



Student Code of Conduct and Other Student-Related Policies

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Purpose

The Southern University and A&M College *Student Code of Conduct* sets forth, in a concise and uniform manner, responsibilities which members of the University community owe one another. The *Student Code of Conduct* also sets forth administrative and judicial procedures whereby those students who are accused of violating rules, policies, and regulations may be afforded due process and fair and just sanctions. 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).

Definitions

- **Advisor:** a person who gives information, advice, or opinions.
- **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 the Southern University and A&M College, including all land, buildings, facilities, streets, parking lots, sidewalks, and other property in the possession of or owned, used, or controlled by Southern University and A&M College.
- **Charged Student (Accused):** A student charged with violations of the *Student Code of Conduct* or any other University policy.
- **Complainant:** Any person who submits a report alleging that a student violated the *Student Code of Conduct* or any other University policy.
- **Contempt:** Show of willful disobedience to, or open disrespect of judicial 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 and/or research activities or who is otherwise considered by the University to be a member of its faculty.
- **Hearing Body:** 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*.
- **Judicial Hold:** Prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).
- **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 a charged student has not been found responsible (not guilty) for the alleged violation(s) of the *Student Code of Conduct*.
- **Preponderance of Evidence:** The information and evidence presented in a case supports a finding that it is more likely than not that the violation occurred.
- **Responsible:** When a charged 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:** Southern University and A&M College located in Baton Rouge, LA.
- **University Judicial 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 judicial 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.

Academic Dishonesty

Southern University and A&M College identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Academic dishonesty is further defined as,

- **Unfair advantage:** receiving, stealing, reproducing, or circulating exam materials prior to an exam; 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 exam 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.
- **Cheating:** unauthorized use of information, notes, or study aids on an exam; altering graded

assignments; or submitting work done by another person.

- **Falsification of information:** intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an exam.
- **Plagiarism:** presentation or submission of work by someone else, as if it were one's own, including drafts of assignments.
- **Unauthorized access to academic records:** 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.
- **Other:** fraud, providing information, material, or other assistance with 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.

Students who commit acts of academic dishonesty fail to meet the fundamental requirement of satisfactory academic performance at Southern University and A&M College. Any student who commits an act of academic dishonesty is subject to disciplinary action. In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor must take appropriate disciplinary action initially, including awarding the penalty grade of "F" for the assignment, exam, or course, subject to review and endorsement by the Office of the Dean of Students. Repeated offenses will lead to dismissal from the University. All alleged offenses must be reported to the Office of the Dean of Students.

Reporting Academic Dishonesty

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 dishonesty.

- If an instructor alleges a student has committed an act of academic dishonesty, 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 dishonesty. The penalty grade may also be a reduced score or grade for the assignment or a reduced grade for the course.
- The penalty grade process is as follows when a student is found responsible for violation the University's policy on academic dishonesty:
 - For the first penalty grade issued by an instructor, the responsible student will receive a letter from the Office of the Dean of Students 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 the Dean of Students 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 dishonesty. The student will be informed of their rights and due process afforded as prescribed by the *Student Code of Conduct*.
- When an instructor gives a student a penalty grade for academic dishonesty, the instructor must notify (in writing) the Office of the Dean of Students. In notifying the Office of the Dean of Students, the instructor may ask the Office of the Dean of Students to initiate a disciplinary hearing to impose additional sanctions. When the Office of the Dean of Students 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*.

Other Academic Dishonesty Criteria

- Charged 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.
- Charged students found responsible for engaging in the use of prohibited instruments, such as a cheat sheets or forbidden electronic devices during an exam shall receive the penalty grade “F” for the course.
- Charged 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 (3 semesters). The “stand-in” student, if enrolled in the University, shall be suspended from the University for one year (3 semesters).
- Charged 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.

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.

The use of cellular phones and devices during the ceremony is prohibited. Individuals arriving to Commencement intoxicated or dressed inappropriately will not be allowed to participate. Graduates must be dressed in business attire or better. Shoes are expected to be black or navy blue.

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

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

- 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.

Hazing

Southern University and A&M College defines hazing as 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 Southern University and A&M College, or causes the student to leave the University rather than to submit to such acts;
- Constitutes a legal assault, by striking, beating, bruising, maiming or any other act of physical violence, or even seriously threatening to do such acts.

Students should be aware of Louisiana Revised Statute, Title 17 Education, Chapter 5, State Colleges and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statute 1801 (§1801. *Hazing Prohibited; penalties*). This statute reads: "Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational 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. Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be suspended from the educational institution and not permitted to return during the current session or term in which the violation occurs."

Student Email Usage

Purpose of the General SUBR Email Policy

Email 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 email policy is a supplement to the University's general email policy.

Use of Email for Official University Business

The Southern University and A&M College email account (@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 email 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 email messages sent to their official University email accounts. Because the contents of such email are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions may not be secure and contents that are expected to

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 Email

If a student wishes to have email redirected from their official @subr.edu address to another email 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 email by outside vendors or by departmental servers. Having email redirected does not excuse a student from the responsibilities associated with official communication sent to his or her @subr.edu account.

Expectations about Student Use of University Email

Students are expected to check their official Southern University and A&M College email 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 email", error in forwarding mail, or email returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via email.

Educational Uses of University Email

Faculty will determine how electronic forms of communication (e.g., email) 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 make the assumption that students' official @subr.edu accounts are being accessed and faculty can use email for their classes accordingly.

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 a reasonable detention by appropriate University authorities as well as prevent admission/passage into University events, programs, and facilities.

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, and;
- 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 or graduate 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 and/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 arrested and prosecuted under the criminal code (Louisiana LRS 14:67:3). Students misusing student ID cards to gain access to University events or facilities receive an automatic fine when the incidents are reported to the Office of the Dean of Students. 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 (F.G. Clark Activity Center).

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.

Student Organizations Criteria

Student organizations represent the student body and the University. The success of student organizations depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the University's administration in planning, promoting, and holding well-organized activities.

General Information for Student Organizations

Registration

All student-related clubs and organizations must be registered with the Office of Student Organizations to have official University recognition. Each student organization is required to submit a registration form annually to the Office of Student Organizations. Before an organization is considered registered, it must have the approval of the Coordinator of Student Organizations.

Access to Membership

Membership in any Southern University and A&M College student organization is open to all full-time students enrolled in on-campus degree programs. Students that are cross-registered (and not fully enrolled at Southern University) or enrolled in on-line degree programs are not eligible to participate in student organizations. SUBR-SUSLA Connect students are eligible to participate in student organizations, however they are not eligible to run for Student Government Association positions. SUBR-SUSLA Connect students are allowed to vote in general Student Government Association elections, i.e. SGA President, SGA Vice President, and Miss Southern.

Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the *Student Code of Conduct* and University policies. If the organization has a nationally affiliation, its guidelines and policies must be adjusted to conform to the University's policies and procedures.

Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are athletic

teams, bands, musical groups, cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. Other organizations wishing to hold auditions or try-outs must receive written permission from the department involved and the Office of Student Organizations. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

General Membership Requirements

Most student organizations are open to any full-time student in good academic standing (cumulative 2.0 GPA) who does not have any judicial judgments or pending cases. Organization members holding officer positions must maintain a 2.5 cumulative GPA to remain actively in position. The exception to this is Greek-lettered organizations.

Organizations Serving the General Study Body

The largest student organization on campus is the Student Government Association (SGA). All full-time students automatically become members of the SGA upon registration and payment of the SGA fee. All students meeting the basic qualifications for office can run for an SGA position. All offices are filled by popular vote. Elections for these offices are held in the spring, with the exception of freshman class elections. Any vacancies from spring elections will be filled during freshman fall elections.

Calendars and Announcements

The Office of Student Life must approve any document before it can be posted on University property. Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Student Life at the beginning of each semester and on a monthly basis as events are added. Organizations failing to meet these requirements will face sanctions.

Scheduling Activities

Any activity must be scheduled in accordance with University policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the University. All activities held off-campus must have the approval of the Director of Student Life. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus.

Use of University Facilities and Grounds

The use of University facilities for extracurricular activities is a privilege, not a right. Facilities are assigned on a first-come, first-served basis through the University's building request process. Building request forms must be submitted 7 business days prior to the scheduled event. Failure to complete and submit a building request form in the time frame set could result in access to the facilities being denied. Organizations must agree to assume financial responsibility for any damage, abuse, or loss of property which occurs while using the facility. Funds owed to the University as a result of any such incidents must be paid within three business days of the incident. All activities of the organization will be automatically suspended until all financial requirements have been satisfied. Organizations claiming areas on campus must receive approval from the Office of Student Life before placing any materials in and/or area campus.

Conduct at Activities

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

Lines of Authority

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

Organization Advisors

Advisors of record must be full-time faculty or staff at Southern University and A&M College. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record). In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Additional Information

Student organizations must also be aware of the following information:

- There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or University signs. Postings should be done on approved campus bulletin boards or areas only after materials have received proper approval from the Office of Student Life. Any materials that remain posted for up 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or placed on the student's account. This is inclusive of student elections and organizational programs and weeks.
- Any organization that has a designated area (i.e. tree) on the Southern University and A&M College campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the University within the areas. Student organizations must gain proper permission from the Office of Student Life before placing anything on the campus. The Office of Student Life will coordinate with the proper University authorities on space planning and proper protocol of such areas.
- All flyers, posters, or other advertising materials must be approved (via a stamp) by the Office of Student Life before posting or distribution on the Southern University and A&M College campus.
- Events planned by student organizations must be approved by the Office of Student Life. Events not approved by the University will be subject to immediate cancellation. All events must reflect the positive nature of the University whether occurring on or off campus.
- Student organizations seeking to post events on the Office of Student Life events calendar must receive prior approval of such events from organization advisors and University personnel. This approval is done through the building and facilities request process. Building and facilities request forms are required to be completed at least 7 working days prior to an event being scheduled.
- All initiation, orientation, intake, or induction proceedings of any student organization must receive prior approval before proceeding.

Information Regarding Specific Types of Student Organizations

Service Organizations

Service organizations are designed to foster community and University service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

Honors Societies

University honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the University's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

Student Government Association

The Student Government Association (SGA) is the largest student organization on campus. All full-time students are automatically members of this organization. Student Government Association officers or

appointed staff are required to have a minimum cumulative GPA of 2.5, maintain full-time status, and have no University judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The minimum academic requirements for officers set forth by the SGA Constitution are as follows:

- President of the SGA: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Vice President of the SGA: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Miss Southern: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Men's Federation President/Vice President: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Association for Women Students President/Vice President: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Class Presidents: Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- Class Vice Presidents: Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- Class Senators (five from each class): Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- Class Queens: Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance

Greek-letter Organizations

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of nine members to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Southern University and A&M College.

General Membership Criteria for Greek-letter Organizations

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

Membership Requirements

- Membership Intake Requirements
 - Candidates must be a full-time, currently enrolled student at Southern University and A&M College.
 - Earned 30 credit hours at Southern University and A&M College.
 - Transfer students must have earned 12 of the 30 credit hours from Southern University and A&M College.
 - Must have a cumulative GPA of 2.75.
 - Fifteen (15) hours of verifiable community service through Southern University and A&M College.
 - Does not have any outstanding *Student Code of Conduct* violations.
 - Must complete the Divine Intervention (Greek Life educational program) prior to the chapter's paperwork submittal membership intake.
- General Membership Requirements
 - Maintain a 2.500 cumulative GPA.
 - Must be a full-time, currently enrolled student at Southern University and A&M College.

- Be in good standing with Southern University and A&M College.
- Complete a minimum twenty (20) hours of community service through Southern University and A&M College.

Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

- Organizations must petition the Office of Student Life to be considered for membership intake.
- Organizations must ensure that membership intake activities will not interfere with the academic progression of aspiring members.
- In the selection of new members, organizations must ensure that the process is free of any form of hazing.
- Chapter advisors must be present at ALL membership intake activities.
- Organizations must complete all required paperwork.
- Organizations are allowed to initiate no more than 50 aspiring students per membership intake period. No exceptions will be made.

Membership Intake Period

- Greek-letter organizations may conduct membership intake during the Spring semester, only, during dates approved by the Office of Student Life.
- Membership intake activities may only be conducted during the following days/times for the approved intake period:
 - Monday – Thursday: 5:00pm – 10:00pm
 - Friday: 5:00pm – 12:00am
 - Saturday: 8:00am – 12:00am
 - Sunday: 8:00am – 10:00pm
 - No membership intake activities can take place during Spring Break.
- The specific membership intake period will be announced by the Office of Student Life prior to the start of the spring semester. Membership intake activities can only be conducted during this window.

New Member Presentations

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

- The date/time/location of all new member presentations will be determined by the Office of Student Life.
- “Death marches” are prohibited.

Student Travel Criteria

Overview

Southern University and A&M College student travelers are among many student representatives that have contributed to a long history of excellence, dignity and pride at the University. These travel guidelines are a complement to travel policies set forth by Southern University and A&M College and the State of Louisiana. The following regulations are in exact accordance with the aforementioned purpose and seek to ensure that students represent Southern University and A&M College in a positive manner.

General Behavior

Southern University and A&M College students are chosen to travel on behalf of the University because they exemplify character that is representative of the University. The opportunity to travel on behalf of Southern University and A&M College is an honor as well as an enjoyable experience. Students must conduct themselves in an orderly manner while traveling on behalf of the University. Failure to comply with travel rules and regulations will result in dismissal and/or a ban from future travel. Student travelers must be mindful of the following:

- Students must work cooperatively with the attending advisor or travel coordinator.
- Students must be committed to a positive representation of the University.

- Proper preparation for and knowledge of the travel itinerary is the responsibility of the student.
- Students must contact an advisor in advance if they are unable to attend an event or trip.
- Students in constant violation of the *Student Code of Conduct* will not be allowed to travel.
- A faculty/staff advisor must accompany students when traveling on behalf of the University. The number of chaperones must be proportionate to the group traveling.
- If at any time students plan to leave designated areas, the advisor or trip coordinator must be notified for approval.
- When lodging is provided:
 - Smoking within the hotel confines is prohibited.
 - Phone calls (via hotel telephone), ordering movies/videos, or lewd acts while residing at the hotel are prohibited.
 - Private parties on the hotel premises are prohibited.

Southern University and A&M College students who represent the University away from the campus are still governed by the *Student Code of Conduct*. Violations that may subject student travelers to sanctions, including but not limited to a travel ban include:

- Violation of travel expectations
- Displaying a negative or uncooperative attitude
- Use of profanity, alcohol or drugs, or displaying vulgar behavior

Travel Attire

Students must wear collegial attire. Students should always communicate with the advisor or travel coordinator for preferred dress and presentation. Student travelers must abide by the following:

- Clothing must be clean and in good condition.
- Pants worn by students should be fit for the occasion and should not fall below waistline (no sagging).
- Shirts/blouses worn by students must be fit for the occasion.
- Skirts/ dresses worn by students must be in good taste and should hang at least three inches above the knee.

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. §§40:1300.252-40:1300.263, Southern University and A&M College issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind is prohibited on all campus property and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all University owned and/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, 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;
 - At lectures, conferences, meetings, and social and/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.

Enforcement

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 and/or ask for their student ID card; and
- Report the incident to the Office of the Dean of Students or the Southern University Police Department.
 - Individuals should contact the Southern University Police Department when:
 - The violator is non-compliant; or
 - It is outside of normal University business hours.
 - The Southern University Police Department and the Office of Residence Life and Housing will forward all reports received to the Office of the Dean of Students.
- 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; and/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.

Other University Policies

In an effort to provide students with an atmosphere conducive to academic success, through Southern University and A&M College's comprehensive *Student Code of Conduct* by which students are governed, the following administrative policies have been established:

- **Academic Policy:** Regulations governing academic dishonesty 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:** The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, may grant permission to any person, group, or organization to serve, or permit the serving of, alcoholic beverages at University facilities during social events. No alcoholic beverage shall be served to any person under the age of 21, nor shall any person under the age of 21 be permitted to consume any alcoholic beverage within the confines of university facilities. The consumption of alcoholic beverages in residential facilities and the restrooms and hallways of University facilities is prohibited. Students are prohibited from having empty alcohol bottles in residential facilities.
- **Appropriate Academic Attire:** Students are expected to dress in a manner representative of a higher education institution. Integrity in appearance and personal cleanliness are most important in determining what impressions students make on fellow students, professors, and visitors. 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. Headgear is inappropriate for males during all indoor activities. "Do rags" or scarves are considered inappropriate attire for an institution of higher learning. Similarly, sagging or unbelted pants is considered inappropriate dress. Any excessively tight or revealing clothing is considered inappropriate attire. Bedroom or shower slippers should not be worn outside of one's residential area. Under garments should not be visible, under any circumstances.
- **Children on Campus:** Unsupervised children are not allowed on campus. Students are expected to arrange for their personal child care in such a manner as to prevent the involvement of the University. The University assumes no responsibility for the supervision of the children of students. Students are prohibited from bringing children to class or leaving children unattended on the University campus. Students failing to comply with this policy will not be admitted to classes, and may be asked to leave campus until child care arrangements can be made.
- **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 and/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 the institution, as a federal grantee, to certify that the institution provides a drug-free workplace. The drug-free workplace requirement applies to all offices and departments of an institution that receives campus-based funds. Sub-grantees, such as organizations that contract with the institution, are excluded from these

provisions. Drug-free Schools and Communities Act Amendments of 1989 require the institution to certify that it has adopted and implemented a program to prevent drug and alcohol abuse by its students and employees.

- **Electronic Device Policy:** 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 and/or supervisor in charge of the facility/area in question. Refer to course syllabi for additional information.
- **Fighting/Disruptive Activities Policy:** Any student engaged in fighting or other disruptive activities shall be suspended for a period of two full semesters following the effective date of suspension. In cases involving damage and/or destruction of University and State property, students shall be required to pay for all damages and destruction in addition to adhering to disciplinary actions being taken against the student(s).
- **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).
- **Fund-Raising/Solicitation:** The University does not permit unauthorized fundraising activities by individual students or by student groups. Student organizations that wish to sell merchandise on campus must request permission in writing from the Coordinator of Student Organizations. Students are not permitted to sell merchandise on an individual basis. Further, if the University's administration agrees that a project merits funds contributed by the campus, then a University activity must be planned and approved through appropriate committees.
- **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, bird, 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 interest 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 animals 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. This policy does not apply to service dogs. Students living in University residential facilities found in violation of this policy will be subject to eviction.
- **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.
- **Sexual Misconduct:** Southern University and A&M College does not tolerate sexual misconduct in any form, including sexual assault and sexual harassment. Campus sexual misconduct procedures apply to all registered students, faculty, and staff, as well as guests to Southern University and A&M College (See Southern University and A&M College's Sexual Misconduct Policy).

- **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 Southern University campus shall be expelled immediately. Weapons may not be stored in automobiles, residence halls, or any other building on campus. Violators are subject to University disciplinary action and will be punished by law. Items not considered weapons, but are used with the intent to inflict bodily harm, will be subject to interpretation by the Office of the Dean of Students.

Student Code of Conduct

Student Code of Conduct violations are adjudicated through the Office of the Dean of Students. The Dean of Students is the chief judicial administrative officer. The University's judicial system outlines the full process for violations of the *Student Code of Conduct*. A student charged with several related offenses at one time will have one hearing. A decision will be rendered on each offense. The Office of the Dean of Students will determine if sanctions are to run concurrently. The following actions or behaviors on University premises (except where otherwise specifically stated) constitute *Student Code of Conduct* violations, which subject a student or student organization to one or more sanctions:

Code One Offenses

A student found responsible of any of the following acts will be subject to disciplinary action including, but not limited to, probation, fine, suspension, or expulsion. The severity of each offense shall determine the appropriate sanction to be imposed. Violations that severely endanger or harm human life or property are considered major offenses and carry the maximum sanction of expulsion. The information and evidence presented in a case shall determine the appropriate sanction to be imposed.

- 1.1. **Academic Dishonesty:** Any deliberate attempt to gain an unfair advantage in academic work.
 - a. **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.
 - b. **Cheating:** Unauthorized use of information, notes, or study aids on an examination; altering graded assignments; or submitting work done by another person.
 - c. **Falsification of information:** Intentionally furnishing false or misleading information; altering documents; forging signatures; or impersonating someone in an examination.
 - d. **Plagiarism:** Presentation or submission of work (in part or in whole) by someone else, as if it were one's own.
 - e. **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.
 - f. **Other:** Committing fraud, providing information, material, or other assistance with 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.
- 1.2. **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.

- 1.3. **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.
- 1.4. **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, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.
- 1.5. **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.
- 1.6. **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.
- 1.7. **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, and all other categories protected by applicable state and federal laws.
- 1.8. **Disruption/Obstruction:** Any major 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, that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/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 and/or functions of the University or the rights of other members of the University community.
- 1.9. **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; misrepresentation of a University official.
 - a. **Misuse of Identification:** The transfer, alteration, falsification, or forgery of a Southern University student ID card.
- 1.10. **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 and/or

- during the course of the judicial proceeding; 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. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.
- 1.11. **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.
- 1.12. **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. **Cyber-Bullying:** 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, 1) Repeated following of another person, 2) Repeated monitoring or surveillance of another person, and 3) Repeated, unwelcome communication, such as giving face-to-face messages, telephone calls, voice messages, electronic mail, written letters or notes, unwanted gifts, etc.
- 1.13. **Hazing:** Any conduct, act, or method of coercion of another to do an act of initiation or an act for admission in to any organization, which willfully or recklessly causes significant physical or mental harm to any student or other person, occurring on or off University premises. Examples of hazing include, but are not limited to, beating, forced consumption of food, liquor or other beverages, or drugs; forced deprivation of sleep or rest; forced exclusion from social contact; and/ or forced conduct which could result in embarrassment to any person.
- 1.14. **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 and/or University policy. The University defines an alcoholic beverage as a beer, porter, cordial liquors, or specialty drinks, brandy, whiskey, fruit juices or wines, 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. **Illegal Use of Alcoholic Beverages by a Minor:** Possession or consumption of alcohol by a person who is under 21 years of age.
 - b. **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 Southern University campus.
 - c. **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.
 - d. **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.

- 1.15. **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 and ethics, is prohibited. Included in this are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.
- 1.17. **Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances:** Knowingly possessing, using, distributing, selling, and/or manufacturing illegal drugs or controlled substances, including but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.
- Possession of Marijuana (Minor):** Possession of marijuana when such possession would constitute a misdemeanor at law.
 - Possession of Marijuana (Major):** Possession of marijuana when such possession would constitute a felony at law.
 - Dangerous Drugs:** Including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia when such possession would constitute a felony at law.
 - Possession, Distributing, Selling, or Manufacturing Counterfeit Drug-related Paraphernalia:** Knowingly possessing, distributing, selling, or manufacturing counterfeit drug or related drug paraphernalia.
- 1.18. **Possession or Use of Weapons:** The unauthorized possession or use of any type of firearm, ammunition, explosive, 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 Office of the Dean of Students. 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.
- 1.19. **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.
- 1.20. **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; and/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.
- 1.21. **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: 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/or use of e-mail, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors.
- 1.22. **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 and/or gender, including harassment based on the person's nonconformity with gender stereotypes.

- 1.23. **Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal felony under Louisiana law; this includes the misuse or unauthorized use of University funds, or of student organization funds administered through the University.
 - a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.
- 1.24. **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 an investigation, or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination (Louisiana Board of Regents).
- 1.25. **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.
- 1.26. **Unauthorized Access:** Attempted or unauthorized entry into any building, structure, or facility; this includes forcible entry, and, without prior approval to remain on the premises,
 - a. **Failure to Vacate:** The failure to vacate University facilities during hours of visitation, at closing, or at the directive of a University official.
 - b. **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; these violations are considered unauthorized entry or failure to vacate.
 - c. **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.
- 1.27. **Violations of Federal, State, or Local Laws:** Alleged violations of local laws and statutes which occur on or off campus are subject to internal University investigation, review, and action, in addition to any action by appropriate civil authorities.
- 1.28. **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; 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; 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; threatened use of physical assault.

Code Two Offenses

A student found responsible of any of the following acts will be subject to the maximum sanction of disciplinary suspension and may not be allowed to reside in an on-campus residential facility. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed.

- 2.1. **Disruption/Obstruction:** Any minor action which annoys or disrupts an official University function, such as teaching, research, administration, or other campus activity; this includes but is not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.
 - a. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
 - b. **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 and/or functions of the University or the rights of other members of the University community.
 - c. **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 and/or receiving calls and/or text messages as well as conversing on cell phones.
- 2.2. **Failure to Comply:** Failure to follow a directive made by a University official performing his or her duties; failure to comply with any sanction imposed under the University's *Student Code of Conduct*.
 - a. **Failure to Appear:** Failure to appear before a University official who is, or a committee which is, conducting a judicial proceeding or investigation
 - b. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.
- 2.3. **Gambling:** Wagering, or assisting in the wager of, money or any other item of value.
- 2.4. **Indecent, Obscene, Immoral Behavior:** This includes conduct which is disorderly, lewd, or indecent. Such acts include but are not limited to: the use of obscene gestures, improper body exposures, or other immoral acts or use of profanity to any faculty, staff, student, or University official. This also includes but is not limited to 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. This also includes taking pictures of another person in a gym, locker room or restroom.
 - a. **Profanity:** Use of abusive, vulgar, or irreverent language.
- 2.5. **Misuse of Property:** Misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to alter the function or performance of University equipment or property, and includes misuse of the University name, logo, or seal.
- 2.6. **Negligent Bodily Injury:** Careless or reckless behavior resulting in bodily injury or which could result in bodily injury to any person.
- 2.7. **Negligent Destruction of Property:** Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.
- 2.8. **Off-campus Incidents:** students or student organizations engaging in any illegal act off campus.
- 2.9. **Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal misdemeanor under Louisiana law; this includes the misuse or unauthorized use of University funds, or of student organization funds administered through the University.
 - a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.
- 2.10. **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.
- 2.11. **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.
 - 2.12. **Violation of University Housing Regulations:** Violations of regulations and rules governing the operations of residence halls; this includes, but is not limited to, policies governing room/bathroom maintenance, quiet hours, telephones, visitation, etc.

Code Three Offenses

A student found responsible of any of the following acts will be subject to the maximum sanction of disciplinary suspension and may not be allowed to reside in an on-campus residential facility. The information and evidence presented in a student's case shall determine the appropriate sanction to be imposed if a student is found responsible.

- 3.1. **Illegal Posting:** Posting of signs or other materials without authorization from the appropriate offices.
- 3.2. **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.
- 3.3. **Possession and/or Use of Fireworks:** Possession or use of fireworks of any description on university premises.
- 3.4. **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.
- 3.5. **Traffic or Parking Violations:** Includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, obstruction of the free flow of pedestrian or vehicular traffic on University property or at University sponsored or supervised functions, and parking in improper zones.
- 3.6. **Unauthorized Occupancy in Residence Hall:** Residing in residence halls without paying security deposit and room rent.
- 3.7. **Unauthorized Use of Loud Speakers:** Use of loud speakers on University property without prior approval of the appropriate officials.
- 3.8. **Violation of Rules Regarding Residence Halls and Dining Facilities:** Violation of the following policies, rules, or regulations adopted for use in governing and operating residence halls and dining facilities, including, but not limited to, visitation policy, quiet hours policy, and other rules and regulations governing residence halls; rules and regulations posted in or distributed by residence halls; rules, regulations, and policies set forth in the housing contract.

Disciplinary Sanctions

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

Student organizations also are governed by the *Student Code of Conduct*. Student organizations in violation of university policies shall be subject to the maximum of termination or loss of recognition from the University. Any lesser sanction includes but is not limited to restriction or suspension of the use of University facilities and services; suspension of the privilege to sponsor fundraising events; the loss of all funds allocated by the University; and restitution of damages. Penalties and sanctions governing all students include, but are

not limited to, the following:

- **Community Service:** An assigned number of hours of service to an on or off-campus organization.
- **Educational Program:** An opportunity for personal development.
- **Expulsion:** Prohibition from attending classes and from being present without permission on any campus of the Southern University System. 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.
- **Interim Administrative Suspension:** The University shall enforce this policy when a student's continued presence on campus interferes with the educational process of the University, or where the health, safety, and morals of the campus community are compromised. This constitutes convincing danger to the normal function of the University or to the student personally in such situations as supported by case law (e.g. *Woodruff v. West Virginia Board of Regents*, 1971, establishes that the University shall suspend the student immediately on an emergency basis). Students placed on emergency administrative suspension shall remain on suspension until a judicial hearing is held and a final determination is made in the pending case.
- **Letter of Reprimand:** A written statement of reproof to the student or organization.
- **Mandatory Withdrawal:** Forced removal from an academic course in which an offense occurred, without credit for the course.
- **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.
- **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 restriction may include one or more of the following conditions:
- **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.
- **Restitution:** Financial reimbursement or replacement of damaged or lost property
- **Suspension:** Prohibition from attending classes and from being present without permission on any campus of the Southern University System for the duration of the sanction. The sanction may not exceed a period of more than two full semesters following the effective date of suspension due to the severity of the crime. If required by the sanction, students who have been suspended must petition for re-enrollment through the Office of the Dean of Students and/or the University Judicial Committee. Once eligible to return to the University, suspended students must apply for readmission.
- **Warning:** This is official notification to students that their behavior has been unacceptable. 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.

Other Provisions

- A student who fails to respond to an administrative request to appear before a hearing body shall be prohibited from attending classes and participating in extracurricular activities. The student will be placed on emergency administrative suspension until compliance with the administrative request to appear has been met.
- The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, reserves the right to appoint an ad hoc committee to hear matters regarding a student when

the student's conduct is detrimental to the University.

- The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, may expel, dismiss or suspend any student when the student's conduct is detrimental to the University and involves disruption of the University process or is dangerous to the health, safety and morals of the University community.
- The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, may dismiss or expel any student, pending a later hearing date if requested, under the following circumstances:
 - The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University.
 - The continued presence of the student on campus is likely to endanger the health, safety, welfare or property of the University community.
- The Chancellor, on the recommendation of the Vice Chancellor for Student Affairs and Enrollment Management, may dismiss or expel any student, pending a later hearing date if requested, who is convicted of or pleaded guilty to a criminal offense of a kind which interferes with the orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the campus community.

Amending the Student Code of Conduct

Any Southern University and A&M College registered student may propose changes to the *Student Code of Conduct*. Proposed amendments should be submitted in writing to the Office of the Dean of Students for review. The Dean of Students will then submit any accepted proposed amendments to the Vice Chancellor for Student Affairs and Enrollment Management, who will coordinate an extensive review of the proposed amendments. The Vice Chancellor for Student Affairs and Enrollment Management submits recommendations to the Chancellor for approval.



POLICY TITLE
Hazing Prevention Policy

POLICY NUMBER
13-001

<p>Responsible Unit: <i>Office of the President-Chancellor for the Southern University System and each campus Office of Student Affairs</i></p> <p>Responsible Official: <i>President-Chancellor</i></p> <p>Policy Classification: <i>Student Affairs</i></p>	<p>Effective Date: <i>08/23/2019</i></p> <p>Last Reviewed Date: <i>08/01/19</i></p> <p>Origination Date: <i>08/01/2018</i></p>
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I. POLICY STATEMENT AND RATIONALE

The Southern University System Board of Supervisors (SUBOS) does not condone hazing in any form at any of their governed institutions. All SUBOS governed institutions shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education; and training. All SUBOS governed institutions shall be committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety and respect for one's self and others. All SUBOS governed institutions shall implement policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

II. POLICY SCOPE AND AUDIENCE

In accordance with 2018 Regular Session Acts 635, 637 and 640 and 2019 Regular Session Act 382 of the Louisiana Legislature ("Louisiana Hazing Laws"), the SUBOS hereby adopts this Uniform Policy on Hazing Prevention ("Policy") applicable to all of their governed institutions. This Policy aims to enhance the Legislature's efforts to establish statewide mandatory requirements and is designed to help all SUBOS governed institutions create and maintain safety for all students who participate in the institutions' activities, programs, groups, teams, organizations and Greek-lettered associations.

Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any subsequent changes to laws and regulations. SUBOS recognizes that our governed institutions all possess unique characteristics (e.g., presence of Greek life, athletic teams, band and other such organizations vs. the lack thereof; commuter vs. residential campuses; large vs. small campuses, presence of campus police and residential advisors vs. the lack thereof). Thus, it is within the purview of each institution's administration to review, evaluate and apply this Policy in a manner that ensures that it adequately aligns with each institution's campus characteristics and resources, provided that the interpretation and implementation are in furtherance of the requirements of this Policy and do not result in substantive changes to the Policy. Our governed institutions may also develop supplementary procedures to further support the implementation of this Policy. However, the mandatory provisions of this Policy establish the minimum requirements with which all institutional policies must comply.

Each governed institution shall establish policies and procedures in full compliance with this Policy and implement such policies no later than the beginning of AY 2018-19. Each policy shall be reviewed for compliance with this Policy and applicable laws and regulations and upon verification of such compliance, this management board shall forward the institutional policies to Board of Regents by September 01, 2019.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Acts 640 and 635 and 637 of 2018 and Act 382 of 2019, codified at R.S. 14:40.8, R.S. 17:1801, R.S. 17:1801.1, R.S. 17:1805, and R.S. 14:502 respectively. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in an institution's policy.

III. POLICY COMPLIANCE

All institutions subject to this Policy shall adopt this policy an institutional policy in accordance with all applicable laws and this Policy.

All campus organizations 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.

IV. POLICY DEFINITIONS

- a. **Governed institution, education institution, or institution** is any institution or campus governed by the Southern University Board of Supervisors that is supported wholly or in part by public funds.
- b. **Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
 - ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.
 - iii. Consent is not a defense.
 - iv. Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:
 1. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
 2. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 3. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 4. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
 5. For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.
- c. **Organization** is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

- d. **Pledging** is any action or activity related to becoming a member of an organization, including recruitment and rushing.
- e. **Appropriate authority** includes:
 - i. Any state or local law enforcement agency.
 - ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
 - iii. Emergency medical personnel.
- f. **Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.
- g. **Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

V. **POLICY IMPLEMENTATION PROCEDURES**

After the adoption of this policy, each governed institution shall immediately post this policy, as written, on their respective websites; disseminate a hard copy of this policy to all students at orientation or if orientation has occurred prior to the adoption of this policy, disseminate a hard copy to all students via email; and revise or expand all related policies at their institution's. Governed institutions shall update all applicable policies before August 31, 2019.

- a. Each institution's policy must comply with applicable laws and regulations, and must be amended to reflect any changes to such laws and regulations, including but not limited to the following:
 - i. Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;
 - ii. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and
 - iii. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana's postsecondary institutions, requires BOR to adopt a uniform policy on hazing prevention, requires postsecondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

- iv. Act 382 of the 2019 Regular Session of the Louisiana Legislature, which amended LA R.S. 14:40.8, 17:1801, 17:1801.1, and 17:1805.
- b. Failure to comply with any applicable laws and regulations, including those listed above, shall constitute a failure to comply with this Policy.
- c. SUBOS shall make all due diligence efforts to ensure its governed institutions' compliance with applicable laws and regulations, including those listed above.
- d. While the provisions of the laws listed above are mandatory components of the system policy, the best practices listed in Section VI below are SUBOS's guidance to the institutions on the implementation of hazing laws. Institutions may supplement the provisions of this Policy as necessary, but any such supplemental provision shall comply with the laws and this Policy.
- e. In addition to the definitions and other provisions in compliance with laws and regulations, including those listed above, all SUBOS governed institutions shall implement the following measures to prevent and address hazing, beginning in fall 2018, unless otherwise noted:

i. Prevention and Education Programs:

- 1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
- 2. Each organization shall provide annually at least one hour 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.
- 3. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty

to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws.

4. If the student receiving the information required in this sub section is a minor that information shall also be provided to his parent or legal guardian.

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

iii. **Reporting Requirement:**

1. **Duty to Report:** All campus organizations and institution officials are required to report any allegations that involves the commission of an act or acts of hazing to law enforcement as soon as practicable under the circumstances, and with all details known to the organizations or institutions with "no redactions", including names of all individuals alleged to have committed the act or acts of hazing.
2. Any institution that receives a report alleging the commission of an act or acts of hazing by one or more members of an organization that is organized and operating at the education institution shall report as soon as practicable under the circumstances, the alleged act or acts to the law enforcement agency having jurisdiction and the place where the allege act or acts of hazing occurred. The information reported to law enforcement as required law shall include all details received by the institution relative to the allege incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. Failure to report could result in a maximum penalty of \$10,000 for violation of R.S. 14:40.8.
3. **Required Documentation:** 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. The institution shall also 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.

4. All campuses and campus organizations shall utilize the standardized form developed by the Louisiana Board of Regents to report allegations of hazing. That form shall be immediately turned into to the campus Office of Student Affairs. The vice chancellor shall forward the form and allied documents to SU System Office of the General Counsel for submission to the Board of Regents.

iv. Enforcement of Laws, SUBOS Policy and Institutional Policy:

1. Each institution shall implement and enforce with full fidelity and consistency the Hazing Laws as listed above, this Policy and the institution's own policy. Failure to enforce or inconsistencies in enforcement shall constitute violation of the Hazing Laws and this Policy.
2. For the purposing of enforcing hazing laws or investigating hazing violations, campus police officer right to exercise the power of arrest when discharging their duties shall extend to alleged acts of hazing committed by members of an organization that is organized and operating at the university or college for which the police officer is commissioned regardless of the location where the alleged acts occurred.

VI. POLICY RELATED INFORMATION

In addition to the mandatory components of institutional policies and practices, each institution is encouraged to follow best practices, some of which are outlined below:

- a. **Ongoing Prevention and Awareness Campaigns:** Ongoing prevention and awareness campaigns may consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to hazing prevention. An example of such an initiative or program is joining institutions across the country in the observance of National Hazing Prevention Week.
- b. **Data Collection and Analysis:** Institutions are encouraged to create task forces to gather, analyze and understand institutional data on hazing. Effective hazing prevention presupposes an understanding of the cause, identifying any trends that the data show and assessment of the risk factors as well as protective measures.
- c. **Effective Intervention:** In collaboration with relevant organizations and student bodies, each institution is encouraged to develop intervention strategies and measures appropriate to the context specific to that institution and to the various organizations affiliated with it. The role of bystander intervention and social norming is key to hazing prevention and is recommended as part of campus intervention strategies. In support of state laws to combat hazing, bystander

intervention training and social norming should be part of any education and training aimed at preparing faculty, staff and community members to understanding hazing issues and statistics on campus.

Response Plan: Institutions are encouraged to convene teams with the necessary expertise, including coaches, resident advisors, Greek-lettered organization officials, alumni and coaches. Each year before the beginning of the academic year, the teams should develop a response plan delineating the procedures for handling any hazing incident.

VII. POLICY IMPLEMENTATION PROCEDURES

The Office of the President-Chancellor in conjunction with the governed institutions administration will be charged with implementing this policy.

To report an allegation of hazing, individuals, campus officials, or campus organization shall utilize the following:

- i. Form A: Board of Regents Standardized Form for Institutions
- ii. Form B: Board of Regents Standardized Form for Organizations

VIII. POLICY HISTORY AND REVIEW CYCLE

This policy was created on August 24, 2018, and amended on August 23, 2019. This policy is subject to a five-year policy review cycle or as needed by legislative changes.

IX. POLICY APPROVAL

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.

President-Chancellor Ray L. Belton, Ph.D.
Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chair – Southern University System Board of Supervisors

Effective Date of Policy



HAZING REPORT FORM FOR ORGANIZATIONS

NOTE:

1. This standardized form, developed by the Board of Regents pursuant to Act 382 of 2019, is to be used by organizations affiliated with postsecondary institutions to report any information received by the organization regarding incidents of hazing.
2. Organizations must send this report to law enforcement and the affiliated institution as soon as practicable.
3. This report contains unredacted information, as required by Act 382 of 2019. Subsequent use and disclosure of this report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.

INFORMATION ABOUT ORGANIZATION			
Name of Organization			
Affiliated Institution			
Name of Affiliated Parent or National Organization			
Full Name and Title of Contact Official at the Organization			
Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)			
Full Name			
Affiliated Organization (Member or Pledge)			
Home Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of Incident <input type="checkbox"/> On campus <input type="checkbox"/> Off- campus			
Specific Location			
Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary)			
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach separate sheet with names, addresses, and phone numbers.			
Was the individual injured? If so, identify the individual and describe the injury (e.g. laceration, sprain, etc.), location of injury (e.g. upper arm, shoulder), and any other information known about the resulting injury.			



Was medical treatment provided? Yes No Refused
 If yes, where was treatment provided: on site Urgent Care Emergency Room Other

REPORTER INFORMATION

Individual Submitting Report (print name)

I hereby affirm that the information contained in this report is complete and accurate to the best of my knowledge.
 Signature: _____ Date Report Completed: _____

FOR OFFICE USE ONLY

Report Received by _____ Date _____

DOCUMENT ANY FOLLOW-UP ACTION TAKEN AFTER SUBMISSION OF THE INCIDENT REPORT

Date	Action Taken	By Whom

FORM B

INSTRUCTIONS: Pursuant to SU System Board of Supervisors' Policy #13-002, this form must be turned into the campus Office of Student Affairs as soon as practicable. Upon receipt, the Vice Chancellor for Student Affairs shall immediately forward to the System Office of the General Counsel. Any questions regarding this form or its contents shall be directed to the Office of the General Counsel at (225) 771-4680.



HAZING REPORT FORM FOR INSTITUTIONS

NOTE:

1. This standardized form, developed by the Board of Regents pursuant to Act 382 of 2019, is to be used by postsecondary institutions to report to law enforcement, as soon as practicable, any information received by any official at the institution regarding incidents of hazing.
2. This report contains unredacted information, as required by Act 382 of 2019. Subsequent use and disclosure of this report remains subject to applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act.

INFORMATION ABOUT INSTITUTION			
Name of Institution			
Name of Affiliated Organization(s) Relevant to the Incident			
Full Name and Title of Contact Official at the Institution			
Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT (USE ADDITIONAL FORMS FOR EACH PERSON INVOLVED)			
Full Name			
Attending Institution			
Affiliated Organization (Member or Pledge)			
Home Address			
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Police Notified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Incident <input type="checkbox"/> On campus <input type="checkbox"/> Off- campus			
Specific Location			
Description of Incident (what happened, how it happened, individuals involved, factors leading to the event, etc.) Be as specific, complete and accurate as possible and do not redact any information known to the institution official(s) (attached additional sheets if necessary)			
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, attach separate sheet with names, addresses, and phone numbers.			



Was anyone injured? If so, identify the individual and describe the injury (e.g. laceration, sprain, etc.), location of injury (e.g. upper arm, shoulder), and any other information known about the resulting injury.

Was medical treatment provided? Yes No Refused
 If yes, where was treatment provided: on site Urgent Care Emergency Room Other

REPORTER INFORMATION

Individual Submitting Report (print name)

I hereby affirm that the information contained in this report is complete and accurate to the best of my knowledge.
 Signature: _____ Date Report Completed: _____

FOR OFFICE USE ONLY

Report Received by _____ Date _____

DOCUMENT ANY FOLLOW-UP ACTION TAKEN AFTER SUBMISSION OF THE INCIDENT REPORT

Date	Action Taken	By Whom

FORM A

INSTRUCTIONS: Pursuant to SU System Board of Supervisors' Policy #13-002, this form must be turned into the campus Office of Student Affairs as soon as practicable. Upon receipt, the Vice Chancellor for Student Affairs shall immediately forward to the System Office of the General Counsel. Any questions regarding this form or its contents shall be directed to the Office of the General Counsel at (225) 771-4680.