/guardians are not entitled to request any information regarding an accused student's disciplinary proceeding unless the accused student provides a signed FERPA waiver.

It is the student's responsibility to review the University's Student Code of Conduct and other University related policies, rules, and regulations.

Failure to attend scheduled hearings with the Community Standards Review Board does not prevent the proceeding from going forth.

The Associate Vice Chancellor of Student Affairs or Dean of Students shall appoint a facilitator or member of the Community Standards Review Board to serve as chair for hearings. The facilitator shall not participate in the decision-making process for responsibility or sanctions. The chair, as a member of the Community Standards Review Board, shall participate in the decision-making process for responsibility and sanctions. This appointed facilitator or chair shall preside over the hearing by keeping order, setting hearing procedure (e.g., time limits and presentation order), and admitting evidence. There are no formal rules of evidence. However, the facilitator or chair shall make good faith efforts to include relevant evidence and exclude evidence which is neither relevant nor probative.

The Division of Student Affairs may suspend and transfer any investigation regarding matters that are included in the Southern University System's Power-Based Violence/Sexual Misconduct or Title IX Formal Grievance Procedure policies to the Office for Compliance for handling and disposition.

Code One Behavioral Misconduct Process

The Southern University System Non-Academic Disciplinary Proceeding Policy (www.sus.edu/policies) and the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394) apply to these matters.

All disciplinary proceedings under this process are carried out free from conflicts of interest. As such, the victim counselor and victim advocate, investigator, institutional prosecutor, adjudicator, and appellate adjudicator shall all be separate individuals. The accused student or student organization is afforded the expressed presumption of innocence and set forth that the student or the student organization may not be deemed responsible for the violation until the organization formally acknowledges responsibility or the conclusion of the hearing before the Community Standards Review Board and every element of the alleged violation has been proven by clear and convincing evidence.

The accused student or student organization and alleged victim have the right to be represented, at their own expense, by an attorney or a non-attorney advocate who may fully participate during any disciplinary proceeding or during any other procedure adopted and used by the University to address an alleged violation of the University's non-academic rules or policies. This allows for one attorney or one non-attorney advocate to fully participate during the disciplinary proceedings. The University reserves the right to bar any additional attorneys or non-attorney advocates from

participation in or attendance to any disciplinary proceeding. If the attorney or non-attorney advocate presents evidence, makes opening or closing statements, or examines or cross-examines witnesses on behalf of the accused student or student organization or alleged victim, the accused student or student organization or alleged victim may not present evidence, make opening or closing statements, or examine or cross-examine witnesses. If the accused student or student organization or alleged victim presents evidence, makes opening or closing statements, or examines or cross-examines witnesses, the attorney or non-attorney advocate for the accused student or student organization or alleged victim may not present evidence, make opening or closing statements, or examine or cross-examine witnesses.

Interim Measures

Reasonable interim measures are put in place when necessary to ensure the physical safety of the campus community during a timely investigation and adjudication of the alleged code of conduct violation. Within seventy-two (72) hours of the alleged violation being deemed an immediate threat, the Institutional Prosecutor shall send the accused student or student organization written notice of any interim measures, the reasoning for any interim measures, the hearing date and location, the alleged violations requiring any interim measures, and any evidence will be presented to the board to justify any interim measures. If there is an alleged victim, the Institutional Prosecutor shall send the alleged victim written notice of the interim measures hearing with the date and location. All notices described in this paragraph shall include the Southern University System's Non-Academic Disciplinary Proceedings Policy, the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394), and the Student Code of Conduct.

Within seven (7) business days of receipt of written notice, unless waived by the accused student or student organization an interim measures hearing shall take place. The interim measures hearing is held before the Community Standards Review Board and the Institutional Prosecutor presents evidence and a determination is made as to whether there is substantial evidence to support the assertion that the accused student or student organization is deemed an immediate threat and that any interim measures are appropriate. All parties have the right to fully participate in all aspects of the proceeding. At the conclusion of the interim measures hearing, the requested interim measure is either UPHeld, DENIED or MODIFIED. In the event that any interim measures are MODIFIED, any original measures can be lessened however the measures cannot be increased. The Institutional Prosecutor shall send the accused student or student organization a written notice of decision of the interim measures hearing within twenty-hour (24) hours of the interim measures hearing. Any interim measures shall remain in place until the issuance of the Community Standard Review Board's ruling from the disciplinary hearing. An accused student's waiver of the right to an interim measure hearing shall not constitute an admission of guilt or waiver of any additional rights.

Disciplinary Hearing

At the conclusion of a timely investigation, the Institutional Prosecutor shall issue the accused student or student organization written notice of all violations levied against the accused student or student organization, the hearing date and location, a list of all potential sanctions, a list of all evidence to be used by the Institutional Prosecutor at the hearing, and how the accused student or student organization can access the administrative file. If there is an alleged victim, the Institutional Prosecutor shall send the alleged victim written notice of the hearing with date,

location, list of violations levied against the accused student or student organization and how the alleged victim can access the administrative file. The date of the hearing shall be no less than seven business days from receipt of notice. The accused student or student organization and the alleged victim shall have reasonable continuing access to the administrative file and the ability to make copies of all evidence or documents in the file prior to the hearing. All notices described in this paragraph shall include the Southern University System's Non-Academic Disciplinary Proceedings Policy, the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394), and the Student Code of Conduct.

The accused student or student organization may accept responsibility for any alleged violations by signing a formal acknowledgment of responsibility, which shall list the violations the accused student or student organization is accepting responsibility for and the list of potential sanctions. If an accused student or student organization accepts responsibility for an alleged violation, the Community Standards Review Board shall determine the appropriate sanctions after a presentation of facts by the Institutional Prosecutor. The accused student or student organization or the alleged victim may provide a written or oral statement to the Community Standards Review Board.

The Institutional Prosecutor shall send the accused student or student organization and the alleged victim a written notice of decision of the disciplinary hearing within seven (7) days of the disciplinary hearing which shall outline the parties appellate rights.

Appeals

The accused student or student organization and the alleged victim shall be afforded an opportunity to appeal the Community Standards Review Board's decision to Associate Vice Chancellor of Student Affairs. The appeal must be filed within ten (10) days after receiving the written notice of decision regarding the disciplinary hearing. The issues that may be raised on appeal include: new evidence, contradictory evidence, and evidence that the accused student or student organization or alleged victim was not afforded due process.

Upon consideration of the evidence, the Associate Vice Chancellor of Student Affairs may GRANT THE APPEAL or DENY THE APPEAL. If the appeal is granted, the Associate Vice Chancellor of Student Affairs may ORDER A NEW HEARING or REDUCE or MODIFY THE PUNISHMENT. The Associate Vice Chancellor of Student Affairs shall issue his written decision to the accused student or student organization and the alleged victim within fourteen (14) days of receipt of the appeal. If the appeal results in the reversal of a decision or a lessening of the sanction, the University shall reimburse the student for any tuition and fees paid for the period of suspension, including a deferred suspension, or expulsion which had not been previously refunded, if applicable.

In the event that a New Hearing is ordered, the members of the Community Standards Review Appeal Board shall not have been a part of the initial hearing decision. The notice of the New Hearing shall be sent by the Institutional Prosecutor and comply with the requirements of the initial disciplinary hearing.

It should be noted that all previous and new information regarding the conduct violation may be used during the New Hearing. New sanctions, which may be lesser or greater than the original

sanctions, may be imposed by the Community Standards Review Appeal Board IF the accused student is found responsible. The appellate decision is the final university authority on the matter.

Code Two Behavioral Misconduct Process

The Southern University System Non-Academic Disciplinary Proceeding Policy and the Louisiana Student Due Process and Protection Act (La. R.S. 17:3394) do not apply to these matters.

The accused student or student organization is afforded the expressed presumption of innocence and set forth that the student or the student organization may not be deemed responsible for the violation until the organization formally acknowledges responsibility or the conclusion of the hearing before the Community Standards Review Board and every element of the alleged violation has been proven by a preponderance of the evidence.

These proceedings do not require or permit representation of legal counsel or any other persons other than the accused student. However, the accused student or student organization may request that character witnesses and witnesses of the alleged violation speak on the behalf of the character of the accused student or what was witnessed during the alleged violation. Additionally, the accused student or student organization has the right to request that an advocate or person of their choice to sit in to witness any proceedings. However, this selected person does not have the right to speak or interject and will be removed if the person attempts to speak, interject, or obstruct the process.

Interim Measures

The University may issue reasonable interim measures in writing to the accused student or student organization, which shall remain in place until the issuance of the Community Standards Review Board's ruling from the disciplinary hearing.

Disciplinary Hearing

At the conclusion of an investigation, the accused student or student organization shall be informed in writing of all alleged violations of the Student Code of Conduct that has been levied against the accused student or student organization. The notice shall include the hearing date and location.

Upon receipt of the notice of disciplinary hearing, if the accused student or student organization would like to waive their presence at the disciplinary hearing, the accused student or student organization must respond in writing to the Institutional Prosecutor within forty-eight (48) hours before the scheduled date of the hearing. Waiving the right to appear does not bar the request for an appeal.

The Institutional Prosecutor or the accused student or student organization may submit any documents, video, or audio recordings as evidence for consideration before a decision is rendered by the Community Standards Review Board.

The accused student or student organization may accept responsibility for any alleged violations by signing a formal acknowledgement of responsibility, which shall list the violations the accused student or student organization is accepting responsibility for and the list of potential sanctions. If an accused student or student organization accepts responsibility for an alleged violation, the

Community Standards Review Board shall determine the appropriate sanctions after a presentation of facts by the Institutional Prosecutor. The accused student or student organization or the alleged victim may provide a written or oral statement to the Community Standards Review Board.

The Institutional Prosecutor shall send the accused student or student organization and the alleged victim a written notice of decision of the disciplinary hearing within seven (7) days of the disciplinary hearing which shall outline the parties' appellate rights.

Appeals

The accused student or student organization and the alleged victim shall be afforded an opportunity to appeal to the Community Standards Review Board's decision to the Associate Vice Chancellor of Student Affairs. The appeal must be filed within seventy-two (72) hours after receiving written notice of decision regarding the disciplinary hearing. The issues that may be raised on appeal include: new evidence, contradictory evidence, and discrepancies in the judicial procedures.

Upon consideration of the evidence, the Associate Vice Chancellor of Student Affairs may GRANT THE APPEAL or DENY THE APPEAL. If the appeal is granted the Associate Vice Chancellor of Student Affairs may ORDER A NEW HEARING or REDUCE or MODIFY THE PUNISHMENT. The Associate Vice Chancellor of Student Affairs shall issue his written decision to the accused student or student organization and the alleged victim within fourteen (14) days of receipt of the appeal.

In the event that a New Hearing is ordered, the members of the Community Standards Review Appeals Board shall not have been a part of the initial hearing decision. The notice of the New Hearing shall be sent by the Institutional Prosecutor and comply with the requirements of the initial disciplinary hearing.

It should be noted that all previous and new information regarding the conduct violation can and will be used during the new meeting date. New sanctions can and will be imposed by the new board IF the alleged student is found responsible for violating the University's Code of Conduct. The appellant takes the risk of receiving sanctions that may or may not be more severe than the initial sanctions received. One will not be able to appeal the decision rendered by the new board and will be required to adhere to the sanctions given.

It should be noted that all previous and new information regarding the conduct violation may be used during the New Hearing. New sanctions, which may be lesser or greater than the original sanctions, may be imposed by the Community Standards Review Appeal Board IF the accused student is found responsible. The appellate decision is the final university authority on the matter.

Community Standards Review Board

The Community Standards Review Board is appointed by the Office of Student Conduct. Members of this board consist of Southern University and A&M College faculty, staff, and students. The Community Standards Review Board is responsible for hearing student cases, providing outcomes, and delivering sanctions to students that have been found responsible for actions that violate the University's Student Code of Conduct.

The Community Standards Review Board should consist of ten (10) members: eight (8) faculty/staff and two (2) students. Only five members, four (4) faculty/staff members and one (1) student are required to hear discipline and grievance matters. Board members that served on initial hearing boards shall not serve on Community Standards Review Board for the same matter.

The Community Standards Review Appeals Board is composed of three (3) members representing the students, faculty and staff.

Decisions of the Community Standards Review Board or the Community Standards Review Appeals Board shall be made by a simple majority.

Disciplinary Sanctions

Students are required to become familiar with all University policies and regulations and are held accountable for any misconduct, even in the absence of such familiarity. A student admitted to Southern University and A&M College accepts responsibility to conform to all University policies and regulations. Any student who fails to meet this obligation shall be subject to disciplinary sanctions including, but not limited to, expulsion, suspension, fines (not to exceed \$500 per violation), probation, campus service, or warnings.

Student organizations are also governed by the Code Student of Conduct. Any student organization in violation of University policies shall be subject to disciplinary sanctions including, but not limited to, termination or loss of recognition from the University, restriction or suspension from the use of University facilities and services, suspension of the privilege to sponsor fundraising events, the loss of all funds allocated by the University, or restitution of damages.

Penalties and sanctions governing all students include, but are not limited to, the following:

Check and Connects: Students are required to attend weekly scheduled meetings with an assigned a faculty, staff, or student leader.

Community Service: An assigned number of hours of service to an on or off-campus organization.

Educational Program: An opportunity for personal development through participation in a specific education program outlined by the Community Standards Review Board and the Division of Student Affairs.

Expulsion: Prohibition from attending classes and from being present on any campus of the Southern University System without permission from the Associate Vice Chancellor of Student Affairs, Dean of Students, or the Office of Student Conduct. An expelled student may not apply for (re)admission to any institution in the Southern University System.

Eviction from Facilities: Removal from residence facilities or other campus facilities as designated in the written notification. Fees will not be refunded to a student who is evicted from residence facilities.

Fine: A specific monetary amount up to \$500.00, which may be included with a period of disciplinary probation. A fine may be issued for each individual violation or as an aggregate amount. Restitution is separate and apart from a fine.

Interim Administrative Suspension: The University shall enforce this policy when a student's presence on campus interferes with the educational process of the University, or where the health, safety, and morals of the campus community is compromised. This constitutes convincing danger to the normal function of the University or to a student. During the interim administrative suspension, students will not be permitted access to the following:

- Residence Halls or the Office of Residence Life & Housing.
- Campus events or activities.
- Classes (unless granted by the Associate Vice Chancellor of Student Affairs, Dean of Students, or the Office of Student Conduct.
- Any affiliation with Southern University without the expressed written permission of the Associate Vice Chancellor of Student Affairs, Dean of Students, or the Office of Student Conduct.

Letter of Reprimand: A written statement of reproof to the student or student organization.

Mandatory Withdrawal: Forced removal from an academic course in which an offense occurred, without credit for the course. Forced removal from a campus club/organization or University Royal Court.

No Contact Order: A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, e-mail, text messaging, telephone, social media, or third parties. A No Contact Order may be temporary or permanent.

Other Sanctions: The Community Standards Review Board may impose appropriate sanctions, including, but not limited to, restrictions of student privileges, restrictions on right of access to campus facilities, work, fines and monetary payment for purposes of restitution due to damage or misappropriation of University funds, or removal from student organizations or courts.

Probation: This is notice to a student or student organization that any further major disciplinary violation may result in suspension. Special restrictions may also be imposed as a condition of probation. Such restrictions may include one or more of the following conditions: exclusion of a student or organization from, or modified participation by a student or organization in, specific or all campus activities or facilities; or embargo of privileges. A specific time period of probation will always be prescribed by the Community Standards Review Board, Dean of Students, or Office of Student Conduct.

Restitution: Financial reimbursement or replacement of damaged or lost property. Restitution is separate and apart from a fine.

Restrictions: Exclusion of a student or organization from, or modified participation by a student or organization in, specific or all campus activities or facilities; or embargo of privileges.

Restorative Circles: Students will be required to participate in scheduled restorative circles, which are structure group discussions that assist in the development of conflict resolution skills and active processing in a setting that allows one to speak and to be heard.

Restorative Justice: Restorative justice is as an approach that provides opportunities for those found responsible for a violation of the code of student conduct to repair, reconcile, and reintegrate. Students that have been found responsible for violating the Student Code of Conduct will be provided this opportunity at the discretion of the Community Standards Review Board.

Statement of Concern: Student Affairs staff members may issue statements of concern to a student for violation of Code One Violations. Such statements shall be placed in the student's official disciplinary file and may be a basis for further disciplinary referrals. This sanction is subject to review by the Vice Chancellor for Student Affairs. The statement of concern may be removed at the time the student completes his or her degree program.

Suspension Prohibition from attending classes and from being present without permission on any campus of the Southern University System for the duration of the suspension. The suspension period may not exceed more than two full semesters following the effective date of suspension. If required, students that have been suspended must petition for re-enrollment through the Office of the Dean of Students or the Office of Student Conduct. Once eligible to return to the University, suspended students must apply for re-admission.

Warning: This is official notification to students that their behavior has been unacceptable and that any further misconduct will result in additional sanctions. These sanctions are a part of the official record but are removed at the time the student completes a degree program.

Traffic and Parking Appeals

Any faculty, staff, or student at Southern University and A&M College may appeal a decision rendered by the Traffic and Parking Division for a citation/boot/tow. The purpose of the traffic appeals process is to dispute the validity of a citation ONLY. All other issues must be handled directly with the Division of Traffic and Parking.

An appeal of a citation/boot/tow must be made within seven (7) calendar days from the date it was initially issued via the following link/webpage:

https://cm.maxient.com/reportingform.php?SouthernUnivAM&layout_id=2.

- Only individuals that have registered their vehicle through the Southern University Traffic and Parking Division are eligible for appeal consideration.
- The citation is to be appealed by the person to whom it was issued or to whom the permit displayed was issued. Written statements from witnesses are permitted and may be submitted as documentation with the initial appeal only.
- The following information is REQUIRED to be submitted with an appeal:
 - A copy of the citation and driver's license.
 - A typed statement as to why the citation is being appealed.

- Diagrams, photos, and other supporting documentation to validate the appeal.
- Supporting information will NOT be accepted after the initial appeal is submitted.

All appeals decisions are final. Only complete appeals will be considered, and applicants will be contacted with additional information on a denial. All communications regarding traffic/parking appeals are done via SUS/SUBR e-mails ONLY.

General Policy Statements

Dress Code

Southern University and A&M College students are expected to dress in a manner representative of a higher education institution. Inappropriate academic attire should not be worn while attending classes, performing work-study assignments, attending assemblies and other University functions. Special occasions (e.g., banquets; convocations; coronations; employment; graduation; luncheon plays; professional exploration day) dictate that business or formal wear be worn. Sporting events and other social functions require informal but respectable attire.

Unacceptable Attire

- Du-rags, bonnets, or scarves. (Religious head wraps and garments are permitted.)
- Sagging pants or shorts that reveal undergarments.
- Excessively tight or revealing clothing.
- Bedroom or shower slippers.
- Undergarments or night gowns (tops or bottoms) worn as outerwear. (Under garments should not be visible, under any circumstance.)
- Clothing that reveals body piercings.
- Clothing articles with derogatory, offensive, lewd, or discriminatory messages or pictures. This includes clothing articles that promote violence or the selling, manufacturing, and distribution of drugs, alcohol, or paraphernalia.

In support of our mission, on Wednesdays, students are asked to wear professional attire to promote a positive learning environment.

Campus Free Speech

The Southern University System 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 institutions of the Southern University System subject only to reasonable time, place, and manner restrictions. Therefore, the Southern University System has adopted a Uniformed Policy on Campus Free Speech, which can be located at www.sus.edu/policies.

Tobacco Free Campus Policy

Southern University and A&M College recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, Southern University has, more importantly, dedicated itself to providing safe,

healthy, comfortable, and productive living and learning environment for visitors, employees and students.

Accordingly, pursuant to the provisions of La. R.S. 40:1291.1, et seq., the Louisiana Smokefree Air Act, Southern University and A&M College issues a 100% Tobacco-Free Policy. Smoking and tobacco use of any kind is prohibited on all campus property or other properties owned or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all University owned or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on Southern University properties.

This policy will be in place at all Southern University and A&M College sponsored events—both on our premises and at external locations hosting such events, including non-University hours and will further apply to all faculty, staff, students and visitors.

Definitions

- **Smoking:** inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.
- **Tobacco Products:** all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes or vapes, bongs, and smokeless tobacco products.

Tobacco-Free Regulations

- The use of tobacco is prohibited by students, staff, faculty or visitors:
 - In all campus buildings, facilities, or property owned or leased the University;
 - On campus grounds, facilities, or in vehicles that are the property of the University; and
 - At lectures, conferences, meetings, and social or cultural events held on University property or grounds.
- The sale or free distribution of tobacco products, including merchandise on campus or at University events is prohibited.
- Southern University and A&M College student organizations are prohibited from accepting money or gifts from tobacco companies including:
 - Parties sponsored by tobacco companies and allowing them to distribute free, reduced price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
- Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by the University.
- Southern University and A&M College will provide information on free and accessible tobacco treatment resources on campus.

Other University System Policies

In an effort to provide students with an atmosphere conducive to academic success, the following administrative policies have been established:

- **Academic Policy:** Regulations governing academic misconduct and probation of students enrolled at Southern University and A&M College are contained in the University's course catalog this is produced by the Office of Academic Affairs. Included in this publication are

rules, procedures, and regulations governing academic grievance procedures and students' academic performance.

- **Alcoholic Beverage Policy:** Southern University and A&M College acknowledges and adheres to the State of Louisiana alcohol consumption law and the Southern University System's Alcoholic Beverages Policy.

It is Southern University and A&M College policy that all students are prohibited from the use and sale of alcoholic beverages within the confines of the University and at University-sponsored activities.

- **Children on Campus:** Southern University and A&M College encourages and welcomes supervised campus visitation by children (minor children who are under the age of 18) for the purpose of early exposure to higher education, attendance to educational, cultural and or sporting events and campus sponsored activities. Students are encouraged to make personal childcare arrangements without the University's involvement.

The University assumes no responsibility for the supervision of students' children.

Minor children on campus without supervision of an adult are not allowed on the University's campus. It is the policy of the University that all students are prohibited from bringing to class or leaving their children unattended on the University's campus. In compliance with this policy, the following stipulations apply:

- Students who fail to comply with this policy will not be admitted to classes; and
 - Students who fail to comply may be asked to leave campus until a childcare arrangement is made by the student.
- **Consent:** The University defines consent as clear, unambiguous, and a voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by a clear and sober "YES". The Louisiana Board of Regents, for the purpose of sexual misconduct, defines consent as: "Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the alleged offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the persons involved does not itself imply consent or preclude a finding of responsibility."
- **Drug-Free Campus Policy:** Any student in possession of drugs on the Southern University and A&M College campus is subject to disciplinary action up to expulsion. The Office of the Dean

of Students will advise students on individual rights and will ensure that due process is afforded by the University.

- **Drug-Free Workplace Policy:** The Drug-free Workplace Act of 1988 requires Southern University and A&M College, as a federal grantee, to certify that it provides a drug-free workplace. The drug-free workplace requirement applies to all offices and departments that receive campus-based funds. Sub-grantees, such as organizations that contract with Southern University and A&M College, are excluded from these provisions. Drug-free Schools and Communities Act Amendments of 1989 require Southern University and A&M College to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees.
- **Freshman Automobile Restriction:** A resident student must have earned at least 24 hours credit with a minimum 2.0 cumulative grade-point average in order to receive permission to operate an automobile on campus (See Freshman Automobile Restriction for additional information).
- **Fundraising/Solicitation:** The University does not permit unauthorized fundraising activities on the part of the individual student or student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the Coordinator of Student Organizations. Students cannot sell merchandise on an individual basis.
- **Noise Policy:** The Southern University Police Department enforces a policy regarding low-level noise emanating from vehicles or from audio equipment carried by pedestrians. Pedestrians carrying high-volume audio equipment will receive citations, and the equipment will be confiscated and held until the end of the semester. If the student is suspended, the equipment will be returned at the end of the suspension. The University will assume no liability for the condition of confiscated equipment.
- **Parental Notification of Alcohol and Drug Violations:** In the event a student under the age of twenty-one (21) violates laws governing the use and possession of alcohol or other controlled substances, the parents of the dependent student will be notified by the Office of the Dean of Students. This includes federal, state, and local laws, rules and regulations. The notification of parents is an intervention that is based upon assisting students in making safe and healthy life choices.
- **Personal Checks and Credit Cards:** The University does not accept personal checks. Students may pay their university accounts with cashier's checks or money orders. The University also accepts Discover, MasterCard, and Visa.
- **Pets:** All pets – including but not specifically limited to dogs, cats, birds, snakes/reptiles, horses and other animals - are not allowed in any university building or on the Southern University and A&M College campus. To protect the interests and safety of students and employees, any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animal(s) can be arranged. Pets are considered animals, domestic or wild, in the company of a student, faculty/staff member, guest, or visitor

to the University. Students living in University residential facilities found in violation of this policy will be subject to eviction.

- **This policy does not apply to service animals.** Service animals are defined as animals that have been trained to assist persons with disabilities. Students, faculty, and staff that require the assistance of their service animal will be permitted to have their service animals accompany them on the campus of Southern University and A&M College.
- **Posting Policy:** All posting of flyers, banners, posters, and stickers on University property must be approved via email by the Office of Student Organizations. Under no circumstances should signs or leaflets be posted on interior walls, interior/exterior windows, glass doors, utility poles, fences, trees, trash receptacles, or parked vehicles. Signs may be posted on designated bulletin boards and on the outside of brick walls of designated buildings, glass doors, utility poles, fences, trees, trash receptacles, or parked vehicles.
- **Power-based Violence, Sexual Misconduct, and Title IX:** Southern University and A&M College does not tolerate power-based violence, sexual misconduct, or Title IX violations in any form, including sexual assault and sexual harassment. Campus power-based violence, sexual misconduct, and Title IX procedures apply to all registered students, faculty, and staff, as well as guests to Southern University and A&M College. See the Southern University System's Power-Based Violence/Sexual Misconduct and Title IX Formal Grievance Procedure policies at www.sus.edu/compliance.
- **Probation and Dismissal Policies:** Any student dismissed from the University for disciplinary purposes shall forfeit all fees paid to the University and shall be held liable for any debts owed the University. Any student placed on suspension upon returning to the University will be placed on disciplinary probation.
- **Search Policy:** For Residence Life and Housing facilities, University officials may enter a student's room when an emergency exists, where there is reasonable cause to believe there is a clear and present danger, or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety, and morals of the campus community are compromised.
- **Weapons Policy:** Any student in possession of a weapon (gun, knife, or any other lethal instrument) on the University's campus in violation of Louisiana law shall be subject to University disciplinary action and expelled.

Violators shall also be subject to criminal charges.

Student ID Card Usage

All students (both full and part-time) at Southern University and A&M College are issued student identification (ID) cards. Only the first student ID card is issued free. The student ID card serves as proof of status with Southern University and A&M College and provides access to many resources provided by the University, such as dining hall meals, access to buildings, residence halls and campus events, and use of the library. Students that have cross-registered in classes at Southern University and A&M College are not issued Southern University student ID cards.

All enrolled students (full-time and part-time) at Southern University and A&M College are required to have valid identification (ID) cards for the semester in which they are registered. Students are required to carry a student ID card at all times. Failure to do so may subject students to reasonable detention by appropriate University authorities as well as prevent admission/passage into University events, programs, or facilities. Students are required to present their issued student ID card when requested by any University official. Failure to present the student ID card when requested by an University official is a violation of the Student Code of Conduct.

Students must protect their student ID card as to reduce the risk of abuse related to the privileges associated with the student ID card. Students should note the following:

- Holes should not be punched in the ID card.
- The magnetically encoded information on the ID card may be protected by keeping the card away from magnetic fields.

No one other than the student to whom the card is issued is to use the student ID card. The student ID card is the property of Southern University and A&M College and must be presented upon the request of an appropriate University official and may be revoked at any time by the University. Student ID cards must be relinquished when students withdraw from the University. The information contained on and in the card will only be used by Southern University and A&M College for University business only.

Misuse of Student ID Cards

The transfer, alteration, falsification, or forgery of a Southern University student ID card is prohibited. In addition, fraudulent or illegal use of the student ID card may result in criminal charges or civil proceedings. Any person, other than a student enrolled Southern University and A&M College to whom an official student ID card had been issued, who is found in possession of and attempting to use a Southern University student ID card or facsimile thereof will be subject to arrest and prosecution under La. R.S. 14:70.7. Students misusing student ID cards to gain access to University events or facilities shall receive an automatic fine when the incidents are reported to the Office of the Dean of Students and the Office of Student Conduct. In these incidents, students may appeal the fine if they have appropriate evidence to validate their claims. Claiming that a student ID card was lost/stolen without presenting proper documentation that the ID was lost/stolen (on the date of the incident or soon after) is not valid evidence.

Replacement of Lost or Stolen ID Cards

When a student ID card cannot be found, the student must report the student ID card as lost as soon as possible. A student must report a lost/stolen student ID card to the Southern University Police Department in person. Students that lose their IDs cards must do the following in order to obtain a new ID card:

1. Report to the Cashier's Office and pay for a police report for of the lost/stolen ID card and the fee for a duplicate ID.
2. Report to the Southern University Police Department to obtain a police report.
3. Report to the ID office for a duplicate ID.

Requests to waive the duplicate student ID card fee will only be granted in the event that the original card was lost or damaged by the University or a University official performing his or her duties.

E-mail Usage

Purpose of the General SUBR E-mail Policy

E-mail is a universal service that has greatly enhanced communication both internally within the Southern University and A&M College community and externally to users, including prospective students, alumni, and the public at large. This student e-mail policy is a supplement to the University's general e-mail policy.

Use of E-mail for Official University Business

The Southern University and A&M College e-mail account (@sus.edu or @subr.edu) is considered the official means for communicating University business to students. The University has the right to send communications to students, faculty, and staff via e-mail and the right to expect that those communications will be received and read in a timely fashion. Users are expected to read, and shall be presumed to have received and read, all official Southern University and A&M College e-mail messages sent to their official University e-mail accounts. Because the contents of such e-mail are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, e-mail transmissions may not be secure and contents that are expected remain confidential should not be communicated via e-mail. Common examples of confidential contents include student grades and information protected under Family Educational Rights and Privacy Act (FERPA) regulations.

Redirecting of University E-mail

If a student wishes to have e-mail redirected from their official @sus.edu or @subr.edu address to another e-mail address (e.g., @gmail.com, @yahoo.com), they may do so, but at their own risk. Southern University and A&M College is not responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not excuse a student from the responsibilities associated with official communication sent to their @sus.edu or @subr.edu account.

Expectations about Student Use of University E-mail

Students are expected to check their official Southern University and A&M College e-mail on a frequent and consistent basis in order to stay current with University related communications. Students have the responsibility to recognize that certain communications may be time critical. "I didn't check my e-mail", error in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via e-mail. Educational Uses of University E-mail Faculty will determine how electronic forms of communication (e.g., e-mail) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore assume that students' official @subr.edu or @sus.edu accounts are being accessed and faculty can use e-mail for their classes accordingly.

Office of Student Leadership and Engagement

The Office of Student Leadership and Engagement is a Department reporting to the Division of Student Affairs that strives to enhance the academic mission of the University by providing programs and services that foster social, intellectual, and leadership opportunities for the diverse student population at Southern University and A&M College. OSLE primary goal is to assist individual students and student organizations in the design, execution and evaluation of governing, social, educational, cultural, and recreational programs.

The Office of Student Leadership and Engagement houses the following functional areas:

- Student Government Association
- Student Organizations
- Fraternity and Sorority Life
- Community Service

Student Government Association

Student Government Association serves as the student governing body for Southern University and A&M College. Student Government Association will implement initiatives and programs for the improvement and enrichment of the University community, as well as express the opinions of the students on any matters that are of concern to the general welfare of the population.

Student Government Association Branches

- Executive
- Legislative (Senate)
- Judicial
- Elections Committee
- Class Cabinets
- Association of Women Students
- Men's Federations
- Miss SU & Royal Court

Members of the Southern University and A&M College Royal Court and Ms. Southern University are expected to carry themselves in an exemplary manner at all times. The rights and privileges bestowed upon you as a member or participant in the Royal Court is recognized as one of honor and respect. All members of the Royal Court must adhere to guidelines as set forth in the Southern University and A&M College Code of Conduct and the Royal Court Rules and Regulations Manual.

Any violations of the Student Code of Conduct or the Royal Court Rules and Regulations Manual may result in disciplinary action under the Student Code of Conduct with sanctions including, but not limited to, a Verbal Warning as a Royal Court member, Suspension from Royal Court activities, or Removal from the Royal Court and relinquishment of title.

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.

Student Organizations complement the academic program of studies and enhance the overall educational and social experience of students through development of and participation in social, cultural, intellectual, and governance organizations. Student organizations provide a valuable service to Southern University campus community by promoting leadership development, community spirit, activism, public service, and social and cultural interaction.

As part of the Southern University community, campus organizations represent and are accountable to the University and governed by the Office of Student Leadership and Engagement. Organizations are required to adhere to the Student Organizations Policies, Rights, and Regulations and the Student Code of Conduct. Organizations found in violation of the aforementioned guidelines may receive the following sanctions in addition to the Disciplinary Sanctions listed in the Student Code of Conduct:

- A. FINES** - Fines are established at the discretion of the current SOC Members, in addition to any fines outlined in the constitution.
- B. DEFUNCT/ON-DELAY** - Defunct organizations are those which have failed to submit the annual student organization registration for a full academic year. Organizations may be placed on delay due to violation of University outlined Policies and Procedures and/or lack of completion of SOC reports. That organization will then be inactive until requirements are met, or for a period of one to two months at the beginning of the semester.
- C. INACTIVE** - It has been determined that the organization has become inactive due to various reasons that include but are not limited to a lack of membership, absentee leadership, absence of the advisor, member apathy, restructuring, etc.
- D. DISCIPLINARY PROBATION**- Organizations under disciplinary probationary status are those who have either fallen out of compliance with the University, SOC, Office of Student Activities and Campus Involvement Office, the Office of Dean of Students, and the Office of Student Conduct.

A student organization may be placed on disciplinary probation for a specified period of time under conditions stated in writing. Probation includes a warning that any violation of the conditions, or any further acts of misconduct, will result in additional sanctions, which may include suspension or expulsion from the University.

- E. SUSPENDED** - Organizational suspension from Southern University means the student organization will cease all activities, denounce campus recognition, and/or disband for a set period of time or indefinitely. Suspended organizations cannot utilize university space for gathering purposes or participate in University activities. Once an organization's

suspension period has ended, the organization may choose to submit a letter requesting reinstatement (if eligible).

- F. TERMINATION** - Organizational termination means the student organization will cease all activities and will be permanently banned from Southern University. Terminated organizations cannot utilize university space for gathering purposes or participate in University activities. A student organization may be terminated due to a lack of participation from the student body OR severe violations of University outlined Policies and Procedures including, but not limited to, the Student Code of Conduct.

Organization members found in violation of the Student Organizations Policies, Rights, and Regulations and the Student Code of Conduct will be subject to sanction by the Office of the Dean of Students and the Office of Student Conduct in accordance with the Student Code of Conduct.

Disciplinary actions for Organizations shall follow the Judicial Process outlined in the Student Code of Conduct.

Fraternity and Sorority Life

Southern University and A&M College recognizes 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. The robust Greek community has organizations rooted in making connections, service driven, scholastic.

National Pan-Hellenic Council (NPHC)

The NPHC is comprised of the following nine historically Black fraternities and sororities, which are commonly referred to as the Divine 9 or D9:

- Alpha Phi Alpha Fraternity, Incorporated – Beta Sigma Chapter
- Alpha Kappa Alpha Sorority, Incorporated – Beta Psi Chapter
- Kappa Alpha Psi Fraternity, Incorporated – Alpha Sigma Chapter
- Omega Psi Phi Fraternity, Incorporated – Beta Sigma Chapter
- Delta Sigma Theta Sorority, Incorporated – Alpha Tau Chapter
- Phi Beta Sigma Fraternity, Incorporated – Rho Chapter
- Zeta Phi Beta Sorority, Incorporated – Beta Alpha Chapter
- Sigma Gamma Rho Sorority, Incorporated – Beta Alpha Chapter
- Iota Phi Theta Fraternity, Incorporated – Alpha Eta Chapter

Community Service Organizations

The following organizations do not hold the Divine 9 designation, but are recognized fraternities, sororities, and social groups that provide and host campus and community service, as well as campus and community events.

- Phi Mu Alpha – Mu Psi Chapter
- Sigma Alpha Iota – Kappa Kappa Chapter
- Pi Sigma Epsilon – Epsilon Rho Chapter
- Mu Phi Epsilon – Beta Zeta Chapter

Membership Requirements

- Candidates must be a full-time, currently enrolled student at Southern University and A&M College.
- Earned 30 credit hours at the time of membership application
 - Transfer students must have earned 12 of the 30 credit hours from Southern University and A&M College.
- Overall GPA of 2.75 (Overall includes institutional and transfer)
- Fifteen (15) community service hours. Must be verifiable by Southern University and A&M College.
- Does not have any outstanding Student Code of Conduct violations.
- 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.

Community Service

The Office of Student Leadership & Community Engagement offers community service projects in conjunction with various community partners. Throughout the years, we have built strong bonds with organizations such as Relay for Life, the American Heart Association, Big Buddy of Baton Rouge, Together Baton Rouge, and many other agencies and business. It is through many of these connections that we have been able to offer our students community service projects and campus engagement activities. As a continuing pledge, we will provide our students with community service projects that will enrich them personally, socially, and academically.

STUDENT ANTI-HAZING MANUAL:

SOUTHERN UNIVERSITY AND A&M COLLEGE UPDATED: AUGUST 2025

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INTRODUCTION

Welcome to the Anti-Hazing Manual for Southern University and A&M College student organizations. This manual explains what hazing is, highlights new and important federal and state legislation, details university policy, and provides guidance for preventing, recognizing, and reporting hazing. It is designed for students, parents, and university partners to foster a safe and respectful environment for all.

WHAT IS HAZING?

Hazing is defined as any intentional, knowing, or reckless act committed by a student (or students), individually or in groups, against another student, when both of the following apply:

- The act is related to the initiation, affiliation, membership maintenance, or prospective membership in a student organization at an educational institution.
- The act causes or creates a substantial risk of physical injury, mental harm, or personal degradation.

Examples:

- Forcing new members to perform humiliating tasks
- Requiring physical endurance or dangerous physical activities
- Compelling acts resulting in sleep deprivation, forced consumption, or illegal behavior
- Any action, regardless of consent, that may harm or degrade a student

FEDERAL LEGISLATION: RECENT CHANGES

The Stop Campus Hazing Act (Signed December 2024):

- Amends the Clery Act to include hazing as a reportable offense in all Annual Security Reports.

- Mandates prevention training: Institutions must implement evidence-based anti-hazing training for students, staff, and faculty.
- Requires the university to maintain a Campus Hazing Transparency Report (CHTR) listing student organizations found responsible for violations.
- All reported incidents and outcomes must be publicly accessible on the university's website.

Key Definitions:

- Hazing (Federal standard): Any act connected to student group membership that presents significant risk of physical or psychological injury or personal degradation, regardless of consent.
- Student Organization: Any university-affiliated group, including fraternities, sororities, clubs, and societies.

LOUISIANA STATE ANTI-HAZING LAWS

Louisiana Revised Statute §17:1801

A. Hazing in any form, or the use of any method of initiation into organizations in any education institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

B. Whoever violates the provisions of this Section shall be expelled, suspended, or dismissed from the education institution and not permitted to return for at least one semester, quarter, or comparable academic period. In addition, the person violating the provisions of this Section may also be subject to the provisions of R.S. 14:40.8 which provides penalties for certain hazing activities.

C.(1) If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the institution with which it is affiliated. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the institution with which it is affiliated.

(2) When the institution receives a report of an alleged incident of hazing pursuant to the provisions of Paragraph (1) of this Subsection, the institution shall do both of the following:

(a) Report to law enforcement as required by R.S. 14:40.8. The information reported to law enforcement shall include all information and details received by the institution relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing identified in the report.

(b) Document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement as provided in R.S. 14:40.8, and any other information relative to the institution's investigation, processing, and resolution of the incident.

(3) The Board of Regents, in consultation with the public postsecondary education management boards, shall develop the following:

(a) A standardized form that organizations shall use in making the reports required by Paragraph (1) of this Subsection.

(b) A standardized form that institutions shall use to document such reports, reports made to law enforcement as provided in R.S. 14:40.8, and the manner in which each hazing incident is handled and resolved at the institution level.

(c) A policy relative to making available to the public certain information relative to hazing that is documented pursuant to this Paragraph.

- Hazing in any form at publicly-funded educational institutions is illegal.
- Individuals or groups found responsible face expulsion, suspension, or dismissal and may face criminal prosecution.
- Additional penalties for certain hazing acts may apply as specified in criminal statutes.

ACT 174: Anti-Hazing Education: Enough Is Enough Act (2025):

C. Each organization as defined in R.S. 17:1801 shall, as a condition of operating at an institution, adopt the hazing prevention policy that the institution has adopted pursuant to Subsection A of this Section, which shall include possible institutional sanctions against the organization in the event of a reported or confirmed hazing

incident, and a policy that prohibits hazing. Each organization shall provide annually at least two hours of hazing prevention education that includes education relative to such policies to all members, prospective members, and anyone who is employed by or volunteers with the organization. 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, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education. The institution shall terminate the organization's operation on campus if it fails to comply with the provisions of this Subsection and shall submit a report to the House Committee on Education and Senate Committee on Education upon such termination.

- All students involved in organizations must complete an anti-hazing course as a condition of membership.
- Each organization must annually provide at least one hour of hazing prevention education and submit compliance reports to the university.
- Establishes the Caleb Wilson Hazing Prevention Task Force, aimed at reviewing and improving statewide hazing prevention.

UNIVERSITY POLICIES: SOUTHERN UNIVERSITY AND A&M COLLEGE

Zero Tolerance: Hazing is strictly prohibited in any form (physical, psychological, or emotional) at Southern University and A&M College.

Policy Scope: Applies to all students, organizations, and employees. Covers activities both on and off campus.

Compliance: Organizations and individuals must comply with university and state policies. Failure to comply will result in the following:

- Organizations – Loss of recognition and active status.
- Students – Inability to participate in student organizations.

Mandatory Forms: All organization members must annually sign an Anti-Hazing Compliance Agreement, confirming understanding and intent to uphold policies.

HAZING REPORTING PROCEDURES

Student Conduct Incident Reporting Form

Students or staff seeking to report any hazing or misconduct incidents should click the following link to access the form:

https://cm.maxient.com/reportingform.php?SouthernUniv&layout_id=10

To manually access the reporting form, please follow the instructions below:

- Visit www.subr.edu
- Select the “Students” tab
- In the dropdown menu, select the “Division of Student Affairs” option
- Click the “Dean of Students” option on the left of the screen
- Finally, select the “Student Reporting Form”

Please use this form to report any incidents involving Southern University and A&M College violating the University's Student Code of Conduct. When completing this form, the reporter must include their name, contact information, and a detailed description of the incident. Although anonymous submissions are accepted, this limits the Dean of Students ability to address the report and to follow up with the reporter.

Upon completion of the form, a category of incident must be identified. The reporter must select one of the following categories:

Aiding and Abetting

Alcohol Use

Arson

Bribery

Bullying (cyber bullying included)

Cheating

Destruction of Property

Discrimination

Disruption/Obstruction

Disorderly Assembly
Disorderly Conduct
Disruptive Behavior
Falsification of Information
Failure to Comply
Harassment
Hazing
Indecent, Obscene, Immoral Behavior
Mediation Request
Moral Turpitude
Physical Assault
Plagiarism
Possession of Illegal or Controlled Substances
Possession/Use of Weapons
Repeat Offense
Retaliation
Sexual Assault/Misconduct
Theft
Threat of Violence
Trespassing
Unauthorized Access
Violation of Federal/State/Local Laws

Violation of Housing Policies

Violent Behavior

Other

If reporting Academic Misconduct, please identify the outcomes you have imposed.

F in course

F on assignment

Grade reduction

Reduced assignment grade

Academic probation

Removal from course

Removal from program

None

N/A

If you would like to report a Power-Based Violence/Title IX incident, please do so by using the provided link.

If you have any questions regarding the submission of an incident report, please contact the Office of Student Conduct at (225) 771-3922. Students in need of immediate attention or if there is an emergency, please contact SUPD at (225) 771-2770 or 911.

SCENARIOS: HAZING VS. TRADITION

· Scenario 1: Welcome Night

New members are made to wear silly costumes and sing the school fight song at a mandatory meeting.

Risk: Potential hazing if participation is coerced or results in humiliation or unwillingness.

- Scenario 2: Physical Endurance Test

All prospective members must run laps at 5:00AM, regardless of their health.

Yes, this is hazing. It imposes unnecessary physical risk and could cause injury.

- Scenario 3: Study Sessions

New members participate in scheduled study groups with upper-class members as part of their orientation.

Not hazing. Study groups are supportive, non-degrading, non-coercive, and do not pose risk.

- Scenario 4: Sleep Deprivation "Challenge"

Prospective members asked to stay awake for 24 hours as a 'bonding' experience.

Yes, this is hazing. Sleep deprivation is dangerous and explicitly forbidden.

Consent does not excuse hazing. All students and parents should err on the side of caution; ask for help if unsure.

TYPES OF HAZING

Subtle Hazing: This behavior usually involves activities or attitudes that cross the line of mutual respect, appropriate standards, and places the individual on the receiving end of ridicule and/or humiliation. (Expecting certain items to always be in your possession, assigning demerits, etc.)

Mental Hazing: Yelling, demeaning name calling, profane remarks, drills, threats, silence, isolation, being singled out for demeaning duties not assigned to others, running errands, or carrying out other types of servitude.

Physical or Violent Hazing: This is the most well-known type of hazing. It can cause serious physical/psychological harm and in some cases death. The behaviors include branding, paddling, punching, being placed in dangerous situations or facilities.

Cyber-Bullying: Communications made through e-mails, cell phones, websites and/or other social media that seek to intimidate, control, manipulate, stalk, torment, harass, ridicule, put down, falsely discredit, and/or humiliate the identified person or group. This type of hazing behavior is deliberate, repeated, and hostile.

Generational Hazing: This type of hazing is passed down through stories about how it was during “their day” and how it made the individual a “real” member of the group or team. Generational hazing consistently talks about being made “the right way.” Often graduates or old members of a group or organization will come back to relive how it was during “their day” and distort this type of behavior as fun and harmless. It is not!

Alcohol, Drugs, and Hazing: Alcohol and drugs affect all of the types of hazing. Alcohol and drugs can intensify an already out of control situation.

REGISTERED STUDENT ORGANIZATION RESPONSIBILITIES

Education & Compliance

- Conduct annual anti-hazing training for all members.
- Submit Anti-Hazing Compliance Forms before new member periods.
- Anti-Hazing Compliance Forms must be retrieved by visiting the Office of Student Leadership and Engagement.

Event Oversight

- Ban activities violating dignity/safety (e.g., scavenger hunts, line-ups).
- Ensure all events are supervised by faculty/staff advisors.

Reporting

- Notify the Office of Student Conduct within 24 hours of suspected hazing.
- To submit a hazing report, please visit https://cm.maxient.com/reportingform.php?SouthernUniv&layout_id=10.

Prevention Strategies

- Build Group Cohesion Ethically: Use team-building retreats, community service, or skill workshops.
- Bystander Intervention Training: Teach members to recognize and report hazing.
- Transparent Recruitment: Publish initiation processes in RSO constitutions.

Institutional Policies

- Zero Tolerance: RSOs violating policies face suspension, loss of funding, or expulsion.
- Federal Compliance: Adhere to the Stop Campus Hazing Act (2025), requiring public hazing statistics and prevention programs.

By prioritizing member safety and ethical leadership, RSOs can foster inclusive communities free from hazing.

Note: This manual aligns with Louisiana law and institutional policies as of April 2025.

PARENTAL ROLE AND GUIDANCE

Parents:

- Talk openly with your student about risks and how to identify hazing.
- Encourage reporting and reinforce that no organization is worth risking one's health or future.
- Support your student in selecting safe, supportive organizations.

CAMPUS CONTACTS:

For inquiries/questions regarding hazing reporting or misconduct, please contact:

The Office of Student Conduct

2nd Floor, Smith-Brown Memorial Student Union

Baton Rouge, LA 70813

Phone: (225) 771-3922 Email: dos@subr.edu

For inquiries/questions regarding student organizations, please contact:

The Office of Student Leadership and Engagement

2nd Floor, Smith-Brown Memorial Student Union

Baton Rouge, LA 70813

Phone: (225) 771-3951 Email: osle@subr.edu

For general Student Affairs inquiries, please contact:

The Division of Student Affairs

2nd Floor, Smith-Brown Memorial Student Union

Baton Rouge, LA 70813

Phone: (225) 771-3109 Email: studentaffairs@subr.edu